

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

December 13, 2025

TONKAWA ROOM

OPEN SESSION @ APPROX. 2:00 P.M.

Minutes

In Attendance: President Raymond Escoto, Vice President Don Ritchey, Treasurer Tiffani McKinney, Directors, Kyle Beale, Farrell Butler, Doug Johnson, Sadie Kline, Tommy Raymond Absent: Biff Adams

- I. Called to order at approximately 2:00 PM – by President Raymond Escoto
- II. Invocation & Pledges led by Randy Patro, respectively
- III. Approval of December 13, 2025, Agenda / Motion to approve the agenda with amendments made by Sadie Kline, 2nd by Raymond Escoto, unanimously approved.
- IV. Approval of November 13, 2025, and November 4, 2025, Minutes / Motion made by Sadie Kline, 2nd by Doug Johnson, unanimously approved.
- V. Recap of Closed Session – November 13, 2025 – Discussion Only –
 - a. Confidential Property Owner Matters – discussed an issue concerning a property owner and a previous tenant. No action taken, determining that it did not pertain to the responsibilities of the POA.
 - b. Potential Contracts – None
 - c. Personnel – Discussed hiring of new Administrative Assistant/Architectural Control Committee Liaison
 - d. Legal – Discussed Kline Vs. HTL lawsuit.
 - e. Other – Discussed Board Meeting Rules Policy.
- VI. Recap of Decisions Taken Since Last Meeting (if any) –
 - a. Day Trail Fee – Decision made to add Day Trail Fee of \$10 for Property Owners & \$20 Non- Property Owners for Tournaments only once all carts from the Pro Shop have been rented.
- VII. Operations Report – Financial & Operational Highlights
 - a. Financial Report – Treasure Tiffani McKinney Reported.

1. See Financial Report Handout
- ii. Treasurer Tiffani McKinney reported on the 2026 Annual Budget
 1. See 2026 Annual Budget Handout
- b. Pro Shop – Report by Candyce Pace
 - i. The Pro Shop's November income reached \$18,435.69
 - ii. Year to date, total income is \$284,018.20.
 - iii. The largest generators for the facility remain cart rentals and vending.
 - iv. In November, 2,193 rounds of golf were played.
- c. Golf Course – Report by Bryan Pace
 - i. Irrigation – Installation is nearly complete. As of December 10th, the work crew is in the process of completing data entry into the computer system as well as completely disconnecting the old pump station and connecting the final piece of pipe. This will probably be done by the end of this week (12/13).
 - ii. Green – The putting surface continues to be in good condition. The cooler weather has brought with it smoother and faster putting surfaces, which is nice. The greens have been sprayed twice over the past four weeks. We have applied liquid fertilizer, A nematicide, and three different fungicides that target a broad spectrum of diseases.
 - iii. Tee Boxes, Fairways & Roughs – We have just completed our final round of pre-emergent herbicide to all turf areas of the golf course (excluding greens). This should keep the vast majority of cool season weeds off the golf course.
 - iv. Bunkers – We have begun to go through each bunker. We will thoroughly edge them all, as well as attempting to fix some of the uneven bunker faces by using stacked sod. As we go, we will be evaluating which bunkers need to have sand added to them. We hope to add sand to several bunkers after the first of the new year. We also plan to add sod around several of the bunkers that have no turf due to traffic wear from past maintenance practices.
 - v. Wildlife – Hog damage continues to occur on the left rough of number 16 as well as the perimeter of the driving range. The electric fence we have is in operation, but we are still getting some breakthrough. Also, the deer on the golf course are becoming quite a nuisance. The deer population on the golf course is out of control. Every single day we deal with hoof marks and deer droppings all over the course, especially the putting greens. They also tear up almost every single sand trap on a nearly daily basis. I'm not sure how to remedy this issue, but it has become a problem for golf course maintenance.
- d. Post Office – Report by Heather Weaver
 - i. The office handled a total of 6,277 incoming packages and 145 outgoing packages.
 - ii. Staff processed 5,980 flat pieces of mail (magazines, newspapers) and 39,952 total pieces of mail.

- iii. Post Office will be closed on Christmas Day
 - iv. We ask that you take advantage of the late pick on Tuesday before Christmas.
- e. Building and Landscaping Report – Report by President Raymond Escoto on behalf of Romy Casto
 - i. Landscaping has been working on off season items in place of mowing.
 - ii. Repaired the barricade at the end of the airport strip as well as at the Lodge.
 - iii. Currently working on updates specified in the dam report that was provided a while back.
 - iv. Repaired electrical outlets and breakers at the front park for the Christmas Lighting event.
 - v. In process of building trash corral and planter boxes at hotel
 - vi. Continuing working on the updates to hotel rooms
 - vii. Getting Pro Shop window walls sealed and doors replaced
 - viii. Updating the electrical box in the lodge.
 - ix. Repairing & replacing road/stop signs
- f. Road and Service Department Report – Report by Tommy Raymond on behalf of Randy Weaver
 - i. Still unable to buy materials for roads until next year
 - ii. Weather conditions have caused some damage to some of the roads, please report any issues to the Office Manager, and we will repair them the best we can until next year's budget is set.
 - iii. Almost all equipment has been repaired this month, but due to the age of the equipment they always have new problems.
 - iv. We have also done some fabricating to the old shredder to get it back in running condition
- g. Business Office & Housekeeping Report – Report by Ruby Butler
 - i. We have had 1 new hire in Housekeeping
 - ii. We are in the process of hiring a new POA Administrative Assistant/ACC Liaison
 - iii. The hotel is still under its last phase of the remodel
 - iv. Working on restructuring cleaning procedures from housekeeping for better implementation of cleaning procedures.
 - v. Everything in the business office is running smoothly
 - vi. Campgrounds- 44 guests & \$5,505 in total revenue
 - vii.

VIII. Committee Reports

- a. Architectural Control Committee – Report by Randy Patro
 - i. 31 active permits; 4 for houses, (including extensions), 3 for garage/storage buildings, 2 for carports/patio covers/porches, 6 for lot

- clearings, 6 for driveway or concrete work, 6 for fences, 1 for septic, 1 for swimming pool, 1 for a room addition and 1 for enclosed porches.
- ii. November – 10 permits issued, 5 permits closed, 6 violation notices were issued, and 5 violation notices were closed. 12 violations outstanding.
- b. Activities – Report by Secretary Tiffani McKinney
 - i. Breakfast with Santa was a huge hit and everything went smoothly
- c. Lakes – None to report
- d. HLEA – Reinvested ~\$13,100 into Hilltop Lakes' stables and pastures in Q3.
 - i. Key investment areas-
 1. Constructed new loafing shed that spans across both paddocks (includes dirt and supplies) - \$6,600
 2. Fresh round bales of hay purchased for pastures for winter - \$2,600
 3. Tractor repair & maintenance - \$1,154
 4. Workday supplies (fencing materials, welded mesh wire, pipe ins., stain, brooms, metal rake, etc.) - \$861
 5. New water heater - \$600
 6. Lawn mower & weed eater repairs & replaced broken lawn mower key -\$494
 7. Diesel & Gas - \$300
 8. New tools (post hole digger & fence repair tools) - \$245
 9. Repair main support post in stall - \$150
 10. Granular lime to treat paddocks - \$43
 11. New door signs to label feed rooms - \$40
 - ii. \$1,136 net income from Fundraisers (Golf Tournament auction items & July 4th potato sales)
- e. Election – Report by Vice President Donald Ritchey
 - i. Election Committee will start meeting once a month starting in February 2026 to start preparing for the 2026 election term.
- f. Dog Kennels – Report by Raymond Escoto
 - i. Currently there are 10 K-9's at the kennel
 - ii. None taken to shelter – shelters are all full
- IX. Members to be Heard – December 13, 2025, Agenda Topics
 - a. Chris Moss
- X. Old Business – Discussion & Potential Action
 - a. Disc Golf Redevelopment – Tabled till next months meeting pending more information
 - b. Golf Course Day Trail Fee – Discussed under Recap of Decisions Taken since last meeting

- c. POA 2026 Calendar Proposal – Motion was made by Sadie Kline to approve the POA 2026 Calendar with amendments to change July 3rd to July 6th employee holiday, 2nd by Treasure Tiffani McKinney

XI. New Business – Discussion & Potential Action

- a. 2026 Operational Budget
 - i. Discussed during Financial Report – Motion to Approve 2026 Operation Budget made by Treasurer Tiffani McKinney, 2nd by Sadie Kline, unanimously approved.
- b. 2026 Fee Structure Approval – Motion to approval with amendments of changing driving range ball fees to \$5 for small bucket & \$8 for large bucket, range pass – 20 buckets to \$80 & annual range pass to \$155 limited to 1 bucket per day made by Treasurer Tiffani McKinney, 2nd by Sadie Kline. Unanimously Approved.
- c. Seating of Three (3) New Board Members – Due to Judge Ryder having prior engagements this was done during the 2025 Annual Meeting of Members.
 - i. New Members Doug Johnson (re-elected), Colleen Majoue, Tony Hatcher.
- d. Election of 2025-2026 Officers – Action
 - i. President Nominations – Tommy Raymond
 - 1. Elected – Tommy Raymond as President
 - ii. Vice President Nominations – Sadie Kline
 - 1. Elected – Sadie Kline as Vice President
 - iii. Treasurer Nominations – Tiffani McKinney
 - 1. Elected – Tiffani McKinney as Treasurer
 - iv. Secretary Nominations – Tony Hatcher
 - 1. Elected – Tony Hatcher for Secretary
- e. Set the 2026 Regular Board of Directors' Board Meeting Schedule – Discussion & Action
 - i. This was approved along with the 2026 POA Calendar under Old Business.
- f. Set the 2026 Holiday Schedule – Discussion & Action
 - i. Motion to approve made by Sadie Kline, 2nd by Raymond Escoto, unanimously approved.
- g. Rules for POA Meeting Policy – Motion made by New Vice President Sadie Kline to remove policy, 2nd by Raymond Escoto, unanimously approved.


XII. Members to be Heard – Other Topics

- a. Chris Moss
- b. DeAnna Patro
- c. Sherri Guerra
- d. TJ Foley
- e. Dene Huttie


XIII. Takeback Lots – Discussion & Potential Action
a. None

XIV. Announcements
a. None

XV. Adjourn: Motion to adjourn made by Doug Johnson, and 2nd by Sadie Kline, unanimously approved at 3:31pm.


Prepared by: Ruby Butler

Date 12-19-25


Approved by: Tommy Raymond, President

Date 12/19/2025

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.