



PHONE: (805) 238-9641
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2130 HERITAGE LOOP ROAD
PASO ROBLES, CA 93446
www.hroa.us

EQUESTRIAN CENTER

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I have received copies of the documents listed below. I understand that it is my responsibility to read and abide by these governing documents, agreements and procedures.

EQUESTRIAN CENTER PADDOCK SPACE LEASE AGREEMENT

EQUESTRIAN CENTER OPERATING RULES AS DEFINED IN THE HERITAGE RANCH OWNERS ASSOCIATION MEMBERSHIP HANDBOOK – RULES AND REGULATIONS, SECTION 6

ARCHITECTURAL AND ENVIRONMENTAL CONTROL (AEC) MEMORANDUM, APPLICATION, PLOT PLAN TEMPLATE & CHECKLIST

FEEDER DUTIES SUMMARY

GUEST HORSE INSTRUCTIONS AND APPLICATION

I understand and agree that the failure of myself and/or my guests to abide by the terms of these documents may result in a citation(s) being issued against my or my landlord's property and/or possibly result in the termination of my privileges at the Equestrian Center and Paddock Space Lease Agreement.

I understand that I will be provided due process for any penalty imposed upon me and that if so ordered, I can be required to remove my horse within 30-days written notice given to me by the Association.

Signature _____ Date _____

Print Name _____

Account # _____ Lot/Tract _____ Space # _____



Email: office@hroa.us
Phone: (805) 238-9641
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2130 Heritage Loop Road
Paso Robles, CA 93446
Website: www.hroa.us

EQUESTRIAN CENTER

INFORMATION FORM

Name _____ Date _____

Account # _____ Lot/Tract _____ Space # _____

Circle One: Owner or Tenant | If Tenant, Property Owner Name _____

Property Address _____

Mailing Address if different _____

Phone # _____ Email Address _____

Full-time Ranch resident (other than spouse) to contact in case of emergency:

Name _____ Phone # _____

Address _____

HORSE INFORMATION

Name _____ Breed _____ Age _____

Vet to call in an emergency Name _____ Phone # _____

Vaccination Certificates (please attach)* _____

*See HROA Membership Handbook – Rules and Regulations, Section 6 – Equestrian Center Operating Rules for required vaccination information.

Insured by** _____ Expires _____

**Please attach current Insurance Certificate reflecting personal liability coverage of at least \$300,000 on a homeowners or umbrella policy and "Heritage Ranch Owners Association" as "certificate holder."

Special Instructions _____

Attach a dated, colored photo of the above-named horse.

Signature _____ Date _____

For office use only

Lease Signed _____	Picture _____	Fees & Deposit Paid _____
Shot Record _____	Hay Space _____	Feeder Notified _____
Insurance _____	Trailer Space _____	Written Permission (Tenants Only) _____
Effective Date _____	Space # _____	Main Gate Notified _____
		Account # _____



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Paddock Space Lease Agreement

This Equestrian Center Paddock Space ("Paddock Space") Lease Agreement ("AGREEMENT") is between the Heritage Ranch Owners Association ("HROA"), and

an HROA member or tenant in good standing ("LESSEE").

1. **Description of Property to be Rented.** HROA agrees to lease to LESSEE one Paddock Space designed to accommodate one horse or two mini horses.
2. **Rent.** This is a month-to-month lease. Payments are due monthly by the first day of each month and become delinquent after the 15th of each month. The monthly lease fee is one hundred dollars (\$100.00). With the acceptance of the terms and conditions of this AGREEMENT, the first month's lease fees, along with a two-hundred-fifty-dollar (\$250.00) security deposit per Paddock Space, are to be paid. The security deposit is non-interest-bearing and is refundable upon termination of this AGREEMENT.

LESSEE shall be required to provide HROA with thirty (30) days' written notice of their intention to vacate the assigned Paddock Space(S).

3. **Security Deposit.** LESSEE will deposit with HROA the sum of two hundred fifty dollars (\$250.00) as a security deposit per Paddock Space leased, which will be held for the faithful performance by LESSEE of his/her/their obligations under this AGREEMENT. Upon LESSEE vacating this lease, HROA shall inspect the Paddock Space for damages or abandoned materials. Any damages/or abandoned materials noted will be repaired and/or removed at LESSEE's expense, with costs deducted from the security deposit or assessed to the member account. Any remaining funds will be returned to the vacating LESSEE with an itemized list of costs and repairs, within fifteen (15) days.

If all or any portion of LESSEE's security deposit is applied by HROA during the term of this AGREEMENT to make necessary repairs to the premises, HROA may demand that LESSEE replenish the full amount so applied. LESSEE's failure to replenish such amount within thirty (30) days after written demand by HROA will constitute a material breach of this AGREEMENT and subject the lease to cancellation. HROA's written demand for replenishment will include an itemized statement describing the disposition of the security deposit.

4. **Individuals Authorized to Use Paddock Space.**
The Paddock Space will be used only by LESSEE.

All Equestrian Center Boarders, Members, and Tenants must remain in good standing with the Association in order to use the Equestrian Center. (See Membership Handbook Section 1, "Purpose of Handbook," for the definition of "good standing")

5. **Indemnification of HROA.** LESSEE agrees to indemnify, defend and hold harmless HROA from any liability arising before termination of this AGREEMENT for personal injuries or property damage caused by the negligent, willful, or intentional conduct of LESSEE or his/her/their guests or whenever immediate physical action is required by any HROA representative to prevent further damage to either personal property or the environment as outlined in the Membership Handbook – Rules and Regulations. HROA shall not be liable to LESSEE for any loss due to theft, vandalism, fire, collision, or natural disaster unless found negligent.
6. **Assignment and Subletting.** LESSEE may not sublet the PADDOCK SPACE under any circumstances.
7. **Guest Horses.** Guest horses are the responsibility of the LESSEE. Prior to occupying a stall in the Guest Barn, LESSEES must submit a Guest Horse Application, provide current vaccination certifications, and pay Guest Horse Fees.
8. **Use of Premises.** The PADDOCK SPACE is rented to LESSEE for personal purposes only and may not be used by LESSEE for any commercial or other purpose.
9. **LESSEE Obligations.** LESSEE agrees to perform the following obligations:
 - A. To comply with ALL rules and regulations of HROA pertaining to Common Areas and Amenities, including those addressed by HROA governing documents, including the Membership Handbook – Rules and Regulations, and comply with all posted Equestrian Center rules.
 - B. Prior to bringing any horse (s) to the Equestrian Center, provide HROA with a copy of the current vaccination certificates for all LESSEE's horses that are boarded in the Equestrian Center.
 - C. To provide HROA with proof of homeowner's insurance or an umbrella policy with minimum coverage of no less than \$500,000 in personal liability and property damage, and must also name "Heritage Ranch Owners Association" as "certificate holder."
 - D. To keep only authorized horse(s) in each PADDOCK SPACE.
 - E. To refrain from destroying, defacing, damaging, impairing, or removing any HROA property or equipment in the Equestrian Center or permitting any person to commit such acts.
 - F. LESSEE may not disturb, annoy, endanger, or interfere with other PADDOCK SPACE LESSEES or his/her/their guests.
 - G. LESSEE may not use the PADDOCK SPACE for any unlawful purpose, violate any law or ordinance, or commit waste or nuisance in connection with his/her/their use of the PADDOCK SPACE.

- H. LESSEE shall refrain from leaving personal property, etc., near the PADDOCK SPACE unattended, and shall refrain from obstructing alleys, Common Areas, and roadways.
- I. LESSEE shall not alter the PADDOCK SPACE, sheds, shelters, or Common Areas in any way without the express approval of HROA Management or its designated representative.
- J. LESSEE shall remove all items from the leased PADDOCK SPACE when the lease is terminated and will be held financially responsible for payment of demolition or trash removal of any kind. Any items left after thirty (30) days will have a zero value and may be kept or disposed of by HROA.
- K. To remove the horses from the PADDOCK SPACE when requested by HROA for maintenance, operations, or safety.
- L. If repairs are necessary, the LESSEE shall inform HROA of the need for such repairs via a written form available at the HROA Member Services Office.

10. **Lease Termination by LESSEE.** In the event that LESSEE terminates the AGREEMENT or otherwise vacates the PADDOCK SPACE with less than thirty (30) days' notice, LESSEE shall not be entitled to any refund.

11. **Early Termination by HROA.** In the event that any of the following occurs, it shall be cause for immediate termination of this AGREEMENT by HROA, at which time LESSEE shall not be entitled to any refund.

- A. LESSEE neglects or mistreats any animal at the Equestrian Center
- B. LESSEE fails to remain compliant with the Membership Handbook - Rules and Regulations and all HROA governing documents
- C. LESSEE fails to make any payment within thirty (30) days of the delinquent date
- D. LESSEE fails to maintain their good standing with HROA for any thirty (30) day period
- E. LESSEE's insurance coverage is lapsed or cancelled due to nonpayment by LESSEE
- F. LESSEE's insurance coverage is cancelled due to reasons other than nonpayment, and LESSEE fails to cure within thirty (30) days
- G. LESSEE is no longer an owner or tenant associated with HROA
- H. LESSEE fails to register horse(s) located in a PADDOCK SPACE with HROA within five (5) days of written notice by HROA by warning, citation, or letter
- I. LESSEE fails to provide vaccination certifications for any horse(s) located in a PADDOCK SPACE with HROA within five (5) days of written notice by HROA by warning, citation, or letter
- J. LESSEE fails to register Guest Horses and/or provide vaccination and insurance certificates

12. **Attorney's Fees.** In any legal action brought by either party to enforce the terms of this AGREEMENT, the prevailing party is entitled to all costs incurred in connection with such action, including reasonable attorney's fees.
13. **Entire AGREEMENT.** This AGREEMENT contains all the agreements of the parties and cannot be amended or modified except by written agreement, authorized in writing by the HROA Board of Directors.
14. **Registration of Horses:** LESSEE shall submit an Equestrian Center Information Form to HROA for all horses held in LESSEE's name that will reside in the PADDOCK SPACE. This information must be kept current.
15. **Service of Notices.** For the purpose of service of process of notices and demands. This information must be kept current.

LESSEE's address is _____

LESSEE's Phone # is (____) _____

Alternate Phone # is (____) _____

LESSEE's email address is _____

Notices, demands, and service of process for HROA may be served on HROA at the following address: 2130 Heritage Loop Road, Paso Robles, CA 93446

LESSEE:

_____ Date: _____

LESSEE Signature

Printed Name

Account

Lot/Tract

HROA:

_____ Date: _____

HROA Authorized Signature

_____ Space # Assigned _____

Printed Name and Title

Attachments:

HROA Membership Handbook – Rules and Regulations. Equestrian Center Operating Rules are Section 6

Equestrian Center Information Form

Equestrian Center AEC Memorandum, Application, Plot Plan and Checklist

Equestrian Center Feeder Duties Summary

Guest Horse Instructions and Application

EQUESTRIAN CENTER OPERATING RULES

Excerpt from the Heritage Ranch Owners Association Membership Handbook – Rules and Regulations adopted on July 1, 2020

NOTE: ALL Membership Handbook Rules and Regulations apply to the Equestrian Center. This excerpt is provided as a quick reference only.

6. Equestrian Center Operating Rules

Everyone who enjoys the privilege of using the Heritage Ranch Owners Association Equestrian Center (“Equestrian Center”) is expected to conduct themselves with courtesy and good sportsmanship at all times. With that in mind, the following rules are intended to ensure the safe and enjoyable use of the Equestrian Center for everyone. Please familiarize yourself with the following rules, keeping in mind that common sense and concern for the welfare of horses and individuals at the Equestrian Center should always prevail.

Leased space in the Equestrian Center is available to Primary Members (without Tenants), Co-Members and Tenants (who provide a letter of acknowledgment from the property owner). Upon leasing a space, the lessee (“Boarder”) is responsible for their own actions as well as those of their Guests and family members. Noncompliance matters must be resolved in a timely manner and payments on account must be kept current to ensure boarders remain in good standing and retain membership privileges.

Anyone who is noncompliant with any of the provisions of the Membership Handbook – Rules and Regulations, including the Equestrian Center Operating Rules, or who shirks their responsibilities as a Boarder or Rider may be subject to a citation and fine to gain compliance. Subsequent citations for the same infraction may be issued. Please refer to the Schedule of Monetary Penalties by numbered subject matter. Repeat non-compliance matters will result in further disciplinary action which may include the loss of membership privileges and/or eviction from the Equestrian Center.

If you have questions or concerns regarding these rules, please contact the Member Services Office at (805) 238-9641 or office@hroa.us.

A. General Rules

1. The Equestrian Center has a zero-tolerance policy for the mistreatment or neglect of any animal. If you witness any animal abuse, please immediately report it to the County of San Luis Obispo Animal Services at 805-781-4400. If the animal mistreatment or neglect is an after-hours emergency and cannot wait to be reported during the next business day, please call 911. Animal Services information can also be found at <https://www.slocounty.ca.gov/Departments/Health-Agency/Animal-Services/Contact-Us.aspx>
2. No improper conduct, obscenities, verbal or physical threats by owners, residents, tenants, family and/or guests will be tolerated. Actions by any person of any nature, particularly in the Common Areas, Amenities, facilities and/or on social media, or

towards owners, residents, tenants, family and/or guests, employees, directors and/or service providers which may be dangerous, create a health or safety problem, create a hostile environment, or disturb others, are not permitted. These include noise, intoxication, quarreling, any form of harassment, threats, picketing, fighting, offensive or abusive language or rowdy and mischievous behavior. Abuse of employees or hindering them in the performance of their duties is also prohibited. Non-compliance with these rules will be cited under 2.05.03 Conduct and/or 2.05.05 Disturbing the Peace.

3. If you or your horse are involved in or witness to an accident or injury, please report it as soon as possible to the HROA General Manager or the Ranch Patrol Manager. Always and immediately call 911 if the accident or injury is an emergency situation.
4. Equestrian Center hours are from sunrise to 10:00 p.m. daily. The Equestrian Center is closed to all Boarders, Members, Tenants, Residents, their Guests and their family members between 10:00 p.m. and sunrise. Access for Boarders, their representatives, veterinarians and/or other designated personnel is allowed at any time for medical and other emergencies. Designated HROA staff is also authorized to enter the Equestrian Center at any time to patrol or to attend to maintenance emergencies.
5. All Equestrian Center Boarders, Members and Tenants must remain in good standing with the Association in order to use the Equestrian Center. (See Membership Handbook Section 1, "Purpose of Handbook," for the definition of "good standing")
6. The Equestrian Center is a Common Area Amenity of the Heritage Ranch Owners Association and as such is subject to ALL rules and regulations of the ASSOCIATION pertaining to Common Areas and Amenities. In addition, all persons present at the Equestrian Center must observe all posted rules.
7. The Equestrian Center shall have no more horses than are specified in the Equestrian Center Master Plan as adopted by the HROA Board of Directors. There shall be no more than four (4) paddock spaces (four horses) allowed per boarder. When there is a waiting list, two (2) paddock spaces will be the maximum allowed to be reserved by a boarder.
8. Children under the age of 14 must be accompanied by a responsible adult at all times.
9. Stallions (unneutered males one year of age or older) are not permitted at the Equestrian Center.
10. Do not feed any horse without the horse owners' prior permission.
11. Do not enter any paddock or shed without the horse owners' prior permission.
12. Do not touch any horse, paddock or belongings without the horse owners' prior permission.
13. Appropriate footwear (i.e. closed shoes) must be worn at all times within the Equestrian Center, even if not riding or handling a horse.
14. No illegal drug use is allowed on Heritage Ranch property at any time, including the Equestrian Center. No handling of any horse while under the influence of alcohol or other drugs is permitted. Anyone suspecting another member of impairment should immediately contact the San Luis Obispo Sheriff's Office.
15. Smoking is prohibited in the Equestrian Center area and in/near the barn.
16. No domestic pets (other than leashed dogs) are allowed in the Equestrian Center. Unleashed dogs are prohibited at all times. Dogs are prohibited at all times from turnouts,

the hot walker enclosure, round pens, large arena, pasture or wooden box stalls.

17. Climbing on corrals, paddocks or equipment anywhere in the Equestrian Center is prohibited.
18. Any item that could reasonably spook or scare a horse is not allowed in the paddock areas or around the arenas. Such items include, but are not limited to, balloons, firecrackers, and other loud noise-making devices.
19. For safety reasons, horses are not allowed in close proximity to the Recreation Barn, in the Maintenance area, at the Marina or Campground or in any Heritage Ranch Park area.
20. Horses are only allowed to be tied in cross ties or at hitching rails. Horses may not be left unattended when not in their own paddocks.
21. Untethered horses and horseback riding in the hot walker enclosure are prohibited. If horses are waiting, time on the hot walker is limited to twenty (20) minutes.
22. Wash rack use is strictly for the Equestrian Center Boarders, their Guests, and guest horses that pay the nightly guest rate fee.
23. Turnouts are permitted in the two, fenced pens near Equestrian Road and are first come/first served. The time in each turnout shall not exceed twenty (20) minutes if another horse is waiting, and one (1) hour total per day.
24. Turnouts into the arena are only allowed for up to twenty (20) minutes and require direct supervision. Riding in the arena takes precedence over turnouts; therefore, you must remove your horse promptly if a rider is waiting for use of the arena.
25. Horse feeding is prohibited in any Common Area including shared spaces at the Equestrian Center or such as turnouts, pastures, the arena or the hot walker.
26. The round pens and hot walker are only available to Equestrian Center Boarders and their Guests over the age of 18.
27. Lunging is only allowed in the arena and in round pens. A person wishing to lunge a horse in the arena while someone is riding should obtain the consent of the rider before proceeding.
28. Horse trailers may only be parked or stored in areas designated by HROA Management or its designee. One (1) trailer space per Association property unit is allowed.
29. Through traffic must be maintained on all roadways within the Equestrian Center at all times. Do not block any gate or drive through or limit accessibility of the facilities. No overnight parking of any vehicle or trailer is allowed in the Equestrian Center.
30. The speed limit in the Equestrian Center is 5 miles per hour.
31. Excessive watering in or around paddock areas is prohibited.

B. BOARDER and GUEST RESPONSIBILITIES

1. It is your responsibility to keep your horse under control at all times. Riders must use tack and equipment that allows them reasonable control of their horses. Horses are required to walk in the Equestrian Center from the barn to the south end of the paddocks. Horses may not be tethered or left unattended anywhere outside their paddocks including undeveloped Common Areas, arenas, pastures, pens or the hot walker.
2. Without exception, and before any horse or personal property or equipment is brought

to the Equestrian Center, prospective Boarders must apply to bring a horse to the Association by submitting the following documentation. Please allow at least seven (7) days for review and approval of this application. In addition, all paddock and structure installations or changes must be submitted for review and approval. See Section D for additional information.

- a. A completed lease agreement
 - b. A completed Equestrian Center Hold Harmless Agreement
 - c. A current certificate of insurance for personal liability in amounts designated by the Board of Directors
 - d. Current vaccination certificates (See Section 6.B.5)
 - e. A signed acknowledgement of receipt of and agreement to abide by the Equestrian Center Rules.
 - f. Payment for first month space lease and a security deposit
3. Guest Horses that are sponsored by Boarders, Members or Tenants are the responsibility of their sponsor. The following must be provided prior to Equestrian Center use.
 - a. A completed Equestrian Center Hold Harmless Agreement
 - b. A current certificate of insurance for personal liability in amounts designated by the Board of Directors
 - c. Current vaccination certificates (See Section 6.B.5)
 - d. A signed acknowledgement of receipt of an agreement to abide by the Equestrian Center Rules.
 - e. Payment for usage fee for the overnight stay (if applicable)
4. Only approved horses shall be kept at ANY time in the paddocks. Subleasing any paddock is prohibited. Any horse in any other person's paddock MUST have written consent of the paddock owner on file with the Association Member Services Office at all times. If not, the horse MUST be removed from the paddock immediately. Even with consent, there is a two-week maximum stay unless prior approval is obtained from HROA Management or its designee.
5. Equestrian Center occupants are required to maintain current equine vaccinations and to vaccinate their horses for, at a minimum: Tetanus toxoid, Western equine encephalitis (WEE), Eastern equine encephalitis (EEE), West Nile Virus (WNV) and equine influenza (flu) as well as any additional, veterinarian-recommended vaccinations. Rabies vaccinations and worming twice a year are also recommended. Receipts with dates documenting current vaccinations and relevant medical information must be provided to the HROA Office annually.
6. The Equestrian Center must always be able to contact a Boarder or Guest in case of emergency. Each paddock must have a sign identifying the name of horse, the owner's name, member number and phone number, the paddock number and your veterinarian's name and phone number. Contact information must be kept current at all times. If you will be out of town or unavailable by cell phone it is imperative that you leave the name and number of a responsible party with Management before leaving town.
7. It is recommended that Boarders provide a properly fitted halter and lead rope on their

paddock gates.

8. Paddock lease payments are due to the Association on the first day of each month. A late fee will be assessed for payments received after the 15th day of any month.
9. Boarders are responsible to provide and portion feed and to give clear, written feeding instructions to the HROA feeders. Any feed stored on the Equestrian Center premises must be stored in a sealed container that is locked or strapped shut to prevent rodents and insects. All containers must have the Boarder's name and paddock number clearly written on them for identification purposes.
10. Paddocks must be installed in accordance with HROA architectural standards for the Equestrian Center (See Section 6.D) and Common Area Amenities. Plans must be reviewed and approved by the HROA Management or its designee and occupied by an approved horse(s) within 30 days of rental unless additional time is approved by HROA Management or its designee. Paddocks left unoccupied for more than 30 days will be forfeited immediately. Once installed, if a paddock is vacant for more than 45 days without written permission from HROA Management or its designee, the paddock and any associated benefits in the Equestrian Center will be forfeited immediately.
11. Equestrian Center Boarders must ensure that all shed structures, paddocks, feed or feed bins, equipment and personal property remain within the boundaries of their rented spaces and do not encroach into any Common Areas.
12. Equestrian Center Boarders must keep all shed structures properly maintained at all times and in approved locations. Unsightly conditions in areas in and around paddocks and structures such as overgrown or dead vegetation, accumulation of items, animal waste, stored items, trash/garbage/rubbish, unmounted campers/camper shells and unsightly structural conditions are prohibited (See Section 4.05).
13. Boarders and Guests must keep paddocks, sheds, internal structures and adjacent Common Areas neat, clean and sanitary including manure pick up and raking of urine. When you are done grooming, washing your horse, or using common turn-out areas, please remove all manure, hoof pickings and loose hair and dispose of them in designated areas. Dump manure to the back of the pit.
14. Boarders and Guests are responsible to put away tack, manure forks and all other equipment in designated areas when they are finished using them.
15. All Guests using the large arena must be supervised by an Equestrian Center Boarder, Member or Tenant.
16. The Equestrian Center is not responsible for lost or stolen property. You are responsible for storing and securing your own equipment, and Management recommends that any valuable equipment should be taken home at night and not be stored at the Center.

C. RIDER RESPONSIBILITIES

1. HROA Management may deny the use of any arena, pen, paddock or pasture at Management's sole discretion. Entry is prohibited when an area is closed due to for maintenance, or during inclement weather or other conditions deemed unsafe by the Management or its designee. Areas will be reopened only when footing and base will not be damaged by equestrian activity and/or when it is deemed safe.
2. If your horse becomes unmanageable you are required to leave a busy arena.

3. All riders must wear proper attire at all times, including closed-toe footwear with a heel. All riders under the age of 18 must wear a properly fitted riding helmet at all times while on horseback. When jumping in the arena area, all riders, regardless of age, must wear a properly fitted riding helmet and boots.
4. Riders under the age of 18 are not permitted to jump anywhere at the Equestrian Center unless under supervision by a parent or guardian.
5. Please treat other riders with consideration and observe all customary arena traffic rules, including passing left-shoulder to left-shoulder when riding in opposite directions and passing on the inside when riding in the same direction. Maintain a safe distance between your horse and other horses.
6. Riders bringing additional equipment in the arena, other than what may already be set up, such as barrels or poles must remove equipment from the arena and store it in designated areas after use. If there are riders already in the arena, please ask them before setting up equipment.
7. The Equestrian Center arena may be used by Equestrian Center Boarders and their approved Guests. Prior approval from Management or its designee is required for arena use by Members, Tenants and Guests that are not affiliated with Equestrian Center Boarders.

D. EQUESTRIAN CENTER PROPERTY MAINTENANCE, IMPROVEMENTS OR CHANGES

Prior to initiating any improvements, all Equestrian Center paddock, structure and improvement projects must be submitted to the HROA Architectural and Environmental Control Committee (AECC) for project review and approval. Project applications may be requested from the Member Services Office at 805-238-9641 or by emailing aec@hroa.us. A plot plan must also be included with the application. There is no charge for applying and obtaining approval. The Association/AECC will provide a decision within thirty (30) days of receipt of the application. ALL improvements will require a final inspection and sign-off by HROA Management or its designee.

WORK THAT REQUIRES APPROVAL

1. Any improvement or change on Equestrian Center property, and the proposed location thereof is subject to prior approval in advance of the work being done. The type of projects that need approval by HROA Management or its designee include, but are not limited to:
 - Any and all installations of -- Storage Buildings (Sheds), Paddocks (Stalls) and Storage Containers
 - Any and all alterations including such things as - re-paints, re-roofs, replacements or repairs
 - Any and all relocations
 - Any and all demolitions

ARCHITECTURAL GUIDELINES FOR PADDOCKS AND STRUCTURES

2. Paddocks are to be set up in conformity with HROA and the Equestrian Center standards, at the owner's expense. The required size for each paddock is 24' x 48' and must be made from heavy gauge, 4 rail round galvanized pipe panels, no shorter than 12' in length. Portable panels are not permitted.
3. A buffer zone of 3' of Common Area is to be maintained between all paddocks. (Exception: If two or more paddocks are adjoined, the required 3' buffer zone shall be incorporated equally into the buffer zone on either side of the adjoined paddocks.)
4. Each 24' x 48' paddock shall accommodate no more than one horse. (Exception: Mare with foal under 9 months of age).
5. Any final paddock area must include an approved 8' x 12' pre-manufactured tan metal shelter. Galvanized metal is also permissible if painted a pre-approved tan color. No plastic or wooden structures are allowed inside any paddock, and no tarps or cloth covers are permitted to be used as a shelter roof or sidewall. All shelters must be pre-approved by HROA Management or its designee as part of the original paddock set-up.
6. Paddocks shall have a water trough and feeder.
7. Any shed placed in the Equestrian Center must have prior written approval from HROA Management, its designee and/or the AECC. Each paddock space is permitted one (1) shed space. Location, size materials, and color of each shed are determined by HROA Management or its designee and the Master Plan located in the bulletin boards at the Equestrian Center. Any sheds erected on another Boarder's assigned space must be removed within 30 days.
 - Sheds must be located immediately adjacent to and not more than 5' from the paddock unless otherwise authorized by Management, its designee.
 - Sheds must fit in the area designated, and in no case may any structure exceed 12' in height or 140 overall square feet.
 - Wooden structures are allowed in the Equestrian Center subject to uniformity and damage that may be caused by horses.
 - Approved colors will be in the muted earth tone palate.
8. No hazardous equipment or materials are allowed in or around the paddock areas. Each paddock and shed area is to be kept clean and free from any building supplies such as galvanized panels, spare materials for use in the repair or replacement of the paddock, or any other items not directly used for the everyday care of the horse(s).



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EQUESTRIAN CENTER
AEC PROJECT MEMORANDUM

To: All Equestrian Center Lessees

Subject: Equestrian Center property maintenance, changes and/or improvements

The HROA Equestrian Center is a Common Area Amenity. In order to create and maintain records and to ensure compliance with the California state law and governing documents, Equestrian Center Lessees must apply for and obtain approval for all projects within the Equestrian Center. This must be done prior to beginning work.

This procedure is very similar to the way property owners presently apply for project approval for additions, changes, repairs and demolitions to their private property. As with private property, all external changes and improvements require approval.

The Architectural and Environmental Control (AEC) Committee reviews and is responsible for approving or disapproving all applications. There is no charge to apply. Except for holiday months, the committee meets twice monthly on the first and third Thursday. Applications are requested by the Friday before the meeting in order to be included on the agenda.

Attached are the Equestrian Center AEC Project Application, AEC Project Checklist and a blank Plot Plan, and a Checklist. AEC guidelines for the Equestrian Center are located in the Heritage Ranch Owners Association Membership Handbook – Rules and Regulations, Section 6D.

If you have any questions, please contact the HROA Member Services Office at (805) 238-9641 or at aec@hroa.us.

Thank you,
Member Services
Heritage Ranch Owners Association



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

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

EQUESTRIAN CENTER
AEC PROJECT CHECKLIST

Name _____ Date _____
Account # _____ Lot/Tract _____ Space # _____
Circle One: Owner or Tenant | If Tenant, Property Owner Name _____
Property Address _____
Mailing Address if different _____
Phone # _____ Email Address _____

Check indicates size, placement & materials information and samples have been provided

_____ Paddock

_____ Shed

_____ Walls

_____ Roof

_____ Water trough

_____ Feed bins

_____ Plot plan

* See Membership Handbook – Rules and Regulations, Equestrian Center Operating Rules, Section 6D

For Office Use Only

AEC Committee Approval Date _____



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EQUESTRIAN CENTER
AEC PROJECT APPLICATION

Name _____ Date _____

Account # _____ Lot/Tract _____ Space # _____

Circle One: Owner or Tenant | If Tenant, Property Owner Name _____

Property Address _____

Mailing Address if different _____

Phone # _____ Email Address _____

PROJECT DESCRIPTION*

Structure (check one): Paddock _____ Storage Building/Shed _____ Shelter _____ Other _____

Project Type (check one): Addition _____ Alteration _____ Repair _____ Demolition _____

Dimensions _____ Square footage _____

Construction materials to be used (describe and provide samples)

Paddock _____

Roof _____

Walls _____

Colors to be used (describe and provide samples)

Paddock _____

Roof _____

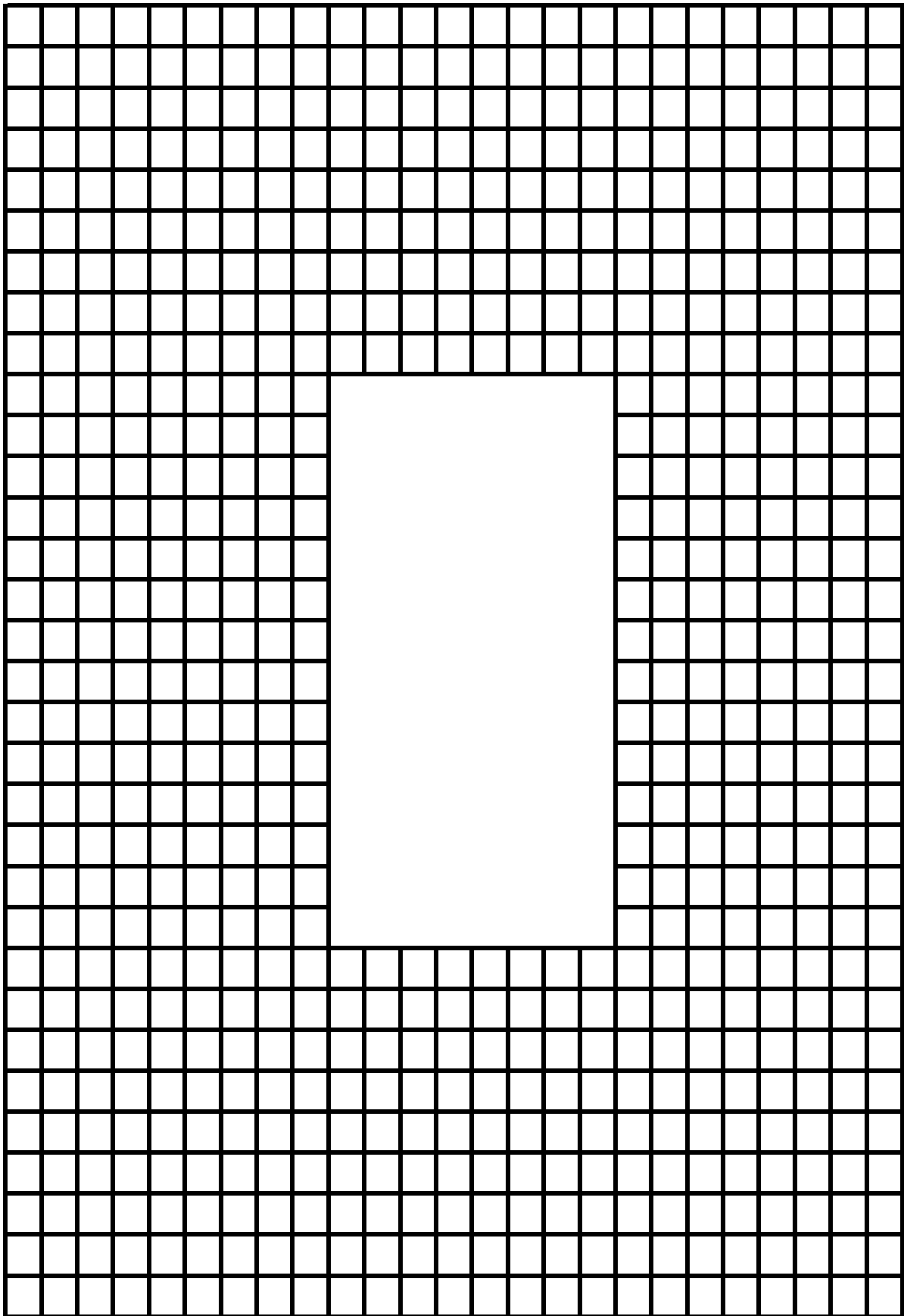
Walls _____

Project Location (attach Plot Plan)

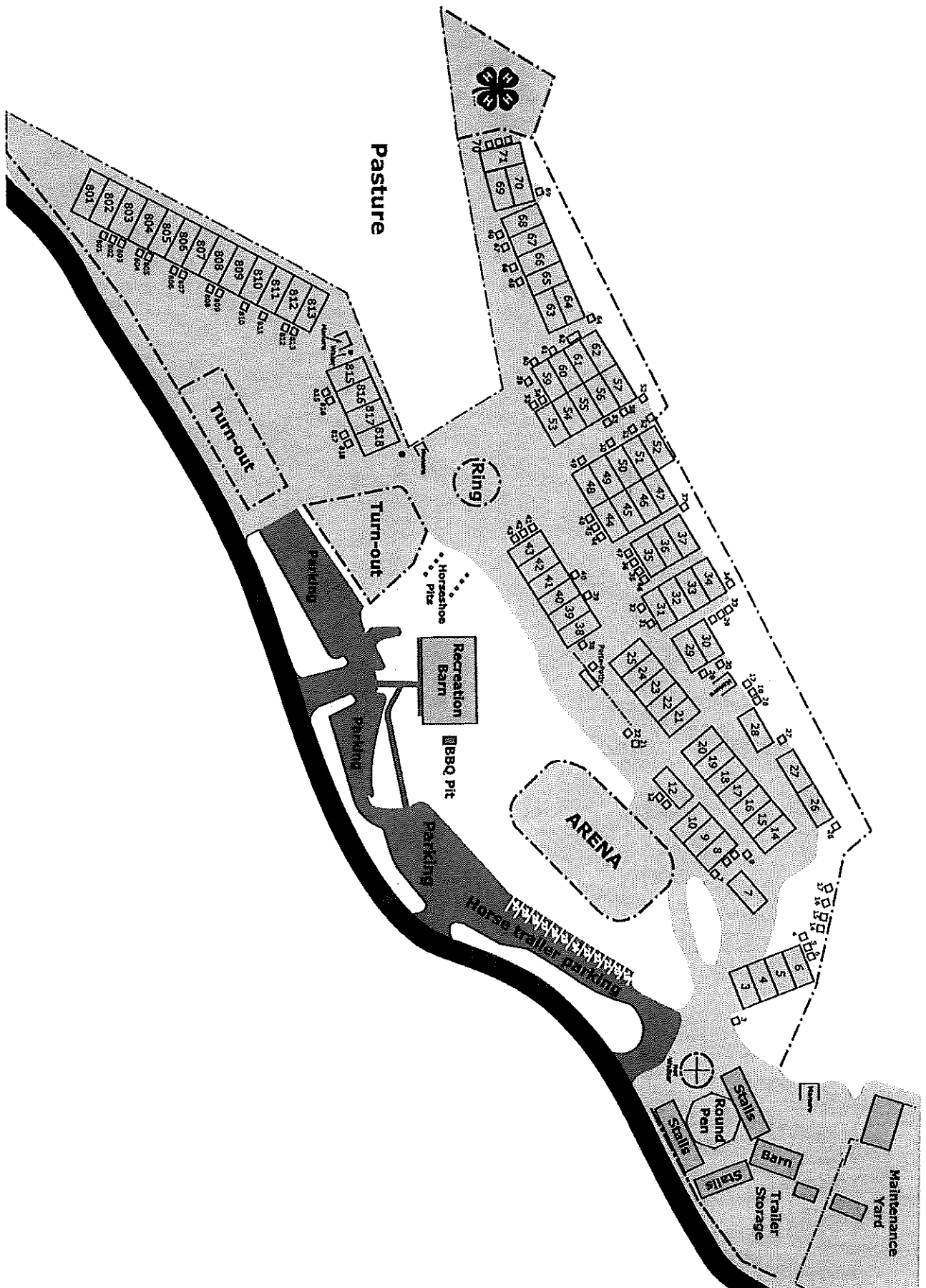
Additional Information (Describe "Other")

* Reference Membership Handbook – Rules and Regulations, Equestrian Center Operating Rules,
Section 6D

AEC Committee Project Approval Date _____



1 SQUARE = 2 FEET





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EQUESTRIAN CENTER

FEEDER DUTIES SUMMARY

The Equestrian Center Feeder is responsible for the overall feeding of horses and feed storage area of the Equestrian Center. Duties include the following.

- Feed horses daily in the morning and evening. Lessees are responsible to bag food into portioned meal sizes.
- Submit a work order to the Maintenance Department for any needed maintenance, repairs, additions, or replacements.
- Maintain a clean and neat hay barn and feed room.
- Adhere to the established rules and procedures for the orderly, effective and safe operation of the Equestrian Center.
- Notify the horse owner or alternate of any animal emergency and take necessary action to protect and safeguard the horses.

This position shall have no personal contact with the horses and shall not be specifically involved with personal care, nurturing, or safety of any animal except for feeding and ensuring maintenance of adequate feed supplies.



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EQUESTRIAN CENTER

GUEST HORSE INSTRUCTIONS

Lessee/Boarders, Members, or Tenants may sponsor (SPONSOR) Guests and Guest Horses at the Equestrian Center. These guests and horses are the responsibility of the SPONSOR. SPONSORS assume liability, under their own personal insurance, for their guests, guest horses, and the behavior and actions of both. The following must be provided prior to Equestrian Center use:

1. A completed Equestrian Center Guest Horse Application for each guest horse
2. A copy of the SPONSOR's current certificate of insurance for a homeowner's or umbrella policy declaring personal liability coverage in the amount of at least \$500,000 and "Heritage Ranch Owners Association" as "certificate holder."
3. Current vaccination certificates. See Membership Handbook Section 6. B for vaccination requirements.
4. Payment of usage fee for the overnight stay (if applicable). The current fee is \$35.00 per day, per horse.

Attach a copy of a completed and signed Guest Horse Application for each horse to the clip on the stall door(s). A Guest Horse Application for each horse is required.

Equestrian Center Operating Rules, Section 6 of the HROA Membership Handbook – Rules and Regulations were provided with the Guest Horse Application. Please read and follow them as well as all signs posted at the Equestrian Center.

Guests must keep all common areas clean at all times. Stalls must be cleaned daily and when you leave.

No stallions are allowed at the Equestrian Center.

Immediately report damage to stalls or any other part of the Equestrian Center to the HROA Member Services Office or the Main Gate.

If the animal becomes ill or is injured, HROA Management or its designated representative will attempt to notify the SPONSOR or horse owner. If unsuccessful, and an emergency exists, HROA may engage the services of a veterinarian of their choice or provide any other attention that appears advisable. The SPONSOR is responsible for payment of these services within 30 days from notification of the amount.

HROA reserves the right to refuse stay, for the day or overnight, of any horse(s) that may be sick, dangerous or subject to causing damage to HROA property.

Thank you! Please call 805-238-9641 if you need assistance.



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EQUESTRIAN CENTER
GUEST HORSE APPLICATION

Application(s), vaccination certificate(s), proof of insurance, and payment must be submitted to HROA Member Services prior to arrival.

Documentation may be emailed to office@hroa.us

Date _____

HROA Member or Tenant Lessee Name _____

Account _____ Lot/Tract _____ Space # _____

Property Address _____

Mailing Address if different _____

Phone _____ Email Address _____

Guest Horse Owner Name _____ Phone _____

Cell _____

Name of Veterinarian _____ Phone _____

Full-time Ranch resident to contact in case of emergency:

Name _____ Phone _____

GUEST HORSE INFORMATION

Horse Name _____ Breed/Color _____

Vaccination Certificates (please attach)* _____

Dates _____

*See HROA Membership Handbook – Rules and Regulations, Section 6 – Equestrian Center Operating Rules for required vaccination information.

Insured by** _____ Expires _____

**Please attach the current Insurance Certificate reflecting personal liability coverage of at least \$500,000 on a homeowners or umbrella policy, and “Heritage Ranch Owners Association” as “certificate holder.”

Expected Stay Day Use Only _____ Overnight _____ #of Days _____

Indemnification of HROA. LESSEE agrees to indemnify, defend and hold harmless HROA from any liability for personal injuries or property damage caused by the negligent, willful, or intentional conduct of LESSEE or his/her/their guests or whenever immediate physical action is required by any HROA representative to prevent further damage to either personal property or the environment as outlined in the Membership Handbook – Rules and Regulations. HROA shall not be liable to LESSEE for any loss due to theft, vandalism, fire, collision, or natural disaster unless found negligent.

HROA Member or Tenant Lessee Signature _____

Office Use Only _____

Approved by _____ Payment Type _____ Amount Paid _____
Date _____

Copy to Gate _____ Copy to Feeder _____
Date _____ Date _____

Attachment

HROA Membership Handbook – Rules and Regulations, Section 6 – Equestrian Center
Operating Rules