

Property Owners Association of Hilltop Lakes, Inc.

**Hilltop Lakes Maintenance Department**

**Standard Culvert Installation**

**Amended and Restated**

A standard culvert installation will be provided by the Hilltop Lakes Maintenance Department (HTLMD) for unimproved property (lot) to allow access to the property by the property owner. The following is a description of the material, labor and equipment used to install the culvert to a Hilltop Lakes Property Owner (HTLPO).

Material, labor, and equipment will be provided by HTLMD. The first pipe will be installed at no cost to the property to access that property. Additional pipe and required material to install additional pipe will be installed at the owner's expense. The following is included in the first pipe installed:

1. The pipe material will be 18" X 20' HDPE high density polyethylene pipe.
2. The culvert will be installed extending the (ENDS) a minimum length of ONE FOOT on each side of the slope.
3. The installation will be performed using HTLMD's backhoe or comparable excavating equipment.
4. The slope of the installation will typically run between two – six%.
5. The bed of the installation will consist of rock-free soil compacted at a minimum of four inches.
6. The fill around the pipe will consist of rock-free soil compacted at a minimum of six inches around the pipe.
7. The top or cover over the culvert will consist of rock-free soil compacted at a minimum of one foot above the pipe.

Not provided by HTLMD:

1. Any alternate material or changes to the specifications from that listed above. Requests to install using material and specifications other than stated above will be evaluated and if deemed feasible, will be done at the actual cost of the HTLPO, to include pipe material, rock material, other cover material and labor.
2. Labor cost will be based on how many staff hours required to complete the job and current employment rates (fully loaded) for those hours. Payment in full, based on an estimate provided in advance of work, will be required before the work will be scheduled. If actual costs exceed the estimate, property owner will be billed for the difference after the work is complete. Payment is due within 30 days of the invoice.

This service is intended to assist property owners in gaining access to unimproved lots. Improved lots and lots contiguous to improved lots and owned by the same property owner (those with waiver of maintenance fees) are NOT eligible for this service at no cost. Requests for culverts to be installed on improved lots and those contiguous to them can be made for a fee. The fee will be calculated and payment required similarly to that above for additional pipe.

This Policy is effective upon recordation in the Public Records of Leon County, and supersedes any policy on Culverts or Standard Culvert Installation 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, or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 7<sup>th</sup> day of June, 2021.

Annette Craig

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 7<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



70 2021 00443930

Leon County  
Christie Wakefield  
Leon County Clerk  
Centerville, Texas 75833

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Instrument Number: 2021- 00443930

As  
Recordings

Recorded On: June 07, 2021

Parties: PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKE

To  
TO THE PUBLIC

Recorded By: POA OF HILLTOP LAKES

Comment: AMEND POLICY

Billable Pages: 2

Num Of Pages: 3

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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:**

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**Record and Return To:**

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

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