



PHONE: (805) 238-9641
FAX: (805) 238-3430
GATEHOUSE: (805) 227-6560

2130 HERITAGE LOOP ROAD
PASO ROBLES, CA 93446
www.hroa.us

**2020/2021 FIRST QUARTER BOARD MEETING
OF THE
HERITAGE RANCH OWNERS ASSOCIATION
BOARD OF DIRECTORS
AGENDA**

DATE: Thursday, October 22, 2020

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

PLACE: GoToWebinar - <https://attendee.gotowebinar.com/register/7038220630176827404>

Toll Free Call-in number: (415) 655-0052

Audio Access Code: 317-418-120

DIRECTORS: Michael Bright, Valerie Tingley, Doreen Marty, Daniel Burgess and Andrew Goodrich

EXECUTIVE MEETING AGENDA

CALL TO ORDER

ROLL CALL (to establish quorum)

EXECUTIVE CONSENT AGENDA

1. Approve/Disapprove minutes of the Executive Meeting of the HROA Board of Directors held on September 24, 2020.

EXECUTIVE BUSINESS TO BE CONDUCTED

2. Appeals
3. Member Discipline
4. Personnel
5. Contracts
6. Legal

RECESS/ADJOURN EXECUTIVE MEETING

OPEN MEETING AGENDA

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

ROLL CALL (to establish quorum)

PLEDGE OF ALLEGIANCE

PRESIDENT'S WELCOME AND EXECUTIVE MEETING SUMMARY

GENERAL MANAGER'S UPDATE

GUESTS AND SPECIAL PRESENTATIONS

- Cheryl Lasiewicz of Porter and Lasiewicz, CPAs will attend to review the 2019/2020 Auditors' Report

HROA COMMITTEE and COMMUNITY FOCUS GROUP REPORTS

- Finance Committee Report and Treasurer's Report
- Heritage Ranch Skate Park Focus Group Update
- AEC Committee
- Heritage Village Seniors Report
- RV Storage Lot Focus Group Update
- Due to the COVID-19 situation, all other committees are meeting on a limited basis.

MEMBER COMMENT GUIDELINES FOR GOTOMEETING WEBINAR

- With the current webinar meeting format, all questions and member comments will be addressed in the Member Comment sections at the beginning of the meeting, and at the end of the meeting, and as many questions as possible will be answered by the Board in these Q&A sessions.
- You will be sent a separate email to register for, and log into, the GoToMeeting webinar for the October 22, 2020 Open Session Board Meeting. This same email will also contain the numeric/alpha combination meeting access code.
- Click on the "Join Meeting" button sent within the GoToMeeting email, and enter the meeting access code when prompted.
- There will also be an option to listen to the webinar via your PC speakers, or you can call in to a toll-free phone number and listen via phone.
- All members will automatically be muted when connected to the GoToMeeting webinar.
- **If you have a specific question for the Board of Directors, please send it in advance of the meeting to tplatt@hroa.us if at all possible.** The questions submitted in advance will be addressed first by the Board during the Member Comment Q&A session. If you have questions that come up during the meeting, please click on the raise hand icon on the upper right side of your screen, and type in your question. The Board will answer as many of these questions as they can, as well as live member questions, in this Q&A session at the end of the meeting without making the meeting overly lengthy.

MEMBER COMMENTS / Q&A

OPEN MEETING CONSENT AGENDA (EXHIBIT A)

1. Consent Agenda - Exhibit A

NEW BUSINESS

2. Approve/Disapprove, by Resolution, to accept the Fiscal Year 2019-2020 Auditors' Report prepared by Cheryl Lasiewicz, CPA of Porter & Lasiewicz, CPA's.
 - A draft version of the Auditors' Report accompanies the email distribution of this agenda and Cheryl Lasiewicz, CPA will be present at this meeting to discuss and answer questions.
3. Acknowledge and Accept, by Resolution, additional expenditures from Reserves not to exceed \$7,980.00 and payable to Trueline Construction for a change order for the Heritage Park Basketball Court Remodel Project fencing.
 - This change order reflects a correction for the miscalculation of the total linear feet for replacement fencing needing to be replaced at the Heritage Park basketball court of 240 linear feet. Initially the project calculated a need for the lesser priced, but incorrect, fencing replacement option of 180 linear feet.
 - Overall, \$7,980.00 is approximately 6.8% of the project cost, which puts the project well within +/- 10% budget numbers normally incorporated for major projects.
4. Approve/Disapprove Requested Halloween Night Temporary Street Closure for Safe Trick-or-Treating in Tract 721 – Wood Duck at Swan Lane.
 - Per the requesting member, the thirteen (13) homeowners affected on Wood Duck have verbally agreed to this temporary street closure the evening of Saturday, October 31st only.
 - This specific area of our community reportedly gets a large number of trick-or-treaters each year, so the homeowners on the Wood Duck cul-de-sac area are concerned about overall traffic and pedestrian safety.
 - The requested temporary street closure would be from 5:00 pm to 9:00 pm.
 - The Board of Directors has already reviewed the County of San Luis Obispo Public Health Department Guidance for a Safer Halloween, and will consider the following COVID-19 health and safety guidelines in conjunction with this request:
 - Do not gather in large groups.
 - Only trick-or-treat with immediate family members or one or two other people with whom you regularly spend time with (your social bubble)
 - Wear a costume with a cloth face covering or wear a face covering when someone comes to your door. A costume mask is not a substitute for a cloth face covering.
 - Limit contact while distributing treats – Either leave a bowl of individual treats on your doorstep for each trick-or-treater to grab and go, or maintain physical distance by using a “grabber” tool, a small zipline, or a small slide.
 - All treats should be commercially packaged and non-perishable.
 - The October 2, 2020 San Luis Obispo County Public Health Department Recommended Activities for a Safe Halloween (Guidance) memorandum can be found on our website at <https://hroa.us/posting/safe-halloween-guidelines-from-san-luis-obispo-county>.

DISCUSSION

- A. The Board of Directors will consider additional methods of regular communication to share information more effectively about current HROA activities and initiatives with the Membership as a whole.
- Mass communication emails and posting on the www.hroa.us website are already well-established methods of communication, as well as posting on the common area bulletin boards.
 - The goal is to have more proactive communications overall and to encourage timely and constructive Member input.
- B. MCWRA Proposed Private Dock Fee increases effective January 1, 2021.
- C. A schedule of all 2020/2021 Board Meeting and Finance Committee meeting dates.

ANNOUNCEMENTS – EXHIBIT B

MEMBER COMMENTS / Q&A

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 at a subsequent meeting concerning any matter; or direct staff to place a matter of business on a future agenda.

ADJOURN



PHONE: (805) 238-9641
FAX: (805) 238-3430
GATEHOUSE: (805) 227-6560

2130 HERITAGE LOOP ROAD
PASO ROBLES, CA 93446
www.hroa.us

**2020/2021 FIRST QUARTER BOARD MEETING
OF THE
HERITAGE RANCH OWNERS ASSOCIATION
BOARD OF DIRECTORS
AGENDA
CONSENT AGENDA (EXHIBIT A)**

DATE: Thursday, October 22, 2020

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

PLACE: Webinar

DIRECTORS: Michael Bright, Valerie Tingley, Doreen Marty, Daniel Burgess and Andrew Goodrich

-
- A. Approve Minutes of the 2020-2021 Special Meeting of the HROA Board of Directors held September 24, 2020.
 - B. Acknowledge and Accept the Review of the September 2020 Balance Sheets.
 - C. Acknowledge and Accept year-to-date September 2020 Revenue and Expense Statements.
 - D. Acknowledge and Accept the September 2020 Accounts Receivable Aging Summary.
 - E. Acknowledge and Accept September Deposits to and Expenditures from Reserves.
 - F. Acknowledge and Accept the September 2020 monthly Review & Reconciliation of all Bank Statements.
 - G. Acknowledge and Accept the September 2020 Certificates of Deposit
 - H. Acknowledge and Accept receipt of First Quarter Treasurer's Report for Fiscal Year 2020/2021.

For Items I, and J

At the July 25, 2019 Open Session meeting, the Board approved expenditures from Reserves not to exceed \$789,011 for Phase 2 (P2-Design/Bid) and Phase 3 (P3-Construction) for the 2019-Civil-C2 Road Repair Project and repairs to Ibis Lane.

- I. Acknowledge and Accept, by Resolution, a payment from Reserves to Ferravanti Grading & Paving in the amount of \$23,431.50 for Project 2019-CIVIL-C2, P3-Construction-Roads Retention, Invoice #072002.
- J. Acknowledge and Accept, by Resolution, a payment from Reserves to Marwal Construction in the amount of \$6,480.00 for Project 2019-CIVIL-C2, P3-Construction, Invoice #10.

For Items K, L, M and N

At the At the August 27, 2020 Open Session Meeting, the Board approved expenditures from Reserves in the amount of \$65,000.00 for emergency repairs for the Main Gate Member Lane Roadway and Equipment Repair and Replace Project. The subsurface of the Main Gate Member Lane roadway was actively sinking and required immediate repair. While this road asphalt area was open for repairs, in-ground gate components as well as the failing gate arm operator and barrier were replaced.

- K. Acknowledge and Accept, by Resolution, a payment from Reserves to Bradley Engineering in the amount of \$11,238.00 for Project 2019-CIVIL-C2, Roads-Main Gate Member Lane, Invoice #BE 01-082020.
- L. Acknowledge and Accept, by Resolution, a payment from Reserves to Bradley Engineering in the amount of \$26,406.20 for Project 2020-CIVIL-C8, Roads-Main Gate Member Lane, Invoice #BE 01-082020.
- M. Acknowledge and Accept, by Resolution, a payment from Reserves to ML Entry Gates in the amount of \$7,887.00 for Main Gate Entry Lane emergency repairs, Invoice #INV01878.
- N. Acknowledge and Accept, by Resolution, a payment from Reserves to Mark Schwind Electric Inc. in the amount of \$4,870.00 for 2019-CIVIL-C2, Roads-Main Gate Entry Lane, Invoice #20-172.

For Items O, P and Q

- *The HROA Board initially allocated 2020-2021 roadwork expenditures from Reserves not to exceed \$750,00.00 for the CIVIL-C8-Road Maintenance-Tract 447 Project, and the CIVIL-C9-Heritage Road Culvert Project, respectively.*
- *At the January 23, 2020 Open Session Meeting, the Board approved expenditures from Reserves not to exceed \$87,524.00 for Preliminary Scoping for the 2020-CIVIL-C8-Road Maintenance-Tract 447.*
- *At the August 27, 2020 Open Session meeting, the Board approved expenditures from Reserves for revised CIVIL-C8 and CIVIL-C9 proposals for 2020-2021 roadwork, bringing the total for the 2020-CIVIL-C8 Road Maintenance-Tract 447 Project to an allocated amount of \$741,718.00.*
- O. Acknowledge and Accept, by Resolution, a payment from Reserves to North Coast Engineering Inc. in the amount of \$3,896.75 for the 2020-CIVIL-C8, P2, Design/Bid, Tract 447, Invoice #38925.
- P. Acknowledge and Accept, by Resolution, a payment from Reserves to Earth Systems in the amount of \$1,630.00 for the 2020-CIVIL-C8, P3, Road Maintenance-Tract 447, Invoice #821561.
- Q. Acknowledge and Accept, by Resolution, a payment from Reserves to Marwal Construction in the amount of \$19,260.00 for the 2020-CIVIL-C8, P3, Road Maintenance-Tract 447, Invoice #02.

- R. Acknowledge and Accept, by Resolution, a payment to be paid by Reserves to Shoreline Engineering in the amount of \$350 for the 2020-CIVIL-C9, P2, Heritage Ranch Culvert Project, Invoice #450-09-01.
- *The HROA Board initially allocated 2020-2021 roadwork expenditures from Reserves not to exceed \$750,00.00 for the CIVIL-C8-Road Maintenance-Tract 447 Project, and the CIVIL-C9-Heritage Road Culvert Project, respectively, bringing the initial total for the CIVIL-C9-Heritage Road Culvert Project to an allocated amount of \$8,282.00.*
 - *At the August 27, 2020 Open Session meeting, the Board approved expenditures from Reserves for revised CIVIL-C8 and CIVIL-C9 proposals for 2020-2021 roadwork, bringing the total for the 2020-CIVIL-C9-Heritage Road Culvert Project to an allocated amount of \$223,429.00. This includes 08-27-20 Board approved allocations of 2019-CIVIL-C2 unused funds in the amount of \$95,000.00 and 2020-Civil C9-Heritage Road Culvert Project additional funds of \$120,429.00.*
- S. Acknowledge and Accept, by Resolution, a payment from Reserves to Paso Robles Ford in the amount of \$85,985.25 for three Ford Fusion Hybrid vehicles, Invoice #s HERI200908, HERI200928 and HERI200928A. A Ford rebate check from Paso Robles Ford in the amount of \$5,873.76 will be received shortly bringing the total cost for 3 vehicles to \$80,111.49.
- At the September 24, 2020 Open Session Meeting, the Board approved expenditures from Reserves not to exceed \$80,120.49 for the purchase of three (3) new/replacement fleet vehicles from Paso Robles Ford to be used by the AEC Inspector and the two (2) full-time Mussel Inspection Program staff, as well as Ranch Patrol as needed.*
- T. Acknowledge and Accept, by Resolution, a payment from Reserves to Acacia Environmental Construction Inc. in the amount of \$71,170.00 for slope erosion control, Invoice #15956.
- U. Acknowledge and Accept, by Resolution, a payment from Reserves to C&C Tree Service Inc. in the amount of \$9,650.00 for safety hazard tree trimming and removal, Invoice #s 2310, 2311, 2312 and 2313.
- At the August 27, 2020 Open Session Meeting, the Board of Directors approved expenditures from Reserves in the amount \$9650.00 for general and safety hazard tree trimming and removal.*
- V. Acknowledge and Accept, by Resolution, a payment from Reserves to Trueline Construction & Surfacing Inc. in the amount of \$66,938.50 for the Heritage Park Basketball Court Remodel Project, Invoice #s 1514, 1515, 1516 and 1517.
- At the June 25, 2020 Open Session Meeting, the Board of Directors approved expenditures from Reserves in the amount of \$116,110.00 for the Heritage Park Basketball Courts Remodel and Rebuild Project. The quote included \$92,170.00 for the court as well as \$23,940.00 for replacement of three (3) sides of the fence surrounding the basketball court area. At the August 27, 2020 Open Session Meeting, the Board approved additional expenditures from Reserves in the amount not to exceed \$9,538.00 for added drain sloping, a second access gate and additional striping for one pickleball court.*



PHONE: (805) 238-9641
FAX: (805) 238-3430
GATEHOUSE: (805) 227-6560

2130 HERITAGE LOOP ROAD
PASO ROBLES, CA 93446
www.hroa.us

**2020/2021 FIRST QUARTER BOARD MEETING
OF THE
HERITAGE RANCH OWNERS ASSOCIATION
BOARD OF DIRECTORS
AGENDA
ANNOUNCEMENTS (EXHIBIT B)**

DATE: Thursday, October 22, 2020

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

PLACE: Via GoToMeeting Webinar

DIRECTORS: Michael Bright, Valerie Tingley, Doreen Marty, Daniel Burgess and Andrew Goodrich

Update on 2020-21 HROA Decal Distribution and Enforcement

The HROA Member Services office will continue to distribute the new, red 2020-21 decals to members and residents as needed during business hours (M-F-7:30 am to 4:30 pm; 1st and 3rd Saturdays: 9 am – 4:30 pm (1st Sat.); 9 am – 12 pm (2nd Sat.)), and you do not need an appointment to come in to get your current decals. You just need to bring in your current, valid vehicle and/or vessel registration and your Member Card for each decal assignment to be verified and issued by the HROA Member Services staff.

Enforcement of the HROA 2020-21 red decals began on Saturday, August 15, 2020. Below are the key reminders for HROA decal enforcement:

1. Current HROA 2020-21 red decal is required for the use of the Member lanes at the Main Gate and the North Gate.
2. Current HROA 2020-21 red decal is required for parking in the Marina area and the Marina parking lots.
3. Current HROA 2020-21 red decal is required for vehicle and vessel access through the Marina gate.

Tract 447 Road Repair and Maintenance Project Update

The 2020-21 Road Repair and Maintenance Project in Tract 447 began on Monday, August 31, 2020 and is right on schedule. The full road/circle closures to through traffic in Tract 447 for the application of the Chip Seal and Cape Seal started October 7 and 8, and Comanche Way will be completed before the end of October. There is an additional Fog Seal which will also be applied on all eight (8) roads within Tract 447.

If anyone would like a copy of the full Scope of Work for this project, please contact General Manager, Tina Platt at tplatt@hroa.us. Repair and improvement of all eight (8) roads within Tract 447 are included in this project, as well as several large spot repairs and under-road drainage pipe repairs. This project is scheduled to be completed no later than November 6, 2020.

Tract 1094 PG&E System Improvement Project Update

Members in Tract 1094 may have noted that the PG&E crews pulled off this system improvement job earlier in September. PG&E crews were called away for the wildfire support in both Northern and Southern California, and it has really been all hands-on-deck for both their emergency and non-emergency crews. **It is our understanding that the PG&E crews will now be back on-site sometime in mid-November to finish this project.** This revised schedule, however, depends on the status of the State-wide wildfires.

As always, PG&E will clearly mark their construction work areas and local traffic control will be in place. Please feel free to contact the HROA Member Services office at 805-238-9641 if you have any additional questions or concerns.

Trails of the Beautiful Village of Heritage Ranch guidebook is now available

Members may download a free, electronic copy of the *Trails of the Beautiful Village of Heritage Ranch (2020)* guidebook at <https://hroa.us/recreation/hiking-and-trails>. Members may also contact the HROA Member Services office at 805-238-9641 for a free download or to request hardcopies available for purchase for \$16. Members may also request access to trail maps on the Gaia GPS application which can be used on mobile devices and desktops by providing their e-mail address.

The HROA Member Services Office Lobby Is Open M-F, 7:30 am to 4:30 pm

Member Services Office Saturday Hours:

1st Saturday of each month: 9 a.m. to 4:30 p.m. Closed for lunch from 12:30 to 1 p.m.

3rd Saturday of each month: 9 a.m. to Noon.

Ranch Patrol September 2020 Recap

During the month of September, Ranch Patrol as a collective handled:

- 964 Dispatched calls and Officer Initiated Activities (amenity checks, resident contacts, traffic enforcement, noise complaints, etc.)
- 4 Member Communication Forms were completed
- 5 Incident Reports were written
- 161 Enforcement Actions initiated, categorized as follows:
 - 132 – Vehicle related (moving violations, parking, off roading, speeding, reckless driving, etc.)
 - 9 – Unsightly
 - 4 – General Conduct (illegal dumping, disturbing the peace, pets, AEC, etc.)
 - 8 – Marina related (Illegal launch, mussel inspection, launch ramp, vessel decals, etc.)

Ranch Patrol continues to remain busy as the close of the summer months approaches. With the current situation with the Covid-19 pandemic, Heritage Ranch expects there to be no true end to the traditional summer season and anticipates remaining busy well into the fall.

Save the Dates

AEC Committee Meetings: Thursdays, November 5 and 19, 2020 & December 3 and 17, 2020 at 9:00 a.m.
November/December Board Meeting on Thursday, December 17, 2020. There will be no Board Meeting in November.

General Information

2020 Membership Handbook - Rules, Red Tag and Monetary Penalties – The updated Membership Handbook – Rules and Regulations which includes Red Tag Instructions as the Schedule of Monetary Penalties went into effect on July 1, 2020. Updated Membership Handbooks are available free of charge for a limited time at the Member Services Office. Updated documents are also available for download at www.hroa.us.

Guest Vessels – Due to County Department of Public Health mandates and low water elevations, there are no guest vessels allowed on the Ranch for the 2020 boating season. Guest passes are also not being issued. This is done to ensure that all members/tenants/residents are given priority for use of our private launch ramp.

Launching from the Main Marina at Nacimiento Lake Resort – Effective 10/1/2020, the Main Marina officially starts its off-season pricing for vehicles and vessels. Monterey County is allowing 120 trucks/trailers to launch per day at the Main Marina. The gates at Nacimiento open at 6 a.m. and close at 8 p.m. It is recommended that you arrive early because they are selling out regularly. For updates, visit <https://nacimientoresort.com>.

Monterey County Lake Permits– Monterey County day lake permits are available at the iron rangers at the Main Gatehouse and HROA Marina as always. Annual permits may be purchased by calling the Lake Nacimiento Resort at 805-237-4924. This phone number may go straight to a VM system. Members should leave a message and with their name and contact information to receive a call back from one of the County staff within 24 hours.

Mussel Inspections – Due to health mandates, mussel inspections are only performed for vessels on the HROA Resident Mussel Inspection Program. For more details visit the HROA Mussel Inspection website at: <http://hroa.us/mussel-inspection.html> or contact the Member Services Office at (805) 238-9641.

Party Docks A and B – The HROA Party Docks are not being rented until further notice due to the COVID-19 social distancing requirements.

HROA Campsites – The RV Campground, Sites 1-14, is currently open at full capacity. Reservations can be made through the HROA Member Services office no more than 30 days out from the camping start date. Both the completed forms and payment are required for a reservation. Please contact the HROA office at (805) 238-9641 for availability. **Tent sites are not available at this time.**

Tennis Courts at Equestrian Park – *Members are asked to contact the Main Gatehouse at (805) 227-6560* to request Ranch Patrol to open the Equestrian Park tennis courts for play. These courts have been completely refurbished. Unfortunately, there has already been misuse causing surface damage. To protect our investment, a combination lock was tried, but it, too, failed to prevent abuse. The courts now have regular padlocks.

Basketball Court at Heritage Park – *Members are asked to contact the Main Gatehouse at (805) 227-6560* to request Ranch Patrol to open the Heritage Park basketball courts for play. These courts have been completely refurbished, and so we obviously do not want any misuse causing surface damage. To protect the Association's investment, a combination lock has been installed on both gates, and the combination is unique and not the same as the adjoining Pickleball courts.