

**PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, June 10, 2010**  
**EXECUTIVE SESSION CLOSED 1:00 P.M.**  
**OPEN SESSION 2:00 P.M. – MAGNOLIA ROOM**

**MINUTES**

**PRESENT:** Don Hughes, Theo Webb, Ed Hughes, Charlotte Waddill, Jack Stork, Mike Miller, Randy Schiamara, and Connie Saxton

**ABSENT:** Larry White, Gary O’Neal

**I. OPEN SESSION - CALL TO ORDER – Director Stork**

**II. APPROVAL OF AGENDA-**Director Webb motioned to approve the Agenda; Director Schiamara seconded the motion. Agenda was unanimously approved.

**III. OLD BUSINESS**

**A. DISCUSSION & POSSIBLE ACTION TO LAKE FINE POLICY-**Director Don Hughes motion to accept the revised fine policy dated June 3rd that was rewritten only to correct grammar mistakes. Director Miller seconded the motion; the POA Board voted unanimously.

**B. GUEST OF MANAGEMENT POLICY-DISCUSSION**

Existing Management Policy states a guest pass can be issued for thirty (30) days. People are getting extended guest of management at no cost. Director Schiamara feels seven (7) days should be the maximum for any guest pass. Liane Harris suggested have a sign-in sheet at the pool for 12 years old and older which would have a list of guest passes. Director Schiamara will work on a sign-in sheet for 12 and under, and a 7-day pass for anyone over 12 and put on the agenda for possible action at the next meeting.

**C. NEPOTISM POLICY-DISCUSSION**

Director Stork stated Director O’Neal had an example of a nepotism policy but he is not present. The Nepotism Policy in the employee handbook only refers to any relatives of a Board Member, not people living together, husbands and wives, etc. Director Stork asked if anyone had a policy plan to bring it for discussion.

**D. WITHDRAW BEER & WINE LICENSE FROM RESTAURANT-DISCUSSION AND ACTION**

Director Stork explained an establishment can not have two (2) licenses in the same area. Director Schiamara motioned to withdraw the beer & wine license from the restaurant and pro shop; Director Waddill seconded the motion. The Board voted unanimously.

**IV. NEW BUSINESS**

**A. GOLF COURSE RULES-DISCUSSION**

Repeated failure to abide by the rules of the driving range has prompted the Golf Committee to amend the rules to include the driving range. The mats were bought to give the grass a chance to recover. Most golfers sand their divots, although some do not. Safety is also a concern. Additions are as follows:

1. Always hit range balls from where the bag stands are located.
2. Mats should be used and if all mats are occupied, wait until a mat is vacant.
3. Hit range balls and sand the divots before leaving driving range.

Director Schiamara doesn't think we should require people to hit from mats when the grass is available as there are studies on mats causing injuries in the upper limbs of a body. Mats are used to protect the grass and when the grass is too wet to hit. Sand is available for the divots. Question was asked who would enforce these rules. R. D. Kizer stated the golf course marshal would enforce the rules. Suggestion was made to remove some of the mats, keeping a few mats for those who would use them. Director Stork asked the POA Board to look over the revised rules and it would be on the Agenda for next Thursday.

**B. EMPLOYEE INSURANCE PLAN-DISCUSSION & ACTION**

Director Stork explained the POA meeting with Ross Gunnels concerning the health insurance. Going with Scott & White health plan, the company would be offering a better health plan and saving money. The POA pays \$379 towards a fulltime employee's health plan. Director Schiamara motioned to offer the \$1,000 deductible plan, paying the employee's part; however, the employee may choose to go with the \$500 deductible plan therefore paying the difference in the premium. Director Ed Hughes seconded the motion; the Board voted unanimously.

**C. REORGANIZATION OF STAFF-DISCUSSION & ACTION**

Director Stork announced Kelley Hammontree would be over Finance, Dianna Mahan is Cashier/Receivables, Stacie Childress is Activities and Accounts Payable, Marie Hinson will be Customer Service and Payroll, Connie Saxton is Architectural Control Committee Administrative Assistant, Human Resource, Administrative Assistant and Teen Center/Pool Supervisor, and Peg Parker is Collections. In May, with the cut in the General Manager's salary, the Restaurant Manager's Salary and the release of the truck driver, savings would be around \$22,000.

Director Stork also mentioned the changes in meal choices at the Restaurant would be a savings and the fact that everyone is cutting their A/C down especially in the hotel, villas, lodge, office, and pro shop.

Director Ed Hughes motioned to accept the reorganization of the staff as stated and Director Don Hughes seconded the motion. Vote was unanimous.

**D. TERMINATION OF RESTAURANT MANAGER**-Director Ed Hughes motioned to terminate the Restaurant Manager, Director Schiamara seconded the motion. All voted in favor.

**V. PRESIDENT'S REPORT**

Director Stork previously mentioned some of the cuts to save money and is looking

at other ways to save money.

The Kickapoo Club does not have approval from the TABC and does not have insurance at this time. A wedding is scheduled for June 12<sup>th</sup> and liquor was to be served. A phone call was made to Beverly Baber with TABC and if the Kickapoo Club would suspend their license and remove the liquor from the premises, it would be possible for the wedding party to BYOB.

Director Stork thanked Carl Pohlmeier for fixing the amplifier that didn't work.

The Patio Theatre has been painted; maintenance is now in the process of painting the patio furniture.

The Putt Putt has the first coat of paint-will need three (3) coats.

Director Schiamara thanked the ladies at the office for their hard work during this time without a General Manager.

**VI. MEMBERS TO BE HEARD**

R. D. Kizer asked about the moss at Kickapoo Lake. Herman Sullivan said the company was suppose to spray last Thursday, then Wednesday but it has rained both times. Hopefully, they can spray tomorrow.

Joyce Perkins gave an update on Granny Camp. 98-99 kids have paid; still need cookies and Kool-Aid-deliver to Jack Stork's house.

R. D. Kizer stated 96 ladies did not get to play the WGA because of the rain.

**VII. ADJOURNED TO EXECUTIVE SESSION**

**APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PREPARED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_