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**2022/2023 SPECIAL BOARD MEETING OF THE  
HERITAGE RANCH OWNERS ASSOCIATION BOARD OF DIRECTORS**

DATE: Thursday, March 23, 2023

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

PLACE: Heritage Ranch Recreation Barn, 2555 Equestrian Road, Paso Robles, CA 93446 YouTube live streaming link – <https://youtube.com/live/n3yLwC6xV3s?feature=share>

DIRECTORS: Daniel Burgess, Jim Cogan, Doreen Marty, Daniel Conley, and John Martin

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**EXECUTIVE MEETING AGENDA**

**Meeting Location: HROA Member Services Office Conference Room**

**CALL EXECUTIVE MEETING TO ORDER (Estimated time to be 4:00 p.m.)**

ROLL CALL (to establish quorum)

**EXECUTIVE CONSENT AGENDA ITEMS**

1. Approve/Disapprove Minutes of the Special Executive Board Meeting held February 23, 2023.
2. Approve/Disapprove Minutes of the Special Executive Board Meeting held March 9, 2023

**EXECUTIVE BUSINESS TO BE CONDUCTED**

3. Appeals
4. Member Discipline & Confidential Matters
5. Personnel
6. Contracts
7. 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 REPORT**

### **GUESTS AND SPECIAL PRESENTATIONS**

- Deputy Brandon Florentino, San Luis Obispo County Sheriff's Office, North
- Bruce Gibson, San Luis Obispo County District 2 Supervisor

### **MEMBER COMMENTS ON NON-AGENDA AND AGENDA ITEMS**

**If you have a specific question or comment for the Board of Directors and are unable to attend the in- person meeting at the Recreation Barn, please send it in advance of the meeting to [gm@hroa.us](mailto:gm@hroa.us).**

Prior to coming to the podium to speak, each member is asked to complete a blue information card and give it to a board member. Please raise your hand to be recognized by the Chairperson, at which time you should step forward to the podium and state your name, lot and tract #. Each member will be limited to three (3) minutes with a maximum comment period of thirty (30) minutes.

After each agenda item is introduced, the Board will open the floor for public comment on that item. Upon close of public comment for that item, the Board will make a motion followed by Director only discussion. No further public comments will be permitted after the motion has been made.

### **CONSENT AGENDA (Exhibit A)**

1. Consent Agenda - Exhibit A

### **UNFINISHED BUSINESS**

2. Gate Preventative Maintenance  
*Approve/Disapprove engagement of ML Entry Gates to perform preventative maintenance services on all gate operator equipment throughout the community at \$155 plus tax per operator for 15 operators to begin in April 2023 with a schedule to reflect the usage of the gate operators.*
3. Red Tag Rules and Boating Season Definition  
*Approve/Disapprove recommended changes to the Red Tag Rules and Boating Season Definition.*

### **NEW BUSINESS**

4. Party Dock A Repair  
*Approve/Disapprove the repair of Party Dock A by the Marina Committee for an expense not to exceed \$2,500.00.*

5. Pool Season  
*Approve/Disapprove 2023 Pool Season, weather permitting, to begin Friday, May 19, 2023 for both pools, and closing Tuesday, September 5, 2023 for the Equestrian Park Pool, and Monday, October 16, 2023 for the Heritage Park Pool.*
6. 2023-2024 Insurance Policies  
*Approve/Disapprove preliminary insurance premiums as outlined in the proposed 2023-2024 budget and renewal of policies as recommended by the association's insurance brokerage, DiBuduo and DeFendis.*
7. Emergency Expenditure – Lower Comanche Spillway and Roadway Stabilization  
*Ratify emergency expenditure in the amount of \$17,765.00 for slurry fill of lower Comanche Spillway washout.*
8. 2023-2024 Proposed Budget & Fee Adjustments  
*Discuss current progress on proposed budget, adjustments for recommended fee changes, and timeline for the review and approval of budget and fee schedule for the 2023-2024 Fiscal Year. Action may be taken if determined appropriate.*

## **DISCUSSION**

- A. Updates to Legal Counsel Services
- B. Discussion Items to be Brought for Action at Future Meetings (updates to be provided as available):
  - Lower Comanche Spillway Repair
  - Computer Network and Camera System Updates
  - Mussel Program Revisions
  - Equestrian Center Architectural Modification Recommendations
  - HROA Office Building demolition

## **ANNOUNCEMENTS – EXHIBIT B**

### **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**





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**2022/2023 SPECIAL BOARD MEETING OF THE  
HERITAGE RANCH OWNERS ASSOCIATION BOARD OF DIRECTORS  
AGENDA  
CONSENT AGENDA (EXHIBIT A)**

DATE: Thursday, March 23, 2023  
TIME: Executive Session at 4:00 p.m., Open Session Meeting at 6:00 p.m.  
PLACE: Recreation Barn, 2555 Equestrian Road, Paso Robles, CA 93446  
DIRECTORS: Daniel Burgess, Jim Cogan, Doreen Marty, Daniel Conley, John Martin

**1. MINUTES**

- A. Approve Minutes for the Special Open Session HROA Board of Directors Meeting held on February 23, 2023.

**2. FINANCIALS**

- A. Acknowledge and Accept the February 2023 Balance Sheet.
- B. Acknowledge and Accept the February 2023 Revenue and Expense Statement.
- C. Acknowledge and Accept the February 2023 AR Aging Summary.
- D. Acknowledge and Accept the February 2023 Deposits to and Expenditures from Reserves.
- E. Acknowledge and Accept the February 2023 monthly Review & Reconciliation of all Bank Statements.
- F. Acknowledge and Accept the February 2023 Certificates of Deposit list.

**3. RESERVE PAYMENTS**

- A. Acknowledge and Accept, by Resolution, a payment from Reserves to Newton Construction & Management Inc. in the amount of \$138,591.00 for emergency culvert and access road repair along snake creek, Invoice 23004F.
- B. Acknowledge and Accept, by Resolution, a payment from Reserves to Newton Construction in the amount of \$17,765.00 for emergency lower Comanche spillway repairs, Invoices 22105F.
- C. Acknowledge and Accept, by Resolution, a payment from Reserves to Padre Associates in the amount of \$1,458.18 for the Asbestos Survey of the old HROA office, Invoice 2023-481.
- D. Acknowledge and Accept, by Resolution, a payment from Reserves to Brooks Construction in the amount of \$7,500.00 for emergency 1910 gate tower repairs, Invoice 1435.
- E. Acknowledge and Accept, by Resolution, a payment from Reserves to Dutch Maytag H.C. in the amount of \$1,281.35 for emergency washing machine replacement at Tract 447 laundry facility, Invoice 81952.
- F. Acknowledge and Accept, by Resolution, a payment from Reserves to Dutch Maytag H.C. in the amount of \$98.00 for emergency washing machine replacement service trip fee, Invoice 81797.

**4. COMMITTEE MEMBERSHIP**

- A. Appoint Architectural & Environmental Control Committee Voting Member: Gary Weeck.





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**2022/2023 SPECIAL OPEN SESSION  
BOARD MEETING OF THE  
HERITAGE RANCH OWNERS ASSOCIATION  
BOARD OF DIRECTORS  
AGENDA  
ANNOUNCEMENTS (EXHIBIT B)**

DATE: Thursday, March 23, 2023  
TIME: Executive Session at 4:00 p.m., Open Session Meeting at 6:00 p.m.  
PLACE: HROA Recreation Barn, 2555 Equestrian Road  
DIRECTORS: Daniel Burgess, Jim Cogan, Doreen Marty, Daniel Conley and John Martin

**APRIL 8 – HERITAGE RANCH EASTER EGG HUNT**

**SATURDAY, APRIL 8**

**10:00 A.M.**

*EGG HUNTS: AGES INFANT TO 9 YEARS OLD*

*FOR FURTHER INFORMATION, CONTACT [JOLINKIMBLE@GMAIL.COM](mailto:JOLINKIMBLE@GMAIL.COM)*

*DONATIONS ARE REQUESTED AT:*

*<https://www.amazon.com/registries/gl/guest-view/DZ9TN85XNG3N>*

**MAY 14 – MARK YOUR CALENDAR – HERITAGE RANCH CONCERT IN THE PARK!**

Who (Band): Deja Vu  
When: May 6, 2023  
What: Bounce Houses, Family Activities, BBQ, Helicopter, Concert in the Park, etc.  
Where: Gateway Park

To find out how you can be involved in this event, please contact the HROA Member Services Office at (805) 238-9641 x402 or office@hroa.us. Look for the event flyer coming soon!

**THE MUSSEL INSPECTION KIOSK AT THE HROA MARINA**

The Mussel inspection kiosk opens on Saturdays and Sundays for the spring and summer boating season, effective the weekend of April 1, 2022. Kiosk hours for mussel inspections:

1. Saturday, 8:00 a.m. – 2:00 p.m.
2. Sunday, 8:00 a.m. – 2:00 p.m.

For additional information, please contact the Member Services Office. Decals will be available at the kiosk. Guest boats are welcome, but they must be pre-paid and pre-registered at the HROA office during operating hours (see general information below for hours).

## **HROA BOATING INFORMATION**

We are continuing the home mussel inspection program. Please come to the office Monday-Friday to get set up on the mussel program. At this time, weekend inspections are not available. The kiosk is expected to open on April 1, 2023. All boats using the HROA boat slips and docks, and/or mooring on the shore, must have a current HROA mussel inspection. Contact the HROA Member Services office to schedule an inspection with the mussel team if you plan to occupy a rental slip, dock, or moor on the shoreline. Drop-in inspections are available at the Member Services office Monday through Friday from 9:00 am to 1:00 pm.

**Party Dock** – Party Dock B is available for rent. Watch for announcements on the status of Party Dock A. A lottery system will be used for all holiday weekends. Party Dock B is rented on a weekly basis, from a Tuesday through the following Monday. It also has a daily option, with a minimum of three (3) days. Ask the HROA office if you have rental questions.

### **Boat Slip Rentals for Off-Season**

Seventeen (17) boat slips are available for long-term rental from October through mid-May. Three slips are available for weekly rental only. Contact the HROA office with any questions.

### **Boat Slip Lottery for the Peak Season, beginning May 16, 2023**

Seventeen (17) boat slip rentals are assigned by a lottery drawing for a period of four (4) weeks. Following the Off-Season Lottery, the summer lottery will start the first four weeks on May 16 (Drawing May 9). Lottery instructions are now available. Applications will be accepted starting April 10, 2023. All lottery applicants must complete a boat slip rental form per lottery. Four (4) week blocks assigned through a random-picker lottery. See below for 2024 lottery dates:

	<b><i>First Day to Accept Lottery Applications per Lottery block</i></b>	<b>Drawing Date</b>	<b>Rental Dates (All dates start on a Tuesday and end on a Monday)</b>
<b>Lottery Block 1</b>	<b><i>Monday, April 10</i></b>	<b>Wednesday, May 9</b>	<b>May 16 to June 12</b>
<b>Lottery Block 2</b>	<b><i>Thursday, May 5</i></b>	<b>Tuesday, June 6</b>	<b>June 13 to July 10</b>
<b>Lottery Block 3</b>	<b><i>Wednesday, June 7</i></b>	<b>Wednesday, July 5</b>	<b>July 11 to August 07</b>
<b>Lottery Block 4</b>	<b><i>Saturday, July 1</i></b>	<b>Tuesday, August 1</b>	<b>August 08 to September 04</b>
<b>Lottery Block 5</b>	<b><i>Friday, July 28</i></b>	<b>Tuesday, August 29</b>	<b>September 05 to October 02</b>

Three slips will remain available for weekly rental. Contact the HROA office with any questions.

Monterey County Day Lake Permits are available at the iron rangers located at the Main Gate and HROA Marina. Annual permits may be purchased by calling the Lake Nacimiento Resort at 805-237-4924 and choosing the Reservations option. 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. Annual lake use permits are also sold at the Nacimiento Resort Gate. For more information visit: <https://nacimientoresort.com>.

## **2023 GUEST BOATS**

**Guest Boats definition: Visitor Boats that WILL launch at our launch ramp.**

- The number of guest boats allowed to launch per day has returned to 50 Guest boats (Rules & Regulations 3.02.03, Page 36).
- *All Guest Vessels MUST pre-register and pre-pay through the HROA Office or Mussel Inspection Kiosk prior to launch.*
- Fees (subject to change): Daily Rate (M-F): \$20.00 per day. Weekend rate: \$40.00 (this does not include Friday)
  - All weekend guest vessels are required to pay for both Saturday and Sunday.
- Guest Vessels are currently allowed to enter the HROA community and use the HROA launch ramp.
- All Guest Vessel vehicles and trailers must park in overflow and remain hitched together. No parking in the Marina Parking lot for guest vehicles unless the signage posted allows guest parking. Please make sure to read all parking notices at the fish cleaning station at the campground entrance.



## **VISITOR BOATS**

### **Visitor Boats (Boats that WILL NOT launch at our launch ramp and will go to the Main Marina)**

- Visitor Vessels are allowed to enter the HROA community in order to park at Member/Tenant residences.
- Visitor Vessels cannot receive HROA mussel inspections or launch from the HROA launch ramp.
- Visitor Vessels will not use the HROA Marina amenities or overflow parking lot areas and will simply park on-property to visit for a temporary period of time in order to launch at the Main Marina.

## **HROA SPECIAL ASSESSMENT**

At the Special Meeting of the Board of Directors held on November 11, 2022, it was discussed and decided to implement a special assessment for the repair of the Comanche Spillway. The total cost of the project is anticipated not to exceed \$250,000. The special assessment will cover approximately 60% of this cost with the remaining expense to be paid from the Association's Reserve funds.

At the January 26, 2023 Meeting of the Board of Directors, the timing and dollar amount of the special assessment were defined. The special assessment will be \$75.00 per unit for a total of \$156,825.00. This may be paid in one lump sum or split into installments as may be necessitated by individual circumstances. The special assessment was due on March 1, 2023, however no late fees will be charged until July 1, 2023.

## **"FOREVER" DECALS INFORMATION**

"Forever" decals for vehicles and vessels are available at the HROA Member Services Office. Below are some reminders for when you come into our office to pick-up your new decals:

- For brand-new vehicle or vessel, a decal will be issued once you have your permanent license plates. Newly purchased used vehicle with permanent plates can receive a decal with current registration.
- Newly purchased boats require proof of where the boat has been for the past 30 days and current issued registration to receive your decal. Temporary vessel registration is not accepted.

***If you have received a forever decal that is fading or discolored, please contact the HROA member services office for a replacement. The Decal Manufacturer has now provided replacements for the decals that have faded.***

## **RANCH PATROL FEBRUARY 2023 RECAP**

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

- 1095 Dispatched calls and Officer Initiated Activities (amenity checks, resident contacts, traffic enforcement, noise complaints, etc.)
- 14 Incident reports were written
- 58 Enforcement actions were initiated and categorized as follows:
  - 11 Verbal Warnings
  - 35 Written Warnings
  - 12 Violation Citations
    - 23 General conduct citations (illegal dumping, disturbing the peace, pets, AEC, fireworks, weed abatement)
    - 20 Vehicle related citations (moving violations, parking, off roading, speeding, reckless driving, DUI, etc.)
    - 15 Unsightly citations.

## **FIREWISE COMMUNITY PREPAREDNESS**

Visit <https://hroa.us/emergency-information/preparing-for-wildfire> to learn how to protect yourself, your family and your community from wildfires. For those members of our community who cannot access this vital information via email or online, hard copy educational materials and information are available at the Heritage Ranch Owners Association Member Services office.

## **OFF-SEASON HROA CAMPING INFORMATION**

The RV Campground, sites 1-14, and Tent Campground, sites 15-19 are currently open at full capacity. Both the completed forms and payment are required for a reservation. Online, fillable forms are now available at <https://hroa.us/recreation/campgrounds>.

During the Offseason (October 1-May 22) , Campsites are available for up to 28 days (4-weeks). A 4-week RV rental does have a discounted rate. A break is required by all RVs and tents after a 28-day rental period. Tents are allowed in the RV campsites. Two Vehicles/Vessels plus the RV are allowed to park in the RV Campsites. Permits will be placed at the assigned location prior to the reservation date. No vehicles are permitted in the Tent campsites, including RVs or cabovers, and no sleeping in a vehicle at a tent side is allowed. All vehicles must park in the designated spots. Maximum capacity per site is 7 people, and each site can accommodate up to 1 10x10 tent or two small single backpacking tents.

Please contact the Heritage Ranch Owners Association Member Services Office at (805) 238-9641 or by email to [office@hroa.us](mailto:office@hroa.us) for availability.

## **GENERAL INFORMATION**

**The HROA Member Services Office Hours: (See monthly holiday closures, if any, in the Friday Flyer Day blasts)**

1. Lobby is open M-F, 7:30 am to 4:30 pm. The office does not close for lunch on weekdays.
2. 1st Saturday of the month, 9:00 am to 4:30 pm, lunch 12:00-1:00 pm
3. 3rd Saturday of the month, 9:00 am to 12:00 pm

### **Trails of the Beautiful Village of Heritage Ranch guidebook is 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 full-color hardcopies available for purchase for \$16.00 each. The Gaia system is back up. Members wishing to access the maps using our Gaia GPS application on both mobile devices and desktops can send a Gaia GPS request to [office@hroa.us](mailto:office@hroa.us) and the member just needs to provide their name, email address and member number. A new Trails Focus Group has been formed to work on maintenance, trail upgrades and future plans for the trails.

### **Main Gate/North Gate Optional Visitor Access System Code/Telephone Directory for Visitors**

Please visit our web page for further information:

<https://hroa.us/gate-house-ranch-patrol/visitor-guest-access-system>

### **Public Safety Power Shutoff (PSPS) Baseline Medical Support**

Resources are available for medical baseline customers who may be affected by Public Safety Power Shutoff (PSPS) events. Customers may contact the SLO County Independent Living Center (ILC) at 1411 Marsh Street, Suite 109, San Luis Obispo, CA 93401, (805) 462-1162 Voice/Text (TTY), (805) 464-3203 (Video Phone), (805) 752-1261 FAX. An additional resource during Public Safety Power Shutoff (PSPS) events is the Disability Disaster Access and Resource Program. A medical baseline customer can apply for a backup power unit. To begin this process, visit : <https://disabilitydisasteraccess.org/public-safety-power-shutoffs/>.

### **San Miguel Garbage Curbside Pick-up)**

Members may call San Miguel Garbage to request pick-up of special items, including owners within Tract 447. This service is provided at no-charge for most "bulk" items, or for a cost-effective fee for appliances, tires, and other larger items requiring special disposal.

### **Welfare Check Registration**

The Emergency Services Committee (ESC) has developed a formal workbook with specific protocols and procedures for HROA, CSD, and ESC volunteers to conduct Welfare Checks for those who have special health care needs or impaired mobility. This service is only provided in the event of a major incident and upon activation of the Heritage Ranch Community Major Incident Response Plan (MIRP). Anyone who would like to register for a Welfare Check during a major incident is encouraged to complete the Welfare Check form located at: <https://hroa.us/documents-forms/member-services-forms>. Forms are also available at the Member Services Office.