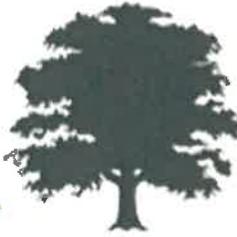


OAK
CREEK



OAK CREEK CLUB
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Virtual Meeting

DATE: August 14, 2025

6:30 P.M.

BOARD MEETING PACKAGE

You are invited to a Zoom meeting.

When: Thursday August 14, 2025 at 6:30 pm.

Register in advance for this meeting:

Zoom link:

<https://us06web.zoom.us/j/88512329574?pwd=bfDbeErDobPrjJFvx56IRpjw7730KI.1>

After registering, you will receive a confirmation email containing information about joining the meeting.

The meeting agenda will follow separately!

OAK CREEK CLUB HOA, INC.

VISION/MISSION STATEMENT

“At Oak Creek HOA, we are committed to being the premier gated golf community in Prince George’s County, Maryland, where upscale living and community thrive together. Our mission is to provide a safe, well-maintained, and engaged neighborhood that fosters a spirit of togetherness while upholding a standard of excellence in every aspect of community living. Through responsible governance, transparent communication, and proactive stewardship, we strive to maintain beautiful surroundings, exceptional amenities, and a welcoming environment where all residents can take pride in their homes and connections with one another. Our goal is to create a thriving, unified community where neighbors support one another, enjoy meaningful experiences, and collectively enhance the Oak Creek lifestyle.”

Table of Contents

I. Association Calendar	4
Oak Creek Club HOA (2025):.....	4
II. Meeting Agenda	10
August 14, 2025	10
Board Meeting Follow Ups: (Being updated via Monday.com)	12
III. Draft Meeting Minutes	15
June 10, 2025, and July 8, 2025	15
IV. Management Report	16
Actions/Updates	16
V. Covenants Report (July/August 2025)	24
VI. Consent Agenda Items	25
Elections Committee – Annual Meeting Notice Call for Candidates Mailout:	25
Committee Volunteer Forms	28
CD Maturity on 7-31-25.....	29
VII. Committee Reports/Minutes	31
If Available:.....	31
VIII. Old Business.....	32
Landscaping RFP Status Update	32
District Council Preliminary Notice of Conditional Zoning Approval (Land Swap)	34
IX. New Business.....	37
Bolin Terrace Gate Proposals.....	37
Procurement Committee Charter.....	42
Committee Volunteer Form (Access Control)	43
Proposals for Sand Filter for Pool	44
2024 Draft Audit	45
Tot Lots Inspection Report by Playground Patrol 8-6-25	46
X. Resident Forum (30mins).....	47
XI. Adjourn	47
Next Meeting: 9-9-25	47

I. Executive/Closed Session – Board Only	47
Architectural Application (Acct# R0297272L0251742).....	48
Fence Repair Request (Acct# R0580195L0424107).....	50

I. Association Calendar

Oak Creek Club HOA (2025):

<p style="text-align: center;">JANUARY 2025</p> <p style="text-align: center;">Board Meeting 1/14</p> <p>Obtain Pool Mgmt. Proposals/Renewal Finalize RFP for Grounds Contract JC Maintenance Contract Renewal Registration deadline for National Night Out (2/1/2025) Review Maturing Investments Manage Weather Events</p> <p style="text-align: center;"><u>Committee Meeting</u></p> <p>Budget & Finance Committee 1/6 Grounds Committee 1/7 Elections Committee 1/21 Covenants Committee 1/21 Access Control Committee 1/15 Social Committee 7/16 Facilities Committee 1/23</p>	<p style="text-align: center;">JULY 2025</p> <p style="text-align: center;">Town Hall 7/8/2025 Reinvestment of maturing CD 7/31</p> <p>2025 Budget Development Send Signed Audit Rep Letter Oak Creek Activity Pool Operations Call for Candidates 7/31 Review Monthly Financials Oak Creek Day 7/2025 Final Preparations for the National Night Out. Call for Candidates Notice/Annual Meeting Notice sent over to Sundra Printing</p> <p style="text-align: center;"><u>Committee Meeting</u></p> <p>Budget & Finance Committee 7/7 Grounds Committee 7/1 Elections Committee 7/15 Covenants Committee 7/15 Access Control Committee 7/16 Social Committee 7/17 Facilities Committee 7/24</p>
<p style="text-align: center;">FEBRUARY 2025</p> <p style="text-align: center;">Board Strategic Planning Session 2/11 Establish Board Liaisons Set Community Goals & Priorities Review Reserve Study Strategy Reinvestment of maturing CD 2/26</p> <p>Audit Engagement Letter Grounds Contract Finalization (if needed) Pool Management Contract (if needed) Amenity Reservation System JD AIR Premium Maintenance Service Plan (1st visit) Request Spring Flower Proposal (Landscapers) Obtain Power Washing Proposals YELP Testing (Gate entrances)</p>	<p style="text-align: center;">AUGUST 2025</p> <p>JD AIR Premium Maintenance Service Plan (2nd visit) National Night Out from 6pm to 8pm on 8/5/25</p> <p style="text-align: center;"><u>Committee Meeting</u></p> <p>Budget & Finance Committee 8/4 Grounds Committee 8/5 Elections Committee 8/19 Covenants Committee 8/19 Access Control Committee 8/19 Social Committee 8/20 Facilities Committee 8/27</p>

Manage Weather Events
Lake Source LLC for pond management services
scheduled March to Nov. (2x a month)
Feb to Dec (1x a month)

Traffix Logic (Speed Radar) Cloud Subscription Exp.
2/1/2025
Finalize/ Summarize Pool Management Bids for
BOD Presentation

Committee Meeting

- Budget & Finance Committee 2/3
- Grounds Committee 2/4
- Elections Committee 2/18
- Covenants Committee 2/18
- Access Control Committee 2/19
- Social Committee 2/20
- Facilities Committee 2/27
- Communication Committee

MARCH 2025

- Town Hall 3/11/2025
- Reinvestment of maturing CD 3/5
- Obtain Tennis Court Resurfacing Proposals (Per Reserve Study)
- Obtain Parking Lot Resurfacing Proposals (Per Reserve Study)
- Place Order for New Pool Furniture (Per Reserve Study)
- Lake Source Contract Auto – Renewal on 3/31
 - Tot lot mulch proposal
- Prepare for Watershed Clean-Up Day
- 2024 Audit Begins
- Plan Oak Creek Day
- Review Maturing Investments
- Board Package Production
- Member Splash Proposal or Amenity Reservation System
- National Night Out Planning
- Dunbar Security Solutions contract (expires 3/31/26)
- Lake Source Contract Auto Renewals 3/31

SEPTEMBER 2025

- Board Meeting 9/9
- Reinvestment of maturing CD 9/15 (2)
- Reinvestment of maturing CD 9/22
- Snow Removal Contract/Proposals

Committee Meeting

- Budget & Finance Committee 9/1
- Grounds Committee 9/2
- Elections Committee 9/16
- Covenants Committee 9/16
- Access Control Committee 9/17
- Communications Committee 9/17
- Social Committee 9/18
- Facilities Committee 9/25

Committee Meeting

Budget & Finance Committee 3/3
Grounds Committee 3/4
Elections Committee 3/18
Covenants Committee 3/18
Access Control Committee 3/19
Social Committee 3/20
Communications Committee 3/21
Facilities Committee 3/27

APRIL 2025

Board Meeting 4/8/2025
JBI Services, LLC preventative maintenance of six (6) Generators as per contract
JBI Services LLC Contract renewal
US Treasury Bill Maturity Date 4-30-25
Taxes due April 15th

Gates/Monument Sign Painting
Contract Bid Review
Oak Creek Day Proposal approval
Paramus Court Tot Lot
Tennis Court Repairs
Tot lot Mulch Proposals
Annual Arch Inspections
Begin Connect Pool Phone
Pool Registration Starts
Pool Preparation Begins
Schedule Landscaping Seminar
Schedule Annual Backflow testing
Perform Generator Maintenance
Oak Creek Day Preparation
Potomac Watershed Clean up 4/20/2024
Assess Pavement Overlays in Lakeview Section (Per Reserve Study)
Member Splash (Auto-Renewal)

OCTOBER 2025

Annual Meeting 10/14/2025
JBI Services, LLC preventative maintenance of six (6) Generators as per contract
CAMP Contract Expiring (December 2025)

Commonwealth Digital (Printer Lease) – Auto-Renewal 10/1

Committee Meeting

Budget & Finance Committee 10/6
Grounds Committee 10/7
Elections Committee 10/21
Covenants Committee 10/21
Access Control Committee 10/15
Social Committee 10/16
Facilities Committee 10/23

<p align="center"><u>Committee Meeting</u></p> <p align="center"> Budget & Finance Committee 4/1 Grounds Committee 4/2 Elections Committee 4/15 Covenants Committee 4/15 Access Control Committee 4/16 Social Committee 4/17 Facilities Committee 4/24 </p>	
<p align="center">MAY 2025</p> <p align="center"> Town Hall 5/13/2025 Reinvestment of maturing CD 5/31 (2), </p> <p align="center"> Audit Deadline Pool Opening (Memorial Day) Annual Flower Sale Grounds Maintenance Spring Flower installations. Collections Referrals Confirm WSSC Backflow Results. YELP Testing (Gate Entrances) Monument Repairs Fire Extinguisher Service </p> <p align="center"> GRS Technology Solutions contract Auto Renewals 5/30 </p> <p align="center"><u>Committee Meeting</u></p> <p align="center"> Budget & Finance Committee 5/5 Grounds Committee 5/6 Elections Committee 5/20 Covenants Committee 5/20 Access Committee 5/21 Social Committee 5/22 Facilities Committee 5/29 </p>	<p align="center">NOVEMBER 2025</p> <p align="center"> Board Meeting 11/18/2025 Reinvestment of maturing CD 11/15 </p> <p align="center"> GBI Generators (PM Plan) Auto-Renewal on 11/30 </p> <p align="center"><u>Committee Meeting</u></p> <p align="center"> Budget & Finance Committee 11/3 Grounds Committee 11/4 Elections Committee 11/18 Covenants Committee 11/18 Access Control Committee 11/19 Social Committee 11/20 Facilities Committee 11/27 </p>
<p align="center">JUNE 2025</p> <p align="center">Board Meeting 6/10/2025</p>	<p align="center">DECEMBER 2025</p> <p align="center">Reinvestment of maturing CD 12/30</p>

<p>Reinvestment of maturing CD 6/30</p> <p>Review and Sign Tax Return Grounds Contract Recommendation</p> <p>Oak Creek Day Prep National Night Out Prep Pool Operations Grounds Maintenance Contract Finalize Electronic Voting</p> <p><u>Committee Meeting</u></p> <p>Budget & Finance Committee 6/2 Grounds Committee 6/3 Elections Committee 6/17 Covenants Committee 6/17 Access Control Committee 6/18 Communications Committee 6/18 Social Committee 6/19 Facilities Committee 6/26</p>	<p>Brand Design (Website Support) – Auto-Renewal on 12/31 JD Air (PM Contract) Expiration – 12/15 Holiday Party, Saturday December 13th at 8:00 pm to Midnight</p> <p><u>Committee Meeting</u></p> <p>Budget & Finance Committee 12/1 Grounds Committee 12/2 Elections Committee 12/16 Access Control Committee 12/17 Communications Committee 12/17 Social Committee 12/18 Facilities Committee 12/25</p>
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Committee Meetings:

- Budget and Finance Committee Meeting-1st Monday of the Month
- Grounds Committee Meeting-1st Tuesday of the Month
- Covenants Committee Meeting- 3rd Tuesday of the Month
- Election Committee Meeting- 3rd Tuesday of the Month
- Access Committee Meeting- 3rd Wednesday of the Month
- Social Committee Meeting- 3rd Thursday of the Month
- Facilities Committee Meeting- 4th Thursday of the Month
- Communication Committee Meeting- 3rd Wednesday of Month Quarterly

Ongoing monthly tasks:

- BOD Minutes posted to CIRA
- All committee minutes & BOD minutes/packets filed to CAMP server & CIRA
- Management Report posted to CIRA – deliver board package at least 3 business days prior to meeting
- Update vendor Contract and COI in Vendor Management in CIRA
- Weekly wrap up sent to Board
- Provide update to community after board meetings

There are current volunteer opportunities available for each committee as follows:

Ad-Hoc Traffic Safety Committee	7 members needed
Budget & Finance Committee	4 members needed
Communications Committee	5 members needed
Community Access Committee	2 members needed
Covenants Committee	FULL
Elections Committee	FULL
Facilities Committee	3 members needed
Grounds Committee	1 member needed
Procurement Committee	3 members needed
Social Committee	2 members needed

*****Last updated 08-11-25*****

*****PLEASE SHOW YOUR TEAM SPIRIT AND JOIN TODAY!**

*****FRIENDLY REMINDER: ELECTIONS ARE TAKING PLACE THIS YEAR, WITH TWO (2) OPEN BOARD SEATS AVAILABLE!**

II. Meeting Agenda

August 14, 2025

Oak Creek Club Homeowners Association
Board of Directors Virtual Board Meeting
Thursday, August 14, 2025 @ 6:30 pm
Upper Marlboro MD, 20774

Board Meeting Agenda

- 6:30 pm I. Call to Order
- 6:31-6:33 II. Certification of Board Quorum
- 6:34-6:35 III. Explanation of Virtual Meeting Protocol/Agenda Order (CAMP)
- 6:36-6:40 IV. Approval of Board Meeting Minutes (**Tab 1**)
1. Draft Board Meeting Minutes 6-10-25
 2. Draft Town Hall Meeting Minutes 7-8-25
- 6:41-6:55 V. Management Report (**Tab 2**)
- Action/Update
1. Welcome Courtney Spalding (New Covenants Administrator) and TaShawn Andrews on Maternity Leave.
 2. Pond/Fountain Repairs/Update.
 3. Third Party Pool Inspection Results.
 4. Update regarding Main Entrance Resident gate.
 5. Survey for Holiday Party Results (Social Committee report).
 6. Status of Safety Bollard damage on Mary Bowie Pkwy.
 7. Successful National Night Out 8-5-25 and Oak Creek Day 7-12-25.
 8. Draft 2026 Budget Gameplan.
 9. Internal CRM (Monday.com) used by Management Office.
 10. Newsletter Summary 8-7-25 provided by CAMP.
- 6:56-6:59 VI. Covenants Report (**Tab 3**)
- 7:00-7:10 VII. Consent Agenda: (**Tab 4**)
1. Elections Committee – Annual Meeting Notice Call for Candidates Mailout
 2. Committee Volunteer Forms
 3. CD maturity on 7-31-25

- 7:11-7:31 VIII. Committee Reports and Meeting Minutes (**Tab 5**)
- 7:32-7:37 IX. Old Business (**Tab 6**)
1. Landscaping RFP status update
 2. District Council Preliminary Notice of Conditional Zoning Approval (Land Swap)
- 7:38-7:53 X. New Business (**Tab 7**)
1. Bolin Terrace Gate Proposals
 2. Procurement Committee Charter
 3. Committee Volunteer Form (Access Control)
 4. Proposals for Sand Filter for Pool
 5. 2024 Draft Audit
 6. Tot Lots Inspection Report by Playground Patrol 8-6-25
- 7:54-8:14 XI. Resident Forum (20mins)
- 8:15 pm XII. Adjourn
Next **Board** Meeting: 9-9-25
- 8:16 pm I. Executive/Closed Session – **Board Only (Tab 8)**
- Action/Update - Architectural Application (Acct# **R0297272L0251742**)
- Fence repair request (Acct# **R0580195L0424107**)

Board Meeting Follow Ups: (Being updated via Monday.com)

Item	Board meeting date	Notes	Disposition
Determine whether any additional action is needed regarding the Procurement Committee	July 8, 2025		
Provide copies of the district council's orders approving the 28-unit development to the community.	July 8, 2025		
Follow up with legal counsel regarding amending bylaws for flexible committee membership.	July 8, 2025		
Review the list of outstanding follow-up items and prioritize which ones to address in the remaining year.	July 8, 2025		
Developer to provide the community with submitted CDP plans	June 10, 2025		Completed
Provide information to the community about the requirements for selling homes, including the approved signage.	June 10, 2025		
Invite another pool vendor to inspect the system and provide a second opinion on the issues reported.	June 10, 2025	Completed	
Finalize landscaping RFP and remove outdated language.	June 10, 2025	Completed	
Schedule Budget & Finance Committee work session (June 16–20)	June 10, 2025	Completed	Meeting subsequently scheduled
Review the proposal from McFall & Berry for swale/drainage work and address discrepancies.	June 10, 2025	Completed	July 8, 2025
Determine the need to potentially tap into the operating reserves to refund the	May 27, 2025		Information provided to the Board

replacement reserves, and communicate the plan to Morgan Stanley.			
Provide information to the Board by the end of the week regarding staffing the HOA assistant manager position.	May 27, 2025		Completed
Incorporate feedback and revisions to the landscaping RFP before sending it out.	May 27, 2025		Completed
Provide a report to the Board on the status of the landscaping contract oversight and evaluation process.	May 27, 2025		
Explore creating an ad-hoc procurement committee to help standardize the RFP and contracting processes.	May 27, 2025	To be considered at the next Board meeting	Scheduled and approved at June Board meeting
Fountain Repairs	May 27, 2025	Obtain additional information about proposals and handle them via the consent agenda or schedule for the next Board meeting	
Provide updated information from the Social Committee on options for the holiday party, including a community survey.	May 27, 2025		
Inform Mr. Hart (Morgan Stanley) that the "bus fund" has been renamed the "Special Projects fund".	May 27, 2025		
Follow up with the accountant/CPA to get the status of the FY 2024 audited information.	May 27, 2025		

Summer hours for day porter services should be included in the general contract for day porter services.	May 27, 2025		
Item	Board meeting date	Notes	Disposition
Mr. Hatcher is to share traffic-related questions with the transportation engineer in advance of the next meeting, and information regarding how other large developments nearby might impact traffic studies related to this project.	May 13, 2025		
Further discussions and selection of recommendations/reallocations for the FY2025 Budget.	May 13, 2025	CAMP, Budget & Finance Committee and Board of Directors.	
The Board unanimously approved a motion to hold an additional board meeting on May 27, 2025, to continue addressing unresolved financial matters and to outline the next steps.	May 13, 2025		Board meeting scheduled for May 27, 2025
January – March meeting minutes	April 8, 2025	Schedule for next Board meeting	
Resident gate signage	April 8, 2025	Tabled until after the May Town Hall financial presentation	
Gather more information on the cost and necessity of the safety bollard at the clubhouse entrance.	April 8, 2025	Tabled until after the May Town Hall financial presentation	
Recording of virtual board meetings.	April 8, 2025	Need to decide whether to pursue and include in 2026 budget	

III. Draft Meeting Minutes June 10, 2025, and July 8, 2025

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: DRAFT Meeting Minutes for Review/Approval

A. Approval of Meeting Minutes

Summary: Meeting minutes currently outstanding are the following:

- Draft Open Board Meeting minutes 6-10-25 **(See enclosures of Accepted changes followed by Redline changes)**
- Draft Town Hall Meeting minutes 7-8-25 **(See enclosures of Accepted changes followed by Redline changes)**

Action Needed: The board is to review the outstanding draft meeting minutes and provide feedback for any final revisions as/if deemed necessary to Management or the Board Secretary (Suzann King). Upon confirmation of final drafts, the Board will vote on their **approval at the August 14, 2025 board meeting** or a subsequent meeting as needed.

**Oak Creek Club Homeowners Association
Board of Directors Meeting
Tuesday, June 10, 2025 @ 6:30 P.M. Virtual**

Board Members Present:

Jessica Hill - President
Kip Banks - Vice President
Suzann King - Secretary
Dwight Ward - Treasurer
Dr. Lenora Gant - Board Member (Departed Meeting at 8:00 PM)

Board Members Absent:

All Board Members Present

Others Present:

Femi Aje - General Manager (CAMP)
TaShawn Andrews - Covenants Administrator (CAMP)
Members at large

Call to Order:

Kip Banks called the meeting to order at 6:30 P.M.

Explanation of Virtual Meeting Protocol:

Femi Aje explained the meeting protocol and gave an overview of the agenda. He noted that the Land Swap Agenda item would be taken after a review of the minutes.

Approval of the April 8, 2025 Board Meeting Minutes, May 13, 2025 Town Hall Meeting Minutes, and May 27, 2025 Board Meeting Minutes:

Suzann King moved to approve the revised April 8, 2025 Board Meeting Minutes; May 13, 2025, Town Hall Meeting Minutes; and the May 27, 2025, Board Meeting Minutes with minor corrections related to spelling and budget references. Dr. Lenora Gant seconded the motion, which passed unanimously.

Land Swap Update

Chris Hatcher presented an update, confirming the development plan remains at 28 units. Key updates included the following:

- The Zoning Hearing Examiner issued an opinion recommending approval of the amendments to the Basic Plan. It was noted that since these were amendments to the original plan it contained 49 conditions pertained to the previous plan and only the last condition/#50 was new and applied to the development of the 28 units.
- He will bring the CDP submission materials and transportation engineer to the next town hall to address the CDP and answer transportation questions.
- Mr. Hatcher commitment to bring a copy of the CDP plans to the HOA Management Office. The Board supported a suggestion to develop a one-page summary for community education.

Management Report:

Femi Aje provided the community with the Management Report. This report provided updates on various management tasks, including:

- 2024 tax filings (completed).
- Pool furniture delivery (in storage, recommendation to make available).
- Pond fountain project (pending subcontractor licensing confirmation).
- Landscaping RFP (timeline adjusted due to revised vendor recommendations; summary to be circulated).
- Paramus Court trees and McFall and Berry's recommendation, which will be discussed later on the agenda.
- Bleak Hill Place Streetlight installation, which will be discussed later in the agenda.

Committee Reports and Meeting Minutes

Access Committee:

Mr. Julian Brown, Chair of the Access Committee, presented six items for the Board's consideration. A question arose regarding the format of the recommendations and location of supporting documentation. Suzann King moved to approve the following two items: to rescind previously approved DMV Gates quotes, and the submission of a Cellgate guidance announcement to the community. The motion was seconded by Kip Banks and passed unanimously.

Jessica Hill moved to approve the changing of the gate names within the Cellgate app for more clarity. The motion was seconded by Dwight Ward, with Jessica Hill, Kip Banks, and Lenora Grant voting in favor of the motion. Suzann King abstained.

Social Committee

Leticia Ballard, Chair of the Social Committee, reported on a successful event held on Father's Day. In addition, she encouraged the Board and community to attend the upcoming Oak Creek Day, that has a theme of "Grillin' and Chillin' Caribbean Style". A discussion ensued about the 2025 Holiday Party, whether the date could be moved to 2026 in order to be able to not lose the current deposit, and the suggestion that the committee examine the prospect of soliciting sponsors (including having sponsorship levels) for the event.

Facilities Committee

Shani Haden of the Facilities Committee noted that the proper temperatures have not yet been achieved to repair the tennis court, but they hope to begin work soon.

Old Business:

Adoption of HOA Mission and Vision Statements:

Dr. Lenora Gant moved to approve the HOA Mission Statement:

Our mission is to provide a safe, well-maintained, and engaged neighborhood that fosters a spirit of togetherness while upholding a standard of excellence in every aspect of community living. Through responsible governance, transparent communication, and proactive stewardship, we strive to maintain beautiful surroundings, exceptional amenities, and a welcoming environment where all residents can take pride in their homes and connections with one another. Our goal is to create a thriving, unified community where neighbors support one another, enjoy meaningful experiences, and collectively enhance the Oak Creek lifestyle.

Dwight Ward seconded the motion, which passed unanimously.

Dwight Ward moved to approve the HOA Vision Statement:

At Oak Creek HOA, we are committed to being the premier gated golf community in Prince George's County, Maryland, where upscale living and community thrive together.

Dr. Lenora Gant seconded the motion, which passed unanimously.

Approval of KPIs

Suzann King moved to approve the top three KPIs: Financial Health and Budgeting, Operational Efficiency, and Infrastructure Maintenance. Jessica seconded the motion, which passed unanimously.

Approval of Lake Source LLC Fountain Repairs:

Jessica Hill moved to approved moved to approve estimate #1089576 from Lake Source LLC, in the total amount of \$3,300 to be expensed from Lakes, Ponds, Water Features, and to revise the estimate to include their warranty, terms and conditions. Dwight Ward seconded the motion, which passed unanimously.

Revised Landscaping RFP:

Dwight Ward moved to approve the Revised Landscaping RFP with removal of the "English-speaking" requirement, the updated timeline, and the updated contact email information on the RFP. Dr. Lenora Gant seconded the motion, which passed unanimously.

New Business:

Budget and Finance Committee Work Session Date:

The Budget and Finance Committee is working on scheduling a Budget & Finance Committee Work Session between June 16–20, 2025. It was noted that this meeting must be open to the community to attend.

Approval of the Procurement Committee:

The Board reviewed a resolution to create a procurement committee and the comments received on the document from legal counsel. Based on discussion during the Board meeting, Suzann King suggested that additional change be made to the document in Article IV, Section C, such that the language would read:

Recommend a process for the Board to solicit Management Company proposals to provide management services for the Association; and

Jessica Hill moved to approve the Procurement Committee Charter Resolution with the edits provided by legal counsel and the edits from Suzann King mentioned in Article IV, Section C. Suzann King seconded the motion. The motion passed with Jessica Hill, Kip Banks, and Suzann King voting in favor of the motion and Dwight Ward and Dr. Lenora Gant voting to oppose the motion.

Committee Appointments:

Dr. Lenora Gant moved to approve the appointment of Timothy Stewart Phillips to the Grounds Committee and Clifton Toulson to the Covenants Committee. Dwight Ward seconded the motion, which passed by a unanimous vote.

Reintroduction of Drainage/ Swale Improvements on Mary Bowie Parkway (Pine Valley):

A new proposal was provided by McFall and Berry at a reduced price of \$12,956, after a contractor failed to commence previously-approved swale and drainage repairs needed on Mary Bowie Parkway near

Lonsdale Court. A Board discussion revealed discrepancies in sod quantities and debris fees. Dwight Ward moved to approve the proposal, which was seconded by Kip Banks. The motion did not pass given that Dwight Ward and Kip Banks voted to approve the motion and Jessica Hill and Suzann King voted to oppose the motion. (Dr. Lenora Gant was not present.) Please confirm whether Dr. Gant was present for the vote. The Board requested clarification on prior Board approvals and proposal details before moving forward.

Resident Forum:

Homeowners discussed the following issues:

- Residents voiced appreciation for new volunteers and discussed the importance of community service.
- What time commitment was necessary to serve on committees.
- Residents included the need for clearer communications around infrastructure and committee roles.
- The use of AI for drafting committee minutes and record keeping purposes.
- Additional information concerning the HOA's financial condition. It was noted that the Budget and Finance Committee was looking to schedule an additional meeting to consider the options.
- A resident expressed concern about vendors being asked for sponsorship for the Christmas party, suggesting it undermines the value of their services. It was noted that vendors were asked to sponsor the HOA's National Night Out.

Mr. Ward asked that the community be reminded about the parameters for having for sale signs in the community.

Executive Session:

The Board of Directors voted unanimously to enter Executive Session at 8:25 P.M. by a motion duly made and seconded.

Open Session:

The Board returned to Open Session at 8:54 P.M.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 8:55 P.M.

**Oak Creek Club Homeowners Association Board
of Directors Town Hall
Tuesday, July 8, 2025 @ 6:30 P.M. Virtual**

Board Members Present:

Kip Banks - Vice President
Suzann King - Secretary
Dwight Ward - Treasurer
Dr. Lenora Gant - Board Member

Board Members Absent:

Jessica Hill - President

Others Present:

Femi Aje - General Manager (CAMP)
TaShawn Andrews – Assistant General Manager (CAMP)
Officer Battle – Prince George’s County Police
Chris Hatcher – Developer’s Counsel
Sally Stewart – Land Planner
Mike Lenhart – Traffic Consultant
Members at Large

Call to Order:

Kip Banks called the meeting to order at 6:30 P.M.

Explanation of Virtual Meeting Protocol:

Tashawn Andrews explained the meeting protocol and gave an overview of the agenda.

Committee Member Openings:

Tashawn Andrews discussed vacancies in different committees, including Budget and Finance, Communications, Community Access, Facilities, Grounds, and the Social Committee. It was also noted that the Board recently approved a procurement committee. The management team noted that the Board may have to adopt a charter, in addition to the resolution.

PG County Crime Report- Office Tyrik Battle:

Officer Battle presented the crime statistics from May 1 to July 7, as well as the following information:

- Noted there is an increase in package thefts, vehicle thefts, and car jackings in the County
- Encouraged everyone to lock their vehicles and not leaving them running, as well as to wear reflective gear if walking or cycling at night
- The need to report all incidents to ensure proper investigation

Land Swap Update:

Chris Hatcher and Sally Stewart presented updates, including:

- The County Council sitting as the District Council (District Council) approved the Developer's Amendments to the Basic Plan for Oak Creek, which would allow them to build 28 homes. Although they did not have a copy of the District Council’s final Order, the draft included a footnote that the development would be limited

to 28 homes.

- The District Council's order should be sent to the community. It was later clarified that those community members who registered as persons of record would receive a copy of the Order in the mail. Mr. Hatcher offered to share the order with the HOA's legal counsel and management team upon receipt.
- Discussion of next steps in the development's process, which would include a Comprehensive Design Plan (CDP), Specific Design Plan (SDP) and Preliminary Plan of Subdivision (PP).
- A review of the draft CDP, which had been provided to the Management Office for the community's review.
- During the CDP process, the general developmental concept is reviewed but their plan details more than what is required. Their CDP outlines roads, vehicular access, stormwater management, and pedestrian access.
- Noting that there would not be a wet pond and water would not be present for more than 24 hours, more details would be provided about the stormwater management technique.
- The PP will show the number and size of lots.

In addition, Mike Lenhart reviewed findings from a traffic study conducted on May 7, 2025, during which certain areas and intersections were analyzed during weekday morning and afternoon peak hours. During his presentation, he noted that:

- Prior to the Basic Plan amendment process, part of the land swap area was zoned for commercial use. Residential development generates less traffic than commercial zoning.
- The developer is obligated to conduct the traffic study using specific methodologies that are outlined in law/code and that law/code traffic review guidelines determine what is considered "adequate" for traffic purposes.
- The guidelines have a standard of no more than 85% of capacity and this traffic study showed less than 25% capacity.

Community members expressed concerns about:

- Weekend traffic and athletic event congestion
- Parking, particularly along Bamberg Way

Ms. Stewart noted that they are looking at parking on Bamberg Way and what options may exist before they get to the SDP submission.

Mr. Lenhart confirmed additional feedback would be reviewed.

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New Business:

Matured Investment- CD Matured on 6-30-2025. US Treasury Bill #91282CHL8 (Special Projects Fund):

Dr. Lenora Gant moved to approve the reinvestment of the matured Morgan Stanley CD, on 6/3/25 in the amount of \$120,000, in accordance with the Association's investment ladder. Suzann King seconded the motion. The motion passed with Kip Banks, Suzann King, and Dr. Lenora Gant voting in favor and Dwight Ward opposed.

Deer Run Estates Entrance Tree Removal/Installation McFall & Berry Proposal:

Dr. Lenora Gant moved to approve proposal number #18174, from McFall and Berry Landscape Management, Inc., in the amount of \$3,380 for the installation of Nellie Stevens Hollies at the entrance of Deer Run Estate on both sides, following the tree removal as outlined in the proposal. Dwight Ward seconded the motion, which carried with Kip Banks, Dwight Ward and Dr. Lenora Gant voting in favor, and Suzann King opposed.

Old Business:

Drainage/ Swale Improvements on Mary Bowie Parkway (Pine Valley):

As a follow up to the previous Board meeting, the management team provided additional information to the Board that clarified the proposal for McFall & Berry. Dwight Ward moved to approve McFall & Berry's

Landscaping invoice for \$14,301.40, for the swale repair on Mary Bowie Parkway near Lonsdale Court to be expended from Landscaping (general). Dr. Lenora Gant seconded the motion, which passed unanimously.

Resident Forum:

- Homeowners discussed the following items:
- Potential parking impacts of the new development
 - Stormwater effects on adjacent lots
 - Request for clearer communication and transparency from developers
 - An issue that occurred with this meeting's registration link, which stated that the HOA website indicates it might be unsafe. It was noted that the website maintenance company was aware of and examining this issue.
 - A follow up to a request made at the last Board meeting about AI companion and its possible use during committee meetings. A discussion ensued about the new tracking system implemented for Board items, limited resources including time, and how prioritization of all of those outstanding items needed to occur before committing to address any one particular issue.
 - The need to amend bylaws to allow residents to serve on more than one committee to improve volunteer capacity. After noting the 66 and 2/3 vote to amend the bylaws, Suzann King suggested that there may be other ways, such as amending the membership provisions of committee charters, to address issues related to committees being able to make quorum. It was also noted that there are ways to remove non-active members from committees.
 - The community was encouraged to attend Oak Creek Day.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 8:15 P.M.

Board Meeting Follow-Ups

Item	Board meeting date	Notes	Disposition
Determine whether any additional action is needed regarding the Procurement Committee	July 8, 2025		
Provide copies of the district council's orders approving the 28-unit development to the community.	July 8, 2025		
Follow up with legal counsel regarding amending bylaws for flexible committee membership.	July 8, 2025		
Review the list of outstanding follow-up items and prioritize	July 8, 2025		

IV. Management Report

Actions/Updates

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: Management Report

-
- B. **Management Report:** Please see some items addressed and worked on by the **management team of Oak Creek Club HOA**

UPDATE 8-1-25 – Management sent the following correspondence to the community:

1) **“Important Community Updates – August 2025**

Dear Oak Creek Club Homeowners,

We hope this message finds you well! Please take a moment to review the following important community updates:

Welcome Our New Covenants Administrator

We are pleased to welcome **Courtney Spaulding** as our new Covenants Administrator! You may see her out in the field conducting inspections or engaging with homeowners. Please take a moment to introduce yourself and welcome her to the Oak Creek Club family!

Maternity Leave Announcement

Please be advised that **TaShawn Andrews, Onsite Assistant General Manager**, will be going on maternity leave starting **August 8, 2025**. We wish her a safe and joyful time with her growing family. For assistance in her absence, please contact the management office at **301-390-1721** or email

admin@oakcreekclub.com.

Annual Property Inspections Resume

The **Annual Community Inspections** will resume in August. These inspections are part of our commitment to maintaining the beauty and value of the Oak Creek Club community. Please ensure your property is in compliance with community standards. Notices will be sent out as needed. Your cooperation is greatly appreciated!

Next Board of Directors Meeting

Our next **Board of Directors Meeting** is scheduled for **Thursday, August 14, 2025, at 6:30 PM via Zoom**. All residents are encouraged to attend and stay informed about community matters.

Gate Access & Safety

The community gates are a key part of our security. Please continue to report any malfunctions or suspicious activity. We appreciate your patience as we work with our gate access control vendor on system updates for the **Bolin Terrace Exit** and the **Deer Run Estates Pedestrian gate**.

Call for Candidates – Board of Directors Election

The Oak Creek Club **Annual Elections** are right around the corner. We are currently seeking candidates for the upcoming election to the Board of Directors. If you are interested in making a difference in your community, we encourage you to submit a **Candidate Interest Form**. Forms will be mailed out next week and available on the HOA Website starting **Monday, August 4, 2025**.

No Solicitation Policy Reminder

Please be reminded that **Oak Creek Club is a No Solicitation Community**. Soliciting, including door-to-door sales or the distribution of flyers, is strictly prohibited. If you see solicitation activity, please report it to the management team.

Committee Openings – Get Involved!

We invite you to join one of our committees and help shape the future of Oak Creek Club. Current openings include:

- **Budget & Finance Committee** – 2 members needed
- **Grounds Committee** – 1 member needed
- **Communication Committee** – 5 members needed
- **Ad-Hoc Traffic Safety Committee** – 7 members needed
- **Community Access Committee** – 2 members needed
- **Social Committee** – 2 members needed
- **Covenants Committee** – Full

- **Facilities Committee** – 3 members needed
- **Procurement Committee** – 3 members needed
- **Election Committee** – Full

If you're interested in joining a committee, please contact the management office to learn more.

As always, thank you for helping us keep Oak Creek Club a beautiful and safe place to live. If you have any questions, please don't hesitate to reach out to the management team.

Warm regards,

Oak Creek Club HOA Management

On 7-25-25 – Management sent the following via email to the Board. If applicable, more recent updates are noted below:

- 2) **Fountain** - Management continues to follow up on this matter. As per LakeSource on 7-23-25, they stated the following via email: “All three fountains are installed in the ponds, however, the 25Hp fountain is the only one that is currently turned on. The Scott aerators are turned off until the supply electric is ready. We are waiting to hear back from the electrician. We will continue to keep you updated! The electrician is still waiting for the transformer to come in. He said he'll provide me an update tomorrow.”

UPDATE 8-4-25: Fountains all repaired.

- 3) **Continental Pools 3rd party inspection** - As previously reported by management, we had another pool company provide a third-party pool inspection to reconfirm the current condition of the pool. Below are their comments and attached (3rd and 4th attachment) are their findings:

“Following my inspection, I'm pleased to report that the major pool construction aspects are generally in good condition. This includes the pool plaster, perimeter coping, waterline tile, perimeter caulking, and the pool deck surface. The filtration equipment also appears to be in good working order, though some minor repairs are recommended.

Regarding the earlier algae issue, you experienced this season—while algae problems are typically related to chemical imbalances rather than filtration, I would recommend replacing the sand media in the main pool filter as a preventative measure to improve water clarity and filtration efficiency.

I did observe more notable concerns at the wading pool, specifically with the beach entry/ramp area where cracking and patching of the plaster are evident. Resurfacing that section would be advisable to prevent further deterioration.

Additionally, the deck expansion joint caulking is in poor condition throughout much of the pool deck. We recommend addressing this to prevent water intrusion and further deck damage. Given the amount of caulking that needs replacement, you may want to consider completing it in phases over the next few years to spread out the cost.

Other optional upgrades you may wish to consider include:

- Replacing the wading pool chemical feeder, which is currently oversized and suitable for the pool's needs.
- Adding an automated chemical controller for more consistent water quality and easier management.

If you would like, we can provide a proposal that includes all the observed items or just those that are most immediate, based on your priorities and budget. Please let me know how you'd like to proceed, and we'll prepare an itemized estimate accordingly.

Thanks again, and I look forward to hearing from you."

"Hi Femi,

Absolutely. Attached you'll find our recommendations from the inspection. Each line item has been categorized by priority to help guide your planning process. The "strongly recommended" items are those we suggest budgeting for the 2026 season or completing this fall if feasible. The "optional" items are equipment upgrades that could improve the pool's long-term operations and efficiency.

To provide some additional clarity, here are a few key highlights:

- **Recharge Pool Filter Media:**
We strongly recommend replacing the sand in the main pool filter to maintain proper filtration and system performance. Since we do not operate the pool daily, we can't determine the urgency, but this work can be completed as soon as needed if water clarity issues persist.
- **Resurface Beach Entry Area at Wading Pool:**
The surface of the beach entry is in poor condition with visible plaster cracking and prior patch repairs. We recommend removing the existing plaster and installing a non-skid tile finish. This will resolve both safety and appearance concerns and provide a far more durable and long-lasting finish. Plaster on beach entries often deteriorates prematurely due to constant weather exposure during the season and off-season.
- **Deck Caulking Repairs:**
Replacing the deck expansion joint caulking is a preventative maintenance measure to seal deteriorated joints and prevent further damage to the deck and surrounding areas. Given the large scope of this work, you may wish to consider completing it in phases over the next few years to manage costs.

I hope this summary helps the Board prioritize and plan accordingly for repairs. Please don't hesitate to reach out if you have any questions or would like additional clarification on any items."

- 4) **Update to the main gate (resident side)** - Initially, the gate arm was positioned unusually low and appeared to be unstable. DMV Gates attempted to repair it by welding the arm back together; however, the fix only held for about two days before the gate became nonfunctional again, resulting in blocked access at that entry point. After discussing the issue with both the Access Control Committee and DMV Gates, we addressed several ongoing concerns regarding their service. As a result of those conversations, DMV Gates offered to consider price matching and agreed to repair the main gate arm at no cost. They provided the following information yesterday 7-24-25:

“As one of our valued clients, we are pleased to confirm that we will install a new LiftMaster Techna barrier arm operator at the Main Gate Resident Lane free of charge. Our team is available to complete the installation as soon as tomorrow. The new Techna operator was just recently launched by Liftmaster, and it is an excellent fit for Oak Creek in our opinion, as it is specifically designed for high-volume communities and commercial use. It features a quiet, brushless 24V DC motor with soft start/stop functionality, integrated battery backup, and a corrosion-resistant aluminum frame. The unit is UL-listed and also supports LED arm options to enhance visibility and safety. Regarding price matching, we are absolutely open to it. Once we receive the competing quote, we will carefully review it and do our best to match the pricing.”

Below is a picture management took this morning of the installation being made.



UPDATE 8-4-25: Main Entrance Resident Gate is repaired and functioning normally.

- 5) **Survey for Holiday Party Results (Social Committee Report)** – On 8-1-25, management sent the following correspondence to the community:

“2025 Oak Creek Club Holiday Party Survey

Dear Oak Creek Club Homeowners,

The Social Committee is currently exploring the possibility of hosting a 2025 Oak Creek Club Holiday Party — and we’d love to hear from you!

Please take a moment to complete the short survey below to let us know if you’re interested in attending a holiday celebration this year.

👉 [\[Click here to take the survey\]](#)

Your input is valuable, and we appreciate your help in shaping the community experience here at Oak Creek Club.

Thank you in advance for participating,

Oak Creek Club HOA Management & Social Committee”

- 6) **Damage of main Clubhouse Gate** – This gate and the safety bollards have been recently damaged. Someone hit the safety bollards on Saturday 7-19-25 and caused major damage to the pavement. Also, earlier today after 12:30pm, someone hit the gate arm and damaged that as well. We have been in communication with Dunbar to try to obtain footage and to get any information we can, but they are having some difficulty, and they responded as follows:

“At this time, the clubhouse cameras are still down due to the trees obstructing the view. I understand the tree trimming was scheduled previously, but unfortunately, it has not yet been completed. As a result, the Access Team currently has no visual coverage of the clubhouse entrance, exit gates, or the safety bollard in question. Regarding the recent incident involving the safety bollard post, we do not have any video footage or additional information for the same reason.” However, we did get an incident report from Dunbar regarding the vehicle that hit the safety bollard on Saturday. It included limited information about the vehicle unfortunately but enough information for us to start our investigation into the homeowner at fault. We have their address and phone number but no other information for them. We will continue efforts to contact them, but we are unable to leave a voicemail for them.





UPDATE 8-11-25:

After further research management contacted GEICO and obtained an insurance claim# for this reported incident. GEICO is scheduled to send a claims adjuster to the community to see the resulting damage. An estimate has already been provided to GEICO for the repairs needed. GEICO has requested the following:

“Please provide GEICO with colored photos, proof of payment and an estimate/bill of the damages to review in order to issue payment and resolve your property damage claim.”

- 7) **Successful National Night Out (August 5, 2025) and Oak Creek Day (July 12, 2025)** – Thank you to everyone who attended. Both events enjoyed an excellent turnout and strong community participation.
- 8) **Draft 2026 Budget Gameplan** - The anticipated CAMP Timeline is as follows:
 - **Week of August 4** – Management anticipates receiving the July 2025 financials, which will serve as the starting point for the Draft 2026 Budget.
 - **Week of August 11** – Management will continue and finalize outreach to vendors and committee chairs, gathering any remaining information as needed.
 - **Week of August 18** – Management will continue entering information as it is received and will seek any final feedback required for the draft. If ready, Management will distribute the draft via email this week.
 - **Week of August 25** – If the draft was not distributed previously, Management will provide the working draft to the B&F Committee members for review and feedback.

- 9) **Internal CRM (Monday.com) used by Management Office** – To improve processes and strengthen homeowner relationship management, Management has implemented Monday.com as an internal workflow platform. This tool directly supports the Board’s top three KPIs: **Financial Health & Budgeting, Infrastructure & Maintenance, and Operational Efficiency.**

Enclosed is a 30–45-day performance summary. Management is finalizing SOPs for Monday.com to further centralize workflow and enhance internal controls.

- 10) **Newsletter Summary 8-7-25 provided by CAMP** - Enclosed is a summary of newsletter publication services provided by the same vendor utilized by other CAMP-managed communities, including Belmont, Lansdowne, and Rivercreek. Also **enclosed is a memorandum from CAMP Leadership for your review.**

Dashboard and reporting

All Tasks

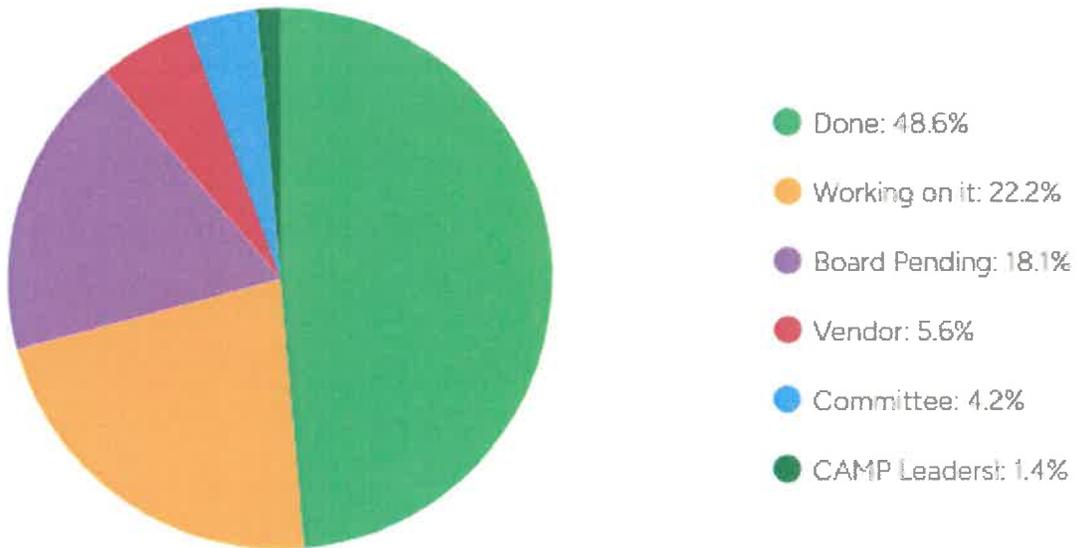
94

In progress

16

Stuck

Tasks by status



Tasks I

60

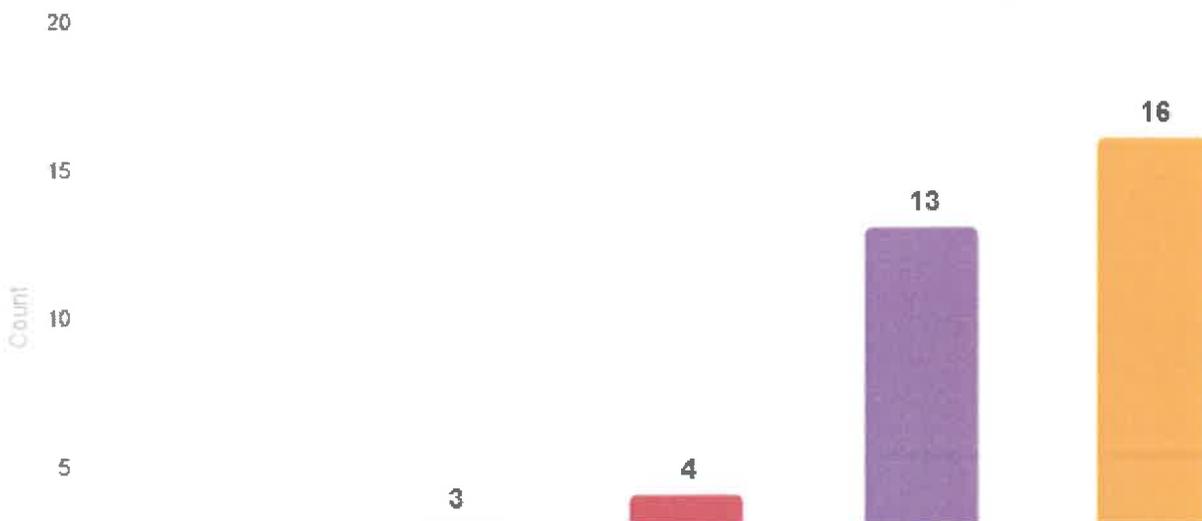
40

Count

20

0

Overdue tasks



Tasks I

1.25

1

Count

0.75

0.5

0.25

MEMORANDUM

TO: Board of Directors

FROM: Heather Graham, CMCA, PCAM
President/Principal

RE: Newsletter

DATE: August 7, 2025

As discussed and for your consideration, provided below is a summary regarding a newsletter publication from Imagery Printing, the firm that provides a newsletter for other CAMP communities.

For context, we initially prompted the inquiry by asking about digital, quarterly publications and asked if the newsletter would be self-supporting through advertisements or if there would be an additional charge for the services.

Overall, you will see Imagery is interested, they are flexible as to how the publication is provided, there would be a fee of \$2,000 per issue. There are some additional questions posed below that we would need to address before we could move forward. If this is something of interest, please let us know and we will continue to pursue this accordingly.

From Imagery Publications:

We are excited about this project, and think a quarterly frequency is a great place to start but are flexible..

Regarding your questions, we can work in a variety of ways. When it comes to a digital newsletter, the ads sell for considerably less, so in that model, our ad sales will not be able to fully cover the costs of the newsletter to the community. For the digital, depending on the options selected, the cost to the community would be about \$2,000 per issue. Most of our publications run 16 - 36 pages.

Below is a summary to help with your internal report, along with a few key questions so we can tailor a proposal that fits the community's goals. Once we have answers to the questions below, we'll put together a brief proposal deck for you to share with the Board, outlining services, timeline, ad strategy, and expectations. We can have that prepared and sent over to you tomorrow.

Project Overview

- **Community:** Oak Creek Club HOA
- **Address:** 14505 Mary Bowie Parkway, Upper Marlboro, MD 20774
- **Format:** Digital newsletter (PDF/Email or Interactive Online Newsletter)
- **Audience:** Approximately 1,174 households? (How many email addresses?) (CAMP – To be confirmed)
- **Delivery Frequency:** Quarterly

We would create a clear production schedule with deadlines for each issue, and request that your team designate one primary point of contact for ongoing coordination. We'll handle layout, design, advertising, and content integration, ensuring the final product looks professional and reflects the prestige of the Oak Creek community.

Cost & Advertising Model

Depending on the options selected and the delivery format, the cost of each newsletter would be approximately \$2,000. We would then sell advertising space in the newsletter to supplement costs. We would handle all aspects of advertising outreach and coordination, so there's no burden on your staff.

Content Contributions

Yes, we would definitely look to include regular content from both the General Manager and Board President, as well as any staff or resident submissions you'd like featured (events, milestones, committees, photos, etc.). And we are happy to create content including articles on gardening, seasonal home prep, travel, real estate stats and even create customized puzzles.

A Few Questions Before We Proceed:

To ensure we present to you with the most accurate information for the proposal, could you please help us clarify the following:

1. *How many pages would you like each issue to be (approximately)*
 - *Please note, we would uphold a 33% ad-to-content ratio, just as we do with Lansdowne, Belmont and others.*
2. *Would you prefer we:*
 - *Send a completed PDF back to your team for distribution?*
 - *Or manage the delivery ourselves (allowing us to embed clickable links and provide analytics reports such as open and click rates)?*
 - *When would you ideally like the first issue to go out?*
 - *Will management and/or residents be able to supply substantial content for each issue (e.g., board updates, articles, event recaps)?*

Thanks again for considering us for this project. We're confident this could be a valuable and engaging communication tool for Oak Creek residents.

V. Covenants Report (July/August 2025)

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mrs. Courtney Spalding, Covenants Administrator Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: Covenants Report (CAMP)

C. Covenants Report

Summary: Please see the following Covenants Report submitted by Mrs. Courtney Spalding of CAMP.

- July/August 2025 **(PENDING)**

Action Needed: There is no action needed at this time. Mrs. Courtney Spalding is being trained and has completed some community inspections with the aid of other CAMP employees during Mrs. TaShawn Andrews maternity leave. A report is forthcoming soon.

VI. Consent Agenda Items

Elections Committee – Annual Meeting Notice Call for Candidates Mailout:

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: Ratification of the vote made on Tuesday, July 22, 2025, by the Board of Directors to approve the documents for the 2025 HOA Board of Directors election and a Gantt chart outlining the milestones for the election.

Suggested Motion: “I move to ratify the Board’s July 22, 2025, vote to approve mailing the 2025 election documents with edits, authorize the committee to proceed, and consider starting voting after the candidate forum.”

Summary: On Friday, July 18, 2025, Management emailed the Board the following communication from the Elections Committee:

“Good afternoon everyone,

Attached are the documents prepared for the 2025 Board Elections process, as provided by the Elections Committee yesterday afternoon. The Committee has requested that the Board review and approve these materials prior to them being sent to the printer.

The documents have been drafted based on the timelines and assumptions used during the 2024 election cycle. Management will contact Sundry Printing on Monday to confirm their ability to meet the proposed deadlines.

Please see the message below from the Elections Committee for additional context and please reply back to management no later than July 22nd.

‘Board Members:

Enclosed, for your review and approval, are the documents for the 2025 HOA Board of Directors election and a Gantt chart outlining the milestones for the election. We are asking for your approval of these documents on or before Tuesday, July 22nd so they may be sent to the printers. As you will see from the information below, the Committee has outlined how the documents were improved from last year.

Documents enclosed for BOARD APPROVAL:

- Annual Meeting Notice 2025.
 - This document is relatively unchanged compared to 2024. All dates reflect 2025 timing.
- Candidate Form.
 - This form contains the same questions that were provided in 2024. The only notable change is stricter adherence to the request that Candidates respond to the questions provided and that they limit their response to two pages (both included in 2024). The committee received feedback from residents that it was difficult to compare the different candidates because some had answered the questions and others had not. Further, we received feedback from Candidates who were concerned that those who did not follow the format may have an unfair advantage. As such, we strongly recommend the additional language.
- Nominating Petition.
 - The only change is reflecting 2025 timing.
- Board and Board Member “Job Description”.
 - This is an addition to the Annual Meeting Announcement packet. We have heard from residents, and have observed from the Candidate Forum, that there is an opportunity to provide Candidates with a transparent overview of the responsibilities and expectations of a Board Member. This document will be included in the mailing to ensure that anyone who is interested in running for the board truly understands the activities associated with being an active board member.

Working Timeline:

- Approval by HOA Board by July 22
- Provide materials to Sundry by July 23
- Sundry to provide proofs for Elections Committee/CAMP to review by July 28
- Mail no later than July 31
- Mailing received by homeowners no later than August 5

A Gantt chart with timing for the full 2025 Election is attached. These dates were provided to the committee by CAMP in early 2025.

We look forward to your expedient response. Thank you.

Pamela Rachal
Elections Committee Chairperson””

On 7-19-25, Jessica Hill responded as follows:

“Hi All,

Thanks for sharing the information Femi. I have a couple of minor comments and I added them to each document respectively. I recommend considering the voting should start after the resident forum and the open voting time should be reduced to provide more efficiency and in the spirit of continuous improvement. If this recommendation is accepted, the timeline should be revised, the letter to the community would be updated and the committee can confirm other adjustments as deemed necessary.

Lastly, the company is Sundra Printing, just to ensure you are aware of the vendor. Great job to the Elections Committee members!

Hope this helps!

Respectfully,

Jessica”

On 7-22-25, Suzann King responded as follows:

“Good afternoon Jessica.

Thank you for catching the couple of typos and the suggestion about having voting start after the candidate forum. I think it is important for the Board to approve the corrections of the typos and allow the committee to do the work and consider the suggestion of having the voting start after the candidate forum. The documents could be amended to indicate that the candidate forum date will be forthcoming. **I vote in favor of this approach and strongly encourage my colleagues to do the same today so the documents can be sent to the printers.** Thank you.

Sincerely,

Suzann”

On 7-22-25, Jessica Hill responded as follows:

“Thanks All.

Based on the email responses, we have unanimous approval for the documents to be sent to the printer tomorrow as requested with the suggested edits.

Have a great night!

Respectfully,

Jessica”

Tuesday, August 5, 2025

Dear Oak Creek Club Homeowners:

The 2025 Annual Meeting for the Oak Creek Club Homeowner's Association will be held on Tuesday, October 14, 2025, at 6:30 p.m. The primary purpose of the meeting is to elect two (2) resident members to the Board of Directors, who will serve a two (2) year term. The Oak Creek Club Homeowner's Association is governed by a five (5) member Board of Directors, elected by Oak Creek residents.

Candidates for Board positions must be members in good standing. No homeowner may vote at any meeting of the Association or be elected to serve on the Board of Directors if payment of any financial obligation due to the Association is delinquent for more than sixty (60) days.

In order for Candidates to have a thorough understanding of the requirements and expectations of a board member, a summary of the Board's and Board Member's roles and responsibilities, though not exhaustive, is attached.

All Candidate Forms and supporting Nominating Petitions must be submitted by 5:00 p.m. on Monday, August 25, 2025, to the Management Office in the Swim & Tennis Club at 14505 Mary Bowie Parkway, Upper Marlboro, MD 20774 or email manager@oakcreekclub.com.

No later than Friday, **September 12, 2025**, a formal Annual Meeting Package will be mailed to each owner of record and include an Annual Meeting Notice, Agenda, and the list of Candidates with their completed Candidate Forms. In addition, each owner of record - who has a valid email address on their account - will be emailed information from our electronic Vote HOA Now application. (Please check your spam email as well for this notification.)

A Candidates Forum will be held virtually in advance of the opening of the election voting period. It is anticipated that each Candidate will have the opportunity to introduce themselves and briefly summarize their reasons for wanting to serve on the Board. Details on the date and format for the Forum will be communicated to Candidates and Residents shortly.

If you have any questions, don't hesitate to contact the management staff at 301-390-1721.

Sincerely,

Oak Creek Club Homeowner's Association

**Oak Creek Club HOA
Candidate Form – 2025 Board Election**

- 4) *Have you served as a volunteer on an HOA committee or on the Board? If so, which committee and when?*
- 5) *What do you see as the most pressing concerns for the Oak Creek Community? What are some of your ideas for addressing these issues?*
- 6) *Feel free to share any additional information.*

In the event the pages are separated, please add your name here:

**Oak Creek Club HOA
Nominating Petition - 2025 Board Election**

Please return this form, along with the completed **Candidate Form**, no later than 5:00 p.m. on Monday, August 25, 2025, to the Management Office in the Swim & Tennis Club at 14505 Mary Bowie Parkway, Upper Marlboro, MD 20774, or via email: manager@oakcreekclub.com.

This form can be downloaded from the oakcreekclubhoa.com website.

I hereby volunteer to be a candidate for election to the Oak Creek Club HOA Board of Directors.

PRINT NAME: _____ DATE: _____

ADDRESS: _____

CANDIDATE SIGNATURE: _____

Three additional owners in good standing must also sign this form.

PRINT NAME: _____

ADDRESS: _____

SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____

SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____

SIGNATURE: _____

Job Description for HOA Board Member

As community members consider running for the Oak Creek Club HOA Board of Directors, we thought it would be helpful to have some information about the roles, responsibilities, and expectations for serving as a Board member.

Legal Roles and Responsibilities of a Board Member:

- The Board must comply with the Maryland Homeowners Association Act (<https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=grp§ion=11B-101&enactments=False&archived=False>), various federal and state laws, HOA Bylaws and adopted resolutions, as well as Roberts Rules of Order.
- The HOA Bylaws contains information, among other things, about the role and responsibilities of Board members (<https://www.oakcreekclubhoa.com/wp-content/uploads/2019/06/By-Laws.pdf>). Essentially, the Board is the governing body of the HOA, responsible for the ultimate direction of the management of the HOA's affairs. Board members have a fiduciary responsibility to act in the best interests of the organization. As such, the Board ensures the HOA's financial health, the maintenance of the HOA's common areas and amenities by selecting service providers, and that other matters pertaining to the HOA are addressed (in collaboration with the managing agent).
- The Bylaws also state that the business and affairs of the Association shall be managed by the Board, and the Board may retain a managing agent to assist in managing the HOA.
- The Bylaws also include information about the responsibilities of the Board's Officers (President, Vice President, Secretary, and Treasurer) and the managing agent for the HOA.
- An individual Board member has no individual management authority simply because he/she is a Board member. However, the Board may delegate additional authority to Board members. Officers have the authority delegated to them by the Bylaws or Board action.
- Although an official code of conduct has not been adopted, Board members are expected to strive at all times to serve the best interests of the association as a whole regardless of their personal interests, act within the bounds of their authority, avoid conflicts of interest, and speak with one voice supporting all duly adopted Board decisions even if the Board member was in the minority regarding actions taken.

What Can You Expect After You Take Office:

Note: Board members serve as volunteers without compensation.

- **Orientation:** The management team and legal counsel each present an orientation for new Board members at the beginning of their term.
- **Preparation for Board meetings:** A binder and email of materials are made available to the Board sometime between Wednesday-Friday, the week before the Board meeting. The size of the Board meeting materials can vary from 100-400 pages depending on the length of the agenda. Board members are expected to review the material in advance and come prepared to ask questions and vote on the items during the Board meetings.
- **Board and Town Hall meetings:** The Board generally meets once a month, the second Tuesday, with special meetings scheduled as needed. (The meeting schedule is usually adopted during the November meeting.) Board and Town Hall meetings are scheduled from 6:30 – 8:30 pm but the meeting may end earlier and finish later depending on the agenda items, discussion involved, and whether the Board must meet in closed session.
- **Consent Agenda/Between Board meetings:** The Board will receive emails from the management company if there are items requiring Board members' attention, including items that

need to be voted upon as part of the consent agenda process. Generally, the consent agenda items are time-sensitive repair or legal items that must be voted on between meetings. Such votes must be unanimous for the approved item to proceed. As a result, it is critical that Board members regularly review their emails and respond in a timely fashion.

- **Board Liaison Function:** Each Board member serves as a liaison to at least one committee. The Board member attends the assigned meetings and serves as a resource to the committee.
- **Community events:** Board members are asked to attend the events hosted by the HOA.

Committee Volunteer Forms

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: Ratification of the vote made on Wednesday, July 16, 2025, by the Board of Directors to approve the submitted Committee Volunteer Forms.

Suggested Motion: "I move to ratify the Board's July 22, 2025, vote to approve the Committee Volunteer Forms for Nakia Duncan (Facilities Committee), Richard Huff (Grounds Committee), and Sierra Vallin (Communications Committee), as submitted in their applications."

Summary: On Wednesday, July 16, 2025, Management emailed the Board the following information and Committee Volunteer Forms:

"Good afternoon All,

Attached are the following Committee Volunteer Forms (Request for Appointment) as a consent agenda item for Board review and approval at the next board meeting:

- **Nakia Duncan** – Facilities Committee
- **Richard Huff** – Grounds Committee
- **Sierra Vallin** – Communications Committee

All three individuals have expressed interest in serving their community and supporting the work of their respective committees. Management has reconfirmed that all volunteers are in good standing. Management recommends their appointments and future contributions. Please let me know if you have any questions or require additional information to vote on this matter as a consent agenda item. **Please reply to management with your vote.** Thank you."

On 7-23-25 Management wrote the following:

"Hello All,

Management would like to inform you all that we have emailed all three (3) new committee members and also notified their respective committee members to introduce them, etc. Thank you."

CD Maturity on 7-31-25

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: Ratification of the vote made on Tuesday, July 29, 2025, by the Board of Directors to approve the reinvestment of the maturing Morgan Stanley CD on 7/31/25 in the amount of \$125,000.00.

Suggested Motion: "I move to ratify the Board of Directors' vote taken on Tuesday, July 29, 2025, to approve the reinvestment of the maturing Morgan Stanley CD on 7/31/25 in the amount of \$125,000.00 in accordance with the Association's investment ladder."

D. **Maturing Investments that need action (SEE THE JUNE 2025 FINANCIAL STATEMENT AND BELOW)**

Summary:

Description - Bank Name	Original Investment Amt.	Maturity Date
US Treasury Bill - Morgan Stanley	\$125,000.00	7/31/2025

Committee Recommendation (if any): The Budget & Finance Committee met on July 7, 2025, and their meeting minutes stated the following:

"4th Motion Amended Motion to Reinvest Expiring CDs

I move to amend the previous motions. We recommend that reinvestment of the Morgan Stanley CD maturing on June 30, 2025, in the amount of \$120,000 and the Morgan Stanley CD maturing on July 31, 2025, in the amount \$125,000 in accordance with the Association's reinvestment ladder."

Michael motioned, Danielle seconded. Motion passed unanimously."

Management Recommendation (if any): As the Board continues to review management's proposed budget reallocations and financial scenarios for FY2025, there are several short- and long-term financial considerations to keep in mind, including potential projects identified in the FY2023 Reserve Study. While a final decision is still pending, management recommends that the Board reinvests the maturing CD in alignment with the Association's existing investment ladder strategy through Morgan Stanley.

On 7-29-25, Dwight Ward responded as follows:

“Regarding the maturing CD..... because of the time crunch with the maturity date. I vote for reinvesting this maturing CD.

*****Please note that at some point in the very near future we will need to let a portion of the rolling CD investment convert to cash.

D. Ward”

VII. Committee Reports/Minutes

If Available:

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: Committee Reports/Meeting Minutes

E. Committee Reports/Minutes (if available)

Summary: Please see the following Committee Reports/Meeting Minutes (if available)

- Access Control Committee (See enclosure)
- Budget & Finance Committee (See enclosure)
- Facilities Committee (See enclosure)
- Social Committee (See enclosure)

Action Needed: Review documents and provided feedback if needed.

Femi Aje

From: Julian Brown <jbrown.oakcreekhoa@gmail.com>
Sent: Thursday, July 17, 2025 10:23 PM
To: Peter Smith; Garry Yancy; Jonathan Newton; Peacola Johnson; Teika Haymon; Ettereteen Craven
Cc: jessica.hillocc@gmail.com; Femi Aje; TaShawn Andrews
Subject: AC Meeting Minutes - July 2025
Attachments: Access Committee Meeting Minutes 07 16 2025.docx

Good evening,

Thank you everyone who was able to attend the meeting last night. I apologize for the technical difficulties. I'll need to look into upgrading my network perhaps. I hope I wasn't too off my game. :-)

In addition to the attached meeting minutes for your review, below is the more detailed incident report I received from Dunbar. I've asked them to provide this information monthly by the 12th:

- Incidents resulting in damage
 - Incidents resulting in a service call
 - Incidents caused by residents
 - Incidents caused by visitors
 - Incidents where ID and insurance information were collected
 - Incidents where ID and insurance information were not collected (where there was damage that required a service)
1. June 5 – Deer Run Estates (Visitor Lane): Visitor hit the gate arm at 10:27 AM. ID and insurance information collected.
 2. June 6 – Deer Run Estates (Resident Lane): Resident hit the gate arm at 3:54 PM after failing to wait for it to raise. ID and insurance information collected.
 3. June 16 – Main Gate (Resident Lane): Resident struck the gate arm at 11:14 PM. No damage occurred. No information collected.
 4. June 24 – Main Gate (Resident Lane): Visitor attempted to tailgate, hit gate arm at 12:37 PM and hit the gate. ID and insurance information collected.
 5. June 25 – Main Gate (Resident Lane): Resident hit the gate arm at 9:37 AM due to failure to slow down. ID and insurance information collected.
 6. June 25 – Clubhouse (Exit Gate): Gate arm was hit at 10:10 AM. Unknown vehicle. No camera footage available due to angle. No information collected.
 7. June 27 – Main Gate (Resident Lane): Visitor tailgating hit gate arm at 9:27 PM. ID and insurance information collected.
 8. June 27 – Clubhouse (Exit Gate): Gate arm came down on a resident's windshield at 11:10 PM. ID and insurance information collected.
 9. July 6 – Pine Valley (Resident Gate): Resident failed to stop and hit the gate arm at 8:48 PM. ID and insurance information collected.
 10. July 9 – Main Gate (Resident Lane): Resident failed to stop after hitting the gate arm at 7:56 PM. No information collected.

11. July 9 – Main Gate (Resident Lane): Resident struck gate arm after failing to slow down at 9:57 PM.
ID and insurance information collected.

Summary Totals:

- Total incidents: 11
- Incidents resulting in damage: 10
- Incidents resulting in a service call: 10
- Incidents caused by residents: 7
- Incidents caused by visitors: 3
- Incidents caused by unknown: 1
- Incidents where ID and insurance information were collected: 8
- Incidents where ID and insurance information were not collected (where there was damage requiring service): 2

Kind regards,

Julian Brown
Access Committee Chair
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
jbrown.oakcreekhoa@gmail.com

Oak Creek Club Homeowners Association
ACCESS COMMITTEE MEETING
Virtual
July 16, 2025 6:30 P.M.

Committee Members Present Remotely:

Julian Brown – Chair
Peter Smith – Vice Chair
Gary Yancy – Committee Member (CM)
Jonathan Newton – Committee Member (CM)
Peacola Johnson – Committee Member (CM)

Committee Members Absent:

Ettereteen Craven – Committee Member (CM)
Teika Haymon – Committee Member (CM)

CAMP:

N/A

Others Present Remotely:

Jessica Hill – Oak Creek HOA Board President
Danielle Telesford – Budget and Finance Committee
Sha Haden – Facilities Committee
Oak Creek Residents

Call to Order:

Chairman called the Access Committee (AC) meeting to order at 6:38 PM.

Approval of May 2025 Meeting Minutes:

Acceptance of AC Meeting Minutes from May 2025 were motioned for approval by VC Smith and seconded by CM Johnson. The minutes were approved accordingly.

Incident Report:

Chairman provided summary of incidents.

- Total incidents: 11
- Incidents resulting in damage: 10
- Incidents resulting in a service call: 10
- Incidents caused by residents: 7
- Incidents caused by visitors: 3
- Incidents caused by unknown: 1
- Incidents where ID and insurance information were collected: 8

- Incidents where ID and insurance information were not collected (where there was damage requiring service): 2

Gate Entrances Report:

Chairman provided update on all gate entrances.

- Main Entrance - Resident Gate Barrier Arm Operator – **Broken**
- Main (Clubhouse) – Exit Gate Arm - **Bent**
- Pine Valley – Resident and Visitor Gate Arm - **Broken**
- Deer Run Estates – Visitor and Pedestrian Gate – **Broken**
- Queen Anne - Pedestrian – **Exit Intercom stand leaning**
- Fox Turn – Visitor – **Broken**
- Bolin Terrace – Exit - **Broken**

Vendor Updates:

Chairman provided updates from and for Dunbar and new vendor prospects.

Dunbar

- Requested Dunbar leadership remind officers about the proper phone etiquette when answering the phone.

New Vendors

- Access Committee and CAMP are pursuing new gate vendors for maintenance and repairs. Gate Logic and Sloan Securities have completed a couple of site visits. Both have also submitted quotes for review.

Old Business:

- Motion to rescind DMV Gates quotes for repairs and service. (Approved by the Board / Completed)
- Motion to submit CellGate guidance announcement. (Approved by the Board / Completed)
- Motion to approve quote for new “Resident Only” signs. (Pending CAMP action)
- Motion to approve the Weisman quote for 5 new AC outlets at all gate entrances. (Board has tabled for future consideration/discussion)
- Motion to amend implementation of open gates during rush hour. (Board has tabled for future consideration/discussion)
- Motion to adjust gate timing and configuration. (Board has tabled for future consideration/discussion)

Review of previous action items:

CAMP:

- Engage CellGate support regarding renaming gate entrances within the mobile app. – COMPLETE
- Post AC Meeting minutes for April 2025 for Creek HOA website. – COMPLETE
- Send AC Meeting invite for June 18, 2025. – CANCELLED
- Send AC Meeting invite for July 16, 2025. – COMPLETE
- Provide a copy of the previous quote for the Pine Valley AC outlet installation, for price comparison. – IN PROGRESS.
- Provide updates on pending/or open action items and reimbursement claims. – BACKLOG
- Provide updates on CellGate website and/or FAQ's posting. – BACKLOG
- Research the total number of entries at all the gates. – BACKLOG

Chairman / Access Committee:

- Compose May 2025 AC meeting minutes. – COMPLETE
- Discuss recommendation for updated parking policy. – IN PROGRESS
- Conduct survey of townhome residents regarding visitor parking. – IN PROGRESS
- Solicit quotes from other gate vendors for service and repairs. – IN PROGRESS
- Inquire about signage for malfunctioning equipment. – PENDING
- Inquire about proximity sensors/triggers for internal gates. – PENDING
- AC Meeting June 18, 2025. – CANCELLED
- Compose draft CellGate policy and/or rules of behavior to mitigate any misuse or abuse. – BACKLOG
- Follow-up with CAMP regarding pending and/or open action items and reimbursement claims. – BACKLOG
- Compose a spreadsheet comparing the video surveillance quotes for further review. – BACKLOG

New Business:

Gate Entrance Repair Quotes Review

- The AC discussed and reviewed the Bolin Terrace exit gate arm operator repair quotes from Gate Logic, DMV Gates and Sloan Securities. No recommendations were made at this time pending further questions and updated/corrected quotes.
- The AC discussed the Deer Run pedestrian gate repair quote from DMV Gates. No recommendations were made at this time pending procurement of additional quotes from vendors.

Resident Forum: 20 minutes (2 minutes per person)

Comments and/or questions were provided by two different residents and President Hill.

Review of New Action Items:

CAMP:

- Follow-up with the Board for questions and concerns regarding the implementation of open gates during rush hour.
- Follow-up with the Board for questions and concerns regarding adjustment of gate timing and configuration.
- Follow-up with CellGate support regarding ability to list gate entrances in alphabetical order within the app.
- Follow-up with Board for questions and concerns regarding Weisman quote for 5 new AC outlets at gate entrances.
- Complete procurement of new “Resident Only” signage at the gate entrances.
- Post AC Meeting minutes for May 2025 for Creek HOA website.
- Post AC Meeting minutes for July 2025 for Creek HOA website.
- Send AC Meeting invite for August 20, 2025.

Chairman / Access Committee:

- Inquire about remote gate operability for access control officers.
- Research difference between current and newer Liftmaster gate arm operators.
- Compose July 2025 AC meeting minutes.
- AC Meeting August 20, 2025.

Adjournment:

A motion was made to adjourn by CM Newton and seconded by CM Yancy. Chairman Brown adjourned the AC meeting at 7:26pm.

Subject: Request for Budget Input & Cost-Saving Ideas – FY2026 Planning

Dear Committee Chairs,

As we begin budget planning for 2026, we recognize that cost increases are often necessary to meet the evolving needs of our community. Our aim is to make thoughtful, strategic decisions that balance financial responsibility with the quality of life for all residents.

To support this effort, we are asking each committee to review its area of responsibility and identify potential revenue generating, cost-saving measures, budget efficiencies, or strategic reductions that will not compromise service quality or community standards. Examples include:

- Reviewing current vendor contracts for renegotiation or potential consolidation with CAMP
- Identifying non-essential expenses or underutilized services
- Recommending volunteer-led initiatives or community partnerships
- Seeking competitive bids for recurring services
- Proposing adjustments to project timelines or scopes where feasible (e.g., Christmas lights installation/removal dates)

In addition, we invite your committee to submit any improvement proposals or “wish list” items for consideration in the 2026 budget. These may include new projects, enhancements to existing services, or investments that support long-term community value and engagement. Please include estimated costs and a brief justification for each item, to assist in feasibility review.

Please send your revenue generating/cost-saving ideas and proposed improvements to Femi Aje at faje@oakcreekclub.com no later than August 15, 2025, so they can be reviewed during the initial budget planning sessions.

Your insight and collaboration are essential to maintaining a strong, vibrant, and financially sound community. Thank you for your continued dedication and service.

Warm regards,

Budget & Finance Committee

FY2026 Committee Budget Input & Request Form

Due Date: August 15, 2025

Please complete one form per committee and submit to Femi Aje at faje@oakcreekclub.com

Committee Information

Committee Name: _____

Committee Chair: _____

Chair Email & Phone: _____

1. Cost-Saving Suggestions / Budget Efficiencies/Revenue Generating

Please list any ideas or recommendations your committee has for reducing costs or improving efficiency without compromising service quality:

- a. _____
- b. _____
- c. _____

(Optional) Attach supporting documentation if available (e.g., vendor comparisons, usage data, volunteer availability, etc.)

2. Proposed Adjustments to Current Services

Are there existing services or timelines your committee believes could be modified or scaled back to save funds?

- a. _____
- b. _____
- c. _____

3. Committee Improvement Proposals / “Wish List”

Please describe any new initiatives, services, or enhancements your committee would like to request for FY2026. Include estimated costs and rationale:

Proposal Title	Description	Estimated Cost	Justification/Benefit

4. Additional Comments / Considerations

Completed by: _____

Date: _____

Budget Preparation – 2026 Timeline

CAMP Timeline

Work Week of August 4th – Hopefully have the July 2025 financials which will be my starting point for the Draft 2026 budget.

Work Week of August 11th – Continue/finish reaching out to vendors, committee chairs, and gathering information as needed.

Work Week of August 18th – Continue to enter information as received and get any final feedback needed for a draft. If ready, I will email this week.

Work Week of August 25th – If not ready previously, I will provide working draft to B&F committee members for review/feedback/etc.

B&F Committee Timeline

Nov 12 - Board final review and approval

October 8 – Final packet to Community (has 30 days for review)

October 1- Due to Board Members (Special Meeting?)

Sept 15 – budget work session in response to Board

Sept 9 – Board Meeting

Sept 8 - 2026 Budget - Community Presentation

(Sept 5 if additional time needed to prepare)

August 25 – 2026 Budget preparation work session

August 18 – 2026 Budget preparation work session

August 11 – Regular B&F Committee meeting to discuss open issues requiring votes

August 4 – budget work session – review and finalize the communication to committee on 2026 budget

B&F Committee - Points of Consideration for Budget Prep

- **Gate System Evaluation**
 - Review current gate operations to determine if the new system is cost-effective.
- **Pending Projects**
 - Request from Femi an update on any pending or upcoming projects requiring budget allocation.
- **Delinquency Management**
 - Assess whether changes are being made to delinquency processes.
 - Determine if there has been any resolution with legal counsel regarding delinquent accounts.
- **Reserve Study Review**
 - Confirm whether a decision was made to delay any reserve-funded renovations for the current year.
 - Evaluate the potential impact of any delays on next year's reserve allocations.
- **Budget Template Development**
 - Create a standardized budget template to streamline the review process and prevent delays.

Femi Aje

From: shani haden <shaswtluv@yahoo.com>
Sent: Friday, August 8, 2025 10:55 AM
To: Femi Aje; TaShawn Andrews; OC Jessica Hill; Cheryl Barnes; Vonda Williams; Martazsh Janell; Denise Milligan
Subject: Re: Document shared with you: "OC Little Free Library"

Thank you for following up Femi.

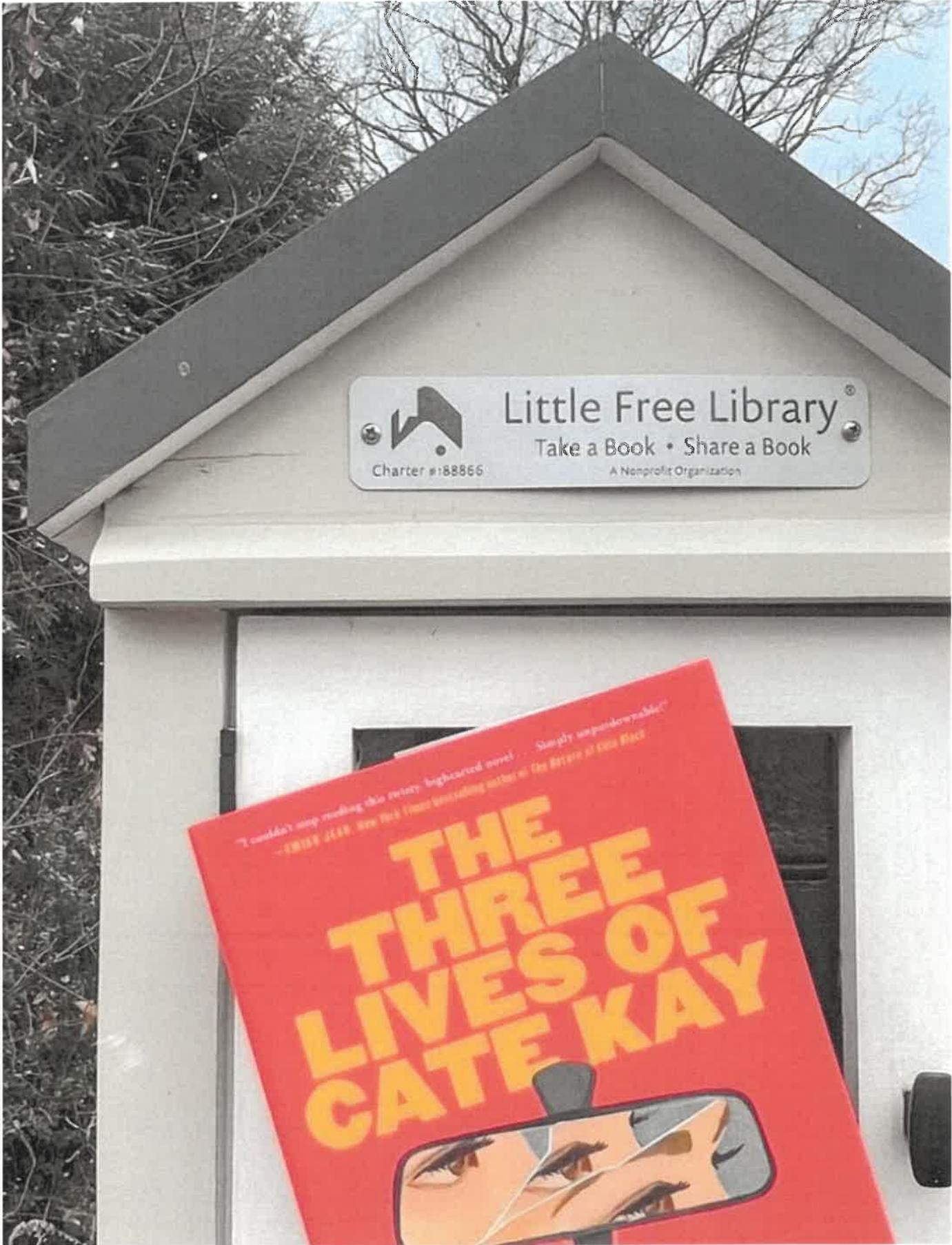
Please see the attachment.

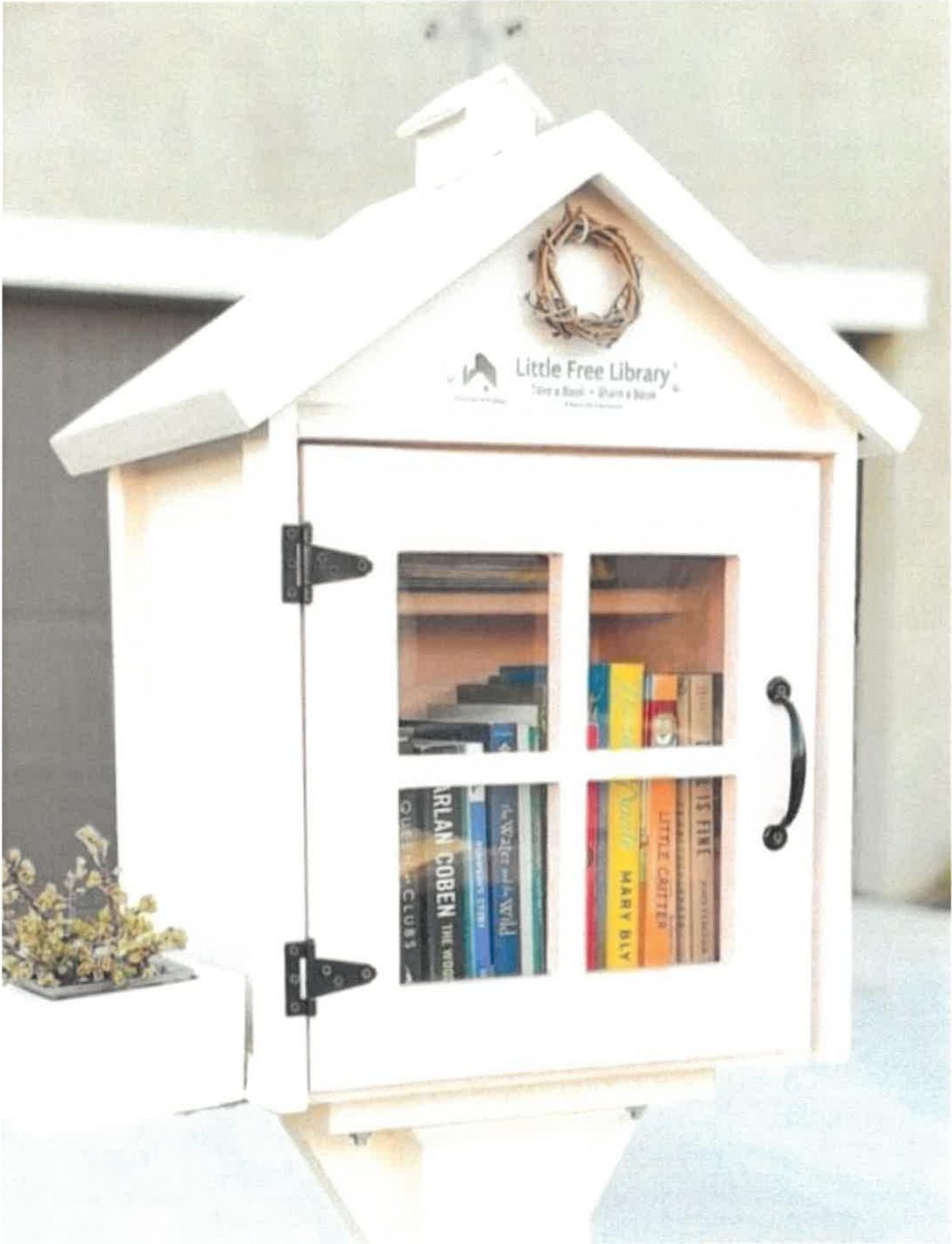
The Little Library donation by the Oak Creek Book Club is to promote literacy and community in Oak Creek. This Little Library donation of books would also be managed by the donors.

The installation of the donation can be placed outside of the Swim Tennis Building or a different location of the Board preference.

One of the donors Stacey Baugh is available to speak at the Board meeting. Please see the attachment from her.

Photos of examples below









From Stacey Baugh

Long time Oak Creek Residents Stacey Baugh & Danielle Buchanan are proposing the creation

of a Little Free Library for the OC community. Both are members of an OC book club which has

been meeting since November 2012.

The Little Free Library would be installed near the HOA building so that it is accessible without

entering the building. The library would contain books for different age groups, including both

children's and adult books. The concept of the library is that anyone can both take books for

their own use and donate books to the library. The hope is that any books provided would not

be resold.

Both residents are volunteering to donate the library and maintain stewardship of the contents. There would be no cost to the HOA for the initial installation or maintenance of the

library. There is already an available contractor to conduct the installation and they have several books available to fill the library box initially. If approved, they would work to publicize

the library to the community and solicit donations to ensure that the library would be both utilized by the community and stocked with a variety of books.

Proposed Library Concept



On Wednesday, August 6, 2025, 2:59 PM, Femi Aje <faje@oakcreekclub.com> wrote:

Hello Shani,

Just making sure we don't lose sight of this. Do you plan to mention this at the next board meeting on 8-14-25? We will need further information to provide to the board.

FYI, I personally could not open up the link

Mr. Femi Aje, PCAM®

Onsite General Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com

manager@oakcreekclub.com



From: shani haden <shaswtluv@yahoo.com>

Sent: Wednesday, July 2, 2025 8:57 PM

To: TaShawn Andrews <tandrews@oakcreekclub.com>; Femi Aje <faje@oakcreekclub.com>; OC Jessica Hill <jessica.hillocc@gmail.com>; Cheryl Barnes <cheryl.barnes@cwt.com>; Vonda Williams <vwilliams4748@gmail.com>; Martazsh Janell <martazsh@yahoo.com>; Denise

Milligan <cogito19@gmail.com>

Subject: Fw: Document shared with you: "OC Little Free Library"

Greetings,

Two residents desire to make a gift of literacy to the Oak Creek Community from the longstanding Oak Creek Book Club. Please submit this for Board consideration.

Thank you,

Shani

Begin forwarded message:

On Wednesday, July 2, 2025, 8:46 AM, Stacey Baugh (via Google Docs) <drive-shares-dm-noreply@google.com> wrote:

Stacey Baugh shared a document

Stacey Baugh (staceyannbaugh@gmail.com) added you as an editor. Verify your email to securely make edits to this document. You will need to verify your email every 7 days. [Learn more](#)

 OC Little Free Library



This email grants access to this item without logging in. Only forward it to people you trust.

Open

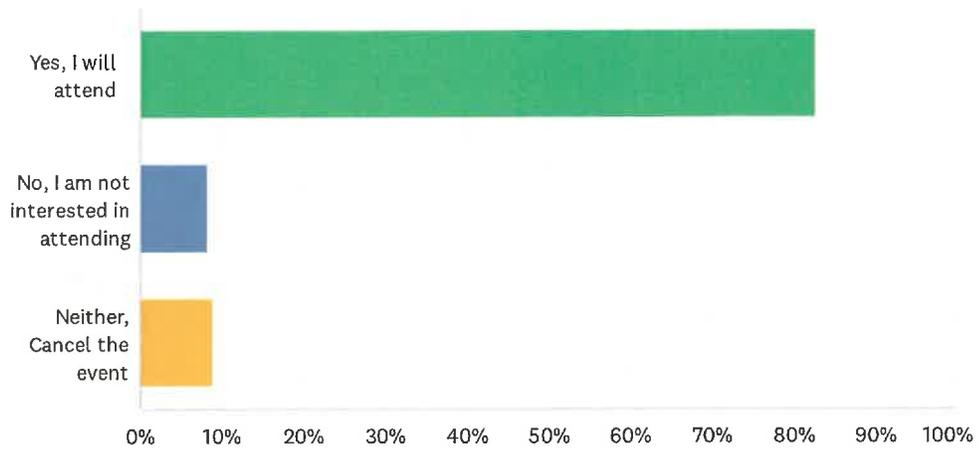
Use is subject to the Google [Privacy Policy](#).

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA
You have received this email because staceyannbaugh@gmail.com shared a document with you from Google Docs. [Delete visitor session](#)

Google
Workspace

Q1 How likely are you to attend the Holiday Party?

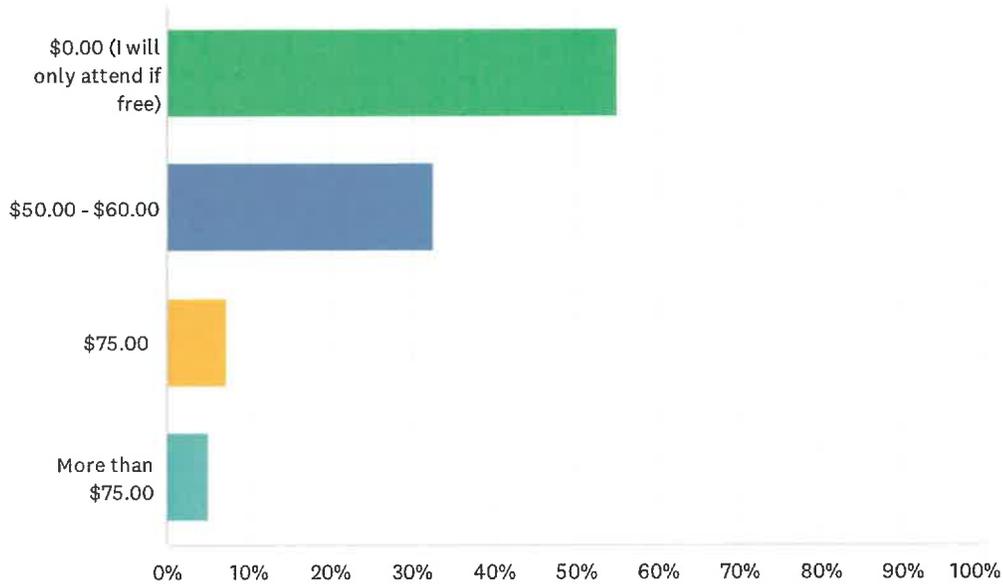
Answered: 145 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes, I will attend	82.76%	120
No, I am not interested in attending	8.28%	12
Neither, Cancel the event	8.97%	13
TOTAL		145

Q2 How much would you be willing to pay a per-person fee to attend the Holiday Party?

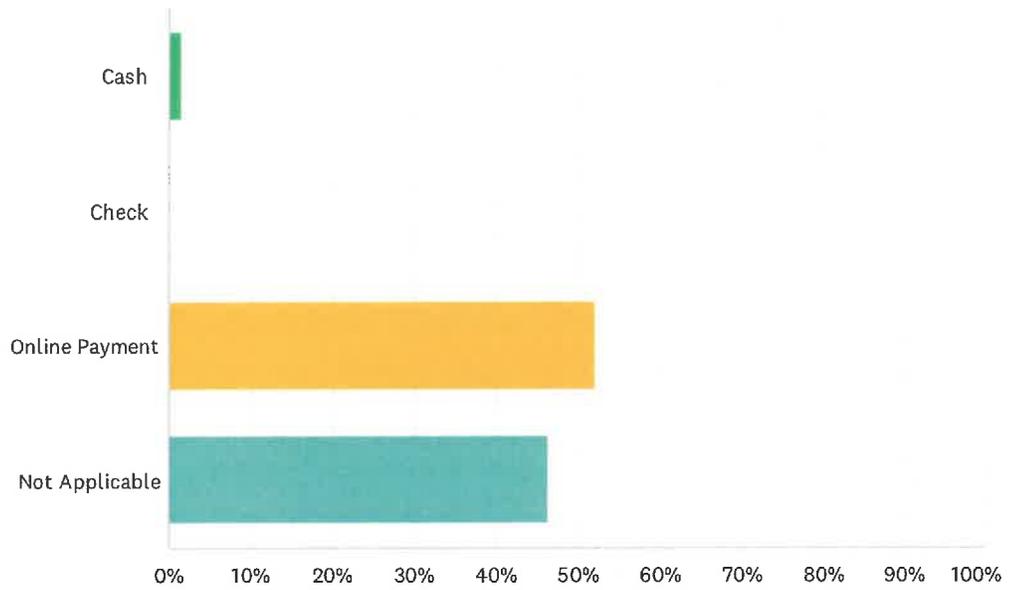
Answered: 138 Skipped: 8



ANSWER CHOICES	RESPONSES	
\$0.00 (I will only attend if free)	55.07%	76
\$50.00 - \$60.00	32.61%	45
\$75.00	7.25%	10
More than \$75.00	5.07%	7
TOTAL		138

Q3 What method do you prefer to pay the fee for the holiday party?

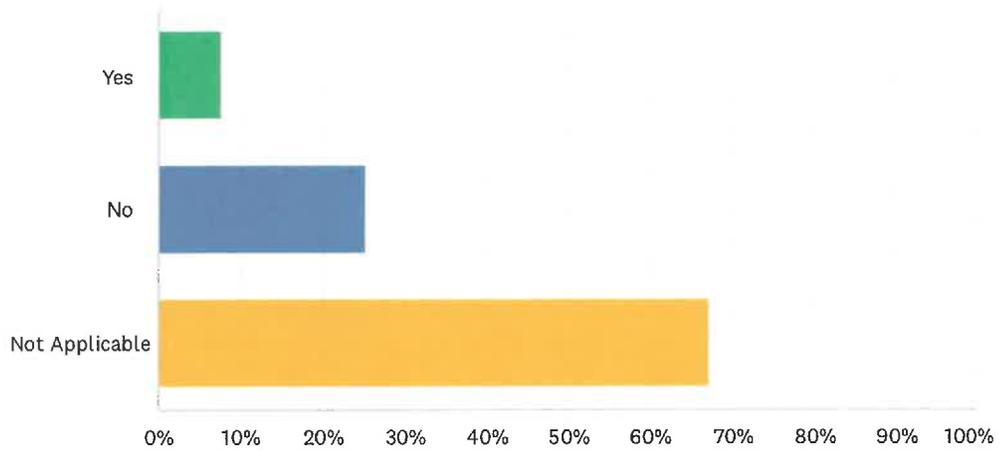
Answered: 142 Skipped: 4



ANSWER CHOICES	RESPONSES	
Cash	1.41%	2
Check	0.00%	0
Online Payment	52.11%	74
Not Applicable	46.48%	66
TOTAL		142

Q4 As a business owner/entrepreneur would you be willing to become a sponsor of the Oak Creek Club Holiday Party?

Answered: 143 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	7.69%	11
No	25.17%	36
Not Applicable	67.13%	96
TOTAL		143

VIII. Old Business

Landscaping RFP Status Update

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: **Old Business:** Status of the Landscaping RFP as approved by the Grounds Committee and the adjusted timeline as recommended by management.

Summary: On Friday, July 25, 2025, and Thursday, July 31, 2025, management provided Landscaping RFP updates to the Board and the Grounds Committee respectively.

The following landscaping companies, listed in alphabetical order, responded to the Landscaping RFP:

- 1) Artistic
- 2) Clippers
- 3) Complete
- 4) Mcfall and Berry

Management informed the Grounds Committee of the following and would also like to notify the Board of the same if interested:

“There are also **hard copies in the management office**, but one company did not provide enough copies. In either case, please let me know how many hard copies you will need so we can coordinate this as well and let you know when they are ready for pick up. Of note which was just pointed out by the current landscaper (McFall and Berry)”

“The total annual cost they provide was based on the quantities listed on the cost analysis sheet, which reflects a reduced flower count and no lawn care services (which are listed in the specification). Listed below the Total Annual Cost on the cost sheet, you will also find separate pricing for the full flower count specified in the contract documents, as well as pricing for the lawn care services per the specifications.”

It may be best to potentially have the Lawn care services priced out as an optional feature assuming other landscapers didn't factor that in since it was already listed as part of the services. We can discuss this more in detail if needed."

the Community.

Lawncare Round I

-Fertilization, pre-emergent crabgrass control, and Broadleaf weed control
(Fertilization rate of .5 lb. Nitrogen per 1,000 sq. ft.)

Lawncare Round II

-Balance fertilizer – and broadleaf weed control

Lawncare Round III

-Post-emergent control of crabgrass and nutsedge.

Lawncare Round IV

-Balance Granular Fertilizer
(Fertilization rate of 1 lb. Nitrogen per 1,000 sq. ft.)

Management's Recommendation:

Management recommends proceeding with the current RFP timetable to avoid further delays. Additionally, Management has directed the Grounds Committee to narrow the options to two finalists, who may then be invited to present their proposals to the Board for final consideration. As always management will also provide its recommendation for Board consideration.

**Section B
Proposal Instructions**

I. RFP TIMETABLE

The anticipated schedule for this RFP and contract approval is as follows:

Action	Due Date
Submit RFP to Bidders	June 20, 2025
Bidders confirm intent to bid	June 25, 2025
Schedule Vendor Walk Through and answer questions	June 27 to July 11th, 2025
Bidders submit final RFP response by 2 pm	July 25, 2025
The Grounds Committee reviews all RFP responses	July 25- August 19, 2025
Final vendor recommendation to the Board	September 9, 2025
Contract Negotiation & Legal Review CAMP	September 9- October 9, 2025
Board final decision	November 4-December 9, 2025

Action Needed: No action is required at this time. Should the Board wish to receive hard copies of the submitted proposals prior to the selection of the two finalists, please contact Management.

IX. New Business

Bolin Terrace Gate Proposals

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP) on behalf of TaShawn Andrews, Assistant Onsite General Manager-Community Association Management Professionals- (CAMP)

Date: Friday, August 8, 2025

Re: Bolin Terrace Gate Proposals

Suggested Motion: "I move to approve Quote# q13621 from GateLogic Security in the amount of \$13,788.64 for the replacement of the barrier arm operators at the exit and entrance of the Bolin Terrace location, to be expensed from Capital Expenditures line-item "Gate Repair/Replacement Allowance."

Summary: On Friday, July 14, 2025, management emailed the Access Control Committee as follows:

"Hello Julian,

Good seeing you and Stephanie over the weekend and thanks for providing your gate assessment which is also helpful. As previously reported, the main focuses are on items that are currently broken and not working. Therefore, in line with your weekend assessment, these are the current focus areas:

Main Entrance - Resident Gate Barrier Arm Operator – **Old/Broken**

Main (Clubhouse) – Exit Gate Arm - **New/Bent**

Pine Valley – Resident and Visitor Gate Arm - **New/Broken**

Deer Run Estates – Visitor and Pedestrian Gate – **Old/Broken**

Queen Anne - Pedestrian – **Exit Intercom stand leaning**

Fox Turn – Visitor – **New/Broken**

Bolin Terrace – Exit - **Old/Broken**

As you are aware, we have received proposals from DMV gates especially for Deer Run Estates and Bolin Terrace (3rd and 4th attachments). Management did coordinate a walk-thru with another vendor called Gate Logic to show them some of the gate issues. We are awaiting additional proposals from them but attached (1st attachment) is an updated quote to replace the entrance barrier arm operators at Bolin Terrace which is currently a Doorking Barrier arm. They did mention that the other one may go out soon,

so they provided a proposal for replacing the barrier arms at the Bolin Terrace entrance and exit lanes (2nd attachment). We expect to get their proposal for Deer Run Estates soon as well.

As for Sloan Securities we are still waiting for them to come out and not only perform the approved work but also to provide estimates as per our request for Bolin Terrace and Deer Run Estates. The previous estimates we received were bulk estimates for a multitude of gates and locations instead of an itemized per location list for us to decipher/review. We will work with them to obtain these itemized quotes since ultimately management will need that to provide feedback to them. Thanks again.”

ENTRANCE	RESIDENT GATE	VISITOR GATE	EXIT GATE	PEDESTRIAN GATE
Main				
Bi-fold Operator	OLD	OLD	OLD	ENTRANCE NEW / EXIT OLD
Barrier Arm Operator	OLD/BROKEN	OLD	NEW	
Arm Status	NEW	NEW	NEW	
Main (Clubhouse)				
Bi-fold Operator	N/A	N/A	N/A	
Barrier Arm Operator	NEW	N/A	NEW	
Arm Status	NEW	N/A	NEW/BENT	
Pine Valley				
Bi-fold Operator	NEW	NEW	NEW	NEW
Barrier Arm Operator	NEW	NEW	NEW	
Arm Status	NEW/BROKEN	NEW/BROKEN	NEW	
Deer Run Estates				
Bi-fold Operator	NEW	NEW	OLD	OLD/BROKEN

Barrier Arm Operator	NEW	OLD	OLD	
Arm Status	NEW	OLD/BROKEN	NEW	
Deer Run				
Bi-fold Operator	NEW/TRANSPONDER DOWN	NEW	NEW	OLD
Barrier Arm Operator	NEW/TRANSPONDER DOWN	NEW	OLD	
Arm Status	NEW/TRANSPONDER DOWN	NEW	NEW	
Queen Anne				
Bi-fold Operator	NEW/TRANSPONDER DOWN	OLD	NEW	OLD
Barrier Arm Operator	OLD/TRANSPONDER DOWN	OLD	NEW	Exit intercom stand leaning
Arm Status	OLD/TRANSPONDER DOWN	OLD	NEW	
Fox Turn				
Bi-fold Operator	OLD	OLD	NEW	OLD
Barrier Arm Operator	NEW	NEW	NEW	
Arm Status	NEW (NO LED)	NEW/BROKEN	NEW	
Bolin Terrace (Grove)				
Bi-fold Operator	N/A	N/A	N/A	
Barrier Arm Operator	NEW	N/A	OLD/BROKEN	

Arm Status	NEW	N/A	OLD	
Bamberg				
Bi-fold Operator	N/A	N/A	N/A	
Barrier Arm Operator	OLD	N/A	NEW	
Arm Status	OLD	N/A	NEW	

DMV Gates Estimate (\$10,253.80) – See enclosed estimate

Bolin Terrace Exit Lane - Barrier Arm Gate Operator Replacement w/ LED Arm The Procurement and Installation of One (1) Liftmaster Mega Arm Tower - High-Performance DC

GateLogic Security Estimate (\$7,759.32) – See enclosed estimate

Proposal to Replace the DoorKing barrier arm operator at the entrance of the Bolin Terrace location. It will be replaced with LiftMaster Mega Arm Barrier Gate Operator with 12' LED Barrier arm. Lights and brackets included.

GateLogic Security Estimate (\$13,788.64) – See enclosed estimate

Proposal to Replace barrier arm operators at the exit and entrance of the Bolin Terrace location. It will be replaced with LiftMaster Mega Arm Barrier Gate Operator with 12' LED Barrier arm. Lights and brackets included.

Committee Recommendation: None currently. However, the Access Committee did state the following:

“Femi/TaShawn,

Without looking inside the operator, the entrance side of Bolin Terrace appears to have a new Liftmaster gate operator and new gate arm. However, if the price to install the second gate arm operator and new arm is the same regardless of location, we can certainly approve the quote amount for replacement of another operator at a different gate/entrance that requires it. Either way, we will require an updated quote that reflects the correct location of everything. Please advise.”

As per their July 16, 2025 meeting minutes, the Access Committee stated the following:

- The AC discussed and reviewed the Bolin Terrace exit gate arm operator repair quotes from Gate Logic, DMV Gates and Sloan Securities. No recommendations were made at this time pending further questions and updated/corrected quotes.

- The AC discussed the Deer Run pedestrian gate repair quote from DMV Gates. No recommendations were made at this time pending procurement of additional quotes from vendors.

Management Recommendation: Management is awaiting additional feedback from GateLogic Security Systems; however, it recommends coordinating certain work with a new vendor to evaluate their capabilities. Management will also need to reconfirm pricing, as the current quotes have expired.

Action Needed: Board to review and vote on the next steps.

As of June 30, 2025, expenditures totaled approximately \$111,442.90, which is \$22,452.90 over the allocated "Capital Expenditures" for the "Gate Repair/Replacement Allowance" as outlined in the 2023 Reserve Study. Management has been making reasonable reclassifications to improve the accuracy and tracking of these expenditures.



DMV Gates & Security Solutions

Business Number 888-958-5815

202-505-4445

<https://www.dmvgates.com>

office@dmvgates.com

ESTIMATE

EST4020

DATE

Jun 2, 2025

TOTAL

USD \$10,869.03

TO

Oak Creek - Bolin Terrace Exit Lane

14505 Mary Bowie Pkwy

Upper Marlboro, MD

20774

(301) 390-1721

manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Bolin Terrace Exit Lane - Barrier Arm Gate Operator Replacement w/ LED Arm The Procurement and Installation of One (1) Liftmaster Mega Arm Tower - High-Performance DC	\$10,253.80	1	\$10,253.80

The high-traffic DC barrier gate operator is a reliable and heavy-duty motor designed for demanding applications. It features a battery backup that provides up to 900 cycles of operation during power outages, ensuring your property stays safe and secure. The operator also includes a smooth start/stop operation that extends the life of the motor, magnetic limit sensors designed for high-cycle applications, and surge suppression for industrial surge and lightning protection. The product comes with a 10-year warranty for the aluminum frame and a 2-year warranty for parts. Additionally, the operator offers a range of optional accessories, including a traffic light and LED barrier arm for exceptional visibility, and a connected access portal for cloud-based, credentialed access control.

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet.

The product complies with UL® 325 and UL 991 standards, including

DESCRIPTION	RATE	QTY	AMOUNT
<p>Class I, II, III, and IV classifications. Recommended capacities include a maximum arm length of 9–17 ft. with Aluminum or PVC arms and a cycle limit of 6,000/day. The barrier arm material is made of aluminum. The operating voltage is 12VDC. The lamp type used is LED 2528 IP68 Silica Gel Filled. The color of the lamp is red/white. The power consumption is 14.4 W/m. The product is UL Listed under UL 325 and UL 991—Class I, II, III, and IV. It comes with a 6-month limited warranty.</p>			
<p>Power: The product is designed for 120V applications, with an optional 220V power supply. The accessory power is 24VDC with a rating of 500 mA. It features a 24VDC/800 RPM continuous-duty motor, equivalent to 1/2 HP. The gear reduction is provided by a 60:1 reducer in a synthetic oil bath. The chassis is made of powder-coated 1/4 inch material.</p>			
<p>Additional Features: It has a battery backup system that can support up to 900 cycles. The barrier arm length can be extended up to 17 ft. SAMS (Sequenced Access Management System) is included to provide control between the barrier and slide/swing gate operator, optimizing traffic flow. Surge suppression is implemented to provide industrial surge and lightning protection. Magnetic limit sensors are designed specifically for high-cycle applications. The smooth start/stop operation helps extend the life of the operator.</p>			
<p>Accessories: RGL24LY Traffic Light LED Barrier Arm for exceptional visibility Connected Access Portal for cloud-based, credentialed access control</p>			
<p>Warranty of 10 Years for Aluminum Frame and 2 Years for parts.</p>			
<p>Include Labor & Installation:</p>			

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

The purchase of LiftMaster MEGA ARM TOWER includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Liftmaster 14' LED Barrier Arm

Aluminum arm with integrated red LED light and DOT tape provides exceptional visibility 24 hours a day. Built with aluminum product material to offer great versatility and allow creativity and innovation in design and construction. Durable feature for better reliance and usability.

Product Details

- Exclusive patented design with 3" round flat sides
- IP68 rated, waterproof LED lights
- Operating temperature: -13°F - +140°F
- LED operating voltage: 12VDC
- LED Type: 3528 IP68 Silica gel filled
- Power: 14.4W / 4 meter roll
- Safety and Security

Include Labor & Installation:

The purchase of Liftmaster LED Barrier Arm includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

Estimate Justifications:

During a recent service visit, our team checked all fuses and wiring, and

DESCRIPTION	RATE	QTY	AMOUNT
<p>performed both a hard reset and a full power cycle. Despite these efforts, the barrier arm remained inoperable. Based on the current condition of the unit and the failure of all recovery attempts, we recommend replacing the entire system.</p> <p>Given the age of the equipment, replacing individual components typically does not resolve the ongoing issue permanently. Installing a new system will ensure consistent operation and reliable performance.</p> <p>For any further questions, please contact us at 202-505-4445 or reach out to Michael directly at 202-505-4441.</p>			

SUBTOTAL		\$10,253.80
TAX (6%)		\$615.23
TOTAL		USD \$10,869.03

Thank You for Reviewing our Estimate.
Your Security is Our Priority!

*: Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.



DMV Gates & Security Solutions

Business Number 888-958-5815

202-505-4445

<https://www.dmvgates.com>

office@dmvgates.com

ESTIMATE

EST4071

DATE

Jun 26, 2025

TOTAL

USD \$8,480.00

TO

Oak Creek - Deer Run Estate Pedestrian Gate

14505 Mary Bowie Pkwy

Upper Marlboro, MD

20774

(301) 390-1721

manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Deer Run Estate Pedestrian Gate System Replacement & Pedestrian Gate Repair The Repair of Existing Pedestrian Gate	\$8,000.00	1	\$8,000.00

Pedestrian Gate Repair Service:

- Installation of up to Two (2) Hinges
- Ensure compatibility with the existing structure.
- Guarantee proper alignment and adjustment of the repaired components to maintain functionality and usability.
- Apply appropriate finishing treatments, such as sanding or polishing, to restore the appearance of the repaired areas.
- Treat the repaired sections with protective coatings to enhance durability and corrosion resistance.

The repair of the Pedestrian Gate includes labor and welding services, providing a comprehensive solution for the welding process. Our skilled technicians will handle the welder, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

DESCRIPTION	RATE	QTY	AMOUNT
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The Procurement and Installation of One (1) Single Swing Gate Operator

Specifications:

Battery Backup

Secures and safeguards your property by providing up to 500 cycles or up to 24 days of standby power when the power is down.

Security+2.0®

Access your property quickly with Security+2.0® Technology that utilizes a tri-band signal that virtually eliminates interference and offers extended range each time the remote control is used.

MyQ®

Securely control and monitor your Gate Operator from anywhere and get activity notifications through the MyQ® app.

P3 Motors

LiftMaster has designed its own purpose-built motor to meet the exact requirements needed to open and close your gate.

FEATURES

LED Diagnostic Display Simplifies installation and troubleshooting.

Solar-Ready Ultra-Reliable System Simple solar conversion delivers power when you need it most and is extremely power efficient at all other times to maximize solar performance.

Wireless Dual-Gate Communication Eliminates expensive conduit costs and unsightly driveway scars.

Programmable Auxiliary Relays Easily add additional features, such as warning lights/alarms.

Bi-Part Delay Monitors and adjusts speed and position of each wing to ensure primary gate closes last.

Synchronized Close Simultaneously closes gates.

Pre-Motion Warning Alarm Activates onboard alarm three seconds prior to gate motion.

Anti-Tailgate Prevents unauthorized access. Gate will pause when closing as vehicle pulls onto interrupt loop or breaks photo beam. Once vehicle backs up, gate will continue to close.

HOMELINK® Compatible Version 4 and higher.

DESCRIPTION	RATE	QTY	AMOUNT
<p>Security+ 2.0® On-Board Radio Receiver Up to 50 remote controls (unlimited with 811LM/813LM).</p> <p>Commercial-Duty Cast Aluminum Housing With Heavy-Duty DC Motor Powerful enough to perform in the most demanding applications Soft Start/Stop and Mis-Travel Reversal extends operator and hardware life in high-cycle and heavy-gate applications.</p> <p>Keyed Manual Disconnect when unlocked, allows gate to be operated manually.</p> <p>Inherent Reversing Sensor detects obstructions or increased loads. Reverses gate when closing or stops/reverses the gate when opening.</p> <p>Fire Department Compliance allows gate to auto open upon loss of AC power or battery depletion.</p> <p>Molecularly Bonded Coating on drive system never needs lubrication.</p> <p>Quick Close/Anti-Tailgate quickly secures property, preventing unauthorized access.</p> <p>Surge Suppression provides industrial surge and lightning protection against strikes up to 50 feet away.</p> <p>Party Pass allows for the gates to be held open for an extended period of time, ideal for parties.</p> <p>SPECIFICATIONS</p> <p>Power Full-time AC-run operation 120V/230V Single Phase.</p> <p>Accessory Power 24VDC 500mA output. Switched and unswitched power.</p> <p>Monitored Safety Inputs 3 Main Board, 3 Expansion Board.</p> <p>Temperature Specifications -4°F (-20°C) to 140°F (60°C).</p> <p>UL Usage Classification I, II, III, and IV.</p> <p>Gate Travel Speed 90-degree opening in 15-17 seconds.</p>			
<p>Include Labor & Installation:</p>			
<p>The purchase of the Single Swing Gate Operator includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.</p>			
			\$8,000.00"> <p>SUBTOTAL</p>
			\$480.00"> <p>TAX (6%)</p>

TOTAL

USD \$8,480.00

Thank You for Reviewing our Estimate.
Your Security is Our Priority!

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.



8124 Flannery Court, Manassas, VA 20109
 Office (703) 763-GATE (4283)
 DCJS 11-8964 | VA #2705146714
 MD #109327 | DC #410514000514

Billing Contact Information:
Oak Creek Club HOA
 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Project Information:
Oak Creek Club HOA
 Oak Creek Club HOA
 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Quote Date: 7/3/2025

Quote Expiration Date: 8/2/2025

Quote #: q13621

Description	Quantity	Price	Amount
<p>Proposal to Replace the DoorKing barrier arm operator at the entrance of the Bolin Terrace location.</p> <p>Existing operator will be removed and discarded of.</p> <p>The work-area will be cleaned and groomed to restore site as well as possible. Final surface repairs are not included in the proposal such as final grass seeding.</p> <p>A series of system & device quality assurance tests will be performed and system will be left in operation.</p> <p>Upon project completion, the installation team will meet with the customer to demonstrate system capabilities and review documentation including provided user manuals and keys.</p> <p>Proposal assumes existing components to be reused, and components to be provided by others, are present and in good working order at time of installation/work.</p>	0	\$0.00	\$0.00
Labor to perform work as detailed making needed adjustments to ensure proper function	1	\$1,400.00	\$1,400.00
LiftMaster Mega Arm Barrier Gate Operator	1	\$4,554.44	\$4,554.44
12' LED Barrier arm. Lights and brackets included. ***This item exceeds 96" and will therefore have an additional cost for extreme length LTL shipping***	1	\$931.49	\$931.49
Various materials needed to be sure installation is complete and secure; includes minor hardware, electrical components, shop towels/rags, tools and meter usage as needed to properly perform detailed work.	1	\$55.00	\$55.00
Freight/Shipping Charge- Estimated only, customer will be charged actual cost of shipping.	1	\$500.00	\$500.00
Travel/Dispatch Fee - Maryland	1	\$262.50	\$262.50



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Note - Pricing provided includes a 3.5% discount and assumes payment by check or cash. If invoice is to be paid by credit card, client forfeits associated discount for the totality of the transition.	Subtotal:	\$7,703.43
UL325 Compliance is required for automated gate systems that have been modified or replaced. We recommend roller overs, safety edges and safety photo cells on all gates per manufacturer specifications and safety requirements.	Tax:	\$55.89
	Total:	\$7,759.32
	Payments:	\$0.00

Terms and Conditions - By signing or entering into agreement with above listed contract, customer acknowledges and agrees to the following-

Public utility locator/marker will be contacted prior to work being performed to mark for any underground obstructions. Client is responsible to mark private obstructions prior to work being performed. Gate Logic Security is not responsible for any damages caused while digging, excavating, and/or trenching if obstruction was not properly marked by public utility locator or client prior to work being performed. While using trench-less technology special care and attention will be made to prevent damage to the existing surface including driveway(s). If damage does occur customer is responsible for repair or replacement of the driveway surface and impacted areas.

Issues that become evident with existing or client provided wiring, system devices or components and or site conditions that prevent the detailed work or products from being installed or functioning properly or in an unsafe manner, may lead to review and rescheduling/re-pricing of contract. A change order with additional, respective pricing will be provided to the client for determination of how to proceed. If client at that point elects not to proceed, client will be responsible for work performed and materials used at Gate Logic Security's standard hourly rate and pricing for materials.

Gate Logic Security reserves the right to temporarily discontinue work due to weather conditions and/or unworkable site conditions without breach of contract and will not be held liable for lost or delayed time due to situations out of our direct control.

New products provided and installed are covered by Gate Logic Security 1-year warranty. Warranty provided includes new and provided product and workmanship only and does not include malfunction or damage due to site conditions, mistreatment and damage due to negligence or intentional, electrical strike or surge, insect or rodent damage or other not listed "acts of God". New products also generally come with a manufacturer's warranty. Client is responsible for registration of equipment is required for eligibility for warranty. Retrofitting gate equipment, existing wiring, mounts or other gate and/or access related components will not be covered under warranty unless specified.

This proposal is valid for a period of up to 90 days from the date of the proposal. Client will provide 1/2 of contracted price upon approval. Full and final payment will be due upon job completion. All pricing reflects a 3.5% discount for personal check or cash payments unless otherwise noted.

This proposal contains confidential information and is intended only for the individual(s) named. If you are not the named addressee you should not disseminate, distribute or copy this information in anyway. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



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Acceptance

I accept the proposed services as listed and priced above as well as the Gate Logic Security terms and conditions.



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 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Quote Date: 7/3/2025

Quote Expiration Date: 8/2/2025

Quote #: q13621

Description	Quantity	Price	Amount
<p>Proposal to Replace barrier arm operators at the exit and entrance of the Bolin Terrace location.</p> <p>Existing operators will be removed and discarded of.</p> <p>The work-area will be cleaned and groomed to restore site as well as possible. Final surface repairs are not included in the proposal such as final grass seeding.</p> <p>A series of system & device quality assurance tests will be performed and system will be left in operation.</p> <p>Upon project completion, the installation team will meet with the customer to demonstrate system capabilities and review documentation including provided user manuals and keys.</p> <p>Proposal assumes existing components to be reused, and components to be provided by others, are present and in good working order at time of installation/work.</p>	0	\$0.00	\$0.00
Labor to perform work as detailed making needed adjustments to ensure proper function	1	\$1,750.00	\$1,750.00
LiftMaster Mega Arm Barrier Gate Operator - Warranty 2 years	2	\$4,554.44	\$9,108.88
12' LED Barrier arm. Lights and brackets included. ***This item exceeds 96" and will therefore have an additional cost for extreme length LTL shipping***	2	\$931.49	\$1,862.98
Various materials needed to be sure installation is complete and secure; includes minor hardware, electrical components, shop towels/rags, tools and meter usage as needed to properly perform detailed work.	1	\$55.00	\$55.00
Freight/Shipping Charge- Estimated only, customer will be charged actual cost of shipping.	1	\$500.00	\$500.00
Travel/Dispatch Fee - Maryland	1	\$400.00	\$400.00



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Note - Pricing provided includes a 3.5% discount and assumes payment by check or cash. If invoice is to be paid by credit card, client forfeits associated discount for the totality of the transition.	Subtotal:	\$13,676.86
UL325 Compliance is required for automated gate systems that have been modified or replaced. We recommend roller overs, safety edges and safety photo cells on all gates per manufacturer specifications and safety requirements.	Tax:	\$111.78
	Total:	\$13,788.64
	Payments:	\$0.00

Terms and Conditions - By signing or entering into agreement with above listed contract, customer acknowledges and agrees to the following-

Public utility locator/marker will be contacted prior to work being performed to mark for any underground obstructions. Client is responsible to mark private obstructions prior to work being performed. Gate Logic Security is not responsible for any damages caused while digging, excavating, and/or trenching if obstruction was not properly marked by public utility locator or client prior to work being performed. While using trench-less technology special care and attention will be made to prevent damage to the existing surface including driveway(s). If damage does occur customer is responsible for repair or replacement of the driveway surface and impacted areas.

Issues that become evident with existing or client provided wiring, system devices or components and or site conditions that prevent the detailed work or products from being installed or functioning properly or in an unsafe manner, may lead to review and rescheduling/re-pricing of contract. A change order with additional, respective pricing will be provided to the client for determination of how to proceed. If client at that point elects not to proceed, client will be responsible for work performed and materials used at Gate Logic Security's standard hourly rate and pricing for materials.

Gate Logic Security reserves the right to temporarily discontinue work due to weather conditions and/or unworkable site conditions without breach of contract and will not be held liable for lost or delayed time due to situations out of our direct control.

New products provided and installed are covered by Gate Logic Security 1-year warranty. Warranty provided includes new and provided product and workmanship only and does not include malfunction or damage due to site conditions, mistreatment and damage due to negligence or intentional, electrical strike or surge, insect or rodent damage or other not listed "acts of God". New products also generally come with a manufacturer's warranty. Client is responsible for registration of equipment is required for eligibility for warranty. Retrofitting gate equipment, existing wiring, mounts or other gate and/or access related components will not be covered under warranty unless specified.

This proposal is valid for a period of up to 90 days from the date of the proposal. Client will provide 1/2 of contracted price upon approval. Full and final payment will be due upon job completion. All pricing reflects a 3.5% discount for personal check or cash payments unless otherwise noted.

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DCJS 11-8964 | VA #2705146714
MD #109327 | DC #410514000514

Acceptance

I accept the proposed services as listed and priced above as well as the Gate Logic Security terms and conditions.

Committee Volunteer Form (Access Control)

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: TaShawn Andrews, Architectural Covenants Administrator - CAMP

Date: Friday, August 8, 2025

Re: Approval of Committee Volunteer Form

Suggested Motion: "I move to appoint Talesha Corbin to the Access Committee."

Please see the **enclosed form(s)** for committee appointment for the member below.

- Talesha Corbin - Access Committee
- Talesha Corbin - Ad-Hoc Traffic Safety (not active committee)

Management has verified that the member requesting to be a volunteer is in good standing with the association.

Management recommends the approval of this request for the Access Committee.

Proposals for Sand Filter for Pool

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: Proposals for Sand Filter for Pool

Summary: On Friday, July 25, 2025, management emailed the Board about the pool filtration system.

Pool Filtration System – It has been noted and reported that the pool occasionally becomes “cloudy.” At this time, Management believes this matter can be addressed at the August 14th Board meeting; however, it can be a consent agenda item if preferred.

The enclosed Premier Pool estimate is for the main pool filtration system only, as requested. A separate estimate for the wading pool filtration system is forthcoming. The pump hand nut assembly listed in the estimate is essential for cleaning the hair strainer basket, which protects the motor from damage by capturing large debris and hair. According to Premier Pools, it will also help prevent leakage in that area

Committee Recommendation: As of 8-6-25, management is still waiting for the additional proposal from Premier Pools. No proposals have been emailed to the Facilities Committee as of yet while we await the wading pool proposal.

Management Recommendation: If possible, management recommends waiting until after the pool season to perform these repairs and/or the additional proposal for potential bulk savings.

Action Needed: Board to review Estimate#13526 from Premier Pool Management, Inc. (\$4,550) and the pricing from Continental Pools (\$6,150) for the main pool and vote on the next steps.

JOB PROPOSAL

PREMIER POOL MANAGEMENT, INC.
12339 Carroll Ave., Suite B
Rockville, MD 20852

Customer Info
Oak Creek Club 14505 Mary Bowie Parkway Upper Marlboro, MD 20774

Estimate #	13526
Date Ordered	7/21/2025
Order Taken By	AA
Start Date	7/25/2025
Comments	Service Work

Item	Description	Qty	Unit Cost	Total
SERVICE W...	Filter Media Change: - Remove old filter media - Clean filter tank - Supply and install new filter media - Reassemble and test for proper filtration	1	4,150.00	4,150.00
SERVICE W...	Pump Hand Nut Assembly: - Remove damaged or worn hand nut - Supply and install new hand nut assembly - Ensure secure fit and test for leaks	1	400.00	400.00

Warranty: 30 days from project completion.

Subtotal	\$4,550.00
Sales Tax (6.0%)	\$0.00
Total	\$4,550.00

Additional Notes:

- * Please do not pay from this proposal. Invoice to follow.
- * Job completion may be delayed due to parts availability.
- * Additional charges may apply.
- * Price valid for 30 days.

AUTHORIZED SIGNATURE _____

CUSTOMER NAME _____ DATE _____

Please do not pay off of this proposal, an invoice will be generated and sent under separate cover. Upon receipt of the invoice, payment must be made by the due date or invoice will incur a 5% late fee per month.
--



Continental Pools - Maryland
 8520 Corridor Road, Ste B,
 Savage, MD 20763
 301-498-1000

Oak Creek Swimming Pool Repair/Maintenance Specification

Please provide an authorizing signature at each item and fax this page to (301) 498-2709

Repairs

<u>Name</u>	<u>Qty/Units</u>	<u>Price</u>	<u>Ext. Price</u>	<u>Owner Initials</u>
Sand Filter Recharge Replace sand in main pool filter tank. [Strongly Recommended]	1.00 Each	6,150.00	6,150.00	_____
Supply And Install Non-skid Tile On Beach Entry Area To include 1x1 inch or 2x2 inch tile in white and off-white color [Strongly Recommended]	1.00	12,558.00	12,558.00	_____
Remove and Replace Deck Expansion Caulk - More than 200 LF 573 feet at main pool and 40 feet at wading. [Recommended]	613.00 Ft	15.99	9,801.87	_____
Remove and Replace One Skimmer Pad Enlarge skimmer pad to include cracked and deteriorated concrete next to skimmer pad [Recommended]	1.00 Each	907.70	907.70	_____
Remove and Replace Straight Precast Coping Stone(s) [Recommended]	2.00 Each	166.95	333.90	_____

RegROUT Between Coping Stones	8.00 Each	98.70	789.60	_____
[Recommended]				

Parts

<u>Name</u>	<u>Qty/Units</u>	<u>Price</u>	<u>Ext. Price</u>	<u>Owner Initials</u>
CAT Chemical Controller - Continental Pools	2.00 Each	3,969.51	7,939.02	_____
[Optional]				
Acid Pump for Chemical Controller	2.00 Each	1,022.54	2,045.08	_____
[Optional]				

Repairs Subtotal: 30,541.07

Parts Subtotal: 9,984.10

Total: 40,525.17

**Sales Tax will be added to the parts invoice upon billing.*

*** If you are a DC customer, sales tax will be added to all parts, construction, and repair invoices upon billing.*

Prices quoted are valid for 30 days from 7/8/2025.

Sand Filter Recharge

- A. Continental Pools will extract all filter media from existing filter tank(s).
- B. Continental Pools will examine the tank's interior plumbing and notify owner of any needed repairs.
- C. Continental Pools will recharge the tank utilizing measured quantities required for the existing filters.
- D. Continental Pools will clean the closure mechanism and reseal the tank.
- E. Continental Pools will sweep pump room clean and remove all job related debris.

Supply And Install Non-skid Tile On Beach Entry Area

Remove and Replace Deck Expansion Caulk - More than 200 LF

- A. Continental Pools shall provide all labor and material necessary to caulk expansion joints at the pool. The quote is based on a standard joint size. Excessive width of joints may be subject to additional material charges.
- B. Continental Pools shall clean, tape and prepare the surfaces. Continental Pools shall install backer rod as needed.
- C. Continental Pools shall utilize a polyurethane caulking compound sealant. The areas to be caulked are as follows:
- D. The joint will be taped on both edges and smoothed to a flat finish
- E. Continental Pools will remove all job related debris.

Remove and Replace One Skimmer Pad

- A. Continental Pools will provide all labor and material necessary to remove existing skimmer pads and associated debris in the quantity specified.
- B. Continental Pools will carefully remove the concrete around the skimmer lid and collar. The lid and collar will be reused.
- C. Continental Pools will repour the area around the skimmer collar in 3500 psi concrete. Continental Pools will sponge clean the adjacent deck surfaces and the skimmer unit.
- D. The edges will have a tooled finish. The skimmer pads will have expansion and control joints at the pool and deck edges. The surface will have a fine broom finish.
- E. Continental Pools will remove all job related debris.

Remove and Replace Straight Precast Coping Stone(s)

- A. Continental Pools will supply all labor and material necessary to prepare the pool for replacement coping. Continental Pools shall remove the existing pool coping stones and caulk as specified.
- B. Continental Pools will supply all labor and material necessary to replace the white coping. The new stones shall be set in Portland cement. The stones shall be grouted with a mixture of White Portland cement and marble dust. If the existing deck is not exactly level, the coping will be set to make the deck variations less obvious.
- C. Continental Pools shall remove all job related debris.
- D. This section of the proposal does not include caulking between coping and deck.
- E. It is not possible prior to coping removal to determine the existence of bond beam deterioration. If upon inspection of the bond beam, defects are found, Continental Pools will notify owner and submit estimate for approval. Bond Beam deterioration is usually a result of freeze/thaw damage and /or age.

RegROUT Between Coping Stones

CAT Chemical Controller - Continental Pools

A. Adding an automated chemical controller to an existing filter system can be a substantial upgrade to any facility. While pool operators maintain chemical levels at pools during normal operating hours, a pool controller helps to maintain proper water chemistry at all times. This minimizes the possibility of facility closures due to water chemistry related problems. An Automated pool controller does a great job of controlling sanitizer and ph levels, the two components most often needing frequent adjustments. The pool will still need proper initial and periodic chemical testing and adjusting to ensure comprehensive water balance.

Acid Pump for Chemical Controller

CONTINENTAL POOLS, LLC

STANDARD TERMS, CONDITIONS, & WARRANTIES

The following Terms, Conditions, & Warranties, together with the executed Proposal/Service Repair Letter, constitute a contract ("Agreement") between Continental Pools, LLC ("Contractor") and Oak Creek ("Owner") to which materials and/or labor is being supplied ("work"). The parties agree as follows:

OWNER RESPONSIBILITIES

1. **ACCESS TO SITE** - The owner shall provide and designate sufficient and proper access to the job site for the movement of trucks, tools, dumpsters and other equipment and materials. Contractor shall not be responsible for damage to lawns, landscaping, trees, curbs, sidewalks, driveways, roads, sewage systems, or to any real or personal property caused by Contractor's equipment within the access way to and the work area itself. Unless otherwise provided in this Agreement, no sodding, seeding, fine grading and/or landscaping are to be provided by Contractor. Contractor's obligation in that regard consists of returning pool area to rough grade and broom cleaning site so that it is free of all debris and excess materials upon completion. Contractor will not be responsible for clean-up of dust created from wind or sandblasting, unless otherwise agreed.
2. **UTILITIES** - Owner agrees to furnish electric power and water to the construction site for use by Contractor during the repair work. Owner is responsible for the payment, and delivery of fill water, if needed.
3. **DELAY** - Delay of work by Owner will render the completion date indicated in this Agreement inapplicable and Owner shall be responsible for all costs related to such delays.
4. **CHANGE ORDERS** - Some change orders may be necessary due to job conditions, changes required after plans have been submitted for permits, product unavailability, or because, as the work progresses, changes for the benefit of the Owner become obvious. Materials and/or work, in addition to that expressly provided for in this Agreement, will be billed separately by Contractor to Owner. Payment for such additional materials and/or work is due upon delivery and/or completion.

GENERAL PROVISIONS AND WARRANTIES

5. **PLANS** - If plans and specifications are attached, they form part of this Agreement. In case of conflict between such plans and specifications and the agreed conditions of this Agreement, the agreed conditions of this Agreement shall prevail. Contractor shall have the right to make inconsequential adjustments to the procedure, materials, and/or methods when the result is equal to or is greater than the expected work as determined by and at the sole discretion of Contractor.
6. **DELAY** - Contractor shall not be liable for loss or damage of any kind attributable to any delay caused by, but not limited to, weather conditions, labor difficulties, accidents, acts of civil

or military authorities, acts of God, acts by Owner or other contractors, or any other conditions, causes or circumstances beyond Contractor's control.

7. **DEMOLITION** - During the demolition phase of the work, concealed/affected areas may need improvement; these items shall be billed at additional cost upon owner approval. These possible exceptions include, but are not limited to, additional delaminated or hollow whitecoat "pops", excessive thickness of mud bed between coping stones and bond beam, existing bond beam damage, excessive thickness of existing concrete (> 4"), electrical or plumbing lines in or below concrete, rebar running in concrete requiring removal, and effects from vibrations during use of demolition equipment. If coping and/or tile are not replaced in conjunction with each other, or only partially replaced, Contractor will use caution during demolition, however, should remaining pieces become damaged, Contractor will replace all such areas at additional cost to Owner upon approval.

8. **ELECTRICAL** - Electrical connections are excluded from this Agreement unless otherwise specified. The existing electrical service is assumed to be adequate for the use of the existing swimming pool equipment and any new equipment which has been provided or requested and approved for installation. If, for any reason, electrical upgrades are needed for the use of said equipment, such upgrades or improvements will be at the Owners expense.

9. **SUBSTITUTIONS** - Contractor reserves the right to substitute materials, equipment or methods of equal or better quality to that specified in this Agreement without notification or any additional cost to Owner.

10. **OWNER BREACH** - In the event Owner breaches any of the terms and conditions of this Agreement, Contractor may, without waiving any rights it may have as a result of said breach, continue to do work pursuant to this Agreement, or it may stop work without further obligation or liability to Owner. If the latter, Owner forfeits all payments previously made to Contractor, and Owner will be liable to Contractor for damages caused by said breach, and all costs incurred by Contractor including reasonable attorney's fees and other costs of collection.

11. **WARRANTY** - Contractor warrants that all materials and/or parts used to complete the work will be made of suitable quality and all work completed in a competent and workmanlike manner in accord with industry standards. Any defect in Contractor's workmanship appearing within twelve months of completion shall be repaired without cost, conditional upon Owner providing written notice of such defect within fifteen (15) days of learning of said defect and taking appropriate and reasonable measures to mitigate further damage, without cost to Contractor without prior approval. Machinery and/or assembly units, parts, motors, fittings, heaters, accessories, and other manufactured items and materials purchased by Contractor for use in completing the work are provided with only the manufacturer's warranty, if such a warranty exists, and Owner agrees and understands that he/she shall rely solely upon the terms of any such warranty if it exists.

12. **DAMAGES** - Contractor's warranty does not include, and Contractor shall not be responsible for any damage resulting from, or caused by, surface drainage, acts of God, or the draining or emptying of the pool.

13. **INSURANCE** - Contractor will maintain Public Liability Insurance to protect against accidents and injuries directly due to the gross negligence of Contractor or our employees. Owner has or will obtain, prior to the start of work, a suitable insurance policy to protect his/her property and interests. It is expressly agreed and understood that Contractor will not be liable

or responsible to any person for loss, injury and/or damage sustained as a result of the use of the pool or its facilities, save and excepting that caused by the gross negligence of the Contractor or its employees. Contractor is specifically exempt from liability due to mechanical failure of equipment or damage to the pool due to faulty construction or defective workmanship by others, or hydrostatic conditions. If Contractor is invited to complete pool work or any other type of work that requires the draining of the pool, Contractor will not be responsible for any damages related to the water level in said pool.

14. **HAZARDOUS MATERIALS** - Contractor specifically reserves the right to halt excavation, demolition, or construction processes, without penalty under this Agreement or incurring financial or legal responsibility for, the discovery or exposure of any and all hazardous materials including, but not limited to lead, asbestos, petroleum products, medical waste and any other hazardous material that has a natural or unnatural origin, and the disposal, abatement, or remediation of such materials. Owner agrees to, at his/her own expense, remedy any such discovered defect and provide a site, free of hazardous materials, prior to the entry or re-entry of Contractor personnel while maintaining the schedule of payments as provided elsewhere in this Agreement or supporting documents.

15. **SUBSURFACE** - Contractor has assumed the excavation site to be free and clear of concealed/unforeseeable subsurface conditions, natural or unnatural, which would impede the progress of normal excavation. There is no provision in this Agreement to allow for expenses associated with the use of mechanical breakers, explosives, or the removal and disposal of unsuitable soils, rock, waste materials or other objects of any kind. Further, there is no allowance for expenses associated with the installation of suitable replacement materials. Owner, at his/her own expense, utilizing Contractor or other qualified personnel, shall remedy any such situation before Contractor proceeds with further excavation. In addition, stone needed for low or washed out areas is Owner's responsibility. The costs of repairing/replacing unmarked, mismarked or unknown underground utility lines, piping or conduits of any nature or any other subsurface item is also excluded.

OTHER TERMS

16. **NOTICE & ACCEPTANCE** - Unless otherwise provided in the Authorization to Perform Work, Owner agrees to pay Contractor within thirty (30) days after work is complete or accepted, whichever comes first. Unless otherwise agreed in writing, Owner agrees that written notice must be made for any deficiency, defect, or warranty claim within fifteen (15) days. Failure to provide timely written notice shall constitute acceptance of the work and payment in full shall be due.

17. **CLAIMS** - It is specifically agreed that no legal claims or actions may be made or commenced against Contractor before Owner has provided proper notice, Contractor has had a reasonable opportunity to complete the work or warranty repairs, and until the contract price, including any change orders, has been paid in full.

18. **PAYMENT & COLLECTION** - In the event that timely payment is not made, Owner shall be obligated to pay 1¹/₂% per month interest on any unpaid balance in addition to any costs of collection including reasonable attorney's fees. It is the express intent of the parties to this Agreement that title to equipment and accessories shall not pass to Owner until the full price in accordance with this Agreement shall have been paid to Contractor. If payment is not made according to this Agreement, Contractor may at its sole discretion, without notice, enter Owner's premises and repossess any equipment and/or accessories provided in this Agreement, and apply

the value, less reasonable depreciation, against any unpaid balance. Contractor may also suspend or terminate the performance of additional services until the balance is paid.

This Agreement (Standard Terms, Conditions and Warranties) together with the executed Proposal/Service Repair Letter constitutes the entire understanding between the parties and there are no other agreements, representations, or warranties therewith.

Print Name

Signature

Sign Date



COPING JOINTS THAT SHOULD BE REPAIRED



REPLACE STONE THAT CRACKED



REPLACE SKIMMER PAD AND DAMAGED CONCRETE NEXT TO IT

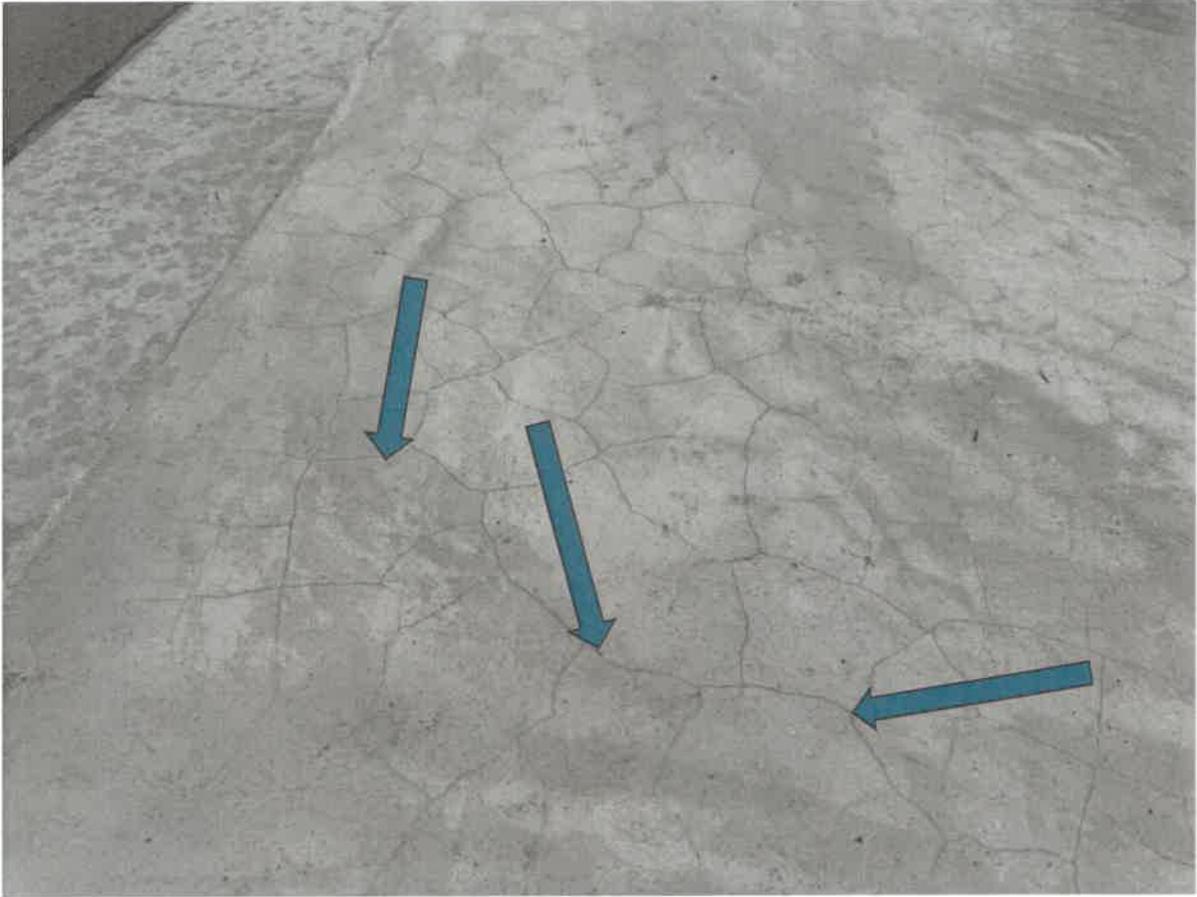


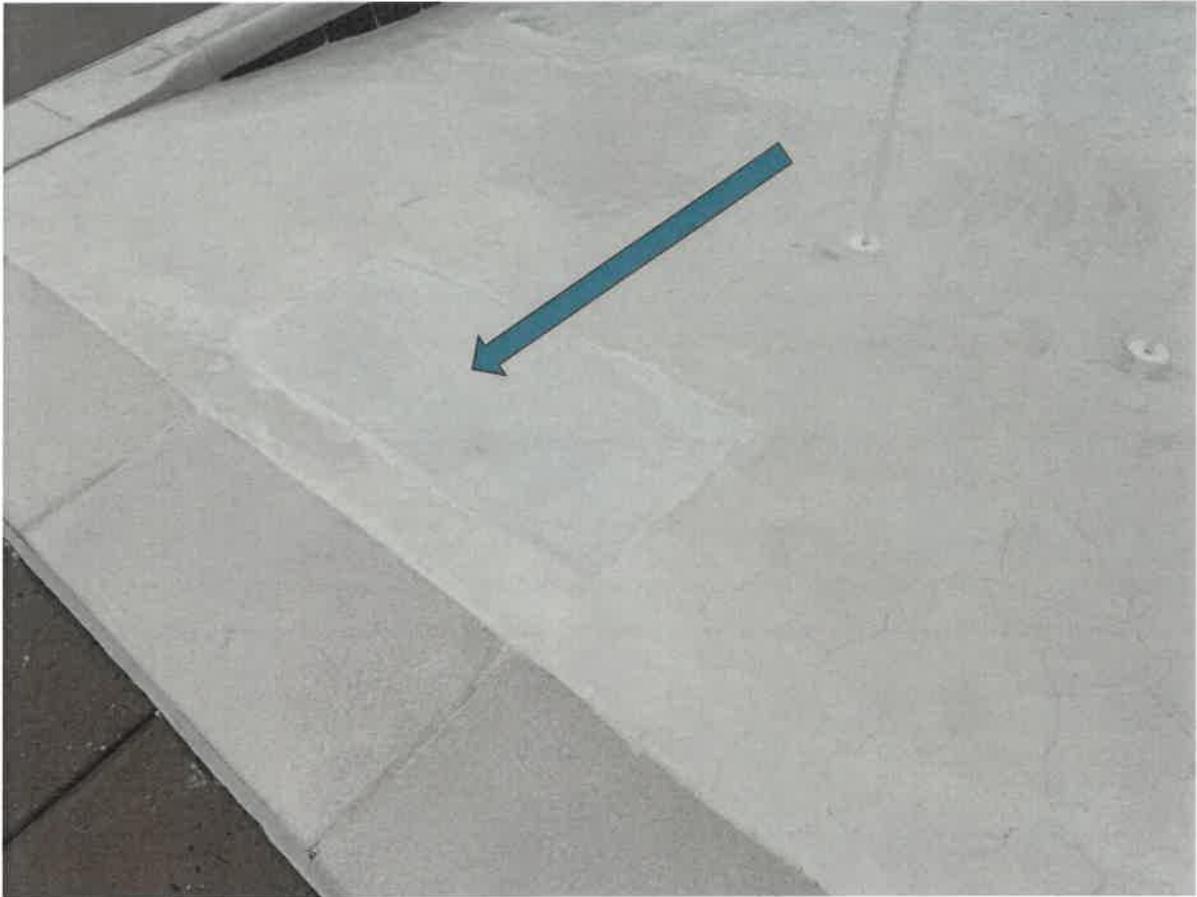




DETERIORATED JOINT BETWEEN STONES SHOULD BE REPAIRED









OLD DECK CAULING JOINTS THAT ARE IN DISREPAIR AND SHOULD BE REPLACED



Tot Lots Inspection Report by Playground Patrol 8-6-25

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mr. Femi Aje, PCAM®, On-Site General Manager Community Association Management Professionals (CAMP)

Date: Friday, August 8, 2025

Re: Tot Lots Inspection Report by Playground Patrol 8-6-25

Summary:

Enclosed are two versions of a "**Faults Only Report**" from **Playground Patrol**.

www.PlaygroundPatrol.net

1. Looks like the main full report only with all the Green / Compliances trimmed away = Only Faults Present w/ images still.

2. A condensed Spreadsheet version that a lot of their clients like to use and work off.

Action Needed: Board/Management/Committee to review and take proper action.

Park	Inspection	Question	Fault	Repaired	Insp Date	Fault Since
Bleak Hill Place Tot Lot	Low Frequency Inspection	Are warning labels and age appropriate signage present and legible?	<ul style="list-style-type: none"> Labels damaged or missing - no safety, warning or age labels are legible. * Add required age, safety & warning stickers / labels. Priority: Low	No	08/05/2025	11/04/2021
Bleak Hill Place Tot Lot	Low Frequency Inspection	Is equipment free of any protrusions (exposed bolts, screws, nuts) or entanglement hazards?	<ul style="list-style-type: none"> One loose bolt on the Airplane Panel creating an entanglement hazard. * Tighten loose fasteners. Priority: Low	No	08/05/2025	08/05/2025
Bleak Hill Place Tot Lot	Low Frequency Inspection	Are nuts and bolts tight with no wear noted?	<ul style="list-style-type: none"> See above where there's a loose bolt on the airplane panel. Also missing a fastener on one of the clamps on the lower end of the spiral slide. The left upper side of the railing on the transfer station is no longer attached to its clamp. * Maintain the unit. Replace missing and tighten existing fasteners. Priority: Low	No	08/05/2025	08/05/2025
Bleak Hill Place Tot Lot	Low Frequency Inspection	Do slides < 48" high have max .11" height at exit; slides > 48" have exit height between 7-15"; and all slide exits are rounded or curved	<ul style="list-style-type: none"> No Change since last inspection: Right turn slide exit should be no higher than 11" (because it's under 48" high slide - should be 0" - 11" high at exit). Appears to have been installed at 15" high. Due to slide being installed in poured rubber surface there's not much that can be done here that doesn't involve digging things up or lowering the entire structure. You should consult the manufacturer or installer for an explanation & solutions. Priority: Low	No	08/05/2025	11/04/2021
Bleak Hill Place Tot Lot	Low Frequency Inspection	Is equipment free of any protrusions (exposed bolts, screws, nuts) or entanglements?	<ul style="list-style-type: none"> One of the set screws on the spiral slide base is loose - should be maintained. * Secure the loose fastener. Priority: Low	No	08/05/2025	08/05/2025

Bleak Hill Place Tot Lot	Low Frequency Inspection	Are nuts and bolts tight with no wear noted?	<ul style="list-style-type: none"> • See above regarding the spiral slide having a loose bolt. Priority: Low • While I'm not able to test the resilience of the safety surface with this inspection I do look at the condition and how it feels generally: it feels good & soft underfoot. • There are some places where it is beginning to fail - surfacing cracking and peeling. * Consider resurfacing & patch repair. 	No	08/05/2025	08/05/2025
Bleak Hill Place Tot Lot	Low Frequency Inspection	Is the condition of the unitary surfacing acceptable?	<ul style="list-style-type: none"> • Playground equipment could use cleaning / sanitization service. 	No	08/05/2025	08/05/2025
Bleak Hill Place Tot Lot	Low Frequency Inspection	Is the play area free of debris, trash, broken glass, graffiti etc.? Is playground equipment clean?	<ul style="list-style-type: none"> • No change since last inspection: • No age, safety, or warning labels / stickers are present. * Add required age, safety & warning labels. 	No	08/05/2025	08/05/2025
Hawley Lane Tot Lot	Low Frequency Inspection	Are warning labels and age appropriate signage present and legible?	<ul style="list-style-type: none"> • Multiple post caps are wobbly & one was completely able to be removed. The post cap on Loop Ladder could / would come all the way off. * Today we reinstalled all post caps securely but not permanently. Did not have parts & tools for it. This should be addressed. NOTE: two times ago we permanently secured another loose post cap in the same condition. 	No	08/05/2025	11/04/2021
Hawley Lane Tot Lot	Low Frequency Inspection	Is the composite playset support structure in good repair, secure with no noted movement?	<ul style="list-style-type: none"> • Overhead climbers should be no higher than 84" (7' high). This overhead loop ladder is currently 85+'' high. * Adding safety surfacing to this area would remedy this. 	No	08/05/2025	08/05/2025
Hawley Lane Tot Lot	Low Frequency Inspection	Are access devices to composite play structure (ladders, stairs, etc.) in good condition and secure with no movement noted?	<ul style="list-style-type: none"> • Adding safety surfacing to this area would remedy this. 	No	08/05/2025	08/05/2025

Hawley Lane Tot Lot	Low Frequency Inspection	Are nuts and bolts tight with no wear noted?	<ul style="list-style-type: none"> The yellow car on the Spin Racer Panel is missing a bolt. Replace the missing fastener. <p>Priority: Low</p>	No	08/05/2025	08/05/2025
Hawley Lane Tot Lot	Low Frequency Inspection	Do slides < 48" high have max. 11" height at exit; slides > 48" have exit height between 7-15"; and all slide exits are rounded or curved	<ul style="list-style-type: none"> All three (3) slides are a couple inches too high which could be remedied with the appropriate depth of surfacing being added. Slide off a 42" deck should be no higher than 11" - currently 16" high. The five foot slides are both an inch and a half high. Add safety surfacing and / or consider high traffic mats to help stabilize the high traffic areas, avoid ponding / ruts while providing resilience. <p>Priority: Low</p>	No	08/05/2025	08/05/2025
Hawley Lane Tot Lot	Low Frequency Inspection	Are slide beds smooth with no damage, openings, sharp or rough edges noted?	<p>No change since last inspection:</p> <ul style="list-style-type: none"> Higher straight slide beginning to crack or separate at its seam at the entrance on the right side on the right hand side of the deck. <p>NOTE: it has not got any worse since the 1st inspection.</p> <ul style="list-style-type: none"> Keep an eye on it. <p>Priority: Low</p>	No	08/05/2025	11/04/2021
Hawley Lane Tot Lot	Low Frequency Inspection	Is equipment free of rust and chipped paint?	<ul style="list-style-type: none"> A little bit of paint damage and rust typical for something this age. <p>Priority: Low</p>	No	08/05/2025	08/05/2025
Hawley Lane Tot Lot	Low Frequency Inspection	Does protective surface area appear to be in good condition, uniform and appropriate depth (loose fill only)?	<ul style="list-style-type: none"> Add / Maintain a MINIMUM DEPTH OF 9" of an engineered wood fiber certified playground safety surfacing material. <p>Priority: Medium</p>	No	08/05/2025	11/04/2021
Hawley Lane Tot Lot	Low Frequency Inspection	Is the condition of the border / curbing acceptable?	<ul style="list-style-type: none"> Some of the top tier is rotted and deteriorated. Particularly in the front right corner. Consider replacing the damaged border section. Keep an eye on it. <p>Priority: Low</p>	No	08/05/2025	08/05/2025

Hawley Lane Tot Lot	Low Frequency Inspection	Is the play area free of debris, trash, broken glass, graffiti etc.? Is playground equipment clean?	<ul style="list-style-type: none"> Playground equipment could use cleaning / sanitization service. There's two fresh burn marks on either side of the underside of the roof. Priority: Low	No	08/05/2025	08/05/2025
Paramus Court Tot Lot	Low Frequency Inspection	Are warning labels and age appropriate signage present and legible?	<ul style="list-style-type: none"> Required warning labels / stickers are not legible or complete. Add required labels / stickers. Priority: Low	No	08/05/2025	08/05/2025
Paramus Court Tot Lot	Low Frequency Inspection	Are benches clean, in good condition and secure with no exposed bolts or sharp edges?	<ul style="list-style-type: none"> Five of the eight pipe ends in the bench frames are missing their caps which is a good place for water to get into and create problems with the frame or for stinging insects to nest. Replace the missing end caps and better secure the others. Priority: Low	No	08/05/2025	08/05/2025
Paramus Court Tot Lot	Low Frequency Inspection	Are sidewalks, walkway areas and other related paths in good condition with no potential tripping hazards noted?	<ul style="list-style-type: none"> No direct access to play area. There's a concrete bridge over the swale into the grass. Consider providing direct site access to play area. Priority: Low	No	08/05/2025	01/20/2023

Inspection Fault Details

Area: Oak Creek Club HOA

Bleak Hill Place Tot Lot

Address: Bleak Hill Place
 Upper Marlboro, MD
Area: Oak Creek Club HOA

Date Range: 07/06/2025 to 08/06/2025

Inspection	Created by	Created Date
Low Frequency Inspection	Keith Lively	08/05/2025 11:07:58 AM

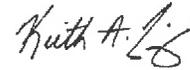
Low Frequency Inspection

Location: Bleak Hill Place Tot Lot
Address: Bleak Hill Place
 Upper Marlboro, MD
Area: Oak Creek Club HOA
Inspection Group: Playground Patrol Custom Forms
Checklist: Low Frequency Inspection

Created by: Keith Lively
Created: 08/05/2025 11:07:58 AM
Saved: 08/06/2025 01:35:10 PM
Next Inspection Date:

Updated by: klively
Last Updated: 8/6/25, 1:34 PM
Approved By: Keith Lively
Approved Date: 8/6/25, 1:35 PM

**Approval
 Signature:**



Are warning labels and age appropriate signage present and legible?

No 

- Labels damaged or missing - no safety, warning or age labels are legible.

* Add required age, safety & warning stickers / labels.

Has the fault been repaired? No

Priority: Low



Is equipment free of any protrusions (exposed bolts, screws, nuts) or entanglement hazards?

No 

- One loose bolt on the Airplane Panel creating an entanglement hazard.

* Tighten loose fasteners.

Has the fault been repaired? No

Priority: Low



Are nuts and bolts tight with no wear noted?

No 

- See above where there's a loose bolt on the airplane panel.
- Also missing a fastener on one of the clamps on the lower end of the spiral slide.
- The left upper side of the railing on the transfer station is no longer attached to its clamp.

* Maintain the unit. Replace missing and tighten existing fasteners.

Has the fault been repaired? No

Priority: Low



Inspection Details



Do slides < 48" high have max. 11" height at exit; slides > 48" have exit height between 7-15"; and all slide exits are rounded or curved

No 

No Change since last inspection:

- Right turn slide exit should be no higher than 11" (because it's under 48" high slide - should be 0" - 11" high at exit). Appears to have been installed at 15" high.

* Due to slide being installed in poured rubber surface there's not much that can be done here that doesn't involve digging things up or lowering the entire structure. You should consult the manufacturer or installer for an explanation & solutions.

Has the fault been repaired? No

Priority: Low



Is equipment free of any protrusions (exposed bolts, screws, nuts) or entanglements?

No 

- One of the set screws on the spiral slide base is loose - should be maintained.

* Secure the loose fastener.

Has the fault been repaired? No

Priority: Low



Are nuts and bolts tight with no wear noted?

No 

• See above regarding the spiral slide having a loose bolt.

Has the fault been repaired? No

Priority: Low

Pictures of any independent climbers

No Notes

Pictures of Swing Sets

No Notes

Pictures of Merry Go Rounds / Spinners

No Notes

Pictures of See-Saws / Teeter Totters

No Notes

Is the condition of the unitary surfacing acceptable?

No 

• While I'm not able to test the resilience of the safety surface with this inspection I do look at the condition and how it feels generally: it feels good & soft underfoot.

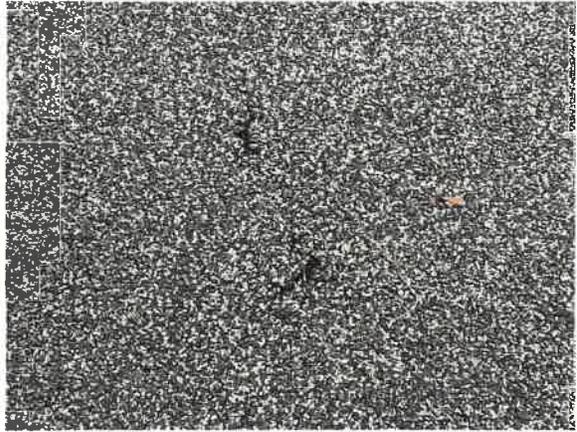
• There are some places where it is beginning to fail - surfacing cracking and peeling.

* Consider resurfacing & patch repair.

Has the fault been repaired? No

Priority: Low

Inspection Details



Is the play area free of debris, trash, broken glass, graffiti etc.? Is playground equipment clean?

No 

• Playground equipment could use cleaning / sanitization service.

Has the fault been repaired? No

Priority: Low





Pictures of table / seating areas

No Notes

Pictures of barbeque area

No Notes

Pictures of Tennis courts

No Notes

Pictures of Basketball courts

No Notes

Pictures of Volleyball courts

No Notes

Pictures of other sports equipment

No Notes

Comments:

DISCLAIMER: This a Low Frequency Inspection Report and was designed with the intent to evaluate whether the play area, play equipment and play surfacing meet current safety standards. We also evaluate adjacent recreational amenities, if applicable. The criteria used was based on this being a "Low Frequency Inspection". There are design & safety standards that were NOT taken into consideration for this report. If this playground was installed prior to 2017 some design & safety standards may have changed since its installation. If you want a full report on ALL the current safety standards then you will need a Playground Audit where we evaluate each & every component in the play area and how they measure up to today's safety standards. Always consult manufacturer for their input and instructions for inspection schedules & replacement parts or before attempting to perform any repairs on your own. Per the CPSC, inspection & maintenance schedules

Inspection Details

should be developed based upon actual or anticipated playground use.

Retain all inspection reports to assist in developing a comprehensive maintenance program, scheduling future inspections and for future budgeting & planning.

This inspection does not address the protective surfacing for compliance as it pertains to impact attenuation results such as HIC & GMAX. The inspection was of existing surfacing depth only.

This information is for Internal Use Only and is not to be released or otherwise disseminated to anyone other than an agency official, or designated representative.

PRIORITY KEY:

HIGH: Permanent disability, loss of life or limb. (Condition should be corrected immediately)

MEDIUM: Serious injury resulting in temporary disability. (Condition should be corrected as soon as possible)

LOW: Minor Injury / Non-Compliant. (Condition should be corrected when time permits or when it worsens).

Hawley Lane Tot Lot

Address: Hawley Lane
Upper Marlboro, MD
Area: Oak Creek Club HOA

Date Range: 07/06/2025 to 08/06/2025

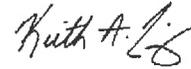
Inspection	Created by	Created Date
Low Frequency Inspection	Keith Lively	08/05/2025 10:19:54 AM

Low Frequency Inspection

Location: Hawley Lane Tot Lot	Created by: Keith Lively
Address: Hawley Lane	Created: 08/05/2025 10:19:54 AM
Upper Marlboro, MD	Saved: 08/06/2025 01:17:34 PM
Area: Oak Creek Club HOA	Next Inspection Date:
Inspection Group: Playground Patrol Custom Forms	
Checklist: Low Frequency Inspection	

Updated by: klively
Last Updated: 8/6/25, 1:17 PM
Approved By: Keith Lively
Approved Date: 8/6/25, 1:17 PM

**Approval
Signature:**



Are warning labels and age appropriate signage present and legible?

No 

No change since last inspection:

- No age, safety, or warning labels / stickers are present.

* Add required age, safety & warning labels.

Has the fault been repaired? No

Priority: Low

Is the composite playset support structure in good repair, secure with no noted movement?

No 

- Multiple post caps are wobbly & one was completely able to be removed. The post cap on Loop Ladder could / would come all the way off.

* Today we reinstalled all post caps securely but not permanently. Did not have parts & tools for it. This should be addressed.

NOTE: two times ago we permanently secured another loose post cap in the same condition.

Has the fault been repaired? No

Priority: Low

Inspection Details



Are access devices to composite play structure (ladders, stairs, etc.) in good condition and secure with no movement noted?

No 

• Overhead climbers should be no higher than 84" (7' high). This overhead loop ladder is currently 85+" high.

* Adding safety surfacing to this area would remedy this.

Has the fault been repaired? No

Priority: Low



Are nuts and bolts tight with no wear noted?

No 

• The yellow car on the Spin Racer Panel is missing a bolt.

* Replace the missing fastener.

Has the fault been repaired? No

Priority: Low

Inspection Details



Do slides < 48" high have max. 11" height at exit; slides > 48" have exit height between 7-15"; and all slide exits are rounded or curved

No 

- All three (3) slides are a couple inches too high which could be remedied with the appropriate depth of surfacing being added.
- Slide off a 42" deck should be no higher than 11" - currently 16" high.
- The five foot slides are both an inch and a half high.

* Add safety surfacing and / or consider high traffic mats to help stabilize the high traffic areas, avoid ponding / ruts while providing resilience.

Has the fault been repaired? No

Priority: Low



Are slide beds smooth with no damage, openings, sharp or rough edges noted?

No 

No change since last inspection:

- Higher straight slide beginning to crack or separate at its seem at the entrance on the right side on the right hand side of the deck.

NOTE: it has not got any worse since the 1st inspection.

* Keep an eye on it.

Has the fault been repaired? No

Priority: Low

Inspection Details



Pictures of any independent climbers

No Notes

Is equipment free of rust and chipped paint?

No 

• A little bit of paint damage and rust typical for something this age.

Has the fault been repaired? No

Priority: Low



Pictures of Merry Go Rounds / Spinners



No Notes

Pictures of See-Saws / Teeter Totters

No Notes

Does protective surface area appear to be in good condition, uniform and appropriate depth (loose fill only)?

No 

* Add / Maintain a MINIMUM DEPTH OF 9" of an engineered wood fiber certified playground safety surfacing material.

Has the fault been repaired? No

Priority: Medium

Is the condition of the border / curbing acceptable?

No 

• Some of the top tier is rotted and deteriorated. Particularly in the front right corner.

* Consider replacing the damaged border section. Keep an eye on it.

Has the fault been repaired? No

Priority: Low



Is the play area free of debris, trash, broken glass, graffiti etc.? Is playground equipment clean?

No 

- Playground equipment could use cleaning / sanitization service.
- There's two fresh burn marks on either side of the underside of the roof.

Has the fault been repaired? No

Priority: Low



Inspection Details



Pictures of table / seating areas

No Notes

Pictures of barbeque area

No Notes

Pictures of Tennis courts

No Notes

Pictures of Basketball courts

No Notes

Pictures of Volleyball courts

No Notes

Comments:

DISCLAIMER: This a Low Frequency Inspection Report and was designed with the intent to evaluate whether the play area, play equipment and play surfacing meet current safety standards. We also evaluate adjacent recreational amenities, if applicable. The criteria used was based on this being a "Low Frequency Inspection". There are design & safety standards that were NOT taken into consideration for this report. If this playground was installed prior to 2017 some design & safety standards may have changed since its installation. If you want a full report on ALL the current safety standards then you will need a Playground Audit where we evaluate each & every component in the play area and how they measure up to today's safety standards. Always consult manufacturer for their input and instructions for inspection schedules & replacement parts or before attempting to perform any repairs on your own. Per the CPSC, inspection & maintenance schedules should be developed based upon actual or anticipated playground use.

Retain all inspection reports to assist in developing a comprehensive maintenance program, scheduling future inspections and for future budgeting & planning.

This inspection does not address the protective surfacing for compliance as it pertains to impact attenuation results such as HIC & GMAX. The inspection was of existing surfacing depth only.

This information is for Internal Use Only and is not to be released or otherwise disseminated to anyone other than an agency official, or designated representative.

PRIORITY KEY:

HIGH: Permanent disability, loss of life or limb. (Condition should be corrected immediately)

MEDIUM: Serious injury resulting in temporary disability. (Condition should be corrected as soon as possible)

LOW: Minor Injury / Non-Compliant. (Condition should be corrected when time permits or when it worsens).

Paramus Court Tot Lot

Address: Paramus Court
Upper Marlboro, MD
Area: Oak Creek Club HOA

Date Range: 07/06/2025 to 08/06/2025

Inspection	Created by	Created Date
Low Frequency Inspection	Keith Lively	08/05/2025 11:41:54 AM

Low Frequency Inspection

Location: Paramus Court Tot Lot
Address: Paramus Court
Upper Marlboro, MD
Area: Oak Creek Club HOA
Inspection Group: Playground Patrol Custom Forms
Checklist: Low Frequency Inspection

Created by: Keith Lively
Created: 08/05/2025 11:41:54 AM
Saved: 08/06/2025 02:08:26 PM
Next Inspection Date:

Updated by: klively
Last Updated: 8/6/25, 2:08 PM
Approved By: Keith Lively
Approved Date: 8/6/25, 2:08 PM

Approval
Signature:

Are warning labels and age appropriate signage present and legible?

No

• Required warning labels / stickers are not legible or complete.

* Add required labels / stickers.

Has the fault been repaired? No

Priority: Low



Pictures of any independent climbers

No Notes

Pictures of Swing Sets

No Notes

Pictures of Merry Go Rounds / Spinners

No Notes

Pictures of See-Saws / Teeter Totters

No Notes

Are benches clean, in good condition and secure with no exposed bolts or sharp edges?

No 

• Five of the eight pipe ends in the bench frames are missing their caps which is a good place for water to get into and create problems with the frame or for stinging insects to nest.

* Replace the missing end caps and better secure the others.

Has the fault been repaired? No

Priority: Low



Pictures of table / seating areas

No Notes

Pictures of barbeque area

No Notes

Are sidewalks, walkway areas and other related paths in good condition with no potential tripping hazards noted?

No 

• No direct access to play area. There's a concrete bridge over the swale into the grass.

* Consider providing direct site access to play area.

Has the fault been repaired? No

Priority: Low



Pictures of sidewalks and walkways

No Notes

Pictures of Tennis courts

No Notes

Pictures of Basketball courts

No Notes

Pictures of Volleyball courts

No Notes

Pictures of other sports equipment

No Notes

Comments:

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X. Resident Forum (20mins)

XI. Adjourn

Next Meeting: 9-9-25

I. Executive/Closed Session – Board Only

§ 11B-111. Meetings of homeowners association or its governing body.

“(4) A meeting of the board of directors or other governing body of the homeowners association or a committee of the homeowners association may be held in closed session only for the following purposes:

- (i) Discussion of matters pertaining to employees and personnel;
- (ii) Protection of the privacy or reputation of individuals in matters not related to the homeowners association’s business;
- (iii) Consultation with legal counsel on legal matters;
- (iv) Consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters;
- (v) Investigative proceedings concerning possible or actual criminal misconduct;
- (vi) Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association;
- (vii) Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure;
- (viii) Discussion of individual owner assessment accounts;

(5) If a meeting is held in closed session under paragraph (4) of this section: (i) An action may not be taken and a matter may not be discussed if it is not permitted by paragraph (4) of this section; and (ii) A statement of the time, place, and purpose of a closed meeting, the record of the vote of each board or committee member by which the meeting was closed, and the authority under this section for closing a meeting shall be included in the minutes of the next meeting of the board of directors or the committee of the homeowners association.”