



SAMLARC
Rancho Santa Margarita Landscape and Recreation Corporation
Board of Directors Meeting
Open Session
July 25, 2023
Minutes

Members Present

President Paul Persiani
Vice President Judy Vasquez
Secretary Deborah Christensen
CFO Greg Wieckert
Director Jeff Halbreich
Director Nate Farnsworth
Director Greg Schnieders

Members Absent

First Service Residential

SAMLARC Community Executive Officer George Blair
SAMLARC Assistant General Manager Jerry Corpuz
SAMLARC Communications Manager Alexandra Kuhlmann
SAMLARC Executive Assistant Tita Gervasi
SAMLARC Community Services Manager Carla Galosic
SAMLARC Community Services Representative Nicole Thel
SAMLARC Project Coordinator Devin Swanson
SAMLARC Project Manager Eric Rosenkrantz
SAMLARC Beach Club Operations Manager Star Meza
SAMLARC Park Operations Manager Pat White
SAMLARC Operations Administrator Debbie Melberg

Others Present

Corporate Counsel, Daniel A. Nordberg, Esq., Nordberg|DeNichilo, LLP.

Executive Session

The following items were reviewed in the Executive Session Meeting preceding the Open Session Meeting in accordance with California Civil Code 4090 that include Employment Issues, Contract Negotiations, Consultations with Corporate Counsel Review of Information Provided by Counsel, Constitutionally or Legally Protected Topics i.e. Attorney-Client Privileged Information:

- Vacant Position on Board
- Appeal SAMLARC 2101-04
- Knapp vs. Serabrisa, et al.
- Foreclosure Proceedings
- Bad Debt Write-off

I. Call to Order

President Paul Persiani called the Open Session of the Board of Directors Meeting for the Rancho Santa Margarita Landscape and Recreation Corporation to order at 6:00 p.m.

II. Approval of the Agenda

Resolution: To approve the July 25, 2023 Open Session Agenda.

Motion: Deborah Christensen

Second: Greg Schnieders

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

III. Consideration of Appointment to the Board of Directors for the Remaining Term of Office to Expire with the 2025 Election

Resolution: It was the consensus of the Board to confirm the appointment of Jeff Halbreich to serve as a Member of the Board of until the 2025 Election of Directors.

IV. Presentation – Curt Stanley

Mr. Curt Stanley was given a certificate thanking him for volunteering for SAMLARC as Uncle Sam on the 4th of July Event.

V. Homeowners Forum

Ms. Wade came before the Board regarding Lakeshore safety regarding e-bikes. She also would like a 4-hour block of time early in the morning and early evening for lap swimmers at two pools.

Mr. Wallace spoke regarding Pickball courts and suggested a reservation system be put in place. He also added he would like a darker fence shade installed when it is time for replacement.

VI. Approval of the Minutes

Resolution: To approve the June 27, 2023, Board of Directors Open Session Minutes.

Motion: Greg Wieckert

Second: Nate Farnsworth

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Greg Schnieders

Abstain: Jeff Halbreich

Nays: None

VII. Items for Discussion and/or Approval

A. Consideration of Homeowner Request to Appeal the Action of the Architectural Review Committee for Denial of Home Improvement Application for SAMLA-2101-04

Resolution: To uphold the decision of the Architectural Review Committee to deny the home improvement application and continue enforcement through the violation process.

Motion: Deborah Christensen

Second: Greg Schnieders

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

B. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with True Line Construction & Resurfacing to Convert Altisima Tennis Court into Pickleball and Resurface Existing Pickleball Courts

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with True Line Construction & Resurfacing to Convert Altisima Tennis Court into Pickleball Courts and resurface existing Pickleball Courts.

Motion: Jeff Halbreich

Second: Greg Schnieders

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

C. Consideration of the Altisima Turf Conversion Project

Resolution: To confirm the decision of the Landscape and Facilities Enhancement Committee to proceed with the Altisima Turf Conversion Project as originally approved.

Motion: Paul Persiani

Second: Greg Wieckert

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

VIII. Consent Calendar - (All matters on the Consent Calendar are to be approved in one motion unless a Board member requests a separate action on a specific item on the Consent Calendar).

Motion: Jeff Halbreich

Second: Deborah Christensen

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

A. Contracts to Expire November 2023

Resolution: To approve entering into a contract with the following vendors for the period as specified by each of the associated contracts, with the contracts coming before the Board of Directors for final approval prior to the current contract expiration date. These contracts include:

- Pacific Utility Audit – Analyze utility rate structures and ensures that SAMLARC has the most optimal rate plan offered by Southern California Edison. Second Renewal of contract, no price increase, no change in terms of contract.
- Orange Coast Fence – Maintenance, repair, and new fencing projects. First Renewal, no price increase, no change in terms of contract.
- Tony’s Locksmith – Maintenance, repair, and new projects. First Renewal, no price increase, no change in terms of contract.
- Triton Air – Maintenance, repair, and new projects. First Renewal, no price increase, no change in terms of contract.
- Taylor Tennis – Maintenance, repair, and new projects. First renewal of contract, no price increase, no change in terms of contract.
- IE Alarm Systems – Alarm Monitoring for Beach Club and Altisima Fiesta Room. First renewal of contract, no price increase, no change in terms of contract.

B. Consideration of Recommendation from the Communications Committee to Appoint SAMLARC Member Camille Pratt to the Communications Committee

Resolution: As recommended by the Communications Committee, to appoint SAMLARC Member Camille Pratt to serve on the SAMLARC Communications Committee through the end of the 2023-2024 service year.

C. Consideration of Recommendation from the Landscape & Facilities Enhancement Committee to Approve a Contract with Concrete Hazard Solutions for Installing Two Entrance Ramps at the Vista Room

Resolution: As recommended by the Landscape & Facilities Enhancement Committee, to approve a contract with Concrete Hazard Solutions for installing two (2) entrance ramps at the Vista Room located at Altisima Park using template number (2A) Contract for Goods and Services and (2B) Master Contract for Goods and Services.

D. Consideration of Recommendation to the Board of Directors to Approve the Request from a Scout to Refurbish Eight SAMLARC Benches at Monte Vista Park

Resolution: To recommend that the Board of Directors approve the request from a Scout to refurbish eight SAMLARC benches at Monte Vista Park.

E. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the May 2023 Credit Card Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the charges and payable transmittal for SAMLARC's US Bank credit cards for the statement closing date of May 25, 2023. The amount due is \$6,715.66.

F. Consideration of Recommendation from the Budget and Cash Flow Committee to Acknowledge Review of the June 2023 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the financial statement and bank reconciliation dated June 30, 2023. The balance sheet dated June 30, 2023 reflects assets of \$8,877,183 in Reserve funds, \$2,507,689 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$11,386,522, along with a security deposit of \$7,806. The income statement for June 30, 2023 reflects year-to-date net income of \$678,985 compared to budgeted net income of (\$140,561). Year-to-date reserve funding is \$786,890 compared to a budget of \$791,364. All figures are rounded.

G. Consideration of Approval of a Contract with Solitude Lake Management

Resolution: To approve a Trade Master Contract with Solitude Lake Management to repair and maintain floating islands and fine bubble aeration system located at the Lago Santa Margarita.

H. Consideration of Approval of Contract with Gerard Signs & Graphics, Inc. for Removal of 2023 Holiday Banners

Resolution: To approve a contract with Gerard Signs & Graphics, Inc. for the removal of SAMLARC Holiday Banners using template number (2A) Contract for Goods and Services and (2B) Master Contract for Goods and Services.

I. Consideration of Approval of Contract and Work Authorization with Holiday Harbor Lighting Company for the 2023 Holiday Lighting and Decoration Program and Refurbishment of the SAMLARC Christmas Tree

Resolution: To approve a contract with Holiday Harbor Lighting Company for the 2023 Holiday Lighting and Decoration Program using template number (2A) Contract for Goods and Services and (2B) Master Contract for Goods and Services; and, to approve Work Authorization #002 for the refurbishment of the artificial tree and the re-welding of the structural joints using template (4) Work Authorization for Goods and/or Services.

J. Consideration of Approval for a Work Authorization with Blueray Aquatics for the Replacement of a Backwash System at the Altisima Park Pool

Resolution: To approve Work Authorization #006 with Blueray Aquatics for the replacement of a backwash system at the Altisima Park Pool using contract template (4) Work Authorization for Goods and/or Services.

K. Consideration of Approval of a Work Authorization with La Cresta Enterprises, Inc. to Repair and Replace Twelve Backflow Devices

Resolution: To approve Work Authorization #027 with La Cresta Enterprises, Inc. to repair and replace twelve backflow devices using contract template four (4) Work Authorization for Goods and/or Services at a total cost not to exceed \$3,770.50 with funds to be expended from Operating Account GL#S18155, Supplemental Common Area Services.

L. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on 16 delinquent accounts should their assessments not be paid within the time established in the Intent to Lien Letter. The accounts became past due in July 2023 or earlier, and in accordance with the Corporation’s Assessment Collection Policy, a letter was sent to the homeowner notifying them that they have 30 days to pay the balance owed or a lien will be placed on their property. Therefore, the Board directs Management to lien the accounts listed on the ‘Instructions to Management’ resolution dated July 25, 2023, should the delinquent assessments not be paid within the time established in the Intent to Lien Letter:

Account Number	Total Amount Due	Account Number	Total Amount Due	Account Number	Total Amount Due
0190-05	\$477.00	2919-02	\$928.21	2526-04	\$691.08
2731-01	\$1,586.14	9483-01	\$2,665.48	A716-03	\$291.00
8958-06	\$1,349.00	A046-05	\$388.00	2286-09	\$2,481.88
9482-01	\$307.00	1021-04	\$489.00	5959-02	\$499.00
0963-04	\$1,624.00	3806-04	\$449.00	9213-02	\$1,427.56

IX. Board Committee Reports

This time is set-aside for each Director to provide a brief report regarding committee meetings they have attended during the month.

Committee Reports:

Budget and Cash Flow Committee – Chair Greg Wieckert reported The BCFC met via Zoom on Wednesday, July 19, 2023, and reviewed reinvestment options and strategies, cash flow worksheets, and acknowledged the review of the June 2023 Financial Statement. The next BCFC meeting will take place on August 9th which will include the first review of the 2024 draft budget.

Communications Committee – Chair Greg Schnieders reported the Committee last met on July 12, 2023. Discussion at the meeting included nomination of a Committee Chair, interview of Ms. Camille Pratt for appointment to the Committee, review of website performance and improvements for the remainder of the year, an initial discussion of the 2024 Communications budget, and digital engagement. The Committee is next scheduled to meet in August for further budget review.

Community Lifestyle Committee – Chair Judy Vasquez reported the Committee met on Tuesday, July 18, 2023 to welcome Anne Chung to the committee and to recap the Fishing Derby, Music at the Lagoon and July 4th Star Spangled Spectacular. The Committee also discussed the Community Lifestyle 2024 calendar and budget. The next meeting is scheduled for Tuesday, August 15, 2023.

Landscape and Facilities Enhancement Committee – Chair Paul Persiani reported the Committee met virtually on Thursday, July 20, 2023 at noon. The Committee reviewed and made recommendations to the Board of Directors regarding the Altisima Court Resurface & Conversion, Bench Refurbishment Project, and Vista Room Enhancements. The next meeting is tentatively scheduled for Thursday, August 17, 2023.

Committee Liaison Reports:

Architectural Review Committee – Director Deborah Christensen reported the Committee met on July 10, 2023 and July 24, 2023. Twenty-six submittals were submitted, twenty-five were approved and one denied. The next meeting will be held on August 14, 2023 at 12:00 p.m. via Zoom.

Chamber of Commerce – Greg Schnieders reported the RSM Chamber of Commerce will host the Paso Robles Wine & Food Pairings on Friday, July 28, 2023 from 6:00-9:30 pm at the Grand Terrace near City Hall; the Lake Forest Quad Chamber Mixer on Wednesday, August 2, 2023 from 5:00-7:00 pm at Sammy's Original 23221 Lake Center Drive, and Summer Nights with the RSM Chamber of Commerce on Wednesday, August 23, 2023 from 5:30-7:30 pm at Tutto Fresco. He added if Board members are interested in attending either the Lake Forest Quad Chamber Mixer or Summer Nights, to please let Management know. SAMLARC will also assist the Chamber by promoting the Shop and Dine Rancho Santa Margarita Program and Rancho Family Fest through our social media and on SAMLARC.org.

Covenant Committee – Director Deborah Christensen reported the Committee met on Tuesday, July 11, 2023 and reviewed twelve violations. Three were assessed fines, four were offered extensions, and five had their fines rescinded. The next Covenant Committee meeting is scheduled for Tuesday, August 1, 2023 at 4:00 p.m. via Zoom.

City of Rancho Santa Margarita – President Paul Persiani SAMLARC and the City have not met since our last meeting. Per the Quarterly Meeting schedule, the next meeting will occur in September.

Community Associations of Rancho – Greg Schnieders reported the Community Associations of Rancho have not met since the last meeting. The next meeting is scheduled for August 1, 2023 at the Trabuco Canyon Water District from 7:30 to 9:00 a.m.

No Reports for this Month's Meeting

- Election Committee – Chair Nate Farnsworth
- Recycled Water Ad Hoc Committee – Chair Paul Persiani
- Insurance Review Committee – Chair Greg Wieckert
- Sports Council – Director Nate Farnsworth

X. Director's Report

This time is set-aside for each Director to provide a brief report regarding other items of note.

Director Deborah Christensen – Stated she had a great time on the 4th of July and thanked the staff for its planning and time.

Director Nate Farnsworth – No report.

Director Jeff Halbreich – Expressed he was glad to be back on the Board.

Director Paul Persiani – Was sorry he was unable to attend the 4th of July event but heard it was fantastic. He also welcomed back Jeff Halbreich to the Board.

Director Greg Schnieders – Thanked the staff for their hard work on the 4th of July and thanked the Committee for recognizing the need for more Pickleball Courts.

Director Judy Vasquez – Stated the 4th of July event was great and has a nice time.

Director Greg Wieckert – Welcomed Jeff back to the Board and added the 4th of July was awesome.

XI. Community Executive Officer Report

CEO George Blair thanked Curt Stanley again for spending most of his time on the 4th of July and added he is a friend of the SAMLARC team.

After a thorough recruiting by Management, a Financial Analyst has been selected. Her name is Nicky Le, and she will begin on Monday, July 31, 2023.

XII. Events and Programs

Great Rancho Campout

Friday, August 4th & Saturday, August 5th

5:00 p.m. – 9:00 a.m.

Trabuco Mesa Park

Screen on the Green: Beethoven

Friday, August 11th

6:30 p.m. – 9:30 p.m.

Central Park

Music at the Lagoon

Friday, August 18th

6:00 p.m. – 8:00 p.m.

Lago Santa Margarita Beach Club

Adult Gardening Workshop

Saturday, August 26th

10:00 a.m. – 11:30 a.m.

Lago Santa Margarita Beach Club, Fiesta Room

XIII. Next Meeting

Consistent with Board direction, the next meeting will be held on August 22, 2023, at 6:00 p.m. in the Fiesta Room at the Lago Santa Margarita Beach Club.

XIV. Adjournment

There being no further business to come before the Board of Directors, the meeting was adjourned at 6:48 p.m.

I certify that these minutes were duly approved by the Board of Directors on August 22, 2023.

Paul Persiani
Paul Persiani, President

Date: August 22, 2023

Deborah Christensen
Deborah Christensen, Secretary

Date: August 22, 2023

Prepared by: Tita S. Gervasi, Executive Assistant