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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, May 22, 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

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 – April 24, 2025, Executive Session
 - b. Minutes – May 14, 2025, Special Executive Session
 - c. Reports pertaining to Member Discipline & Delinquency
 - d. 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

PRESIDENT'S WELCOME AND EXECUTIVE MEETING SUMMARY

MANAGEMENT REPORT

GUESTS AND SPECIAL PRESENTATIONS

MEMBER COMMENTS ON NON-AGENDA AND AGENDA ITEMS

If you 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.

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. [2025-2026 Annual Financial Audit](#)

Approve/Disapprove the engagement of Owens, Moskowitz and Associates, Inc. to perform the annual financial audit for the 2025-2026 fiscal year ending on June 30, 2025, for \$6,000.00 plus ancillary fees and printing costs not to exceed \$48.00.

3. [2025-2026 Proposed Fee Schedule](#)

Approve or disapprove the proposed 2025-2026 Fee Schedule, which includes changes to Escrow Package fees; In-Office Service fees for items such as faxing and copying; Laundry Facility usage fees; Late Charges; New Home Construction fees and deposits; Equestrian Center Lease fees; Camping fees (RV Spaces); Mussel Inspection fees and Mussel Inspection Program fees; and Party Dock fees. The proposal also consolidates Guest Vessel Registration fees into a single daily fee, adjusts Rec Barn additional hours while increasing its deposit, and raises the annual self-inspector

fee while transitioning it to a refundable deposit upon completion of volunteer hours. Proposed effective date is July 1, 2025.

4. [2025-26 Special Assessment](#)

Approve/Disapprove a \$110 Special Assessment due January 1, 2026 as part of the 2025-26 fiscal year budget to defray the anticipated cost of the Equestrian Land Bridge project.

5. [2025-26 HROA Monthly Assessment](#)

Approve/Disapprove a \$30 per month increase to the regular monthly assessment, effective July 1, 2025, as part of the 2025-26 fiscal year budget.

6. [2025-2026 Proposed Budget](#)

Approve/Disapprove the adoption of the proposed 2025-26 Budget, which includes an increase to regular assessments, along with other adjustments outlined in the 2025-26 Fee Schedule. Additionally, the budget includes a Reserve Fund Contribution at a minimum of \$1,730,010.00.

NEW BUSINESS (Action may be taken)

7. [Vehicle Replacement](#)

Approve/Disapprove the replacement of the Ranch Patrol Truck with a 2025 Chevrolet Trax at a cost of \$21,795, plus applicable taxes and fees, with a total not to exceed the previously approved amount of \$28,000.

8. [Laundry Equipment Replacement](#)

Approve/Disapprove the replacement of four (4) washers and four (4) dryers at the Marina and Tract 447 laundry facilities, based on the provided estimate of \$20,928.50.

DISCUSSION ITEMS

No Discussion Items at this time.

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, May 22, 2025

1. MINUTES (Approve)

A. [Board Open Session Meeting Minutes – April 24, 2025](#)

Approve Minutes for the Open Session Meeting of the Heritage Ranch Owners Association Board of Directors held on April 24, 2025.

2. FINANCIALS (Acknowledge and Accept)

A. [Balance Sheets – April 2025](#)

Acknowledge and accept the April 2025 Balance Sheet.

B. [Revenue & Expense Statement – April 2025](#)

Acknowledge and accept the April 2025 Revenue and Expense Statement.

C. [Accounts Receivable Aging Summary – April 2025](#)

Acknowledge and accept the April 2025 Accounts Receivable Aging Summary.

D. [Certificates of Deposit – April 2025](#)

Acknowledge and accept the April 2025 Certificates of Deposit.

E. [Reserve Fund Deposits & Expenditures – April 2025](#)

Acknowledge and accept the April 2025 Deposits to and Expenditures from the Reserve Fund.

F. [Bank Statement Reconciliations – April 2025](#)

Acknowledge and accept the April 2025 Monthly Review and Reconciliation of all Bank Statements.

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

A. [Mid-State Repair and Service - \\$1,887.29](#)

Acknowledge and ratify, by Resolution, the payment from the Reserve Fund to Mid-State Repair and Service for new holland tractor repair parts for \$1,887.29.

B. [Mid-State Repair and Service - \\$3,036.29](#)

Acknowledge and ratify, by Resolution, the payment from the Reserve Fund to Mid-State Repair and Service for repairs to Ford Fusion #321 for \$3,036.29.

C. [Mid-State Repair and Service - \\$13,337.23](#)

Acknowledge and ratify, by Resolution, the payment from the Reserve Fund to Mid-State Repair and Service for new holland tractor repairs for \$13,337.23.

4. **COMMITTEE & FOCUS GROUPS**

A. AEC Resolutions

- a. Proposal of Resolution to amend the fence height requirement across all tracts to 6 feet 6 inches, ensuring compliance with State and San Luis Obispo County Civil Codes.
- b. Proposal of Resolution to remove verbiage on Over-the-Air Roof-Mounted Communication Devices, Antennas, Satellite Dishes, etc. (Per FCC) (OTARD) (Rule 47 C.F.R. Section 1.4000). The rule took effect in October 1996 and prohibits restrictions that impair the installation, maintenance, or use of antennas used to receive video programming and certain antennas used to receive or transmit fixed wireless signals.
- c. Proposal of Resolution granting members undertaking new home construction a 36-month completion period, recognizing that the San Luis Obispo County planning approval process requires a minimum of 12 months, followed by an additional 24 months for construction.
- d. Proposal of Resolution to remove "Cedar Shake" and "Wood Shake Roofing" from the HROA NHC Checklists, per SLO County Building Civil Code Section 1506.3.1, which prohibits their installation on any building.



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**OPEN SESSION MEETING OF THE
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ANNOUNCEMENTS (EXHIBIT B)**

DATE: Thursday, May 22, 2025

EMPLOYMENT OPPORTUNITIES

Heritage Ranch is currently hiring for:

- Compliance Inspector
- Seasonal Pool Attendant
- Seasonal Mussel Inspector

If you are interested, please visit <https://hroa.us/heritage-ranch-employment-opportunities> and click the link for the job title to submit your application. You can also find the employment application here <https://hroa.us/documents-forms/member-services-forms> to print or email to the HROA Office at office@hroa.us

BOAT SLIP LOTTERY

Seventeen (17) boat slip rentals are assigned by a lottery drawing for a period of four (4) weeks. **Lottery Block #2 will start on June 10, 2025, with the drawing taking place on June 2, 2025.** Details and instructions are available at <https://hroa.us/marina/boat-slips-for-rent> and from the Member Services Office. **Please note that applications must include all required documentation and the deposit at the time of submission to be accepted.** Withdrawal from the lottery must be done by 4:30 pm the Friday prior to the drawing date, or the deposit will be forfeited.

MUSSEL INSPECTION AVAILABILITY

Mussel Inspections are available at the Main Gate daily from 8:00 AM to 11:00 AM and 12:00 PM to 7:00 PM. The Mussel Inspection Kiosk at the marina is open seasonally during the Peak Boating season. Beginning April 5th, 2025, inspections are available on Saturdays from 8:00 AM to 2:00 PM and on Sundays from 9:00 AM to 2:00 PM.

If you plan to occupy a rental slip, dock, or moor on the shoreline, contact the HROA Mussel Department to schedule an inspection at [\(805\) 238-9641 x2](tel:(805)238-9641x2) or send an email to gate@hroa.us.

CAMPING RESERVATION SYSTEM

Last year, we launched an online platform that helps streamline the reservation process and includes online payment options, reservation insurance for cancellations, and reminder communications leading up to the reservation date.

To reserve campsites for your guests, visit <https://hroa.us/> and 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.