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2130 Heritage Loop Road  
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**OPEN SESSION MEETING OF THE  
HERITAGE RANCH OWNERS ASSOCIATION BOARD OF DIRECTORS  
AGENDA**

DATE: Thursday, January 23, 2025  
TIME: Executive Session at 4:00 p.m.; Open Session at 6:00 p.m.  
LOCATION: Heritage Ranch Owners Association Recreation Barn  
2555 Equestrian Road, Paso Robles, CA 93446  
Live streaming link will be provided to members by email.  
DIRECTORS: Masen Yaffee, Scott Keller, Tom Swanson, Lisa Ptaszenski, Dan Haulman

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**EXECUTIVE SESSION**

**CALL TO ORDER**

**ESTABLISH QUORUM/ROLL CALL**

**REQUEST FOR DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

**EXECUTIVE SESSION CONSENT AGENDA**

1. Executive Session Consent Agenda
  - a. Minutes – December 10, 2024 Special Executive Session
  - b. Minutes – December 12, 2024 Executive Session
  - c. Minutes – December 17, 2024 Special Executive Session
  - d. Reports pertaining to Member Discipline & Delinquency
  - e. Reports and Updates pertaining to Confidential Owner Matters

**EXECUTIVE BUSINESS TO BE CONDUCTED**

2. Confidential Owner Matters, Member Discipline & Appeals
3. Contracts
4. Legal Matters
5. Personnel Matters

**RECESS/ADJOURN EXECUTIVE SESSION**

## **OPEN SESSION**

### **CALL TO ORDER**

### **ESTABLISH QUORUM/ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **REQUEST FOR DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

### **PRESIDENT'S WELCOME AND EXECUTIVE MEETING SUMMARY**

### **MANAGEMENT REPORT**

### **GUESTS AND SPECIAL PRESENTATIONS**

- San Luis Obispo County Sheriff's Office Representative – Deputy Brandon Florentino
- SLO Civil Design Representative – Richard Burde

### **HROA COMMITTEE AND COMMUNITY REPORTS**

#### Committee Reports:

- Architectural and Environmental Control Committee
- Community Engagement Committee
- Emergency Services Committee
- Finance Committee
- Marina Committee
- Strategic Planning Committee
- Youth Committee

#### Focus Group Reports:

- Trails Focus Group

#### Community Partner Reports:

- Heritage Village Seniors

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

*If are unable to attend the in-person meeting at the Recreation Barn, please submit any questions or comments for the Board of Directors in advance of the meeting to [directors@hroa.us](mailto:directors@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 meeting chairperson, at which time you should step forward to the podium, and state your name, lot and tract number. Each member will be limited to three (3) minutes to speak with a maximum comment period of thirty (30) minutes. The chairperson, at their own discretion, may extend a comment period.

After each agenda item is introduced, the chairperson 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 (Action may be taken)**

1. Consent Agenda – Exhibit A

**UNFINISHED BUSINESS (Action may be taken)**

2. Demolition of Old Office

*Consider authorizing the Finance Committee to approve a contractor for the demolition of the old office not to exceed \$23,000.00.*

**NEW BUSINESS (Action may be taken)**

3. Appointment of Committee Chairpersons

- a. Finance Committee Co-Chairperson
- b. Architectural & Environmental Committee Vice Chairperson
- c. Strategic Planning Committee Chairperson

4. Check Signing Authority Resolution

*Consider adopting the Check Signing Authority Resolution to update signers to include the recently appointed directors.*

5. Strategic Planning Committee Charter

*Consider adopting the Charter Resolution Establishing and Appointing Heritage Ranch Owners Association Strategic Planning Committee.*

6. Sheep Grazing Lease

*Consider approving the renewal of the Sheep Grazing Lease with JB Jaureguay under the terms of the current agreement.*

**DISCUSSION ITEMS**

- A. Water Rights Transfer Program Discontinuation

**ANNOUNCEMENTS – EXHIBIT B**

**DIRECTORS COMMENTS, QUESTIONS AND REQUESTS**

This agenda item is for the Directors to ask any questions of staff 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.

**ADJOURNMENT**



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**OPEN SESSION MEETING OF THE  
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CONSENT AGENDA (EXHIBIT A)**

DATE: Thursday, January 23, 2025

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**1. MINUTES (Approve)**

A. Board Open Session Meeting Minutes – December 12, 2024

*Approve Minutes for the Open Session Meeting of the Heritage Ranch Owners Association Board of Directors held on December 12, 2024.*

**2. FINANCIALS (Acknowledge and Accept)**

A. Balance Sheets – November 2024

*Acknowledge and Accept the November 2024 Balance Sheet.*

B. Revenue & Expense Statement – November 2024

*Acknowledge and Accept the November 2024 Revenue and Expense Statement.*

C. Accounts Receivable Aging Summary – November 2024

*Acknowledge and Accept the November 2024 Accounts Receivable Aging Summary.*

D. Certificates of Deposit – November 2024

*Acknowledge and Accept the November 2024 Certificates of Deposit.*

E. Reserve Fund Deposits & Expenditures – November 2024

*Acknowledge and Accept the November 2024 Deposits to and Expenditures from the Reserve Fund.*

F. Bank Statement Reconciliations – December 2024

*Acknowledge and Accept the December 2024 Monthly Review and Reconciliation of all Bank Statements.*

G. Balance Sheets – December 2024

*Acknowledge and Accept the December 2024 and November 2024 Balance Sheet.*

H. Revenue & Expense Statement – December 2024

*Acknowledge and Accept the December 2024 Revenue and Expense Statement.*

I. Accounts Receivable Aging Summary – December 2024

*Acknowledge and Accept the December 2024 Accounts Receivable Aging Summary.*

J. Certificates of Deposit – December 2024

*Acknowledge and Accept the December 2024 Certificates of Deposit.*

K. Reserve Fund Deposits & Expenditures – December 2024

*Acknowledge and Accept the December 2024 Deposits to and Expenditures from the Reserve Fund.*

L. Bank Statement Reconciliations – December 2024

*Acknowledge and Accept the December 2024 Monthly Review and Reconciliation of all Bank Statements.*

M. Treasurer's Report – Quarter 3 2024-2025 Fiscal Year

*Acknowledge and Accept the October 2024 Monthly Review and Reconciliation of all Bank Statements.*

3. **RESERVE FUND PAYMENTS (Acknowledge and Ratify by Resolution**

A. ML Entry Gates - \$6,887.00

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to ML Entry Gates for the replacement of the Main Gate exit arm barrier operator in the amount of \$6,887.00.*

B. Kies & Son Construction - \$3,575.00

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to Kies & Son Construction for the installation of cameras mounting poles at the Tract 1063 gates in the amount of \$3,575.00.*

C. Newton Construction - \$256,003.58

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to Newton Construction for the upper Comanche spillway repair in the amount of \$256,003.58.*

D. Newton Construction - \$45,758.92

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to Newton Construction for the upper Comanche spillway repair in the amount of \$45,758.92.*

E. JFC Plumbing Inc - \$2,450.00

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to JFC Plumbing Inc for the replacement of the water heater at the Heritage Park restroom facility in the amount of \$2,450.00.*

F. Richard Burde (SLO Civil Design) - \$1,750.00

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to Richard Burde (SLO Civil Design) for engineering, permitting and planning services related to multiple projects in the amount of \$1,750.00.*

G. Wildwood Aquatech Pools - \$40,000.00

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to Wildwood Aquatech Pools for the first installment, for materials and supplies, for the Heritage Park pool repair and equipment replacement in the amount of \$40,000.00.*

H. Larry Nash Construction - \$108,500.00

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to Larry Nash Construction for the Heritage Road land bridge, near the Marina, culvert repair in the amount of \$108,500.00.*

I. JB Dewar Inc - \$6,338.75

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to JB Dewar Inc for the replacement of the fuel storage tanks in the amount of \$6,338.75.*



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ANNOUNCEMENTS (EXHIBIT B)**

DATE: Thursday, January 23, 2025

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**STAFFING DEPARTURES**

*Eric Butler* accepted a position with Fort Hunter Liggett. His last day was January 10, 2025.

*Skylar Jewell* informed the Board President on December 30, 2024 that he will not be renewing his employment contract and his last day will be March 14<sup>th</sup> 2025.

We wish both of them the best on their future endeavors and thank them for their service to the Community.

**CAMPING RESERVATION SYSTEM**

Earlier this month we launched the online platform for camping reservations. This system will streamline the reservation process and includes online payment options, reservation insurance for cancellations, and reminder communications leading up to the reservation date.

In the coming months, we will be expanding the online options to include reservations for the Party Dock and the Recreation Barn, Event Registrations, Mussel Inspections, and Heritage Ranch swag.

To access the online reservation system, click on the Campground Reservations under Documents & Forms on the <https://hroa.us/> home page, or select Campgrounds in the Recreation drop down menu on the home page ribbon. On the Campground page, the reservation system link will be the green button on the right side of the page, or at the bottom if using a mobile device.