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MEMBER AGENDA REQUEST FORM
HERITAGE RANCH OWNERS ASSOCIATION (HROA)
BOARD OF DIRECTORS MEETING

Name:	Date:
Address:	
Lot/Tract:	Member Account Number:
Phone Number:	
E-mail Address:	

BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED* _____

*** Please attach any supporting documents.**

Meetings of the HROA Board of Directors are usually held on the fourth Thursday of each month at the Recreation Barn located at 2575 Equestrian Road. A calendar of meeting dates is available at the HROA website: www.hroa.us. Board meetings are open to all members with the exception of Executive Meetings that must be closed to address confidential matters. All HROA Board of Directors meetings provide for discussion in the Member Comments section of the meeting agenda. Due to their confidential nature, matters pertaining to personnel, litigation and contracts may not be addressed by the Member Agenda Request process.

INSTRUCTIONS FOR MEMBER AGENDA REQUESTS

Any member may request to place a matter before the HROA Board of Directors as an agenda item by submitting a written request to the Heritage Ranch Owners Association Member Services Office prior to the meeting. Requests may be submitted in person, by regular mail, FAX or email. Member Agenda Request Forms are available at the HROA Office and on the HROA website. All Member Agenda Requests will be reviewed by any two HROA Board Members and either approved or disapproved. Approvals will include working with the requester to identify a future meeting date for the item to be included on the agenda. Rules of decorum will be observed.

Please submit to
General Manager
Heritage Ranch Owners Association Member Services Office
2130 Heritage Loop Road, Paso Robles, CA 93446
Phone: (805) 238-9641 Fax: (805) 238-3430
Email Address: generalmanager@hroa.us

Director #1 _____ Approve: _____ Disapprove: _____

Director #2 _____ Approve: _____ Disapprove: _____

Date: _____ Reason: _____