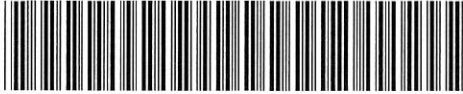


Leon County
Christie Wakefield
Leon County Clerk
Centerville, Texas 75833



70 2021 00443928

Instrument Number: 2021- 00443928

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 POLICY

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

Recordings	20.00
Recording Charge:	20.00

**** 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:

Record and Return To:

Document Number: 2021- 00443928
Receipt Number: 165995
Recorded Date/Time: June 07, 2021 03:10:35P
Book-Vol/Pg: Bk-OR VI-1831 Pg-927

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

Property Owners Association of Hilltop Lakes, Inc.

Merit Increase Policy

Amended and Restated

Property Owners' Association of Hilltop Lakes, Inc. (Association) believes that compensation is a key component to retaining qualified individuals on staff. The Association may award a merit salary increase to base pay or one-time merit payment to an employee as part of the overall employment practices of the Association.

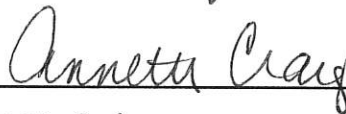
The Association is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

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 compensation and other employment related decisions based solely on qualifications, merit, and business needs at the time.

To ensure the organization follows this policy, with respect to Merit Increase awards, 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 on Merit Increases which may have been previously 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 of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 7th 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 7th 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: _____