

PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKES
BOARD OF DIRECTORS MEETING
Thursday, December 22, 2011
EXECUTIVE SESSION @ 5:00 P.M. – WELCOME CENTER CONFERENCE ROOM
OPEN SESSION @ 7:00 P.M. - TONKAWA ROOM

MINUTES

PRESENT: Jack Stork, Randy Schiamara, Mike Miller, Emitt Herod, Steve Misterak, Bill Recknor, Don Madewell, Jim Pool, Ray Vogt, Connie Saxton
ABSENT: None

- I. EXECUTIVE SESSION-Legal & Personnel
- II OPEN SESSION - CALL TO ORDER – Director Stork
- III. INVOCATION – Director Miller
- IV. APPROVAL OF AGENDA – Director Schiamara motioned to approve the Agenda; Director Madewell seconded the motion. Vote was unanimous.
- V. APPROVAL OF MINUTES-November 28 & December 1, 2011- Director Schiamara made a motion to approve the Minutes for November 28th and December 1, 2011; Director Madewell seconded the motion. Vote was unanimous.
- VI. OLD BUSINESS
 - A. DISCUSSION & POSSIBLE ACTION-Approval of Document Retention Policy – Director Madewell motioned to approve the Document Retention Policy and a second motion was from Director Mike Miller. Vote was unanimous.
 - B. DISCUSSION & POSSIBLE ACTION-Approval of Records Production and Copying Policy – Director Pool motioned to approve the Records Production and Copying Policy; Director Misterak seconded the motion. Vote was unanimous.
 - C. DISCUSSION & POSSIBLE ACTION-Community Building-Director Madewell motioned to table this action until the next meeting due to the fact the three (3) new Board members haven't had a chance to study the plans. Director Vogt seconded the motion and it was an unanimous vote.
 - D. DISCUSSION-Capital Budget for 2012-Director Madewell reported all departments have submitted their requests for the capital budget. Big expense will be the roads. The Board will meet next month to make decisions on the spending of the capital funds. Some money will be transferred to the emergency fund to bring it up to \$250,000. Looking at the financials today, we should have around \$300,000 for the capital budget.
 - E. DISCUSSION & POSSIBLE ACTION-Name Chairpersons of Committees-Director Stork named as Chairpersons for the following committees:
Architectural Control Committee-Randy Schiamara, Chairman; Emitt Herod, Co-Chairman
Planning & Development-Steve Misterak
Airport Liaison-Steve Misterak
Lakes Committee-Ray Vogt
Nominating Committee-Jim Pool

Finance Committee-Don Madewell
Animal Control Liaison-Bill Recknor
Wildlife Management Club-Mike Miller

Anyone wanting to volunteer to be on a committee, please get in touch with the appointed Chairperson.

VII. NEW BUSINESS

- A. DISCUSSION-Report from Executive Session-Gene Ross did not show for his appointment. He was interested in working with Hilltop to provide lodging for his out of town clients. Other business concerned personnel.
- B. DISCUSSION AND POSSIBLE ACTION-Approval of Payment Plan for Delinquent Accounts-Director Schiamara made a motion to accept the Payment Plan Policy; Director Pool seconded the motion. Vote was unanimous.
- C. DISCUSSION AND POSSIBLE ACTION-Policy on Consumption of Alcoholic Beverages in Meeting Rooms During Official Business of Hilltop Lakes-Director Schiamara made a motion that all Board of Director's meetings and nominating election meetings ban all alcoholic beverages during those meetings. Director Madewell seconded the motion. Vote was unanimous.
- D. DISCUSSION-Property Owner ID System-Director Schiamara reported a company in Austin who can provide ID cards with photos, cameras at Welcome Center & Pro Shop to make the ID cards and the software so that status of property owners can be checked before allowing them to use amenities. The bid is \$18,358 and he would like for the Board to talk with the gentleman to see what he could do for us.

VIII. COMMUNICATIONS

A. COMMITTEE REPORTS

- 1. TREASURER / FINANCE COMMITTEE REPORT-Director Madewell stated as of 11/30, total available operations is around \$321,518. Expenses are being kept down.
- 2. ACC COMMITTEE-Director Schiamara reported twelve (12) active permits including two (2) new homes.
- 3. PLANNING & DEVELOPMENT COMMITTEE-Was discussed above
- 4. WILDLIFE MANAGEMENT-Vernon Presswood reported:
 - a. Main thing done was starting of internal contest to get the most hogs.
 - b. Next year, they may have a contest in September and who kills the most hogs will get a free membership to the Club and a buck tag.
 - c. Last day of deer season is February 29, 2012.
- 5. GOLF COURSE REPORT-No report
- 6. LAKES COMMITTEE-Director Pool reported the pipeline will be well worth the sweat once Swan starts to overflow. He again thanked the maintenance crew, Don Hughes, Bill Lyle and everyone else who made this happen.
- 7. NOMINATING COMMITTEE-Director Pool stated this was his first year to serve on the nominating committee and he thanked all the volunteers for their help. He worked with some nice ladies who knew their jobs.
- 8. EMS/FIRE-No report

B. PRESIDENT'S REPORT-Director Stork reported:

- 1. Still looking at pay scale for 2012
- 2. Water level at Swan Lake is coming up.

3. Cost of paving roads has gone up because of the oil prices.
Looking at redoing Post Oak and Hickory Ridge to the dam-was told last year by the paving contractor it needed to be done. The estimate last year was \$217,473.

IX. MEMBERS TO BE HEARD

- A. Gene Dretke-Several policies were passed-are these policies written and posted in some policy book?
- B. Donna Wimbish-We used to have a security report-can we get that back?

X. ADJOURN

Director Madewell motioned to adjourn the meeting; Director Schiamara seconded the motion. Meeting was adjourned.

Prepared by:

Date:

Approved by:

Date: