

PROPERTY OWNERS' ASSOCIATION OF HILLTOP LAKES, INC.
REGULAR BOARD OF DIRECTORS' MEETING
January 19, 2026
Community Center
CLOSED SESSION @ 4:00 P.M. AND OPEN SESSION @ APPROX. 6:00 P.M.

MINUTES

Present: President Tommy Raymond, Vice President Sadie Kline, Treasurer Tiffani McKinney, Secretary Tony Hatcher, and directors Don Ritchey, Doug Johnson, Colleen Majoue. Absent: Ray Escoto and Farrell Butler (attended close session).

- I. Call to Order – Directly into Executive Session (Closed) – The board will convene in Executive Session as authorized under Section 200.0051, Open Board Meeting, Subsection (C) to discuss:
 - a. Confidential Property Owner Matters
 - b. Potential Contracts
 - c. Personnel
 - d. Legal
 - e. Other

- II. Call to Order – Open Session by President, Tommy Raymond at 6:06 p.m.

- III. Invocation & Pledges - Invocation and Pledges given by Swen Crone

- IV. Approval of Agenda – motion to approve January 19th, 2026, agenda by Vice President Sadie Kline and seconded by Doug Johnson. Unanimously Approved.

- V. Introduction of Guest(s) – President Tommy Raymond introduced guest, Constable Victor Smith
 - Victor Smith is the Constable for Leon County Precinct 4, which includes Hilltop Lakes. The position recently changed from part-time to full-time; Mr. Smith was appointed in July and became full-time in October. Mr. Smith will have an office in Marquez with Justice of the Peace Lee Weiler. Mr. Smith stated he has the same authority as Sheriff's deputies and serves civil papers.

- VI. Approval of December 18, 2025, Regular Board Meeting Minutes – Vice President Sadie Kline made amend. To change the location of December 18th, 2025, meeting from Tonkawa Room to Community Center. Motion to approve made by Vice President Sadie Kline and seconded by Doug Johnson. Unanimously Approved.

- VII. Recap of Closed Session – January 19,2026 – Vice President Sadie Kline gave update on 911 addressing. In closed session, the board discussed operations, human resources, and policies and procedures. They considered using purchase orders instead of credit cards to operate the POA more like a business. The new operating system will allow job assignments, tracking, and cost reporting by job. The board also reviewed a new hotel reservation and discussed plans to purchase new hotel furniture. A mediation

to attempt settlement of the lawsuit against the POA was scheduled for January 23. These updates were given by President Tommy Raymond and Treasurer Tiffani McKinney.

- VIII. Recap of Decisions Taken Since Last Meeting (if any) – Discussion Only – None
- IX. Financial Report
- a. December Financials - Treasurer Tiffani McKinney reported that 2025 ended with a break-even cash flow. Treasurer Tiffani McKinney discussed plans to change reporting methods to track maintenance fee spending by category. The board will also transition from accrual to cash-basis accounting to improve cash flow and transparency.
 - b. Upcoming Contract Renewals – Treasurer Tiffani McKinney reported they are looking into the contract renewals and seeing who can do it and looking for better value.
 - i. Septic Services
 - ii. Golf Cart Lease
 - iii. Fire Protection Inspections
- X. Operational Reports
- a. Pro Shop Report- Candyce Pace reported In December, the Pro Shop reported \$14,177 in income and 1,700 rounds of golf, including 1,500 by property owners and 200 by guests (100 paid and 100 free). For 2025, total income was \$298,000 compared to \$204,000 in 2024, with 22,000 rounds played. Mrs. Pace reported their number one category was still park rentals with vending coming in second. Mrs. Pace also stated they are now booking tournaments for spring and fall.
 - b. Golf Course Maintenance Report – Candyce Pace reported ongoing winter maintenance and preparation for growing season. President Tommy Raymond reported a few items that him and Mr. Pace are working on regarding the maintenance and well as their ongoing efforts to control the hogs.
 - c. Post Office Report- Heather Weaver reported The Hilltop Post Office processed 7,837 incoming packages, 285 outgoing packages, and 46,931 pieces of mail. There are currently 37 PO Boxes available for rent.
 - d. Building & Landscaping Report – RJ Weaver reported on ongoing facility maintenance and upgrades, including lodge repairs, utility code updates, improved security, and outdoor work at the parks and Hilltop signage.
 - e. Roads & Service Maintenance Report – President Tommy Raymond reported for Randy Weaver on ongoing road grading and inspections, cleanup of the maintenance area. Sherri Guerra addressed concerns regarding the road near the fire department, President Tommy Raymond stated that this will be investigated.
 - f. Business Office Report – Vice President Sadie Kline reported that Ruby Butler has shifted to maintenance, helping organize tasks and coordinate with RJ Weaver as a service coordinator. With no current office manager, Amber Neel and Anita Glasgow serve as points of contact. Kyla is the new administrator for

the POA Board and Architectural Control Committee. December occupancy was 41% for the campground and 12% for the hotel (25–27% during Christmas). President Tommy Raymond noted the possibility of outsourcing certain maintenance tasks, such as pool upkeep, to specialized professional companies.

XI. Committee Reports – Discussion Only

- a. Architectural Control Committee- Chair Randall L. Patro reported for the ACC in December 2025: 16 active permits across various categories (houses, garages, fences, etc.) and 11 violation notices. Year-end totals for 2025: 82 permits issued and 66 closed.
- b. Activities Committee - Vice President Sadie Kline and Treasurer Tiffani McKinney reported 51 attendees at Breakfast with Santa on December 6, four Community Center rentals, a Christmas dinner and movie showing, and a recent game night. Upcoming plans include weekly Hilltop Lakes employee spotlights on Facebook.
- c. Lakes Committee - Vice President Sadie Kline reported that the Lakes Committee is actively working on adding fish cover (trees) with a tagging system for visibility and exploring aerators to improve lake health.
- d. HLEA Committee – No reports given.
- e. Election Committee - Don Ritchey reported that the Elections Committee has scheduled their meetings for 2026 year.
- f. Dog Kennel – President Tommy Raymond reported no animal impounds, no animals transferred to shelters, no euthanasia cases, and no reported dog bites. The kennel currently houses eight animals.

XII. Members to be Heard – January 19, 2026, Agenda Topics

- Sherri Guerra addressed the proposed communications tower planned for the back of Hilltop Lakes. She stated that Hilltop Lakes has limited communication coverage due to its location. She indicated that the new tower would improve communication for law enforcement and Fire/EMS and noted that poor reception has been a concern for responding officers.
- Randy Schiamara thanked the board for the new golf course irrigation system and stated it will improve the course and property values. He also raised concerns about feral hog damage and recommended resuming hog control services, offering to assist with communication and noting the relatively low cost compared to potential damage.
- Eric T., representing the T-38 Aviation Club, addressed maintenance needs at the airport, including taxiway trimming, sticker burr treatment, and hog control. He requested budget approval for maintenance items and coordination on hog mitigation. He also announced plans for an April Fly-In and suggested radio advertising. President Tomy Raymond suggested coordination with Amber Neel for advertising.

XIII. Old Business – Discussion & Potential Action

- a. Update to the Use of Facilities Policy and Contract - Treasurer Tiffani McKinney reported that a draft update to the Use of Facilities Policy and Contract is being prepared.

XIV. New Business – Discussion & Potential Action

- a. Property Owners Agreement – Treasurer Tiffani McKinney reported that there is currently no Property Owners Agreement disclosing required monthly maintenance fees or information regarding permits and the Architectural Control Committee, she has created a draft of the Property Owners Agreement.
- b. Facilities Fee Structure - Treasurer Tiffani McKinney stated that the board should review the Facilities Fee Structure to ensure rental fees for conference rooms and other facilities remain competitive and appropriately priced to avoid lost rentals or revenue.
- c. Sell Lot(s) for Emergency Services Tower - County Commissioner Pct. 4, TJ Foley, addressed the board regarding the proposed purchase of a 30' x 80' lot at the back of Hilltop Lakes for the construction of a 382-foot communications tower. The tower, part of a larger project including six additional towers in Leon County. Commissioner Foley noted the project has FAA approval, will be powered by Navasota Valley Electric, and will be fully funded by the county. Construction is scheduled to begin in March and be operational by June. The proposed lot will be cyclone fenced with razor wire, including a generator and shed, and require no guy wires.
Action: Vice President Sadie Kline motioned to enter negotiations with Leon County for the sale of the lot, the motion was seconded by Treasurer Tiffani McKinney, and the board unanimously approved.
- d. Sponsorship Packets – Treasurer Tiffani McKinney reported that Hilltop Activities are self-funded and that Activities Coordinator Amber Neel has sponsorship packets available to help fund activities at Hilltop Lakes and she has started a newsletter.

XV. Members to be Heard – Other Topics

- Marsha Griffis expressed concern that the upcoming readdressing project may not be immediately reflected on Google Maps, potentially causing delivery, legal, and travel issues. Vice President Sadie Kline noted that Google and Apple update addresses when the changes are approximately 80% complete and will follow up with Ms. Griffis.

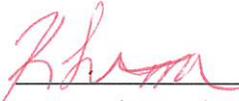
- XVI. Board Approval – Sale of Takeback Lots (if any) – Treasurer Tiffani McKinney motioned to take back a lot from The Church of Conscious Harmony out of Austin, Texas (POA is unaware of fees). Doug Johnson seconded.

- XVII. Announcements – None reported

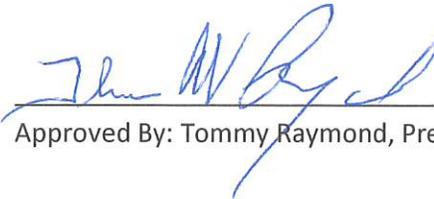
XVIII. Adjourn – 7:42 p.m. Motion to adjourn by Vice President Sadie Kline and seconded by Doug Johnson. Unanimously approved by Board.

NOTES:

- 1) Open Session recorded and uploaded to the members' only area of the website the following business day.
- 2) Video recording/Livestreaming of the meeting will be permitted, approved by the Board of Directors.
- 3) Committee Reports attached to financial report handouts.


Prepared By: Kyla LeMoine

3/11/2026
DATE


Approved By: Tommy Raymond, President

DATE