

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

***March 21st, 2026***

***Community Center***

**CLOSED SESSION @ 9:00 A.M. AND OPEN SESSION @ APPROX. 10:00 A.M.**

**MINUTES**

Present: President Tommy Raymond, Vice President Sadie Kline, Treasurer Tiffani McKinney, Secretary Tony Hatcher, and directors Doug Johnson (Left meeting at 12:47 P.M.) , Colleen Majoue, Ray Escoto, and Farrell Butler.

- 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 (approximately 10:00 a.m.) – 10:00 A.M. by President Tommy Raymond.
- III. Invocation & Pledges - Colleen Majoue
- IV. Approval of Agenda – Treasurer Tiffani McKinney motioned to remove sections H-J. under New Business. After the removal of items H-J, Ray Escoto motioned to approve the agenda and Farrell Butler seconded. Unanimously approved.
- V. Approval of February 16<sup>th</sup>, 2026, Regular Board Meeting Minutes and March 5<sup>th</sup>, 2026, Special Board Meeting Minutes. – Vice president Sadie Kline motioned to approve February 16<sup>th</sup>, 2026, regular meeting minutes and Ray Escoto seconded. Unanimously approved. Colleen Majoue motioned to approve March 5<sup>th</sup>, 2026, special meeting minutes and Ray Escoto seconded. Unanimously approved.
- VI. Recap of Closed Session – March 21<sup>st</sup>, 2026 – Vice President Sadie Kline reported that in closed session, the board discussed a personnel matter and separately reviewed a contract related to the restaurant. They also met with the restaurant to discuss strategies for improving food service, all parties are committed to the restaurant's success.
- VII. Recap of Decisions Taken Since Last Meeting (if any) – Discussion Only – Secretary Tony Hatcher reported the board approved a contract for pool renovations, including replacement of return lines and resurfacing. The board also reviewed a separate proposal for professional pool cleaning twice per week, with bids ranging from \$1,500 to \$2,000 per month; no decision has been made at this time. Additionally, the board approved Lodge repairs to replace a faulty water heater, along with associated piping, gas line, and pump, at a cost of \$8,500. They authorized phased electrical work to be carried out over the coming months to avoid an extended shutdown. The board approved the purchase of pre-emergent fertilizer in an amount not to exceed \$8,000.
- VIII. Financial Report
  - a. February Financials – Treasurer Tiffani McKinney reported the balance sheet and presented a color-coded pie chart outlining income and expenses by revenue center. Anita from the office has retired. The board is currently working with Enumerate on a system implementation scheduled to go live in early April. This is a large-scale project, as integration affects multiple systems at Hilltop; however, the end result will be a more unified platform encompassing maintenance, work orders, ACC (permits and violations), the Pro Shop, office

operations, and property owner maintenance requests. The board also reported that \$26,500 recovered maintenance fees and noted that February ended with a positive cash flow.

A property owner asked whether Hilltop has received additional funds from the Employee Retention Credit (ERC). Treasurer Tiffani McKinney, reported that Hilltop has received approximately \$400,000 in 2025 to date, net of contingency fees paid to the firm that assisted with recovery. Additional ERC funds are expected, but no timeline is currently available.

IX. Operational Reports

- a. Pro Shop Report - Candice Payce reported in February there was a total income of \$16,980 (cart rentals \$5,218; food \$4,289; greens fees \$3,630; other \$2,583). There were 2,170 rounds played, up 738 from last year, including 1,880 by property owners, 116 by non-property owners, and 175 complimentary rounds. The Pro Shop A/C is under repair, a new fuel tank has been added for carts, marshaling has been increased, and a second group golf lesson is being planned.
- b. Golf Course Maintenance Report – Brian Payce reported a fire occurred at a pump station due to a meter malfunction; the issue has been resolved and is now up to code. The course has recently been aerated using 3/4-inch hollow tines and ten pallettes of fertilizer have been ordered.
- c. Post Office Report – Heather Weaver reported in February, they received 5,609 packages, processed 45,000 pieces of flat mail, and maintained 43 post office boxes for rent.
- d. Building & Landscaping Report - Secretary Tony Hatcher reported maintenance is keeping up with repairs and evaluating what should be handled in-house versus under contract. Mowers are operational and grass growth has begun. Treasurer Tiffani McKinney reported hotel furniture has been purchased and is staged for shipment at a warehouse, averaging about \$400 per room to replace largely original furnishings. Operational improvements are underway to enhance hotel quality control, including supply consolidation through Ray Criswell Distributing Co. and updated cleaning procedures with assistance from Colleen Majoue.
- e. Roads & Service Maintenance Report - President Tommy Raymond discussed supply management, noting the need to balance overstocking with shortages and avoid holding materials longer than a year due to shelf-life concerns. He emphasized strengthening the supply chain to prevent downtime and service delays. Secretary, Tony Hatcher added that maintenance staff are not equipped as road crews and that contracting road work may be more cost-effective. He also noted the importance of developing a long-term plan and evaluating costs for in-house versus contracted work. Additional discussion covered road conditions, prioritization of repairs, and the need for a formal road maintenance plan.
- f. Business Office Report - Treasurer Tiffani McKinney the sale of a POA lot, with continued interest from buyers looking to move to Hilltop.

X. Committee Reports – Discussion Only

- a. Architectural Control Committee – President Tommy Raymond reported there is 1 active house permit, 2 fence permits, and 2 septic/water well permits, for a total of 5 active permits. In February, 5 permits were issued and 2 were closed. No new violation notices were issued, 3 violations were closed, and there are 10 active violations.

- b. Activities Committee – Amber Neel reported Amber Neel reported 8 facility rentals in February (Community Center/Tonkawa Room), generating \$1,825 in revenue. Amber also discussed events including a Community Wide Picnic and book swap on March 22, and the Eggstravaganza on March 28, which featured an egg hunt, scavenger hunt, raffle, cake walk, and kid zones.
  - c. Lakes Committee – No report was given. Property owner asked for an update on prior TCEQ remediation items, dock inspections, and related recommendations. Secretary Tony Hatcher confirmed docks remain on the action list, and Ray Escoto stated follow-up will be made on outstanding items.
  - d. HLEA Committee – No report was given.
  - e. Election Committee – No report was given.
  - f. Dog Kennel - President Tommy Raymond reported that there are currently 7 dogs at the kennel. February statistics included 0 dog bites, 0 euthanized, 0 complaints, 2 adoptions, 1 foster, and 3 impounds (puppies rescued during a freeze), with \$186 in veterinary expenses on February 28.
- XI. Members to be Heard – None during this time.
- XII. March 21st, 2026, Agenda Topics
- XIII. Old Business – Discussion & Potential Action
- XIV. New Business – Discussion & Potential Action
- a. Board of Directors Vacancy - Doug Johnson nominated Sylvia Guzman to fill the vacant board seat. Treasurer Tiffani McKinney nominated Kyle Beale, and additional nominations were taken from the audience. A board vote was held, with Sylvia Guzman receiving six votes and Kyle Beale receiving two. Silvia Guzman was selected and will be seated at the next board meeting.
  - b. Number of lots being deeded back to HTL - Treasurer Tiffani McKinney reported there is currently no cap on lot acquisitions, and when lots are deeded back to the POA, adjoining owners are given first opportunity to purchase. The goal is to keep lots in ownership status to generate maintenance fees. Discussion followed regarding delinquent accounts, lot inventory, and procedures for notifying adjacent property owners, with questions raised about financial impact and lot tracking.
  - c. Emergency tower lot purchase - The Leon County Commissioners submitted an offer to purchase a lot for the installation of a 390-foot emergency communications tower to support law enforcement, EMS, fire, and first responders. The project includes seven towers across the county to improve emergency communications. The board has agreed to the sale and is awaiting final paperwork from the County Attorney.
  - d. Summer help (pool/teen center) – Vice President Sadie Kline reported on the Teen Center. It was discussed with concerns raised about its cost, accessibility, and current level of use. It was noted that youth activities have largely shifted to the Chapel, and the existing gym is temporarily located in a hotel room. Vice President Sadie Kline also discussed the potential usage of electric key cards. A motion was made to convert the Teen Center into a gym and remove it from its current use; the motion was seconded and passed by a vote of 7–1, with Treasurer Tiffani McKinney voting against.
  - e. Hiring summer help/labor for maintenance (June-August) - Secretary Tony Hatcher reported consideration of hiring two part-time employees for mowing, weed eating, and painting. A motion was made and seconded to approve the hires, and the board voted to pass the motion 8–0. Unanimously approved.
  - f. Security position(s) - The board discussed security staffing, noting concerns that current coverage is insufficient and may lead to burnout. The proposal included working more closely with Constable Victor Smith and increasing staffing to include a third position. A motion was made and seconded to add a third part-time security position, and the board approved it by a vote of 7–1, with Treasurer

Tiffani McKinney voting against, citing cost concerns. Additional discussion covered security needs related to upcoming solar farm construction, lake enforcement, boat registration compliance, and trespassing issues.

- g. Facility rental fee – Vice President Sadie Kline motioned to approve the new fee structure, seconded by Doug Johnson, and the motion passed unanimously (8–0). The new fees take effect March 21, 2026, with previously scheduled items remaining under the original fee structure.
- ~~h. Withdrawal of improper deed restriction amendments~~
- ~~i. 30 Day notice of proposed bylaw amendment – Section 8.4 (Deed Restriction Amendment Procedure)~~
- ~~j. Discussion of reimbursement of attorney’s fees related to unauthorized filing~~

XV. Members to be Heard – Other Topics

- Joyce Perkins raised questions about the restaurant lease, which Ray Escoto clarified does not include a \$1,500 monthly payment and noted utilities were provided free for the first six months. Perkins expressed support for the restaurant and hope for its continued success. She also commented on the 911 street renaming process, stating that Bobby Jones and Gary Player streets should not be changed. Vice President Sadie Kline advised her to contact Tanner at BVCOG for further information on the renaming project and noted the state government oversees the COG.
- Mike McMullen inquired about the status of the lawsuit related to changes in deed restrictions, noting that the board received the initial lawsuit in June 2023 and its attorneys filed a response in July 2023. He added that in March 2024, 43 plaintiffs joined the suit.
- Steve Brodine raised concerns about the absence of a golf committee and suggested reinstating it. Ray Escoto motioned to create a golf committee, and Vice President Sadie Kline seconded. Unanimously approved (8–0). The committee will include representation from WGA President Annette Craig and Superintendent Brian Payce. Additional discussion covered Pro Shop merchandise ideas and clarification that golf memberships are tied to lot ownership and associated fees.

XVI. Board Approval – Sale of Takeback Lots (if any) -


XVII. Announcements


XVIII. Adjourn – 1:22 p.m. Motion made by Vice President Sadie Kline and seconded by Colleen Majoue. Unanimously approved.

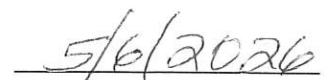
NOTES:

- 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

  
DATE

  
Approved By: Tommy Raymond, President

  
DATE