

PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKES
BOARD OF DIRECTORS MEETING
Thursday, December 16, 2010
OPEN SESSION 2:00 P.M.-TONKAWA ROOM

MINUTES

PRESENT: Jack Stork, Ed Hughes, Mike Miller, Gary O'Neal, Don Madewell, Jim Poole, Larry White and Connie Saxton

ABSENT: Randy Schiamara, Emitt Herod (Ed Hughes has proxy votes)

- I. OPEN SESSION-CALL TO ORDER-Director Stork
- II. INVOCATION-Director Miller
- III. APPROVAL OF AGENDA-Director Stork stated Item I will be put off until the next meeting. Director Madewell motioned to approve the agenda as amended; Director Hughes seconded the motion. Vote was unanimous.
- IV. APPROVAL OF MINUTES-November 6th & December 2nd-Director Miller motioned to approve the minutes; Director Hughes seconded the motion. Vote was unanimous.
- V. OLD BUSINESS
 - A. DISCUSSION AND POSSIBLE ACTION-BUDGET FOR 2011-Director O'Neal made a motion to approve the budget; Director Madewell seconded the motion. Budget does not include capital. Vote was unanimous.
 - B. DISCUSSION-WARNING SYSTEM FOR GAS PIPELINE-Brochure will be sent out identifying the different warning sounds when the alarm is in place. Boots & Coots are handling this.
 - C. DISCUSSION AND POSSIBLE ACTION-CHAIRPERSONS FOR 2011 COMMITTEES-Director Stork stated Director Madewell will be chairman for the Finance Committee. Director Pool will be Chairman of the Nominating Committee. Director Schiamara and Director Herod will be chairmen of the ACC. Long Range Planning will be Director Hughes, chairman and Larry White. The Lakes will be Director Pool. The Wildlife Committee will be chaired by Director Hughes, with Director Miller. If anyone is interested in serving on these committees, please let the chairpersons know and the Board will vote at the next meeting.

VI. NEW BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION-MAINTENANCE FEES FOR CONTIGUOUS LOTS-Property Owner has requested a waiver on paying a maintenance fee of \$35 on his 5th contiguous lot because his lots don't line up and his house is too close to the setback line. Director Madewell motioned to table this until the next meeting; Director Hughes seconded the motion. Vote was unanimous.**
- B. DISCUSSION AND POSSIBLE ACTION-SET DATE FOR BOARD'S WORKSHOP TO SET GOALS, CAPITAL BUDGET, AND VISIT FACILITIES-Date was set for January 7, 2011, at 9:00 a.m. in the Welcome Center Conference Room.**
- C. DISCUSSION AND POSSIBLE ACTION-FREE GOLF PACKAGES TO SURROUNDING GOLF CLUB TOURNAMENTS-Director White motioned six (6) packages of 4 free rounds of golf, no golf carts and 20% discount on hotel per package to surrounding golf club tournaments; Director White seconded the motion. Five voted for the motion; Director Hughes voted three (3) votes against (his vote, his proxies for Directors Schiamara and Herod. Motion was passed.**
- D. DISCUSSION AND POSSIBLE ACTION-ENLARGING THE PUTTING GREEN AND REMOVING THE SAND TRAP BEHIND THE PRO SHOP- Director White proposed to remove the sand trap and enlarge the putting green. Motion was tabled to get a cost estimate.**
- E. DISCUSSION AND POSSIBLE ACTION-CLOSE THE GOLF COURSE ONE DAY EACH WEEK FOR FULL MAINTENANCE-Director Madewell made a motion to allow D. D. Williamson with the Board's support to close the course as necessary for maintenance; Director White seconded the motion. Seven voted for, one against. Motion passed.**
- F. DISCUSSION AND POSSIBLE ACTION-HIRING A MECHANIC FOR GOLF COURSE MAINTENANCE-Director White made a motion to approve hiring a mechanic for the golf course maintenance crew. Motion withdrawn-to be discussed at the workshop**
- G. DISCUSSION AND POSSIBLE ACTION-CONSTRUCTING A CHIPPING GREEN BETWEEN #10 CART PATH AND ICE HOUSE-Director White made a motion to approve the construction of a new chipping green between pro shop and ice house. Director Madewell seconded the motion. Vote was one for; seven opposed. Motion did not pass.**
- H. DISCUSSION AND POSSIBLE ACTION-OPEN MEMBERSHIPS TO THE GOLF COURSE FOR NON-PROPERTY OWNERS-Director White proposed to offer individual memberships to our golf course for yearly fee of \$500 and \$50 per month; families would be a**

yearly fee of \$750 and \$75 per month. Director O'Neal seconded the motion. Funds will go to golf course capital budget. Vote was three (3) for; five (5) opposed. Motion failed.

I. DELETED

J. DISCUSSION AND POSSIBLE ACTION-2009 AUDIT-

Recommendations from the auditor:

- 1) Close Amergy bank-done
- 2) As of November 10, 2010, we receive copies of cancelled checks.
- 3) Comp time for patrol-has been corrected
- 4) Deposits for banquets-NA
- 5) Bank accounts not being reconciled-being done now
- 6) Check signing procedures-Corrected
- 7) Enforce approval of purchases-Policy to be followed
- 8) Maintenance of insurance registry-being done
- 9) Establish a fixed assets capitalization policy. Director Hughes motioned to establish a policy where all properties purchased over \$500 and having a useful life of over 1 year be capitalized as a fixed asset. Director O'Neal seconded the motion. Vote was unanimous.

K. DISCUSSION AND POSSIBLE ACTION-2011 MEETING SCHEDULE-

Schedule will stay the same.

L. DISCUSSION-UPDATE ON KICKAPOO CLUB-Mr. Finegan reported:

- 1) 156 members
- 2) Insurance costs \$7121 a year
- 3) Profit less than \$1000 for six months
- 4) Have a supportive relationship with the restaurant
- 5) Start up problems have been worked out
- 6) Would like to mend any issues and move on

VII. COMMUNICATIONS

A. COMMITTEE REPORTS

1. TREASURER/FINANCE COMMITTEE REPORT-Director Madewell reported:
 - 1) \$638,00 in the banks in November
 - 2) December will show higher balance due to prepaid maintenance fees.
2. ACC COMMITTEE-No report
3. PLANNING & DEVELOPMENT COMMITTEE-Director Hughes stated:
 - 1) Due to lack of money, no progress was made this last year.
 - 2) Mr. Theo Webb has been working hard on a program outlining a fund for roads, buildings, etc.
 - 3) Hopes to get 2 miles of road paved this next year.
4. WILDLIFE MANAGEMENT CLUB-Director Hughes stated:

- 1) Too many acorns-deer prefer acorns over corn
 - 2) Father-son team took 28 hogs last weekend
 - 3) Meeting with state biologist this Monday
5. GOLF COURSE COMMITTEE-Director White stated the Golf Course Committee was made up of super, very dedicated people-Mona Rice, D. D. Williamson, Barbara May, R. D. Kizer, and Dennis Pruitt.
 6. LAKES COMMITTEE-Director Pool is the new chairman and will be putting together a committee. Hermann Sullivan reported Mirror, Kickapoo and Swan Lakes were shocked two weeks ago. Fish are well and abundant.
- B. PRESIDENT'S REPORT-Director Stork reported:
- 1) Waiting on word from TCEQ to go ahead with pipeline
 - 2) Received \$30,000 from Gastar and will be applied to the building fund, less attorney's fees.
 - 3) No word on the pipeline running the gas from the well.

VIII. MEMBERS TO BE HEARD

- A. Gene Dretke-Quit coming to these meetings because all the conversation was about the golf course and I don't play golf. Items under VI--C, D, E, F, G, H - all are golf course items and none of them came with estimated costs nor if they were in the estimated new budget. The Board has a lot of work to do to become creditable at Hilltop Lakes.
- B. Ralph Hamrick-What is the status of the general manager?
- C. Margaret Wagner-Had a wedding here and complimented the restaurant, hotel, golf course, airstrip and campgrounds. Question was concerning comp time-Is comp time for all departments paid the same across the board? We need to convey goodwill to everybody around. Her compliments to the hotel people who helped deal with lots of rooms and villas.
- D. Sue Gower-Action of dismissal to one employee was very harsh. Employee knew her job, no previous write-ups in file, was a hard worker. When we have no general manager, what is the policy for hiring and firing?

IX. ADJOURN-Meeting was adjourned.

Prepared by

Date

Approved by

Date