

PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKES
BOARD OF DIRECTORS MEETING
Thursday, May 20, 2010
OPEN SESSION 11:00 A.M. - TONKAWA ROOM
EXECUTIVE SESSION TO FOLLOW

MINUTES

PRESENT: Don Hughes, Theo Webb, Ed Hughes, Larry White, Gary O'Neal, Jack Stork, Mike Miller, Randy Schiamara, and Connie Saxton

ABSENT: Charlotte Waddill

I. OPEN SESSION - CALL TO ORDER – Director Stork

II. NEW BUSINESS

A Director Stork explained the POA Board will have an open meeting on Thursdays @ 11:00 a.m. to discuss general matters and then have an executive session after to discuss personnel.

B. CAPITAL BUDGET

Director O'Neal stated we don't have the funding to do our capital budget-needs to be based on current necessities. Basically we have a \$200,000.00 surplus. He suggested a freeze on the capital budget. The Finance Committee is looking hard at cutting expenses and at opportunities to increase revenues. Inflation factors need to be built into the maintenance fees, which have not increased in the last five (5) years. Revenues in all areas except the Campgrounds are down due to weather. As Treasurer, Director O'Neal feels capital budget should be basic needs only until something can be done about the revenue and reduction of expenses. Capital budget is to be put on Agenda for May 27th.

C. MAINTENANCE ITEMS

Director Ed Hughes reported all septic tanks at campground have been located and all except one are working, maybe not at 100% but to some degree. Six to eight tanks need an extension put on them due to being buried underground, which would cost \$50.00 an extension. A drawing will be made with location of all tanks numbered. Director O'Neal stated a monthly maintenance program needs to be put in place for all common septic tanks. Marcantel Septic told Director Ed Hughes that the tanks at the villas and Kickapoo Club have not been pumped in over ten (10) years. One tank behind the comfort station needs to be pumped and probably will have to be pumped every time we have a big crowd. Director O'Neal feels there is money in the operating budget to repair what tanks are in need. Marcantel Septic will work up a price for all the septic systems. Adding enzymes every month should be a part of our monthly maintenance program.

Director Stork stated siding needs to be replaced at the Villas. Materials would be about \$3,000 if Maintenance does the work. Monies would have to come out of capital budget. If we put on agenda for May 27th to make recommendation for

freezing of capital budget, then our hands are tied. Director Stork stated every project requires specific approval by the Board.

Patrol truck is not owned by POA. The County has the title.

Director Stork explained the process of the work orders and that Ron Gibson has volunteered to help follow up. There are four (4) copies: white and pink go to Maintenance, yellow went to Ariel for input into computer and goldenrod stayed with Connie. The originator will now get the goldenrod once the white copy comes back as work completed. This will let the originator know the work has been done. Once maintenance has the system set up in their computer, this will lessen the paperwork. Kevin with Jenark has been great working with the employees in their training and with any problems/questions concerning the new system.

Director Stork stated the capital budget will be on next week's agenda. The general budget for July – December needs to be cut by a percentage.

Director Ed Hughes asked if we were going to scrap our road project. Director Stork stated it looked like it. Costs of different materials needed to be researched and the fact would property owners be willing to participate in the cost of their street. The County had done several roads and then wanted addresses changed to County Roads.

Director Ed Hughes addressed the need for air conditioning at the Post Office. He will have someone check out the central unit to see if it's worth doing anything with. If not, the one window unit will be moved to the back and a new quieter window unit will be installed up front. There is \$1500 in the Post Office budget.

In the budget meeting, Director Stork stated it was talked about shutting off the electricity Monday – Friday at the hotel/villas and/or turning up the thermostats to cut expenses.

Director Schiamara meet with Don Sanderson, Restaurant Manager, who stated the salad bar and buffet, costs too much money. The menu selections have been reduced as well as the working hours. Buffet will be served on Sunday only. With the Kickapoo Club closed, Don has lost revenue at the restaurant. Don also requested to have the right of first refusal for catering. The pizzas are doing well and he would like to be able to deliver them also.

Director Don Hughes asked when are we going to start talking about raising the maintenance fees. Director O'Neal replied the Finance committee is studying ways to cut expenses and increase the maintenance fees to keep up with inflation.

Director Webb says we should have an informational program such as a quarterly update to inform people how we operate. New residents aren't aware of the 4400 lots owned by others. Director Stork stated that 8 or 9 years ago, the operating budget was \$3,000,000.00 and today it is the same. What carried us over with the huge amounts of delinquents Betty Culp was able to collect. That pool of money is gone.

Director O'Neal suggested we need to get with the school district that owns lots because of back taxes and work with them.

III. MEMBERS TO BE HEARD

Ronald Ryder asked if there was a volunteer program. Director Stork suggested checking out the website as several groups do request volunteers for special projects.

Bobby Horn pointed out when discussing security that there were two (2) burglaries at Hilltop just this week. Director O'Neal says he would not propose any changes to nighttime coverage of patrol. If there were any changes, it would be during daylight hours. However, we are not making any changes, only looking at savings.

IV. ADJOURN TO EXECUTIVE SESSION.

APPROVED BY _____ **DATE** _____

PREPARED BY _____ **DATE** _____