

PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKES
BOARD OF DIRECTORS MEETING
Thursday, December 1, 2011
OPEN SESSION @ 1:00 P.M. – TONKAWA ROOM

MINUTES

PRESENT: Jack Stork, Randy Schiamara, Jim Pool, Larry White, Don Madewell, Gary O'Neal, Ray Vogt, Bill Recknor, Steve Misterak, and Connie Saxton

ABSENT: Mike Miller (Randy Schiamara has proxy) and Emitt Herod (Jack Stork has proxy)

- I. **OPEN SESSION – CALL TO ORDER – Director Stork**
- II. **INVOCATION – Director White**
- III. **APPROVAL OF AGENDA – Director Madewell motioned to approve the Agenda; Director White seconded the motion. Vote was unanimous to approve the Agenda.**
- IV. **APPROVAL OF MINUTES–November 5th & 10th–Director Schiamara motioned to approve the Minutes; Director Madewell seconded the motion. Vote was unanimous.**
- V. **OLD BUSINESS–None**
- VI. **NEW BUSINESS**
 - A. **SEATING OF THREE (3) NEW BOARD OF DIRECTORS MEMBERS RECENTLY ELECTED TO SERVE FOR THREE (3) YEAR TERMS–Ray Vogt, Steve Misterak and Bill Recknor were seated as the three new board members to serve the next three (3) years.**
 - B. **ELECTION OF P.O.A. BOARD OFFICERS TO SERVE IN 2012–Director Schiamara nominated Director Stork for President; Director Madewell seconded the motion. Vote was unanimous. Director Pool nominated Director Schiamara for Vice-President; Director Recknor seconded the motion. Vote was unanimous. Director Schiamara nominated Director Pool for Secretary and Director Madewell seconded the motion. Vote was unanimous. Director Schiamara nominated Director Madewell for Treasurer; Director Pool seconded the motion and vote was unanimous.**
 - C. **DISCUSSION AND POSSIBLE ACTION TO SET THE 2012 BOARD MEETING SCHEDULE–Director Madewell made a motion to keep the meetings on the 2nd & 4th Thursdays and start meetings at 6:00 p.m. Director Schiamara seconded the motion. Vote was**

unanimous.

- D. **DISCUSSION OF COMMITTEES FOR 2012-Director Stork**
announced the committees we now have are: the Architectural Control Committee, Planning & Development Committee, Airport Committee, Lakes Committee, Nominating Committee (standing committee), Finance Committee, and liaisons with Animal Control & Wildlife Management. If a Board member is interested in chairing one of the committees, please let Director Stork know.
 - E. **DISCUSSION OF BOARD GOALS FOR 2012-Director Madewell**
motioned to meet on January 6th at 9:00 a.m. to tour the facilities and set the Board goals for 2012. Director Pool seconded the motion. Vote was unanimous.
 - F. **DISCUSSION AND POSSIBLE ACTION-CHRISTMAS BONUSES FOR EMPLOYEES-Director Madewell** made a motion to give all full-time employees \$200 Christmas bonus payable the first check it can get on in December and part-time employees \$100 bonus payable the first check it can get on in December. Director Pool seconded the motion. It was unanimous.
 - G. **DISCUSSION AND POSSIBLE ACTION-Guidelines for Records Production and Copying Policy-Copy** is in Packet. Tabled under next meeting.
 - H. **DISCUSSION AND POSSIBLE ACTION-Document Retention Policy-Copy** is in Packet. Tabled until next meeting.
 - I. **DISCUSSION - Capital Budget for 2012-Director Madewell** announced capital budget for 2012 will be what available operations are at end of year. As this point, it looks like around \$280,000. If there is anything needed, please give your requests to Connie.
 - J. **DISCUSSION - Community Center - Larry White** had requested an artist's rendering for the proposed community center but the drawing was not acceptable so he has requested another one from Archery Builders.
 - K. **DISCUSSION AND POSSIBLE ACTION-Approval of 2012 Budget-Director Madewell** explained revised budget includes a pay raise for all full-time employees. Part-time employees are not included in this pay raise at this time. One of the projects next year is to set and equalize our pay scale. Director Madewell motioned to accept the revised budget of 11/28/11 for 2012 and operate within that budget. Director Schiamara seconded the motion. Vote was unanimous.
- VII. **PRESIDENT'S REPORT-Director Stork reported:**
- A. The two (2) lawsuits that were filed (one against the POA and one against the three Board members) were dismissed.

Still could be appeals from the Plaintiffs. Will cost the POA around \$15,000.

- B. Catholic Church is having open house this Sunday at 3:30 p.m. to dedicate the church.
- C. Tree lighting will be December 6th at 6:30 p.m.
- D. TCEQ received a complaint that water was being pumped to the golf course. Upon investigation, this was not true. However, TCEQ found water being pumped out of the lakes to water yards which is illegal. A letter is being sent to all property owners around the lakes to notify them they have until January 15, 2012, to remove pumps, hoses, pipes, etc. After that date, TCEQ can issue citations. Our permits are for recreational use only and does not allow the taking of water from the lakes to water your yard. TCEQ wanted to issue citations the day of investigation but we asked for time to notify the property owners.
- E. Mr. Greer with Gastar has promised to put up a fence around the gas well and landscape before the first of the year.

VIII. MEMBERS TO BE HEARD

- A. Joyce Perkins-Commended the Board members on their jobs. Asked if the meeting dates for committees could stay away from Wednesdays and Thursdays.
- B. Scott Christensen-What all goes into income?
- C. Lorraine Guilford-How does one go about serving on a committee?
- D. Gene Dretke-Do you have a Board resolution that says you have no intentions of hiring a General Manager or is that your opinion? He would like to see the Board's operating standards, responsibilities and duties for the planning committee. Are the minutes attached?
- E. Scott Christensen-Did you budget for a full-time manager or a part-time manager?
- F. Ella Bishir-Can we get a copy of the approved budget? Re the committees, I understood you to say the chairman will have their members.

- IX. **ADJOURN**-Director Schiamara motioned to adjourn; Director Pool seconded the motion. Meeting was adjourned.

Prepared by:

Date:

Approved by:

Date: