

**PROPERTY OWNERS' ASSOCIATION OF HILLTOP LAKES, INC.**  
**REGULAR BOARD OF DIRECTORS' MEETING**  
**March 15<sup>th</sup> , 2025**  
**TONKAWA ROOM**  
**OPEN SESSION @ APPROX. 10:00 A.M.**

**Minutes**

In Attendance: President Raymond Escoto, Vice President Don Ritchey, Secretary Doug Johnson, Treasurer Tiffani McKinney, Directors Biff Adam, Kyle Beale, Farrell Butler, Dennis Freerksen  
Absent: Bill Williamson

- I. Called to order at approximately 10:24 am– by President Raymond Escoto
- II. Invocation & Pledges led by Swen Crone, respectively
- III. Approval of March 15th, 2025, Agenda / Motion to amend the agenda by Treasre Tiffani McKinney, to change -item IV from discussion only to discussion and potential action motion to approve the change was made by Kyle Beale, 2<sup>nd</sup> by Biff Adams, unanimously approved.
- IV. Approval of March 4<sup>th</sup>, 2025, Minutes motion made by Kyle Beale, 2<sup>nd</sup> by Biff Adams
- V. Recap of Closed Session – February 13, 2025 – Discussion and potential action – PO matter that are being addressed, Employee matters that are being discussed, we went over job duties of our employees, and everyone seems to be really enjoying their job. Potential Contracts matter,  
It was Approved for Ms. Natasha Thompson-Licensed Massage Therapist to Lease Office space in the lodge. Motion to approve made by Doug Johnson 2<sup>nd</sup> by Farrell Buttler, unanimously approved.  
Contract renewal for the Hilltop Lakes Equestrian Horse Stables was Approved motion made by Kyle Beale 2<sup>nd</sup> by Doug Johnson. unanimously approved.  
It was Approved to accept the Kickapoo Club contract with revisions, motion to approve was made by Biff Adams 2<sup>nd</sup> by Farrell Butler, unanimously approved.  
All three of these contracts will be signed this coming week.  
Legal- Property Owner matter
- VI. Recap of Decisions Taken Since Last Meeting (if any) – None Taken
- VII. Operational Report – Financial & Operational Highlights – Discussion & Potential Action

- a. Financial Report / Treasurer Tiffani McKinney / Discussed printed handout report went over and explained each category listed on printout. Discussed budget differences and how to better build the budget for next year to align with months of actual expenditures.  
Discussed items on the Balance Sheet and their basis. Noted that golf carts were sold, but still on Balance Sheet. Will investigate the Development Cost Payable. The Pro-Shop will be putting in a Point-of-Sale System. This will cut back on time doing inventory. The new system integrates with QuickBooks, so that it will also cut Anita's time having to do manual entries.  
Auditing the Dues & Memberships to get rid of duplicates or things we are not using. Bank accounts are being revised to interest bearing accounts and signature cards are being updated
  - b. Maintenance Report/ President Raymond Escoto for Keith Cooper- Please see the attached Maintenance Report
  - c. Golf Course Maintenance / President Raymond Escoto for Bryan Pace- Please see the attached Golf Course Maintenance Report
  - d. Golf Tournament update-- Please see the attached Report
  - e. Business Office Report / President Raymond Escoto for Ruby Butler -
- VIII. Committee Reports
- a. Architectural Control Committee / Discussion Only / Stephen Bearden – provided ACC permit & violation reports.
  - b. Activities Committee / Discussion Only / Rita Russ – provided Activities report & upcoming events & dates. There is a handout attached.
  - c. Beautification Committee / Discussion Only / Farrell Butler – provided beautification report, there is a handout attached.  
Maintenance Committee-A report was not provided
- IX. Lakes & Dam Committee / Please see the attached Report
- Members to be heard – March 15th, 2025, Agenda Topics
- Steve Brodine 13 year resident and past board member-would like to thank the board for allowing him to talk about the restaurant -he has a strong background in the restaurant business in the Baytown area- he said he has heard rumors of Hilltop running the restaurant and also sourcing it out to someone- he suggested that we see what the residents of our community would like, that we need to proceed very cautiously because the restaurant business is very tough. He stated that he would like to see a restaurant committee formed and would be willing to assist on the committee. He said the food trucks have been great, but it is not a permanent solution.
- President Raymond Escoto- stated that our options are open, and we are willing to listen to the resident's opinions
- Old Business
- a. Golf Course Irrigation – Discussion Only- all the paperwork has been sent over to the finance company, we are trying to get everything done by the end of March due to the new tariffs being put in place, if not done by then it could impact the price substantially.

- b. Golf Course Memberships – Discussion Only- we are finalizing the technical part, to protect us as property owners as well as the Membership holder. Tiffani Mckinney also touched on golf tournaments and the positive impact they have on our community. There is a handout attached. She also suggested that a member of the MGA & WGA be present at the start of each tournament to go over some housekeeping rules and hopefully clear up some issues with trash left on the course and people using the woods near homes to urinate.
- c. Restaurant Update - Discussion Only as mentioned above we are open to all options, we are in conversation with one business but nothing has transpired yet.
- X. Security - Discussion Only- We are still working on a security option for Hilltop Lakes, we do have a couple of proposals. Normangee PD declined
- XI. New Business
  - a. Hotel Rate Management – Discussion & Potential Action-
  - b. Reservation Terms & Conditions- Tiffani Mckinney spoke about our current system a motion was made by Kyle Beale to revise the Reservation Terms & Conditions 2<sup>nd</sup> by Doug Johnson unanimously approved
  - c. Board Approval – Takeback Lots – Discussion & Action- Motion made by Doug Johnson 2<sup>nd</sup> by Tiffani Mckinney
- XII. Members to be Heard – Other Topics
- XIII. Announcements
  - a. Doug Johnson – said that there is a wildlife meeting today at 1pm President Raymond Escoto- Said the Dog Kennel Group has been doing a great job, and to please remember that they work mainly off donations to please help when you are able to donate Food, Treats, Toys etc.
- XIV. Adjourn: Motion made by Doug Johnson 2<sup>nd</sup> by Tiffani Mckinney

  
 Prepared by: Ruby Butler

4-21-2025  
 Date

  
 Approved by: Raymond Escoto, President

4/21/2025  
 Date

**NOTES:**

- 1) Open Session and uploaded to the members' only area of the website the following business day.
- 2) Video recording/Livestreaming of the meeting was allowed and approved by the Board of Directors.