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**2017/2018 SPECIAL BOARD MEETING OF THE
HERITAGE RANCH OWNERS' ASSOCIATION
BOARD OF DIRECTORS**

AGENDA

DATE: Friday, March 16, 2018

TIME: Executive Session at 4:00 p.m., Open Meeting at 6:00 p.m.

PLACE: Recreation Barn

DIRECTORS: Valerie Tingley, Dan Burgess, Michael Bright, Deedee Flauding and Steve Pfarr

EXECUTIVE MEETING

CALL TO ORDER

ROLL CALL (to establish a quorum)

EXECUTIVE CONSENT AGENDA ITEMS

1. Approve/Disapprove minutes of the Executive Meeting of the HROA Board of Directors held on February 16, 2018.
2. Approve/Disapprove Violation Hearing Officer recommendations from the February 13, 2018 hearing.
Summary of items dismissed, upheld or reduced.

EXECUTIVE BUSINESS TO BE CONDUCTED

3. Appeals
4. Personnel

5. Contracts

6. Legal

RECESS/ADJOURN EXECUTIVE MEETING

OPEN MEETING

CALL OPEN MEETING TO ORDER (Estimated time to be 6:00 p.m.)

ROLL CALL (to establish a quorum)

PLEDGE OF ALLEGIANCE

PRESIDENT'S WELCOME AND EXECUTIVE MEETING SUMMARY

MEMBER COMMENTS on NON-AGENDA ITEMS: Prior to coming to the podium, each speaker is asked to complete a blue information card and to give it to a board member. All members are invited to speak on non-agenda items at this time. Each speaker will be limited to three (3) minutes with a maximum speaking period of thirty (30) minutes. Please raise your hand to be recognized by the Chairperson, at which time you should step forward and state your name, lot and tract #.

OPEN MEETING CONSENT AGENDA ITEMS

7. Approve/Disapprove minutes of the ~~Special Meeting of the~~ Special Meeting held on February 16, 2018.

BUSINESS TO BE CONDUCTED

MEMBER COMMENTS ON AGENDA ITEMS: Prior to coming to the podium, each speaker is asked to complete a blue information card and to give it to a board member. Time will be allotted during the business portion of the meeting for member comments on agenda items. Each speaker will be limited to three (3) minutes with the Chairperson determining the duration of member comments on each agenda item. When the Chairperson calls for discussion from the floor, please raise your hand to be recognized by the Chairperson, at which time you should step forward and state your name, lot and tract #.

GENERAL UPDATES AND ANNOUNCEMENTS

President's Updates

GM Recruitment

Ranch Patrol Manager Recruitment Update

Easter Egg Hunt at Gateway Park: Date has changed from March 24 to March 31, 9:30 AM

Directors' Updates

Roadwork (Director Flauding)

Equestrian Park Tennis Court and Heritage Park Basketball Court Projects. (Director Flauding)

Budget Update (Director Pfarr)

Party Dock (Director Pfarr)

General Manager's Updates

As noted at the last meeting, the project priority list established by the Planning Committee and approved by the Board of Directors on April 21, 2017 is available on the back table.

A Special Board Meeting is scheduled on Saturday, April 14, 2018 at 9:30 a.m. at the Rec Barn. The purpose of the meeting is to discuss and vote to approve or disapprove proposed changes to Membership Handbook - Rules and Regulations, Red Tag Instruction Sheet and the Schedule of Monetary Penalties. General Notice of these changes was posted March 15, 2018 (30 days prior to the meeting). Also, on March 15, 2018, electronic copies with proposed changes were posted on the website and hardcopies made available for review upon request. Contact the Office.

New roofs have been put on Tract 447 Bathrooms and Administration Office

UNFINISHED BUSINESS

8. Approve/Disapprove to RESCIND approval for expenditures from Reserves not to exceed \$5,500.00 to purchase a replacement range for the Recreation Barn. Recommended by the Planning and Finance Committees.

On January 19, 2018, expenditures from Reserves were authorized predicated on data that the "Vulcan" range had failed entirely and that a replacement for the existing range was needed as soon as possible. Since then, repairs to the propane lines coming into the building have resolved the range performance issues AND the Planning and Finance Committees have determined that we should move forward with the purchase of a second range for the Rec Barn. See Item 11 below.

9. Approve/Disapprove to form an Ad Hoc Trails and Open Space Committee.

The Board is working on the charter to define this group's, scope of operation, objectives, time frames and consequences. With this in place, members will be appointed at the April meeting. Contact president@hroa.us if you would like to participate.

10. Approve/Disapprove to provisionally allow new market animals to enter the Equestrian Center Livestock Area. These animals may remain in the center until August 2, 2018.

With the approval of this motion, members interested in bringing in market animals must first complete all necessary paperwork through the HROA office and be given approval by the HROA to move forward. Failure to follow the approved process will result in the member having to remove their animal with no ability to participate this year.

NEW BUSINESS

11. Approve/Disapprove expenditures not to exceed \$8,000.00 from New Capital for the purchase and installation of a new 36" non-commercial range for the Recreation Barn. Recommended by the Reserves Sub-Committee and Planning and Finance Committees.

- *Planning Committee recommended \$5,600.00 for the purchase of a second range and \$2,400.00 for installation, repairs and fittings to install the new range where the existing one is and move the existing range to the corner under the big hood. The hood has been verified to be in good working order.*
- *There has only been one range at the Recreation Barn for the past several years and the Planning Committee recommends there be two. As a result, this purchase must be funded from New Capital as opposed to Reserves.*

12. Approve/Disapprove proposed changes to the Rental Slip Procedures and Durations. Recommended by Marina Committee.
Proposed changes and documentation were provided to members at the February 16, 2018 Board of Directors meeting.
13. Approve/Disapprove Steve Pfarr as a member of the Advisory Committee. Recommended by the Advisory Committee.
14. Approve/Disapprove Robert Snyder as a voting member of the Finance Committee. Recommended by the Finance Committee.
15. Approve/Disapprove Bill Cloonan Jr. as a member of the Marina Committee. Recommended by the Marina Committee.
16. Approve/Disapprove Bonnie Forcey as a member of the Planning Committee. Recommended by the Planning Committee.
17. Approve/Disapprove, by resolution, a contract with MarWal Construction, Inc. to provide contract bid documents and oversight for roadway repairs and expenditures from Reserves not to exceed \$9,000 for this contract. Recommended by the Reserves Sub-Committee, Planning and Finance Committees.
This contract will define the terms and conditions of the upcoming roadway repair project including: scope of work, types of insurance, payment structure, change order management and recommendations for funding amounts. When complete, the contract will deliver: 1) a final report with recommendations to the Board of Directors (for use at a future date) to authorize funding from Reserves for the 2018 Roadway Project, 2) formal bid documents for the 2018 Roadway Project, and 3) boilerplate templates for future projects that utilize a formal bidding process.
18. Approve/Disapprove, by resolution, a contract with Earth Systems to perform structural analysis and geotechnical assessments for the “repair/replace” phase of the Heritage Park Pavilion Project and expenditures from Reserves not to exceed \$1,500.00 for this contract. Recommended by the Reserves Sub-Committee, Planning and Finance Committees.
19. Approve/Disapprove, by resolution, a contract with Shoreline Engineering, Inc. for engineering and estimating services for the “repair/replace” phase of Heritage Park Pavilion Project and expenditures from Reserves not to exceed \$2,275.00 for this contract. Recommended by the Reserves Sub-Committee, Planning and Finance Committees.
20. Approve/Disapprove, by resolution, a contract with MarWal Construction, Inc. to provide oversight and to review and coordinate information provided by Earth Systems and Shoreline Engineering for the “repair/replace” phase of the Heritage Park Pavilion Project and expenditures from Reserves not to exceed \$6,480.00 for this contract. Recommended by the Reserves Sub-Committee, Planning and Finance Committees.

This contract will define the terms/conditions and scope of work and will include a final report with recommendations to the Board of Directors.

21. Approve/Disapprove, by resolution, expenditures from Reserves not to exceed \$27,000 payable to Quinn Company to purchase a used Caterpillar 416C backhoe loader. Recommended by the Reserves Sub-Committee and Finance Committee.
Quinn Company has a buyer to purchase our old backhoe for \$7500.
22. Approve/Disapprove to extend deprecation agreement with John Knopke until May 31, 2018.
CA Department of Fish and Wildlife Depredation Permits require HROA to list all agents of the association.
23. Approve/Disapprove the Record Date for the 2018 Annual Election to be Thursday, June 21, 2018.
This is 58 days before the Annual Meeting of Members and Board of Directors election to be held on Saturday, August 18, 2018. Note: The deadline for candidate petitions to be submitted will be June 19, 2018 (60 days prior to the election).
24. Approve/Disapprove to restrict guest boats to campers only on Memorial Day, July 4th and Labor Day weekends due to low lake elevations.

DISCUSSION

- A. Proposed Traffic Safety Improvement Plan
Tabled from the February Meeting

DIRECTORS COMMENTS / QUESTIONS / REQUESTS

This agenda item is for the Directors to ask any questions of staff they have for clarification; provide a reference to staff or other resources for factual information; request staff to report back to the body at a subsequent meeting concerning any matter; or direct staff to place a matter of business on a future agenda.

ADJOURN