

PROPERTY OWNERS' ASSOCIATION OF HILLTOP LAKES, INC.
SPECIAL BOARD OF DIRECTORS' MEETING
November 4, 2025
COMMUNITY CENTER
OPEN SESSION @ APPROX. 6:30 P.M.

Minutes

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

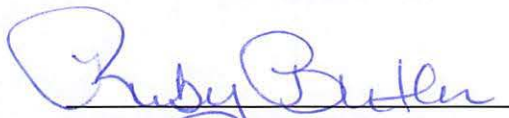
- I. Called to order at approximately 6:36 PM – by President Raymond Escoto
- II. Invocation & Pledges led by Swen Crone, respectively
- III. Approval of November 4, 2025, Agenda / Motion to approve the agenda by Sadie Kline, 2nd by Doug Johnson, unanimously approved.
- IV. Recap of Closed Session – November 4, 2025 – Discussion Only –
 - a. Personnel – Employee Insurance
- V. Recap of Decisions Taken Since Last Meeting (if any) – None Taken
- VI. Old Business – Discussion & Potential Action
 - a. Employee Insurance – Discussed going with Curative with an 80%/20% split, with HTL paying 80% and the employees paying only 20%.
 - i. Motion made for 80%/20% split made by Tommy Raymond, 2nd by Doug Johnson, unanimously approved.
 - b. Hiring Policy – Discussed updating the policy to add in background checks and drug test for all individuals being hired by HTL POA. This was not in the Hiring Policy that is currently in place.
 - i. Motion made to approve the new Hiring Policy made by Sadie Kline, 2nd by Kyle Beale, unanimously approved.
 - c. Fall Festival Updates – Treasurer Tiffani McKinney gave an update on the status of the event, she mentioned that everything would be held inside the Tonkawa Room and that there was no more space inside, unless vendors would like to be set up outside, and that Johnny Powell would be playing that

day as well. She also mentioned that she did a press release with all the local radio stations.

VII. Announcements

- a. Treasurer Tiffani McKinney announced that we will not be having a Christmas Market due to the lack of space to host a Christmas Market, not to mention the Election events going on and Breakfast with Santa event that will be going on during that time as well.
- b. Activities Announcement – President Raymond Escoto announced the New Activities Coordinator Supervisor for Marketing & Activities for Hilltop Lakes who is Amber Neel, her start date will be November 17, 2025.

VIII. Adjourn: Motion to adjourn made by Sadie Kline, and 2nd by Kyle Beale, unanimously approved at 6:49pm.


Prepared by: Ruby Butler

11-20-25
Date


Approved by: Raymond Escoto, President

11/20/2025
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.