

**PROPERTY OWNERS' ASSOCIATION OF HILLTOP LAKES, INC.**  
**REGULAR BOARD OF DIRECTORS' MEETING**  
***November 13, 2025***  
**COMMUNITY CENTER**  
**OPEN SESSION @ APPROX. 6:30 P.M.**

**Minutes**

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

- I. Called to order at approximately 6:09 PM – by President Raymond Escoto
- II. Invocation & Pledges led by Swen Crone, respectively
- III. Approval of November 13, 2025, Agenda / Motion to approve the agenda with amendments made by Tommy Raymond, 2<sup>nd</sup> by Doug Johnson, unanimously approved.
- IV. Approval of Oct. 23, 2025, and November 4, 2025, Minutes / Motion to approve October 23, 2025, minutes with amendment to minutes made Doug Johnson, 2<sup>nd</sup> by Sadie Kline, unanimously approved. Motion to approve November 4, 2025, minutes made by Kyle Beale, 2<sup>nd</sup> 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 – None
  - d. Legal – None
  - e. Other - None
- VI. Recap of Decisions Taken Since Last Meeting (if any) –
  - a. New SMART system – implemented a new maintenance program software, which stands for Service, Management and Resource Tracking. All maintenance work orders are now being processed through this system by maintenance supervisors.

- VII. Operations Report – Financial & Operational Highlights
- a. Financial Report – Treasure Tiffani McKinney Reported.
    - i. Staff and the Finance Committee have been working steadily and diligently throughout the month to create the 2026 operating budget proposal for Hilltop Lakes. Treasurer McKinney presented a slide show detailing how the maintenance fees are allocated. Using a pie chart, the data was presented in two ways: first, showing how the \$141.76 maintenance fee is distributed by expense type, and second, showing the annual totals for each expense type.
    - ii. Director Tommy Raymond spoke after Treasurer McKinney, stating that the Board has successfully determined their fixed expenses for the budget. He noted the next step is to focus on the revenue side of the equation.
    - iii. Director Raymond emphasized that maintenance is a large part of the budget, and he has listened to property owners, stating “Everyone wants their roads serviced. That takes equipment and materials. It also takes rollers.” He concluded with, “together, we will figure out what we need to address and to work on and fix. We’re going to do what you, the property owners, ask us to do. We aren't kings, we are here to serve the people.”
    - iv. Treasurer McKinney detailed the various sources of revenue that support the association. These sources include Maintenance Fees, income from the Golf Course, Hotels and Campground, as well as rentals for the Post Office boxes, Community Center, and other facility rentals. Additional revenue comes from stickers for boats and ATV’s, leased spaces in the Lodge & Hotel, ACC permits, Storage facility & Activities (donor sponsorships, vendors & special events). And various other fees.
  - b. Pro Shop – Report by Candyce Pace
    - i. The Pro Shop’s October income reached \$32,038, which was \$6,500 over projections.
    - ii. Year to date, the Pro Shop is now exceeding projections by \$80,000.
    - iii. The largest generators for the facility remain cart rentals and vending.
    - iv. In October, 2,100 rounds of golf were played.
    - v. The Pro Shop now features a small kitchen, allowing customers to purchase simple lunches, such as chicken tenders.
    - vi.
  - c. Golf Course – Report by Bryan Pace
    - i. Provided an update on the installation of the golf course’s new irrigation system. Installation, which began in August, has seen “slow but steady progress. Crews are presently working on holes 16, 17 & the driving range. To maintain the course, both the new and old irrigation systems are being used.

- ii. The old irrigation system suffered a computer hardware failure that affected the main circuit board. As a temporary workaround, the pumps and valves must be manually turned on to water the course.
  - iii. The project has also faced challenges with equipment and personnel, and the pump sprayer has been non-operational. Despite these issues, the golf course is currently in good shape, with the greens being well fertilized.
  - iv. The course is now entering its winter maintenance cycle.
  - v. The (ETA) to complete the irrigation system is three weeks.
    - 1. Property owner Ken Plachy asked if the system included leak detection. Brian confirmed that it does, noting that the feature is accessible via a tablet app and includes a map display. He also stated that the pipes are very thick and are welded together instead of using regular joints, making them unlikely to leak for a long time. The Rain Bird system comes with a 3–5-year warranty.
- d. Post Office – Report by Alana Morgan
  - i. The office handled a total of 5,780 incoming packages and 165 outgoing packages.
  - ii. Staff processed 5,520 flat pieces of mail (magazines, newspapers) and 39,498 total pieces of mail.
  - iii. Morgan offered several friendly reminders to the customers, first she asked that residents avoid parking in front of the Connex building between 8:00am and 10:00am, as this creates difficulties for the mail trucks. Second, she reminded customers to bring their box keys to access their mail rather than asking postal employees to open the boxes. Finally, in anticipation of the holiday season, she suggested mailing any holiday packages out by November 25<sup>th</sup> to ensure timely delivery to recipients.
- e. Building and Landscaping Report – Report by Romy Casto
  - i. Reported that hotel renovations are currently ongoing.
  - ii. Recent projects include replacing some barriers and installing new fixtures in the Pro Shop.
  - iii. The department is also beginning to work on the necessary dams reports in collaboration with Mr. King.
- f. Road and Service Department Report – Report by Randy Weaver
  - i. Reported on recent road maintenance, stating that his team has applied six loads of rock on Nassau Lane and has initiated repairs on Hickory Ridge.
  - ii. They are also working on Aransas and Navarro and identified that the intersection at Clydesdale and Hummingbird is in critical need of a culvert replacement
  - iii. Weaver concluded his update by reminding property owners to submit a work order for any maintenance needs.

1. A property owner asked about the timeline for repairs on her street.
  - a. Director Tommy Raymond addressed the question. Director Raymond assured residents that all roads are on a list, and the department is listening to property owners.
  - b. Director Raymond confirmed that Ruby Butler in the office is coordinating efforts by using the SMART system to track roads that need work.
  - c. Director Raymond also clarified the scope of department's responsibility, stating that while the 4,400-acre property has approximately 150 miles of plated road, the maintenance department actively manages about 90 miles maintained including a mix of asphalt, oil sand, gravel and dirt surfaces.
  - d. He also detailed a process where the department can create an affordable oil sand mix for road work, costing about \$25 per 12 cubic yards, by utilizing Hilltop's sandy soil. He stressed, however, that a roller is needed to make the best use of this material.
2. Another property owner living on Trial Ride asked for a published list of streets being worked on.
  - a. Director Raymond responded that Romy Casto currently maintains that list and confirmed that residents can always add streets needing attention by submitting a work order. Director Raymond promised that he department will work to add the list of current and future road work and repairs to the Hilltop Lakes website to improve communication with the community.
  - b. Regarding equipment, Weaver reported that the Mahindra tractor is currently slow because it will not shift into high gear. The department recently repaired an old shredder and is currently addressing a boom shredder whose hydraulics overheat after only 45 minutes of use.
  - c. Weaver noted these examples are only highlights of the department's heavy workload.
- g. Business Office & Housekeeping Report – Report by Ruby Butler
  - i. Anita, the accounting supervisor, is working on the 2026 budget before her upcoming retirement.
  - ii. Anita is currently actively training Michelle Biddle to take her role once she retires.

- iii. Several changes have been made implemented, including the transition of Human Resources responsibilities, which are now handled externally by ADP instead of in-house staff.
- iv. Butler will be working to integrate departments like housekeeping into the new SMART service management system.

VIII. Committee Reports

- a. Architectural Control Committee – Report by Randy Patro
  - i. 22 active permits; 2 for houses, (including extensions), 2 for garage/storage buildings, 2 for carports/patio covers/porches, 5 for lot clearings, 2 for driveway or concrete work, 5 for fences, 1 for swimming pool and 1 for a room addition.
  - ii. October – 25 permits issued, 10 permits closed, 5 violation notices were issued, and 2 violation notices were closed. 14 violations outstanding.
- b. Activities – Report by Secretary Tiffani McKinney
  - i. New Activities Coordinator is Amber Neel, who will begin her duties on November 17<sup>th</sup>.
  - ii. Treasurer McKinney reported that a highly successful recent period highlighting the haunted house, which saw great attendance. The Fall Festival was also well-received, featuring 23 vendors and drawing a packed crowd. Currently the department’s focus is on Operation Peppermint, which is now in full swing.
- c. Lakes – None to report
- d. HLEA – None to report
- e. Election – Report by Vice President Donald Ritchey
  - i. In-Person Early Voting for the POA election will be held on Saturday, November 22<sup>nd</sup>, from 9:00am to 3:00pm in the Tonkawa Room.
  - ii. Election Day In-Person Voting is scheduled for Saturday, December 6<sup>th</sup> from 8:00am to 6:00pm in the Tonkawa Room.
  - iii. For those voting by mail, Vice President Ritchey reminded members that the deadline to request a ballot has passed, and all mail-in ballots must be received by December 6 at noon to be counted.
  - iv. The Annual Meeting of Members is scheduled for Saturday, December 13<sup>th</sup> at 10:00am in the Tonkawa Room. Regular Board Meeting to follow at 2pm also in the Tonkawa Room.

IX. Old Business – Discussion & Potential Action

- a. Vehicle Stickers – Director Sadie Kline motioned not to implement stickers on Hilltop Lakes resident’s vehicles stating that the program would be a waste money, citing an online poll of property owners where 75% of respondents indicated they did not want the stickers. Other Board Members also voiced their opposition to having stickers on their personal vehicles, Director Farrell Butler 2<sup>nd</sup> the motion, unanimously agree.

- b. Disc Golf Redevelopment – President Raymond Escoto reported that he has spoken with an individual interested in redeveloping the disc golf course. Director Kline added that the proposal is being actively worked on but will require a few more weeks to be finalized.
- c. Item is tabled till December meeting.
- d. Golf Course Day Trail Fee – the Board revisited the discussion about creating a discounted Golf Course Trail Fee for property owners who use their personal carts infrequently, an issue originally raised by an elderly property owner (initially pitched as “super senior” discount). The current annual fee is \$250.
  - i. Secretary McKinney motioned to establish a day trail fee rate of \$10, or \$20 during a tournament. In the ensuing discussion, Director Kline pointed out the separate issue of cart shortages during tournaments. She stated that the Pro Shop historically runs out of rental carts during these events and was not in favor of a day rate during tournaments as it would exacerbate the cart shortage. She stressed that having to bring in outside carts from a firm could cost \$100 or more per cart, which is a scenario the POA wants to avoid.
    - 1. Ken Plachy from the audience clarified that the original request was not about tournament fees, but about discounted rate for low usage, as the man who proposed the idea only wanted to use his cart maybe five times a year.
    - 2. Sylvia Guzman, also from the audience, disclosed that the original request later revealed his family was also using his cart to play golf.
  - ii. The motion failed to receive a 2<sup>nd</sup>, and the item was tabled to give the Board time to conduct further research into viable structure for low usage fees.
- e. POA 2026 Calendar Proposal – Director Sadie Kline presented a proposed calendar for 2026 that included moving the monthly POA meetings to the third Monday of each month, in addition to holding quarterly Saturday meetings. Director Kyle Beale suggested that the Board delay making a final decision on the new schedule until after the election.
- f. POA 2026 Proposed Calendar – Director Sadie Kline presented a proposed calendar for 2026 that included moving monthly POA meetings to the third Monday of each month, in addition to holding quarterly Saturday meetings. Director Kyle Beale suggested that the Board delay making a final decision on the new schedule until after the election. Beale reasoned that the three new board members to be elected next month should have input on a decision that will directly affect their participation. The item was tabled until December meeting.

X. New Business – Discussion & Potential Action

- a. New Call Out Policy – Director Sadie Kline addressed the need for a formal procedure regarding employee call-out pay, noting that there is currently no defined policy or structure for it. Director Kline emphasized that if an employee is called out for duties such as housekeeping or emergency road repairs, there needs to be a clear discussion on minimum hours, and minimum pay to be included in a formal policy.
  - i. Director Kline motioned to approve a new call out policy, Director Doug Johnson 2<sup>nd</sup>, unanimously approved.
- b. Merit Increases/Pay Adjustments – It was pointed out that the current process for changing an employee’s pay, whether through a pay adjustment or a merit increase, is inefficient as it requires a vote from the entire Board of Directors at a meeting. They suggested that the Board develop a formal policy to provide more structure for when and how merit increases will be implemented.
  - i. Treasurer Tiffani McKinney motioned to create a new pay adjustment policy, Director Dough Johnson 2<sup>nd</sup>, unanimously approved.

XI. Announcements

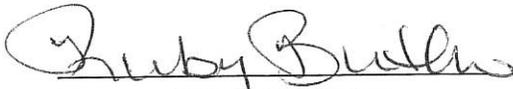
- a. Treasurer Tiffani McKinney announced that we will not be having a Christmas Market due to the lack of space to host a Christmas Market, not to mention the Election events going on and Breakfast with Santa event that will be going on during that time as well.
- b. Activities Announcement – President 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.

XII. Members to be Heard –

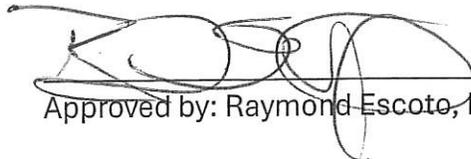
- a. Hank Demosky – addressed the Board to announce the recent Town Hall meeting with State Representative Anela Orr. The meeting was held on November 17<sup>th</sup> at 5:30pm in the training center at the Fire Station.
  - i. Dembosky explained that the event, which was organized by the local Emergency Services District (ESD), was designed to give the State Representative an opportunity to meet with the people and listen to their issues, concerns, or thoughts. The ESD had already met with Representative Orr to educate her on the specific challenges of running a rural ESD/Fire Department in a non-industrialized area.
  - ii. Dembosky emphasized that the Town Hall provided a valuable opportunity for property owners to speak directly to a government official who has influence.
- b. Sylvia Guzman – asked for a status update on the Employee Retention Credit (ERC), which is expected to yield approximately \$500,000 for Hilltop Lakes. Treasurer Tiffani McKinney explained that the firm hired to assist with the process, Joerns, is due 15% of the total ERC monies when the funds are paid to Hilltop Lakes. Treasurer McKinney reported that there is currently no

further update for property owners, stating that the process has been delayed due to the recent government shutdown. The Board will provide an update once they hear back from the Joerns Firm.

- XIII. Takeback Lots – Discussion & Potential Action
- a. Treasurer Tiffani McKinney motioned to officially take back a number of lots that property owners had offered back to the association over the past two months. This action had been delayed for 60 days. Director Biff Adam 2<sup>nd</sup>, unanimously approved.
    - i. Treasurer McKinney then motioned to sell the newly acquired lots at the appraised value as determined by the Leon County Appraisal District, Director Doug Johnson 2<sup>nd</sup>, unanimously approved.
- XIV. Announcements – President Raymond Escoto announced an update on the ongoing project to readdress homes and street names, stating they are approximately 1.5 months into the 7-month process. So far they have addressed 30 addresses in the undeveloped “back” areas where the streets are not drivable. President Escoto committed to posting updates every 30 days once the project moves to areas with existing homes, and property owners will be formally notified by mail about any affected changes. He noted that some street names would be changed, but no further details were available at the time. President Escoto also reminded residents of two upcoming events: the Barn Dance next weekend and the start of early voting on November 22<sup>nd</sup>.
- XV. Adjourn: Motion to adjourn made by Kyle Beale, and 2<sup>nd</sup> by Tommy Raymond, unanimously approved at 7:35pm.

  
Prepared by: Ruby Butler

3/11/2020  
Date

  
Approved by: Raymond Escoto, President

3/11/2020  
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.