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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 22, 2026  
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, Dan Haulman, Scott Keller, Lisa Ptaszenski, Tom Swanson

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**EXECUTIVE SESSION**

**CALL TO ORDER**

**ESTABLISH QUORUM/ROLL CALL**

**EXECUTIVE SESSION CONSENT AGENDA**

1. Executive Session Consent Agenda
  - a. Minutes – December 11, 2025, Executive Session
  - b. Reports pertaining to Member Discipline & Delinquency
  - c. 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**

## **TREASURER'S REPORT**

## **MANAGEMENT REPORT**

## **GUESTS AND SPECIAL PRESENTATIONS**

- SLO County Sheriff's Department – Senior Deputy Tyler Hammon
- Committee and Community Partner Reports
  - AEC Committee
  - Emergency Services Committee
  - Finance Committee
  - Marina Committee
  - Strategic Planning Committee
  - Heritage Village Seniors

## **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](mailto:directors@hroa.us). Before coming to the podium to speak, each member is asked to complete a blue information card and hand it to a board member. Please raise your hand to be recognized by the meeting chairperson, then 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 closure 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) *No Unfinished Business at this time*

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

### **2. 2026 Annual Board of Directors Election Date**

*Recommendation: Approve Saturday, August 15, 2026, as the date for the annual Board of Directors Election and set the deadline for voting at 10:00 am on that day.*

### **3. 2026 Annual Election Record Date**

*Recommendation: Monday, July 1, 2026, as the Record Date for the 2026 Annual Election for the establishment of membership for the distribution of ballots for the annual Board of Directors Election.*

### **4. 2026 Annual Designated Association Election Representative**

*Recommendation: Approve Cathryn Blackwell as the designated association representative to coordinate all necessary actions for the 2026 Annual Board of Directors Election.*

### **5. Financial Management Services**

*Recommendation: Approve contract with Action Property Management to provide financial management services as well as community and financial management software at a cost not to exceed \$30,000/year.*

### **6. Authorization to Purchase a New Ventrac Mower**

*Recommendation: Approve the purchase of a new Ventrac mower rather than hiring a contract mowing service as part of our annual weed abatement program. Staff will return at a later time with a recommendation to hire seasonal maintenance staff to assist with the weed abatement program.*

## **DISCUSSION ITEMS**

### **7. 2025-26 and 2026-27 Fiscal Year Priority Setting**

*Recommendation: Review and Provide Direction on the HROA Priorities for the remainder of the 2025-26 fiscal year and development of the 2026-27 fiscal year budget.*

### **8. Stop Sign at Heritage and Cascade**

*Recommendation: Review and Provide Direction on reinstalling a stop sign at the intersection of Cascade and Heritage Rd. Staff recommend that two stop signs be installed in both directions at the intersection.*

## **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.

## **ADJOURN**



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**OPEN SESSION MEETING OF THE  
HERITAGE RANCH OWNERS ASSOCIATION BOARD OF DIRECTORS  
CONSENT AGENDA (EXHIBIT A)**

**1. MINUTES (Approve)**

A. Board Open Session Meeting Minutes – December 11, 2025

*Approve Minutes for the Open Session Meeting of the Heritage Ranch Owners Association Board of Directors held on December 11, 2025.*

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

A. Balance Sheets – November 2025

*Acknowledge and accept the November 2025 Balance Sheet.*

B. Revenue & Expense Statement – November 2025

*Acknowledge and accept the November 2025 Revenue and Expense Statement.*

C. Accounts Receivable Aging Summary – November 2025

*Acknowledge and accept the November 2025 Accounts Receivable Aging Summary.*

D. Bank Statement Reconciliations – November 2025

*Acknowledge and accept the November 2025 Review and Reconciliation of all Bank Statements.*

E. Balance Sheets – December 2025

*Acknowledge and accept the December 2025 Balance Sheet.*

F. Revenue & Expense Statement – December 2025

*Acknowledge and accept the December 2025 Revenue and Expense Statement.*

G. Accounts Receivable Aging Summary – December 2025

*Acknowledge and accept the December 2025 Accounts Receivable Aging Summary.*

H. Certificates of Deposit – December 2025

*Acknowledge and accept the December 2025 Certificates of Deposit.*

I. Reserve Fund Deposits & Expenditures – December 2025

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

J. Treasurer's Report – December 2025

*Acknowledge and accept the December 2025 Treasurer's Report.*

K. Bank Statement Reconciliations – December 2025

*Acknowledge and accept the December 2025 Review and Reconciliation of all Bank Statements.*

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

A. Paso Pool and Spa - \$9,299.56

*Acknowledge and ratify, by Resolution, the payment from the Reserve Fund to Paso Pool and Spa for repairs to the Equestrian Pool.*

B. Richard Burde - \$2,042.50

*Acknowledge and ratify, by Resolution, the payment from the Reserve Fund to Richard Burde for engineering, permitting, and planning.*

C. MBS Land Surveys - \$2,800.00

*Acknowledge and ratify, by Resolution, the payment from the Reserve Fund to MBS Land Surveys for a topographic survey.*

D. PRW Steel - \$2,312.22

*Acknowledge and ratify, by Resolution, the payment from the Reserve Fund to PRW Steel for parts for the barge repair.*

E. Lowes - \$3,287.17

*Acknowledge and ratify, by Resolution, the payment from the Reserve Fund to Lowes for parts for the barge repair.*

**4. LIEN AUTHORIZATION (Acknowledge and Accept, Civil Code §5675)**

A. 012-272-005 \$10,200.42

B. 012-193-016 \$11,291.50

C. 012-182-053 \$3,543.39

**This information was last updated on 01/12/2026. Payments made after this date are not reflected.**

**5. COMMITTEE & FOCUS GROUPS (Acknowledge and Accept)**

A. Appoint Finance Committee Membership

- Ginger Paschal (*Non-Voting Member*)



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ANNOUNCEMENTS (EXHIBIT B)**

The HROA Office is open Monday through Friday from 8:00 am to 5:00 pm and the first and third Saturdays from 8:00 am to Noon. Decals are available at the Main Gate to members who provide their Member Card and a **current** DMV registration.

**(No titles, pink slips, registration renewal forms, or temporary registrations are accepted.)**

**SPECIAL ASSESSMENT**

The Special Assessment was announced in the Annual Budget Mailer on May 23, 2025, and applied to Members' accounts on October 1, 2025. Late fees were applied on January 1, 2026. Payments may be made at the HROA Office by cash, check, or completed EFT Form, or online through the Member Portal using your credit/debit card or bank account information. **Please Note: The Special Assessment is not a recurring charge, so if you have autopay set up, it will not be paid automatically. You must contact the HROA Office to authorize us to charge your auto-payment method on file.**

Visit <https://hroa.us/documents-forms/member-portal-instructions>

**MEMBER CONTACT & COMMUNICATION PREFERENCES FORM**

If you've had any changes to your phone number, email, or mailing address, please don't forget to update us—both for your primary residence and all additional properties you own.

**Did you know that you can also check and update your contact information through the Member Portal on the HROA website? Visit <https://hroa.us/documents-forms/member-portal-instructions>**

**BOAT SLIPS**

Earlier this month, we launched an online platform for weekly Boat Slip Reservations. This system streamlines the reservation process and includes online payment options, reservation insurance for cancellations, and automated reminder communications leading up to the reservation date.

**Please note that all required documentation and the deposit must be submitted before the reservation request can be accepted. Online submission does not constitute a completed reservation; your boat slip is not reserved until you receive confirmation.**

To access the online reservation system, click on *Boat Slips – Weekly* under *Recreation* on the <https://hroa.us/> home page or select *Marina* from the *Recreation* drop-down menu on the home page ribbon.

**MUSSEL INSPECTION AVAILABILITY**

**Mussel Inspections are available at the Main Gate daily from 8:00 AM - 10:45 AM and 12:00 PM - 5:00 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)238-9641) or send an email to [gate@hroa.us](mailto:gate@hroa.us).