

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

MINUTES

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

ABSENT: Charlotte Waddill and Don Hughes

I. CALL TO ORDER-Director Stork

II. INVOCATION-Director Miller

III. APPROVAL OF AGENDA-Director O'Neal motioned to approve the agenda; Director Schiamara seconded the motion. Vote was unanimous.

IV. APPROVAL OF MINUTES- Director O'Neal motioned to approve the minutes with the following corrections: 1) November 11th under (k) Hilltop's attorney, not his and 2) November 29th, under (V) Director Webb had Director Waddill's proxy vote and Director O'Neal had Director White's proxy vote. Director Ed Hughes seconded the motion; vote was unanimous to approve the minutes of October 14th & 28th, and November 11th and 29th with corrections.

V. OLD BUSINESS

A. DISCUSSION AND POSSIBLE ACTION-PROCEDURE FOR TAKING BACK LOTS FROM VOLUNTARY PROPERTY OWNERS-Director Ed Hughes made a motion when receiving request for persons returning a lot back to the POA for the procedure to be:

- 1) Information should be forwarded to property records with the following information:
 - a. Ownership
 - b. School taxes due
 - c. County taxes due
 - d. Any balance owed
- 2) Above information will be submitted, along with a plat map and recommendation of yes or no, to the POA Board for action.
- 3) Set a minimum of 10 lots and a maximum of 20 properties.

- 4) A fee may be charged to cover expenses.
- 5) Each case to be handled individually when info is given to POA Board.

Director Schiamara seconded the motion. All voted in favor.

VI. NEW BUSINESS

- A. SEATING OF THREE (3) NEW BOARD OF DIRECTORS MEMBERS RECENTLY ELECTED TO SERVE FOR THREE (3) YEAR TERMS-Don Madewell, Jim Pool and Emitt Herod
- B. ELECTION OF P.O.A. BOARD OFFICERS TO SERVE IN 2011- Director Ed Hughes nominated Director Stork for President; Director O'Neal seconded it. Vote was unanimous. Director Schiamara nominated Director Ed Hughes for Vice President; Director Pool seconded the motion. Director Ed Hughes motioned for Director Schiamara to be Secretary. Director Schiamara was voted Secretary by acclamation. Director O'Neal motioned for Director Madewell for Treasurer. Vote was unanimous by acclamation.
- C. DISCUSSION AND POSSIBLE ACTION TO SET THE 2011 BOARD MEETING SCHEDULE-Director Schiamara motioned to approve the meeting schedule with the following changes:
 - 1) Meeting on June 9th -meet in the Magnolia Room
 - 2) Meeting on December 8th changed to December 1st at 1:00 p.m.Director O'Neal seconded the motion. Vote was unanimous.
- D. DISCUSSION OF COMMITTEES FOR 2011-If interested in serving on a committee let Director Stork know. The Committees & members will be selected at the next meeting.
- E. DISCUSSION AND POSSIBLE ACTION ON BUDGET FOR 2011- Approval of the budget will put on the agenda for the December 16th meeting to allow more time for the newly seated Board members to review.
- F. DISCUSSION OF 2009 AUDIT REPORT-Director Stork stated the 2009 audit report listed some recommendations:
 - 1) Reconcile bank accounts in a timely manner-done
 - 2) Establish a fixed assets capitalization policy-work in progress
 - 3) Close Amergy bank account-done
 - 4) Meet with department heads concerning the approval of purchases over \$500-a procedure needs to be established
- G. DISCUSSION OF GAS PIPELINE-The Road Use Surface Agreement was approved by the Board, November 29, 2010, in which

Gastar will pay us \$30,000 and then \$3,000 annually for Belin Well #2.

- H. DISCUSSION OF BOARD GOALS FOR 2011-Any goals and/or ideas will be discussed in January before capital budget is done.
- I. DISCUSSION AND POSSIBLE ACTION-RENEWING OF CONTRACT FOR STABLES-Contract will automatically renew for a year until one party notifies the other party.
- J. DISCUSSION AND POSSIBLE ACTION-CHRISTMAS BONUSES FOR EMPLOYEES-Director Schiamara motioned to give Christmas bonuses of \$200 to fulltime employees and supervisors and \$100 to parttime employees. Director Madewell seconded the motion; vote was unanimous.
- K. DISCUSSION-EMERGENCY PLAN FOR GAS WELL-Director Stork reported:
 - 1) Gastar cannot pay for an alarm/siren to warn residents
 - 2) Steve Halliburton is meeting with Boots & Coots December 8, 2010, to prepare an emergency plan and to put a warning system into effect for any leaks, fires, etc.

VII. PRESIDENT'S REPORT

Director Stork reported:

- 1) Received Emergency Plan of Action for Mirror Lake; should receive the plans for the other lakes soon from Velvin & Weeks.
- 2) We are in the process of filing on five (5) property owners for past due maintenance fees.
- 3) Backhoe turned over and engine seized up. Insurance adjustor will be out to examine the motor. No personnel were injured. A backhoe has been rented to pull out the culverts that the beavers jammed up on Ranch Road. Ranch Road is inaccessible due to water running over it since the water cannot go thru the culverts.

VIII. MEMBERS TO BE HEARD

- 1) Barbara May-Thinks the supervisors should receive at least \$25 more in bonuses than the fulltime employees. Thinks the bonuses are great for the parttime and fulltime employees but believes the supervisors should receive a little bit more.
- 2) Bobby Horn-Is the maintenance fee and the trail fee going to remain the same as last year? Yes.
- 3) Ralph Hamrick-Said you were going to have a day to work and establish goals would like to suggest one goal-bring the whole Hilltop community together and diffuse the conflict.

IX. ADJOURN-Meeting was adjourned.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____