

Property Owners Association of Hilltop Lakes, Inc.

**HIRING POLICY**

**Amended and Restated**

The Property Owners Association of Hilltop Lakes, Inc. ("Association") believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to The Property Owners Association of Hilltop Lakes, Inc.

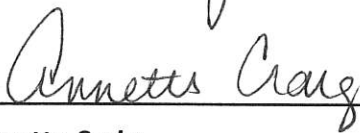
The Association is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

The Association prohibits discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within the Association's organization, including: hiring, recruiting, promoting, termination, layoff, leave of absence, compensation, benefits, and training. The Association makes hiring and other employment decisions based solely on qualifications, merit, and business needs at the time.

To ensure the organization follows this policy, the Human Resources (HR) department will maintain detailed procedures/processes to be followed by staff and members of the Board of Directors.

**This policy is effective upon recordation in the Public Records of Leon County, and supersedes any policy regarding hiring processes or procedures which may have previously been in effect, except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations, and any other dedicatory instruments shall remain in full force and effect.**

Approved and adopted by the Board on this 1<sup>st</sup> day of June, 2021.

  
\_\_\_\_\_

**Annette Craig**

**President**

**Property Owners' Association of Hilltop Lakes, Inc.**

STATE of TEXAS    }  
                                  }  
COUNTY OF LEON    }

Before me, the undersigned authority, on this day personally appeared Annette Craig, President of the Property Owners' Association of Hilltop Lakes, Inc., a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledge to me that she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 4<sup>th</sup> day of June, 2021.

Kathy L. Aleman  
Notary Public, State of Texas



Kathy L. Aleman  
Printed Name

My Commission expires: 3-17-25

\_\_\_\_\_  
Printed Name  
My Commission expires: \_\_\_\_\_

Leon County  
Christie Wakefield  
Leon County Clerk  
Centerville, Texas 75833



70 2021 00443929

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Instrument Number: 2021- 00443929

As

Recorded On: June 07, 2021

Recordings

Parties: PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKE

To

TO THE PUBLIC

Billable Pages: 2

Recorded By: POA OF HILLTOP LAKES

Num Of Pages: 3

Comment: AMEND TO POLICY

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**\*\* Examined and Charged as Follows: \*\***

|                   |       |
|-------------------|-------|
| Recordings        | 20.00 |
| Recording Charge: | 20.00 |

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**\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\***

I hereby certify that the within and foregoing was recorded in the Clerk's Office For: Leon County, TX

**File Information:**

Document Number: 2021- 00443929  
Receipt Number: 165995  
Recorded Date/Time: June 07, 2021 03:10:35P  
Book-Vol/Pg: Bk-OR VI-1832 Pg-1

**Record and Return To:**

POA OF HILLTOP LAKES  
HAND DELIVER 6-7-21  
CENTERVILLE TX 75833

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