



Phone: (805) 238-9641  
Fax: (805) 238-3430  
Email: [office@hroa.us](mailto:office@hroa.us)

2130 Heritage Loop Road  
Paso Robles, CA 93446  
Website: [www.hroa.us](http://www.hroa.us)

**OPEN SESSION MEETING OF THE  
HERITAGE RANCH OWNERS ASSOCIATION BOARD OF DIRECTORS  
AGENDA**

DATE: Thursday, April 24, 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 – March 27, 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**

### **MANAGEMENT REPORT**

### **GUESTS AND SPECIAL PRESENTATIONS**

#### **Committee Reports:**

- Finance Committee
- Community Engagement Committee – Valerie T.
- Strategic Planning Committee – Valerie T.
- Emergency Services Committee – Chris L.
- Marina Committee
- Youth Committee – Kevin C.

### **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)**

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

2. Pool Season

*Approve/Disapprove 2025 Pool Season, weather permitting, to begin Friday, May 23, 2025 for both pools, and closing Tuesday, September 2, 2025 for the Equestrian Park Pool, and Monday, October 13, 2025 for the Heritage Park Pool.*

3. Heritage Park Pool - Lighting Replacement

*Approve/Disapprove a contract from Wildwood Aquatech Pools Inc. for lighting work at the Heritage Park Pool for an expense not to exceed \$9,075.00.*

4. Weed Abatement Services

*Approve/Disapprove engaging Whit's Turn Tree Care for mowing and weed abatement for an expense not to exceed \$51,680.00.*

5. 2024-2025 Annual Financial Audit

*Approve/Disapprove the 2024-2025 Annual Audited Financial Report performed by the independent Certified Public Accounting firm Porter & Lasiewicz, CPAs.*

6. Annual Budget Report Mailing

*Approve/Disapprove a contract with mail house Boone Graphics to distribute our Annual Budget for an expense not to exceed \$8,649.02.*

7. 2025-2026 Proposed Budget & Fee Adjustments

*Discuss current progress on proposed budget, adjustments for recommended fee changes, and timeline for the review and approval of budget and fee schedule for the 2025-2026 Fiscal Year.*

8. 2025-2026 Fee Schedule

*Approve/Disapprove the recommended Fee Schedule with clarifications and increases to be effective as of July 1, 2025.*

**DISCUSSION ITEMS**

**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  
HERITAGE RANCH OWNERS ASSOCIATION BOARD OF DIRECTORS  
CONSENT AGENDA (EXHIBIT A)**

DATE: Thursday, April 24, 2025

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**1. MINUTES (Approve)**

A. Board Open Session Meeting Minutes – March 27, 2025

*Approve Minutes for the Open Session Meeting of the Heritage Ranch Owners Association Board of Directors held on March 27, 2025.*

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

A. Balance Sheets – March 2025

*Acknowledge and Accept the March 2025 Balance Sheet.*

B. Revenue & Expense Statement – March 2025

*Acknowledge and Accept the March 2025 Revenue and Expense Statement.*

C. Accounts Receivable Aging Summary – March 2025

*Acknowledge and Accept the March 2025 Accounts Receivable Aging Summary.*

D. Certificates of Deposit – March 2025

*Acknowledge and Accept the March 2025 Certificates of Deposit.*

E. Reserve Fund Deposits & Expenditures – March 2025

*Acknowledge and Accept the March 2025 Deposits to and Expenditures from the Reserve Fund.*

F. Bank Statement Reconciliations – March 2025

*Acknowledge and Accept the March 2025 Monthly Review and Reconciliation of all Bank Statements.*

G. Treasurer's Report

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

A. Coastal Tractor - \$1,859.40

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to Coastal Tractor for new holland tractor repair parts in the amount of \$1,859.40.*

B. Richard Burde (SLO Civil Design) - \$3,850.00

*Acknowledge and Ratify, by Resolution, the payment from the Reserve Fund to Richard Burde (SLO Civil Design) for engineering, permitting and design services in the amount of \$3,850.00.*

4. **COMMITTEE & FOCUS GROUPS**

A. Trails Committee - Membership Appointments

- Ali Torkaman
- Chris Gessel
- David Fretwell
- David Slater
- Dawn Perrine
- Jennifer Rogers
- Kali Beard
- Laura Linda Strickland
- Nancy McWhorter
- Robert Rogers
- Robin Coleman Bain
- Steve Boese

B. AEC Committee - Membership Appointment

- Jim Ptaszewski



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ANNOUNCEMENTS (EXHIBIT B)**

DATE: Thursday, April 24, 2025

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**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.

**BOAT SLIP LOTTERY**

Seventeen (17) boat slip rentals are assigned by a lottery drawing for a period of four (4) weeks. The peak season lottery will start on May 13, 2025 with the drawing taking place on May 5, 2025. Details and instructions are available at <https://hroa.us/marina/boat-slips-for-rent> and from the Member Services Office. Acceptance of applications began April 14, 2025. **Please note that applications must include all required documentation and the deposit.** 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 11:00AM and 12:00PM to 6:00PM. 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 8:00AM to 2:00PM and on Sundays from 9:00AM to 2:00PM.

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 x451](tel:(805)238-9641x451) or send an email to [gate@hroa.us](mailto:gate@hroa.us).

**CAMPING RESERVATION SYSTEM**

Last year we launched an 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.

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.