

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

***August 21, 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, Kyle Beale,  
Absent: Dennis Freerksen, Biff Adam

- I. The meeting was called to order at approximately 6:11 pm by President Raymond Escoto.
- II. The Invocation & Pledges were led by Swen Crone.
- III. President Escoto asked for approval of the August 14<sup>th</sup>, 2025, Agenda. A Motion was made to approve the agenda with amendments by Tiffani McKinney and seconded by Doug Johnson, unanimously approved.
- IV. President Escoto announced that Dennis Freerksen is fighting health issues but will be back in attendance soon.
- V. Recap of Closed Session – August 21<sup>st</sup>, 2025 – Discussion and potential action
  - a. Property Owner Matters – Discussed taking a lot back and approved on the condition the lot was current on maintenance fees.
  - b. Potential Contracts – None to discuss
  - c. Personnel – Discussed Personnel issues that are confidential.
  - d. Legal – None to discuss
  - e. Other – None to discuss
- VI. Recap of Decisions Taken Since Last Meeting (if any) –
  - a. Take back lots
    - i. The board tabled take back lots
- VII. Operational Reports
  - a. Financial Report - Treasure Tiffani McKinney
    - i. Discussed the Financial Report. There are no changes since the June Meeting.
    - ii. The Financial Committee is actively looking for ways to save money, promote accountability, and improve budgeting.

- iii. The financial committee is planning to meet with all department heads and start working on the budgets for next year. They have also lowered all Supervisor purchases to \$1,000 without approval and recommended that their Credit Cards stay with the office accountant and only use them in emergency situations. Any purchase over \$3,000 will require 3 bids. Mrs. McKinney made to motion to approve the new financial procedures; Mr. Johnson Seconded the motion.
- b. Maintenance Report – Tiffani McKinney on behalf of Romy Casto
  - i. Roads – The maintenance department replaced the windshield on the John Deere tractor, worked on the roads on the ABC streets, and repaired the Security SUV.
- c. Building Maintenance – Chase Wilkerson
  - i. Repaired the septic issues in Villas 27 and 28, they are working on preventative maintenance at the hotel. The building maintenance crew also installed a new air conditioner at the guard shack, ceiling tiles at the library and are currently restoring the fountain at the lodge.
  - ii. They repaired sewer connections at the campgrounds, addressed a water leak at the lodge and are working on fixing the door at the Pro Shop Icehouse.
- d. Golf Course Maintenance Report – Raymond Escoto on behalf of Bryan Pace
  - i. The new irrigation system is being installed and projected to be completed by Mid-September.
- e. Pro Shop – Kyle Beale on behalf of Candyce Pace
  - i. The total income for July was \$40,365, and the Year to Date is \$208,865.
  - ii. There were around 25,080 rounds of golf in the year.
  - iii. Income just over \$13,000 on food and merchandise sales for July.
- f. Business Office Report – Ruby Butler
  - i. There was no change in the Report from the June meeting.
- g. Post Office Report – Heather Weaver
  - i. All outgoing packages will be sent out the following morning, there will be no more afternoon pickups.
  - ii. All packages are scanned in Normangee, Hilltop Post Office does not have a scanner, and the employees there have to manually enter the packages.
  - iii. In July alone the Hilltop Post Office delivered 5,976 packages and handled 42,676 pieces of mail. Heather mentioned that they sometimes get over 500 packages in a day and the community please be patient with them.

#### VIII. Committee Reports –

- a. Architectural Control Committee Report – Randy Patro
  - i. See Report for Architectural Control Committee

- b. Activities Report – Rita Russ
  - i. Fall Fest is scheduled for Saturday November 8, from 1:00 PM-4:00 PM. There will be live entertainment at the Patio Theater starting at 4:00 PM.
  - ii. The Hilltop Employee Christmas party will be on Friday December 5 in the Tonkawa Room. The details of this are still being worked out.
  - iii. Breakfast with Santa will be at the restaurant Saturday December 6, from 9-11 am. They are planning to have Santa, Mrs. Clause, and the Grinch in attendance. There will also be a craft Bizarre going on in the Tonkawa Room from 9:00 am -1:00 pm. Later that evening Kickapoo will be hosting a Ugly Sweater Party.
  - iv. See Report for Activities Report
- c. Beautification Report – Farrell Butler
  - i. New Campground signs are being installed this week.
  - ii. See Report for Beautification Committee Report
- d. Lakes Committee Report – Dewain Knight
  - 1. The fifth treatment of the lakes was finished last week, for what they believe will be the last application for the year.
- e. HLEA Committee – Lisa Harvey
  - i. Tiffani McKinney noted that the previous expense for lighting at the stables doesn't include the actual light fixtures. They will be an additional \$1,400 to purchase and install. Mrs. Mckinney made a motion to approve the extra expense, Kyle Beale approved, Doug Johnson Seconded the motion.
  - ii. See Report for HLEA Committee Report
- f. Election Committee –
  - i. Donald Ritchey was appointed the new Committee liaison.

- I. Members to be Heard – June 26, 2025, Agenda Topics-
  - a. Joyce Perkins – Commented on the proposal of the beer and wine Permit coming to the Pro Shop, telling the board that she and her neighbors believe it's not a good idea. She also spoke on the current resignation of a board member and how the board should not be bickering and communicate better.
  - b. Joe Savoy – spoke on behalf of the Community Garden, asked if he could get the boundaries of the garden because they want to put up a garden shed and maybe a small greenhouse.

## IX. Old Business –

- a. Beer and Wine Permit at the Pro Shop
  - i. Tabled until the board receives insurance quote.
- b. Take back Lots
  - i. Treasurer Tiffani McKinney provided an update on the POAs policy for acquiring delinquent lots. She explained that the POA only takes back lots that are current on taxes and maintenance

- fees. She then pointed out that it is better to have these lots deeded back to us than to have them sitting in collections.
- c. Wildlife Proposal
    - i. The Wildlife Management Team proposed to require ATVs to have Hilltop stickers. This item was tabled and scheduled to be revisited next month.
  - d. Hotel Renovation Update – Treasure Tiffani McKinney
    - i. The POA has received 7 bids for replacing the flooring in the hotel and Pro Shop. The committee is currently vetting the remaining contractors verifying their insurance and qualifications.
    - ii. Mrs. McKinney also presented a project board with ideas for the new hotel rooms and their themes and interior painting. She noted that right now we average a 27% occupancy, the renovations will increase to 50-75% within the first year
  - e. Set meeting date for Water Aquifer Town Meeting
    - i. Sylvia Guzman reported that the House Bills concerning the aquifers have been added to the Texas House of Representatives' upcoming special session. She spoke with the hydrologist and geologist who live in Normangee, and he told her that the issue of the water is a growing problem not only in Texas, but in other states as well. She is working with the board and an expert to see when a date is available for him to attend.

X. New Business – Discussion & Potential Action

- a. Golf Course Town Hall Meeting
  - i. Treasure Tiffani McKinney reported that a town hall will not be held. Instead, she asked that residents submit their concerns and questions in writing. Then the golf organizations and the board will review them together to answer all the questions in writing. The results will be distributed to all Property Owners.
- b. Resignation of Board Member
  - i. President Escoto announced the resignation of board member Bill Williamson after the last POA meeting. Escoto stated that Bills resignation was a surprise to the board, also stating "Yes, we disagree at times, but we work it out". Board member Kyle Beale also stated "We don't need a board that agrees all the time. I have enjoyed my time on the board and yes, we disagree at times, but not once have I thought about resigning."
- c. Hotel Reservation System
  - i. Treasure Tiffani McKinney discussed the plans to upgrade the hotels reservation system. The current system is difficult for both employees and guests. The new system is called WebRezPro and will cost \$348 per month compared to the \$629 per month that the POA is currently paying. McKinney made a motion to approve the new system, Doug Johnson approved, and Kyle

Beale seconded the motion. The board voted and the motion passed.

d. Management Platform

- i. Treasure Tiffani McKinney proposed a new consolidated property owner association management platform called Enumerate. This software would replace various disconnected systems currently in use. The goal is to consolidate all these functions into a single platform to reduce the workload on the staff. She stated that the price of the software is about \$600 more than our current systems but well worth the price, in her opinion. Mrs. McKinney made the motion to approve the new platform. Doug Johnson approved, and Kyle Beale seconded the motion. The board voted and the motion passed unanimously.

XI. Members to be Heard –

a. Randy Patro –

- i. Asked for clarification that there would be no town hall meeting for the golf course. Tiffani Mckinney confirmed that a town hall would not be held. Instead, she said the results from submitted written questions would be shared with the community. Randy Schiamara asked for more clarification on what the MGA, WGA, And LGA would do with the questions, and that LGA is not a sanctioned group to which Joyce Perkins interjected “yes we are”. Ken Plachy urged the board to still hold a town hall stating, “even if you can’t answer all questions the interaction is important.” Sheri Guerra suggested that the residents submit written questions but still hold a town hall meeting to go over the questions. President Escoto confirmed that residents should submit their questions by September 15. The answers will be shared at a town hall meeting. Treasure Mckinney added that a lock box will be available at the Pro Shop.

XII. Approval of Takeback Lots –

- a. There were 4 take back lots needing board approval to take back. Becky Lundell asked where all the lots were located, Mrs. Mckinney answered. A motion was made and seconded. The board voted and the motion passed unanimously.

XIII. Announcements –

- a. Chelsea Watson asked for an update on the mold situation, she noted that “as of today everyone is still in the welcome center”. President Escoto responded that the mold has been remediated and Servepro had completed all the cleaning. He said that the building had been tested and passed and there was no longer any mold. He clarified that employees were being moved due to a different issue: the building’s foundation has sunk into the ground and requires structural repair. Ms. Watson requested that the entire building be tested for mold again. President Escoto replied

that the building had been tested a second time and passed again. Ruby Butler noted that the air vents had been blocked off in the back portion of the building which required the current employees in those offices to relocate due to the heat. President Escoto concluded by stating that the board would get a structural engineer to look at the foundation and the septic line that runs under the Welcome Center.

- b. President Escoto announced that the next month's board meeting will be held Thursday September 4.

XIV. Adjourn – Motion to adjourn made by Doug Johnson and Kyle Beale, seconded by Farrell Butler, unanimously approved at 7:48pm.

  
Prepared by: Ruby Butler

9-5-2025  
Date

  
Approved by: Raymond Escoto, President

9-5-2025  
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.