

**PROPERTY OWNERS' ASSOCIATION OF HILLTOP LAKES, INC.
REGULAR BOARD OF DIRECTORS' MEETING**

May 15th, 2025

COMMUNITY CENTER

OPEN SESSION @ APPROX. 6:00 P.M.

Minutes

In Attendance: President Raymond Escoto, Vice President Don Ritchey, Secretary Doug Johnson, Treasurer Tiffani McKinney, Directors-Farrell Butler, Dennis Freerksen, Bill Williamson

Absent: Biff Adam, Kyle Beale

- I. The meeting was called to order at approximately 6:11pm by President Raymond Escoto.
- II. The Invocation & Pledges were led by Swen Crone.
Following the Invocation & Pledges President Raymond Escoto acknowledged the arrest of an employee that occurred in the Campgrounds on May 14. The employee and his wife were taken into custody by Leon County Sheriff's Office for multiple charges, since then all personal property and belongings are in the process of being removed from Hilltop Lakes to a secure location. Escoto said the POA takes full responsibility for the hiring process that was previously put into place, The POA is working diligently to improve the hiring process on all new employees regarding background checks and drug testing.
- III. President Escoto asked for approval of the May 15th, 2025, Agenda. A Motion was made to approve the agenda by Tiffani Mckinney with an amendment to add to New Business -D. Discussion and Potential action of take back lots and seconded by Doug Johnson, unanimously approved.
- IV. Approval of April 10th, 2025, Minutes made by Bill Williamson, seconded by Farrell Butler, unanimously approved.
- V. Recap of Closed Session – May 15th, 2025 – Discussion and potential action
 - a. Property Owner Matters Legal – confidential property owner matter between two neighbors
 - b. Personnel – none to discuss
 - c. Legal – none to discuss
- VI. Recap of Decisions Taken Since Last Meeting (if any) – none taken

VII. Operational Report – Financial & Operational Highlights

- a. Financial Report- Treasurer Tiffani McKinney reviewed the financial report handout, which included profit and loss statement with line-item summaries for income, expenses, and net income, as well as a summary balance sheet outlining assets and liabilities. She went over revenue from the \$6.00 special assessment, income from recent golf tournaments and other income. McKinney reported that the financial committee has been focused on assets that are revenue generators as well as infrastructure and amenities. Tiffani McKinney shared some good news about the Employee Retention Credit (ERC). Hilltop received a check for \$180,391. A 15% fee will go to the firm that filed the claim. And even better, a second check for \$211,000 is expected soon.
- b. Maintenance Report - VP Don Ritchey announced that the maintenance department will begin vacuuming up sticker burrs using two vacuum trailers capable of generating air speeds up to 800 mph. He also noted that the swimming pool was scheduled to open on May 17.
- c. Golf Course Maintenance Report- Raymond Escoto reported that the tee boxes, fairways, and roughs have all been fertilized. Supplies for the new golf course irrigation system are scheduled to begin arriving on May 19. Installation is expected to take three to four months, and the golf course will remain open throughout the process.
- d. Pro Shop Report- Raymond Escoto said the Pro Shop reported hosting five tournaments last month. He asked golfers to please be patient with the tournaments, noting that the revenue is needed to support the golf course.
- e. Business Office Report- Raymond Escoto also reported that the vacant position on the Architectural Control Committee has been filled. The Maintenance Department is currently replacing grass with artificial turf at the swimming pool. The flower beds at the pool have been cleaned out and refreshed with new mulch, and new lounge chairs have been added. Five amenity memberships have been sold for golf privileges, and the Collections Department is doing an outstanding job. The Post Office reported that they have 60 boxes available for rent. Everything has been running smoothly, and everyone has settled in well with their positions and responsibilities.

VIII. Committee Reports – Discussion Only

- a. Architectural Control Committee -See Attached
- b. Activities Committee -See Attached

- c. Beautification Committee -Plants are growing well at the front entrances.
- d. Lakes Committee- They are continuing to use the current policies and procedures, outlined in a six-page document revised in March 2024. He also noted a new swimming area at Lake Tonkawa, which now features new ropes and floats.
- e. Dams Committee- Raymond Escoto reported that the Texas Commission on Environmental Quality (TCEQ) has completed their inspections and issued a five-year plan for repairs related to lakes and dams, including docks and other structures. It's not a short list, and that's why they gave us five years. We will be working with the Maintenance Department to plan the necessary repairs and ensure compliance.

IX. Members to be Heard – May 15, 2025, Agenda Topics-None

X. Old Business

- a. Restaurant Update – Discussion Only-Raymond Escoto reported that the board has met with representatives from The Branding Iron Restaurant in Marquez, who provided a sample menu. He said they are now entering into contract negotiations with them. The menu at Hilltop Lakes will not be identical to the one in Marquez; instead, a survey will be conducted with residents to determine the preferred menu items. To avoid confusion, Escoto clarified that these negotiations are with the current owners of The Branding Iron, not the previous operator from years ago. He also mentioned that pies will be featured on the menu. Bill Williamson made a motion to approve entering contract negotiations with The Branding Iron, which was 2nd by Doug Johnson, unanimously approved.
- b. ERC Update – Discussion Only-see above Finance Report
- c. Security Update - Discussion Only & Potential Action-Bill Williamson motioned to hire two current Hilltop Lakes employees for security positions. Doug Johnson seconded the motion. During the discussion, it was noted that both hires will be Level 2 security personnel, meaning they will not carry firearms. One candidate is already certified by the state, and the other is a former Kentucky police officer. The board is currently searching for a police vehicle and is the highest bidder on one currently. An update on the process will be provided at the next board meeting.
- d. Lakes & Dams Policy update - Discussion Only & Potential Action-None taken.
- e. Hotel Update – Discussion & Potential Action- The board discussed upcoming exterior remodeling of the hotel, which will include a fresh coat

of paint and replacement of the catwalk, including the structural beams beneath it and the handrails. Vice President Don Ritchey motioned to accept the bid from the company Plans and Permits, and Doug Johnson seconded the motion, unanimously approved. During discussion, the board noted that the hotel will be temporarily closed during repairs.

- f. Lodge Sprinkler Update – Discussion Only- All the sprinkler heads in the lodge have been replaced with new ones as of May 15th. This brought the sprinkler system for the lodge back into compliance.
- g. Update on topics Discussed on May 10, 2025, Special Meeting – Discussion Only

XI. New Business

- a. Roads Update – Discussion & Potential Action- The board has compiled a list of roads in need of repair. In addition to resurfacing, the project will include replacing the culverts where necessary. The scope of work is beyond what the Maintenance Department can handle on its own, so the board will be seeking outside companies to bid on road repairs
- b. Teen Center Hours & Updates – Discussion Only- Tiffani McKinney brought up the \$2 guest fee charged when property owners bring more than four guests to the pool. After researching the issue, McKinney noted that the total annual income from this fee has been less than \$100. She suggested eliminating the fee entirely and asked the board for input. President Escoto asked if any directors had concerns, and none were raised.
- c. Post Office A/C – Discussion & Potential Action- The post office's air conditioning system has been repaired. The staff is working diligently to ensure everyone is receiving their mail properly. They are currently updating the box applications on file, so please be patient if you receive one—some residents may receive an application, while others may not. Tiffani McKinney reminded residents to use the ZIP+4 format when listing.
- d. a PO Box as their delivery address. This helps ensure timely and accurate package delivery. The ZIP+4 for Hilltop Lakes Post Office addresses is 77871, followed by a dash and your box number (e.g., 77871- 1248 for PO Box 1248).
- e. Take Back Lots- Discussion & Potential Action- The board reviewed the list, and Doug Johnson motioned to take back the lots. Farrell Butler seconded the motion, unanimously approved.

XII. Members to be Heard –

- a. A lady named Jill spoke about a vehicle accident that occurred earlier that day at the intersection of Hilltop Drive and Lakeview Drive—just past the Welcome Center at the bottom of the hill near Mirror Lake. She expressed concern

about the safety of the intersection, noting that there is frequent speeding in the area. Jill emphasized that even Hilltop's own maintenance staff and others were seen speeding there. She urged the board to consider installing a four-way stop sign at the intersection to protect residents, including her grandchildren. President Raymond Escoto responded that the new security personnel will be able to document license plate numbers of speeders and report them to the Leon County Sheriff's Office, but they will not have authority to make traffic stops. Someone questioned whether Hilltop could place a stop sign on what might be a county road, resident Randy Schiamara clarified that all roads in Hilltop are private with public access. He added that the community has an agreement with the Leon County Sheriff's Office for traffic enforcement and confirmed that Hilltop can install stop signs if desired. Escoto agreed that a stop sign at that location would be beneficial, particularly since it is at the bottom of a hill, and said the board would consult with the maintenance department about ordering a TxDOT compliant stop sign.

- b. Jack Miller expressed concern about children as young as 10 to 12 years old riding around on golf carts. He asked when the community would start holding the parents accountable. President Raymond Escoto responded, "We can't. Security will have to address it." He noted that there is already a regulation in place prohibiting the operation of golf carts or four wheelers by anyone without a valid driver's license, which would exclude children in that age range. Escoto added that the board will consider implementing restrictions on amenity access—such as suspending golf privileges—for parents of minors found violating the rule. The board plans to discuss the idea further and take action if there is an agreement.
- c. Shelly Gentle reported that three pit bulls had been running through her backyard. She explained that she has a cat, a small dog, and young grandchildren who visit frequently, and expressed concern for their safety. She noted that more than two dogs is a pack, which makes the situation especially frightening. Gentle said the dogs are not coming from a fenced yard and appear to live about half a mile from her home. President Raymond Escoto responded that there is currently no leash law in Hilltop Lakes and no Animal Control services. While property owners are not required to have fenced yards, Escoto emphasized that residents are responsible for keeping their pets under control at all times.
- d. Trish Knight reported that everyone who didn't attend the Kickapoo Club (KC) reopening missed a great time. The audience applauded.

IX. Announcements-

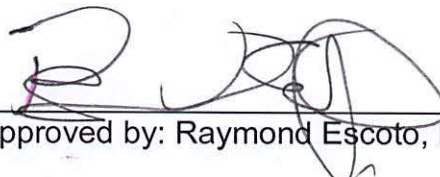
Raymond Escoto announced that with the upcoming hotel remodeling and the installation of the new golf course irrigation system, there will be an increased number of workers around the Hill. He asked property owners to please be

respectful of the workers. He also mentioned that Karaoke with Kenny Ray is scheduled at the Kickapoo Club for Saturday, May 24th.

- X. Adjourn – Motion to adjourn made by Doug Johnson, seconded by Bill Williamson


Prepared by: Chelsea Watson

6/13/25
Date


Approved by: Raymond Escoto, President

6/13/2025
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.