

OAK
CREEK



OAK CREEK CLUB
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Virtual Meeting

DATE: February 10, 2026

6:30 P.M.

BOARD MEETING PACKAGE

You are invited to a Zoom meeting.

When: Tuesday, February 10, 2026, at 6:30 pm.

Register in advance for this meeting:

Zoom link:

<https://us06web.zoom.us/meeting/register/sWXCGFEQSferacSO9umZyQ>

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.”

II. Association Calendar

Oak Creek Club HOA (2026):

<p style="text-align: center;">JANUARY 2026</p> <p style="text-align: center;">Board Meeting 1/13/26 Reinvestment of maturing CD 1/16/26</p> <p>Obtain Pool Mgmt. Proposals/Renewal JC Maintenance Contract Renewal Registration deadline for National Night Out (2/1/2026) Review Maturing Investments Manage Weather Events</p> <p style="text-align: center;"><u>Committee Meeting</u></p> <p style="text-align: center;">Budget & Finance Committee 1/5 Grounds Committee 1/6 Elections Committee 1/20 Covenants Committee 1/20 Access Control Committee 1/21 Social Committee 1/15 Facilities Committee 1/22</p> <p style="text-align: center;"><u>CAMP CLOSED</u></p> <p>MLK Day - Monday, January 19, 2026</p>	<p style="text-align: center;">JULY 2026</p> <p style="text-align: center;">Town Hall 7/7/26 Reinvestment of maturing CD 7/7/26 Reinvestment of maturing CD 7/15/26</p> <p>2027 Budget Development Send Signed Audit Rep Letter Oak Creek Activity Pool Operations Call for Candidates 7/31 Review Monthly Financials Oak Creek Day 2026 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 style="text-align: center;">Budget & Finance Committee 7/6 Grounds Committee 7/7 Elections Committee 7/21 Covenants Committee 7/21 Access Control Committee 7/22 Social Committee 7/23 Facilities Committee 7/25</p> <p style="text-align: center;"><u>CAMP CLOSED</u></p> <p>Independence Day - Friday, July 3, 2026</p>
<p style="text-align: center;">FEBRUARY 2026</p> <p style="text-align: center;">Committee and Board Orientation 2/3/26 Reinvestment of maturing CD 2/6/26 Reinvestment of maturing CD 2/25/26 Review 2026 Reserve Study Strategy</p> <p style="text-align: center;">Dunbar Security Solutions Contract Review/Decision Audit Engagement Letter</p>	<p style="text-align: center;">AUGUST 2026</p> <p style="text-align: center;">Board Meeting 8/11/26 Reinvestment of maturing US Treasury Bill 8/31/26</p> <p>JD AIR Premium Maintenance Service Plan (2nd visit) National Night Out from 6pm to 8pm on August 2026</p>

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

Finalize/ Summarize Pool Management Bids for BOD Presentation

Committee Meeting

Budget & Finance Committee 2/2
Grounds Committee 2/3
Elections Committee 2/17
Covenants Committee 2/17
Access Control Committee 2/18
Social Committee 2/19
Facilities Committee 2/26

CAMP CLOSED

President's Day - Monday, February 16, 2026

Committee Meeting

Budget & Finance Committee 8/3
Grounds Committee 8/4
Elections Committee 8/18
Covenants Committee 8/18
Access Control Committee 8/19
Social Committee 8/20
Facilities Committee 8/27

MARCH 2026

Town Hall 3/10/26
Reinvestment of Reinvestment of maturing US Treasury Bill 3/15/26
Reinvestment of maturing CD 3/18/26

Board Strategic Planning Session 3/17
 Set Community Goals & Priorities

Completion of 2026 Full Reserve Study

Obtain/Finalize Tennis Court Resurfacing Proposals (Per Reserve Study)
Obtain Parking Lot Resurfacing Proposals (Per Reserve Study)

SEPTEMBER 2026

Board Meeting 9/8/26
Reinvestment of TWO maturing CD 9/22/26 (2)
Salvation Army Angel Tree program
Homestead Gardens Holiday Lights Approval by 9/30 to have on the day after Thanksgiving.
 Snow Removal Contract/Proposals
 Salvation Army Angel Tree Program Notice Reminder

Committee Meeting

Budget & Finance Committee 9/7

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
 2025 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

Grounds Committee 9/1
Elections Committee 9/15
Covenants Committee 9/15
Access Control Committee 9/16
Social Committee 9/17
Facilities Committee 9/24
Communications Committee 9/16

CAMP CLOSED

Labor Day - Monday, September 7, 2026

Committee Meeting

Budget & Finance Committee 3/2
Grounds Committee 3/3
Elections Committee 3/17
Covenants Committee 3/17
Access Control Committee 3/18
Social Committee 3/19
Communications Committee 3/18
Facilities Committee 3/26

APRIL 2026

Board Meeting 4/14/26
US Treasury Bill Maturity Date 4/15/26
Taxes due April 15th

JBI Services, LLC preventative maintenance of six (6) Generators as per contract
JBI Services LLC Contract renewal

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

OCTOBER 2026

Annual Meeting 10/13/2026
Organizational Meeting 10/27/2026
Harvest Day Event October 2026

Finalize Snow Removal Services Contract
JBI Services, LLC preventative maintenance of six (6) Generators as per contract
Commonwealth Digital (Printer Lease) – Auto-Renewal 10/1/26

Committee Meeting

Budget & Finance Committee 10/5
Grounds Committee 10/6
Elections Committee 10/20
Covenants Committee 10/20
Access Control Committee 10/21
Social Committee 10/15
Facilities Committee 10/22

Schedule Annual Backflow testing
Perform Generator Maintenance
Oak Creek Day Preparation
Potomac Watershed Clean up April 2026
Assess Pavement Overlays in Lakeview Section (Per
Reserve Study if applicable)
Member Splash Renewals

Committee Meeting

Budget & Finance Committee 4/6
Grounds Committee 4/7
Elections Committee 4/21
Covenants Committee 4/21
Access Control Committee 4/15
Social Committee 4/16
Facilities Committee 4/23

CAMP CLOSED

Columbus Day - Monday, October 12, 2026

MAY 2026

Town Hall 5/12/26

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

**GRS Technology Solutions contract
Auto Renewals 5/30**

Committee Meeting

Budget & Finance Committee 5/4
Grounds Committee 5/5
Elections Committee 5/19
Covenants Committee 5/19
Access Committee 5/20
Social Committee 5/21
Facilities Committee 5/28

CAMP CLOSED

Memorial DAY - Monday, May 25, 2026

NOVEMBER 2026

Board/Budget Meeting 11/10/2026
Reinvestment of maturing CD 11/15
GRS Microsoft Office Emails Auto Renewals 11/18
JBI Generators (PM Plan) Auto-Renewal on 11/30

Committee Meeting

Budget & Finance Committee 11/2
Grounds Committee 11/3
Elections Committee 11/17
Covenants Committee 11/17
Access Control Committee 11/18
Social Committee 11/19
Facilities Committee 11/26

CAMP CLOSED

Veterans Day – Wednesday, November 11, 2026
Thanksgiving Day - Thursday, November 26, 2026
Day After Thanksgiving - Friday, November 27, 2026

JUNE 2026	DECEMBER 2026
<p data-bbox="277 306 740 369">Board Meeting 6/9/26 Reinvestment of maturing CD 6/2/26</p> <p data-bbox="293 407 721 470">Review and Sign Tax Return Grounds Contract Recommendation</p> <p data-bbox="298 508 716 705">Oak Creek Day Prep National Night Out Prep Pool Operations Finalize RFP for Grounds Contract Grounds Maintenance Contract Finalize Electronic Voting</p> <p data-bbox="380 743 634 772"><u>Committee Meeting</u></p> <p data-bbox="298 810 716 1073">Budget & Finance Committee 6/1 Grounds Committee 6/2 Elections Committee 6/16 Covenants Committee 6/16 Access Control Committee 6/17 Social Committee 6/18 Facilities Committee 6/25 Communications Committee 6/17</p> <p data-bbox="396 1110 618 1140"><u>CAMP CLOSED</u></p> <p data-bbox="302 1178 711 1207">Juneteenth - Friday, June 19, 2026</p>	<p data-bbox="1000 306 1287 336">Board Meeting 12/8/26</p> <p data-bbox="821 373 1463 537">CAMP Management – Pending Renewal M&E Services Inc. dba Fit Repairs NVA – Pending Renewal Brand Design (Website Support) – Auto-Renewal on 12/31</p> <p data-bbox="829 541 1455 636">JD Air (PM Contract) Expiration – 12/15 Traffix Logic (Speed Radar) Cloud Subscription Exp. 12-1-27</p> <p data-bbox="1016 674 1268 703"><u>Committee Meeting</u></p> <p data-bbox="927 741 1357 1003">Budget & Finance Committee 12/7 Grounds Committee 12/1 Elections Committee 12/15 Covenants Committee 12/15 Access Control Committee 12/16 Social Committee 12/17 Facilities Committee 12/24 Communications Committee 12/16</p> <p data-bbox="1032 1041 1252 1071"><u>CAMP CLOSED</u></p> <p data-bbox="821 1108 1463 1239">Christmas Eve - Thursday, December 24, 2026 Christmas Day - Friday, December 25, 2026 New Year's Eve – Friday, December 31, 2026 (early dismissal)</p>

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
- Procurement Committee Meeting – PENDING

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
- Pay monthly bills
- Complete monthly variance report
- Annual Calendar (working document)
- Review Delinquency/Collections
- Covenants Inspections and Follow Up

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

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

****Last updated 1-31-26****

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



**BOARD OF DIRECTORS MEETING
Tuesday February 10, 2026 @ 6:30 PM
AGENDA**

	PAGE
6:30 PM	
CALL TO ORDER	
6:31 PM – 6:32 PM	
EXPLANATION OF VIRTUAL MEETING PROTOCOL (CAMP)	
6:33 PM – 6:34 PM	
I. APPROVAL OF AGENDA	9-10
6:35 PM – 6:37 PM	
II. APPROVAL OF MINUTES [TAB A]	11-26
A. January 13, 2026 Board Meeting Minutes	
6:38 PM – 6:53 PM	
III. COMMITTEE REPORTS AND MINUTES [TAB B]	27-48
A. Budget & Finance Committee - Treasurer’s/Financial Report	
B. Community Access Committee - Gate Incident Report	
C. Social Committee	
D. Facilities Committee	
6:54 PM – 7:00 PM	
IV. BOARD INFORMATION & DISCUSSION [TAB C]	
A. Management Report	49-55
B. Covenants Report	49-55
7:01 PM – 7:04 PM	
V. CONSENT AGENDA [TAB D]	
A. Maturing CDs	56-77
B. Fox Turn Resident Lane Swing Gate Operator	56-77

7:05 PM – 7:15 PM

VI. BOARD DECISIONS [TAB E]

NEW BUSINESS

- | | |
|-----------------------------------------------------------------|--------------|
| A. Board Orientation Date on 3-3-26 | 78-84 |
| B. Temporary Authorization for the Budget and Finance Committee | 78-84 |
| C. Maturing CDS – March and April 2026 | 78-84 |

7:11 PM – 7:31 PM

VII. RESIDENT OPEN FORUM (limit to 2 minutes per household)

7:32 PM – 7:52 PM

VIII. EXECUTIVE SESSION [TAB F] (for purposes of consulting with legal counsel, contract negotiations, discussing rule violations *and discussing delinquencies*) **85-189**

1. Motion – To enter Executive Session

7:53 PM

IX. ADJOURN

Next Town Hall/Board Meeting: **March 10, 2026**

TAB A



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
February 10, 2026

TOPIC: Draft Meeting Minutes

Motion by:

“I move to approve the revised January 13, 2026, Board Meeting Minutes as presented.”

Second by:

Summary:

Meeting minutes currently outstanding are the following:

-Revised draft Board Meeting Minutes 1-13-2026

Action Needed:

The board is to review the outstanding draft meeting minutes, if available, and provide feedback on 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 on January 13, 2026, at the board meeting or a subsequent meeting as needed.

Oak Creek Club Homeowners Association, Inc.
Board of Directors Meeting
Tuesday, January 13, 2025 @ 6:30 P.M. Virtual

Board Members Present:

Jessica Hill - President
Kip Banks - Vice President
Michael McFarlane - Treasurer
Suzann King - Secretary

Board Members Absent:

Dr. Lenora Gant- Board Member

Others Present:

Mark Moore - Vice President (CAMP)
Femi Aje - General Manager (CAMP)
Tashawn Andrews - Assistant General Manager (CAMP)
Courtney Spalding - Covenants Administrator (CAMP)
Members at large

Call to Order:

Jessica Hill called the meeting to order at 6:30 P.M.

Explanation of Virtual Meeting Protocol:

Femi Aje explained the virtual meeting protocol and gave an overview of the agenda.

Approval of Agenda

Kip Banks moved to approve the agenda as presented for the January 13, 2026, Board Meeting. Jessica seconded the motion, Michael McFarlane opposed, motion carried.

Approval of December 9, 2025, Board Meeting Minutes:

Suzann King moved approval of the revised December 9, 2025, Board Meeting Minutes. Kip Banks seconded the motion, which passed unanimously.

Treasure Financial Report:

Michael McFarlane provided the following financial update:

- Net Operating Surplus: Approximately \$120,000 (favorable variance to budget; final figures subject to December close-out).
- Expense Variances: Savings primarily in landscaping, repairs & maintenance, on-site personnel, communications, and homeowner activities.
- Delinquencies: Approximately \$467,000 outstanding. Which is 15% a delinquency rate, up from 11% earlier in the year.

Management Report:

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

- Holiday light removal and final invoice amount.
- The completion of the GFI outlet installation.
- The approved Fox Turn Pedestrian gate.
- Main Gate Update
- Approved 2025 Additional Winterization completion.
- 2026 Reserve Study Update.
- Pond condition update.
- The number of conveyances.

Covenants Report:

Courtney Spalding reported:

- Year to date, the community recorded 5 conveyances.
- One Approved Covenants Application.
- 33 vehicles were reported tagged for violations in January.
- One vehicle-related gate incident, which resulted in a \$1,000.00 reimbursement.

New Business:

Premier Pool Management, Inc. Est. 14535 Rebuilt Filter (\$3,950):

Jessica Hill moved to approve Premier Pool Management, Inc. estimate 14535 to install a rebuilt filter, in the total amount of \$3,950, to be expensed from Repair and Replacement Reserves. Kip Banks seconded the motion, which passed unanimously.

Board and Committee Orientation Date Confirmed:

Suzann King moved to approve Tuesday, February 3, 2026, as the confirmed date for the Board and Committee Orientation. Kip Banks seconded the motion, Michael McFarlane opposed, the motion carried.

Strategic Planning Session Meeting Date Confirmed:

Suzann King moved to approve Tuesday, March 17, 2026, as the confirmed date for the Strategic Planning Session. Kip Banks seconded the motion, which passed unanimously.

Timeline for Committees to submit Items for Board Package Inclusion.

Suzann King moved to approve a process improvement requiring all Committees to submit Board requests no later than two (2) weeks prior to the scheduled Board meeting. Kip Banks seconded the motion, which passed unanimously.

Resident Forum

Residents shared the following comments and concerns:

- Residents had concerns about security at the Grove, including open gates and unauthorized access.
- A resident suggested a virtual option for those who cannot attend the Committee Orientation.
- Homeowners requested a save-the-date reminder for the volunteer orientation and suggested a two-hour session to ensure all information is covered.

Executive Session:

The Board of Directors unanimously voted to enter Executive Session at 7:41 pm, by a motion duly made and seconded.

Open Session:

The Board returned to Open Session at 10:04 pm

The Board of Directors unanimously voted to approve Complete Landscaping Services to perform snow removal services for 2026.

The Board of Directors unanimously voted to approve the Sheriff Sales for accounts #R0297165L0251634 and #R1046381L0317216.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 10:18 pm.

Item	Mtg date	Notes/Assigned	Disposition
Letter to Association Attorney	11-12-25	Board	Completed
Letter to CAMP	11-12-25	Board	Completed
Coordinate with Developer of the Locust Hill Project for update at 12/9/25 meeting	11-12-25	Management (CAMP)	Completed, attended 12/9/2025 meeting and provided updates and answered questions from the Board and homeowners.
Gate Incidents Status and updates/claims	11-12-25	Management (CAMP)	On going.
Send MEMO on Winterization Proposal and status to the Board or the Facilities Committee	11-12-25	Management (CAMP) Facilities Committee	Completed
\$2,900 Shrink Wrapping of Pool Furniture Proposal via consent Agenda	11-12-25	CAMP/Board Board	Completed
Email and mail Approved Budget 2026	11-12-25	Management (CAMP)	Completed
Landscaping RFP for December 9, 2025, Board Meeting	11-12-25	Management (CAMP) Grounds Committee	Completed
Access Committee Proposals (DMV Gates) Via Consent Agenda	11-12-25	CAMP/Board	Completed
Facilities: Request from Kingfish Swim Club	9-9-25	Facilities Committee	
Facilities: Proper storage of newly-purchased pool furniture	9-9-25	Management (CAMP) Facilities Committee	Proposal for shrink wrapping sent to 11-12-25 mtg
Completion of tennis court repair or solicit another vendor	9-9-25	Management (CAMP) Facilities Committee	
importance of transparency and required disclosure of any relationships between committee members and vendors to avoid potential conflicts of interest.	9-9-25	Management (CAMP) Notify committees and consider for inclusion in committee orientation	Discussed in Committee Orientation 2/3/26
Obtain information from Morgan Stanley regarding updated information on the Association's projected investment liquidity for 2025 in light of 3 CDs that were recommended for reinvestment	9-9-25	Management (CAMP)	Completed

whether the Budget and Finance Committee has projections for upcoming expenses and if any budget line items are currently underfunded, potentially indicating a future shortfall.	9-9-25	Management (CAMP) and Budget and Finance Committee	
Completion of approved transfers to Repair and Replacement Reserve	9-9-25		
Dr. Gant to work with management and the Social Committee to refine the scope of work for the holiday lights to identify cost-saving options.	9-9-25	Dr. Gant and Management (CAMP)	Completed; Addressed during November 12, 2025 meeting
June 10, 2025 Board meeting minutes	8/14/25	Secretary/At-Large Member; for September agenda	Completed
Procurement Committee charter	8/14/25	Management (CAMP) September agenda	Completed
Send 72-hr notices & logistics for 8/18 and 8/25 Budget work sessions; coordinate additional sessions per Board authority.	8/14/25	Management (CAMP) Immediate	Completed
Implement Bolin Terrace repairs with Gate Logic; confirm schedule and provide status.	8/14/25	Management (CAMP) Target start ~2 weeks post-approval	Completed
Provide Continental Pools inspection to Facilities; obtain Premier Pools items; align off-season scope (sand filter, non-skid tile, caulking).	8/14/25	Management & Facilities Committee- September agenda	Completed
Prepare newsletter options with cost analysis (digital vs print; ad offsets) and samples.	8/14/25	Management (CAMP) September agenda	Open
Coordinate McFall & Berry for ground wasp treatment (tentative Mon, Aug 18) and confirm cost; expedite tree trimming (e.g., Shannon Lane).	8/14/25	Management & Grounds Committee - As scheduled	Completed
Update website (Board emails, committee contacts) and fix volunteer form link.	8/14/25	Management (CAMP) - Asap	Open
Continue gate incident reporting (costs/causes/insurance) and provide monthly summaries to the Board.	8/14/25	Management (CAMP) - Monthly	Ongoing
Share 8/6/25 Playground Patrol report with Facilities for budget planning.	8/14/25	Management (CAMP) - September	Completed
Social: Submit a consolidated Holiday Party proposal (survey data, sponsorship plan, recommendations).	8/14/25	Social Committee - September agenda	Completed

Grounds: Shortlist landscaping RFP bidders to two for Board presentations.	8/14/25	Grounds Committee – September agenda	Completed
Access: Recommend gate timing adjustments and policy on gates when a guard is present; coordinate Dunbar post orders.	8/14/25	Access Committee - September	Open
Facilities: Return formal “Little Library” proposal (site, installation, steward).	8/14/25	Facilities Committee – September	Completed
June 10, 2025 Board meeting minutes	8/14/25	Secretary/At Large Member September agenda	Completed
Determine whether any additional action is needed regarding the Procurement Committee	7-8-25		Completed
Provide copies of the district council’s orders approving the 28-unit development to the community.	7-8-25		Completed
Follow up with legal counsel regarding amending bylaws for flexible committee membership.	7-8-25		
Review the list of outstanding follow-up items and prioritize which ones to address in the remaining year.	7-8-25		
Developer to provide the community with submitted CDP plans	6-10-25		Completed
Provide information to the community about the requirements for selling homes, including the approved signage.	6-10-25		Completed
Invite another pool vendor to inspect the system and provide a second opinion on the issues reported.	6-10-25		Completed
Finalize landscaping RFP and remove outdated language.	6-10-25		Completed
Schedule Budget & Finance Committee work session (June 16–20)	6-10-25		Completed; Meeting subsequently scheduled
Review the proposal from McFall & Berry for swale/drainage work and address discrepancies.	6-10-25		Completed ; July 8, 2025
Determine the need to potentially tap into the operating reserves to refund the replacement reserves, and communicate the plan to Morgan Stanley.	5-27-25		Information provided to the Board

Provide information to the Board by the end of the week regarding staffing the HOA assistant manager position.	5-27-25		Completed
Incorporate feedback and revisions to the landscaping RFP before sending it out.	5-27-25		Completed
Provide a report to the Board on the status of the landscaping contract oversight and evaluation process.	5-27-25		Completed
Explore creating an ad-hoc procurement committee to help standardize the RFP and contracting processes.	5-27-25		Scheduled and approved at June Board meeting
Fountain Repairs	5-27-25		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.	5-27-25		Completed
Inform Mr. Hart (Morgan Stanley) that the "bus fund" has been renamed the "Special Projects fund".	5-27-25		Completed
Follow up with the accountant/CPA to get the status of the FY 2024 audited information.	5-27-25		Completed
Summer hours for day porter services should be included in the general contract for day porter services.	5-27-25		Completed

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.	5-13-25		Completed
Further discussions and selection of recommendations/reallocations for the FY2025 Budget.	5-13-25	CAMP, Budget & Finance Committee and Board of Directors.	Completed
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.	5-13-25		Board meeting scheduled for May 27, 2025
January – March meeting minutes	4-8-25		Schedule for next Board meeting
Resident gate signage	4-8-25		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.	4-8-25		Tabled until after the May Town Hall financial presentation
Recording of virtual board meetings.	4-8-25		Need to decide whether to pursue and include in 2026 budget
Try to negotiate a more favorable termination clause with Premier Pools.	4-8-25		Management followed up with the vendor.
Provide pictures of the actual pool furniture to be purchased	4-8-25		Emailed to Board
Safety Bollard at Clubhouse Exit Price Comparison	4-8-25		Completed
Add Board meeting component to Town Hall agenda as needed	4-8-25		Will be scheduled if/as needed
Obtain the contact information for the People's Zoning Counsel representative and share it with the community.	3-11-25		Completed

Follow up with Mr. Hatcher to obtain the zoning designation documents for the land swap property.	3-11-25		Completed
coordinate with the traffic study engineer to present their findings and address resident questions at a future meeting.	3-11-25		Presentation occurred at July Town Hall
Resolution for the next Board meeting regarding adding a business component to future town hall meetings to handle important matters between Board meetings.	3-11-25		Approved at the April 8 th meeting
Draft of the vision and mission statement for Oak Creek Club HOA for circulation to Board members	2-11-25	Assigned to Kip Banks due 4-8-2025	Circulated to Board members; to be scheduled for future Board meeting
For future Board agenda items/decisions, consider incorporating industry best practices as outlined for the recording of board meetings.	2-11-25	Assigned to CAMP, due 4-8-2025	Information presented 4-8-25.
Complete CAMP survey on KPIs	2-11-25	Board of Directors, due by 4-8-25	
Follow up with the collections attorney to obtain a detailed report to better understand the ROI and to properly measure the overall efficiency of current collection practices.	2-11-25	Camp, due 4-8-25	Presentation for collections attorney May 13, 2025 Town Hall
Schedule a special meeting on Tuesday, February 25, 2025, at 6:30 pm to discuss the upcoming maturing CDs and any other time-sensitive agenda items.	2-11-25		CDs were approved via the consent agenda, so no special meeting was needed.
Establish a general process for all committees to evaluate vendors	2-11-25	Assigned to CAMP, due May 2025	
Ideas of appreciation and recognition for the long-standing grounds committee member (Mr. Howard), who recently passed.	2-11-25	Assigned to Dwight Ward, due TBD	
Attempt to recruit two (2) new grounds committee members	2-11-25	Assigned to Kip Banks, due TBD	

M-206 Financial Management course via CAI	2-11-25	Assigned to Dwight Ward, due TBD	
Provide information and process for collections.	2-11-25	Assigned to Camp, due 4-8-2025	Presentation for collections attorney on May 13, 2025 Town Hall
Reconfirm expenses and industry standards about the state and federal income taxes	2-11-25	Assigned to Camp, due 4-8-2025	
Agenda item "Identifying the support committees' need to succeed in the new year" and "Establishing KPIs and Targets" was tabled	2-11-25		
Reach out to Travis Witmer to invite him to future meetings for Oak Grove Road Project updates.	1-14-25		Staff confers with Mr. Witmer before providing updates to the Board
Follow up with the developer's attorney, Mr. Hatcher, regarding increased communication on the Land Swap.	1-14-25		Mr. Hatcher committed to attending certain Board meetings and Town Halls.
Provide a detailed chart with information on past gate repairs, including costs, causes of damage, and any insurance reimbursements.	1-14-25		
Explore opportunities for cost savings with DMV Gates on the proposed gate repair work.	1-14-25		
The Facilities Committee requests to repaint the Swim & Tennis Center	1-14-25	Tabled until after strategic planning session	
Letter to the committees about the upcoming February 11 th Strategic Planning Session.	1-14-25		The CAMP manager met or spoke with each committee chair
Provide a standardized planning book/checklist template for committees to use in their planning process.	1-14-25		

Follow up with the association's legal counsel to obtain a recommendation regarding the best approach for regular reporting to the Board on legal matters.	12-10-24		
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CAMP will review its process and information from the collection attorney to provide a recommendation to the Board regarding regular reporting on collection matters	12-10-24		Management provides reports to the Board. Presentation for collections attorney on May 13, 2025 Town Hall
Send a letter to the developer containing the following points: provide an updated development timeline, meet with the community to provide updates on the development, provide advance notification of applications that are to be filed, and meet with the community before those applications are filed.	12-10-24		Letter sent to the developer
Develop a protocol document outlining the process and expectations for community communications, including the use of various channels and the emergency text messaging service.	12-10-24		Completed
Coordinate with the outgoing manager to obtain any relevant financial	12-10-24		The board followed up with the CAMP VP. Jeremy Rogal
Information and budget details before her departure.			regarding the need for a smooth transition
Prepare an in-depth review of the HOA budget, including analyzing the audit reports, reserve study, and budget actuals, to be discussed during the strategic planning session.	12-10-24		Ongoing

Identify some priorities to be considered during the strategic planning session. Consider a Board vision for the next 5-10 years	12-10-24		Completed
Social Committee's recommendation to the Board regarding the 2025 Holiday Party venue and request for a deposit to reserve the venue.	12-10-24		Addressed during the January 14, 2025, Board meeting

Explore ways to better leverage automation and technology to streamline repetitive tasks in the CAMP office.	12-10-24		
Concerns about Cell Gate, including the decisions that seem to have been made solely by CAMP regarding how the information was entered into/set up in the Cell Gate system	12-10-24		The board followed up with CAMP. Working with Cell Gate to provide more than one profile for each home. Information sent to the community to sign up by May for additional profiles.
Conduct an extensive, in-depth review of the Association's finances, budget, expenditures, and contracts.	11-12-24		Ongoing
Information regarding Lake Source - required to repair fountains?	11-12-24		Completed
Information regarding whether the vendor for the Swim and Tennis Center renovation was paid for in	11-12-24		Completed
Full, the status of the artwork, and the impacts that electrical work may have had on costs.			
Support to committees for meeting minutes and clarification regarding "working sessions"	11-12-24		

Suggestions from the community during the resident forum	11-12-24	Determination of what to include in the Board's Strategic Planning Sessions	Completed
Information/proposals about hybrid Board meetings	10- 22-24	To be included on November 12, 2024 Board meeting package	Information request is outstanding
Items suggested for Board's Consideration	10- 22-24	Determination of what to include in the Board's Strategic Planning Sessions	Completed

TAB B

Budget and Finance Committee
January 12, 2026 Meeting Minutes

Meeting started at 7:06pm

Attendees

- Marisa Reid
- Danielle Telesford
- Kristen Stierwalt-Huff
- Michael McFarlane, Board Treasurer and Committee Liaison
- Suzanne McFarlane (as board/community member)
- Jessica Hill (as community member)
- Femi Aje, CAMP management

Committee Members Absent

- Will Abdul

Establish Minute-Taker

Kristen Stierwalt-Huff was established as the notetaker, and Danielle will serve as the backup notetaker.

Call to Order

- The meeting was called to order at 7:06pm

Meeting Minutes Approval

- Danielle Telesford moved to approve the November 2025 minutes; Kristen seconded; and the committee voted unanimously to approve the November 2025 minutes.
- Danielle Telesford moved to approve the December 2025 minutes; Kristen seconded; and the committee voted unanimously to approve the December 2025 minutes.

Review of Financials:

- November financials were distributed on the day of the December 2025 meeting, leaving insufficient time for review. December 2025 financial reports are not yet complete and will be reviewed a later date.
- Mr. Aje is reviewing the accruals to confirm all expenses have been paid or properly adjusted. For example, funds approved for additional pool furniture were not expended due to a contractor delay. Mr. Aje will provide a summary of all the accruals.
- The Committee discussed the misalignment of timing for the financial reports and standing meeting dates. Financials are typically received nearly two months after the reporting period.

- Danielle suggested that the financial reports be distributed when the Board does to allow adequate time for Committee review. Mr. Aje reviews and categorizes expenses before submitting the reports to the B&F Committee.
- The Committee needs clarity on when the financial reports will be available so meetings can be scheduled to allow at least one week for review.
- Michael McFarlane noted that there were CDs expiring and requiring reinvestment. The expiration dates are February 6, 2026; February 25, 2026; March 18, 2026, and March 15, 2026. The next board meeting is January 13, 2026, and there is a town hall meeting that has a 30-minute business component on February 10, 2026.
- Michael McFarlane shared that there is a meeting scheduled with Morgan Stanley to discuss the CD reinvestments. \$475K was reinvested as requested, and a report will be shared. A follow-up meeting will be scheduled to discuss adjusting the reinvestment ladder to ensure sufficient liquidity for 2026 replacement repairs.
- The Committee discussed the CD reinvestment approval and reporting process, noting the need for timely reporting from Morgan Stanley to CAMP leadership, the Board, and the Finance Committee timely.
- Discussed making reinvestment of CDs a proforma activity with a standing Board authorization for automatic rollover or designated reinvestment.
- The upcoming reserve study will inform the community of a three-year strategic financial plan and is expected to be completed prior to the Strategic Planning meeting, where committees will have an opportunity to provide input.
- Mr. McFarlane reported a 15% delinquency rate is 15%, totaling \$437K in past due assessments. The Committee noted this as a project but is awaiting Board guidance. Mr. Aje asked whether the Committee had received information to perform a cost-benefit analysis to conduct a cost-benefit analysis delinquency collection methods; the Committee has not received and requested information.

Current Business

2026 Final Budget

- Requested a copy of the final budget spreadsheet reflecting all Board-approved changes from December.

Committee Budget & Deadlines Planning

- Discussed the 2027 Budget process dates and opportunities to streamline timelines. Reviewed a draft proposed schedule, which will be adjusted once the Oak Creek Club strategic plan is completed and Board priorities are established.
- Reviewed a preliminary 2027 Budget Season activity calendar, including coordination with other committees regarding anticipated expenditures and funding needs.
 - Reviewed the current 2026 B&F proposed meeting schedule.
 - Agreed to review the 2026 Board Meeting schedule and incorporate key deadlines, projects, and documents requiring Board review and approval.
 - Discussed how the B&F Committee can meet with other committees or chairs to discuss budget items while complying with the Open Meetings Act.

- Need to determine how the Budget and Finance Committee can meet with the other committees and/or committee chairs to discuss budget items in compliance with the Open Meetings Act.

B&F Committee Composition

- Reviewed the charter regarding the committee size (5 vs 9 members). Noted the Committee currently has fewer than five members and needs additional membership.
- Discussed an ideal committee size of 5 to 7 members to consistently meet quorum.
- Discussed sending a memo to the Board regarding membership needs.

Resident Forum

- No questions.

Adjourned 8:36pm

**Financial Report
December 31, 2025**

Operating Income and Expense

As of December 31, 2025, the Association's Operating Income and Expense Statement reflected a net surplus of \$142,963, which represents a favorable variance of \$142,963 relative to the approved budget. Any net surplus realized at year end should be considered for transfer to the Association's operating reserves.

	Actual	Budget	\$ Variance	Var %
Total Revenues	\$2,809,496	\$2,752,744	\$56,752	2%
Total Expenses	\$2,666,533	\$2,752,744	\$86,211	3%
Net Surplus (Deficit)	\$142,963	\$0	\$142,963	

Main Drivers of Income/Expense Budget Variances

Item	Actual	Budget	Variance	% Variance	Explanation
Income					
Bad Debt Adjustment	(\$34,644)	(\$70,692)	\$36,048	-51%	Fewer bankruptcies & foreclosures than forecast
Interest Income	\$100,128	\$56,280	\$43,848	78%	Higher balances & Interest Rates than forecast
Other Income	\$2,744,012	\$2,767,156	(\$23,144)	-1%	
Net Income	\$2,809,496	\$2,752,744	\$56,752	2%	
Expense					
Landscaping	\$269,530	\$286,556	\$17,026	6%	
Repair & Maintenance	\$149,364	\$99,199	(\$50,165)	-51%	Cell Gate Monitoring; Gate Repairs
Amenity Center Repair & Maintenance	\$54,852	\$91,395	\$36,543	40%	Lower events than anticipated
Taxes - Real Property	\$13,517	\$0	(\$13,517)		Not budgeted
Water Waster Water	\$50,522	\$32,700	(\$17,822)	-55%	Water leak pump room
Legal	\$63,233	\$41,775	(\$21,458)	-51%	Land swap
Collection Expense	\$2,383	\$14,400	\$12,017	83%	Delay in referring delinquent accounts for collections
Homeowner Activities	\$103,491	\$175,458	\$71,967	41%	Holiday Party Cancellation
Website & Communications	\$13,328	\$26,319	\$12,991	49%	Termination of Dwelling Live
Site Personnel	\$298,299	\$317,808	\$19,509	6%	Personnel vacancy
Other Expenses	\$1,648,014	\$1,667,134	\$19,120	1%	
Total Expenses	\$2,666,533	\$2,752,744	\$86,211	20%	
Net Surplus (Deficit)	\$142,963	\$0	\$142,963		

Repair & Replacement Fund

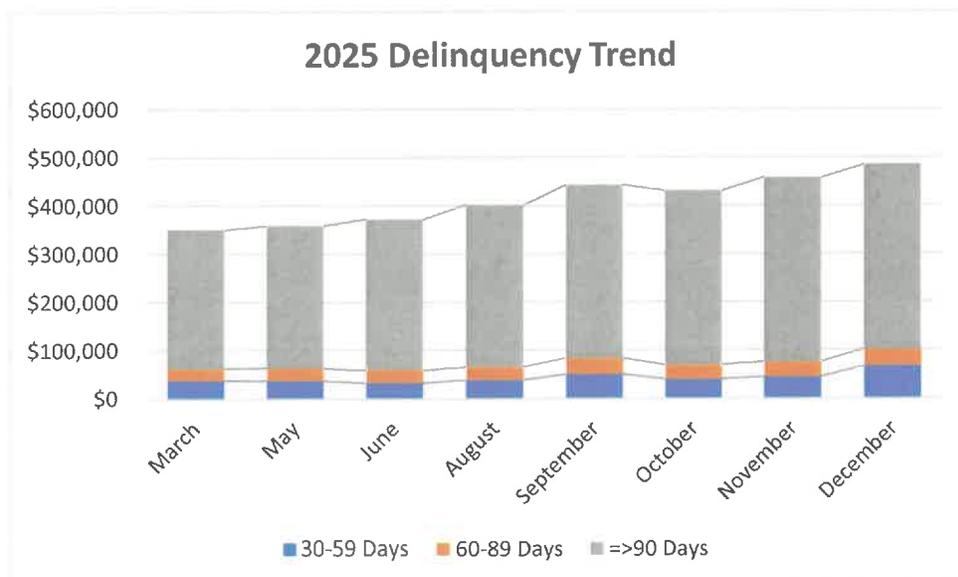
As of December 31 2025, The Repair and Replacement Fund reflected a net surplus of \$529,064 which is \$464,444 favorable to budget. It should be noted however that certain repairs and preventative maintenance totaling \$369,850 have not been completed. This includes pavement work totaling \$272,560 and renovations to the amenity center bathroom, totaling \$97,290. Gate repairs were \$23,494 unfavorable to budget.

	Actual	Budget	\$ Variance
Total Revenues	\$710,440	\$710,440	\$0
Total Expenses	\$181,376	\$645,820	\$464,444
Net Surplus (Deficit)	\$529,064	\$64,620	\$464,444

Delinquencies

As of December 31, 2025, total delinquencies amounted to \$485,000, representing a delinquency rate of 15%. Accounts more than 90 days delinquent comprised 82% of total delinquencies. Total delinquencies increased by 40% year over year, rising from \$346,431 to \$485,000. Correspondingly, the delinquency rate increased from 11% to 15% year over year.

Month	30-59 Days	60-89 Days	=>90 Days	Total	Annual Assessment	Delinquency %
March	\$37,360	\$24,985	\$289,019	\$351,364	\$3,212,064	11%
May	\$36,880	\$26,995	\$295,187	\$359,063	\$3,212,064	11%
June	\$32,691	\$27,606	\$312,174	\$372,471	\$3,212,064	12%
August	\$37,891	\$27,979	\$336,198	\$402,067	\$3,212,064	13%
September	\$49,937	\$33,356	\$360,114	\$443,407	\$3,212,064	14%
October	\$39,815	\$29,600	\$361,843	\$431,258	\$3,212,064	13%
November	\$43,996	\$31,735	\$381,659	\$457,390	\$3,212,064	14%
December	\$67,084	\$34,288	\$383,628	\$485,000	\$3,212,064	15%



Cash and Investments

As of December 31, 2025, the Association held \$4,146,872 in cash and investments. The Operating Fund includes net receivables of \$349,500, comprised of gross receivables totaling \$485,000, less an allowance for doubtful accounts of \$135,500.

Fund	Cash & Investments
Operating Fund	\$700,973
Replacement Fund	\$3,294,270
Community Center Fund	\$15,695
Special Projects Fund	\$135,933
Total	\$4,146,872

Oak Creek Club Homeowners Association
ACCESS COMMITTEE MEETING
Virtual
January 21, 2026 6:30 P.M.

Committee Members Present Remotely:

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

Committee Members Absent:

Teika Haymon – Committee Member (CM)

CAMP:

Tashawn Andrews – Assistant Manager/AC Liaison

Others Present Remotely:

Michael McFarlane – Oak Creek HOA Board Treasurer / AC Liaison
Tashawn Andrews – CAMP Asst. Manager / AC Liaison
Danielle Telesford – Budget & Finance Committee
Oak Creek Residents

Call to Order:

Chairman called the Access Committee (AC) meeting to order at 6:31 PM.

Approval of November 2025 Meeting Minutes:

Acceptance of AC Meeting Minutes from November 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 from June 2025 – January 2026

By Party:

Party by Month	Party Involved			Grand Total
	Resident	Unknown	Visitor	
JUNE	4	1	3	8
JULY	4	1	1	6
AUGUST	1	1	3	5
SEPTEMBER	4		2	6
OCTOBER	2		1	3
NOVEMBER	2		4	6
DECEMBER	1		1	2
Grand Total	18	3	15	36

By Gate:

Gate Entrance	Totals
Clubhouse	8
Deer Run Estates	5
Fox Turn	1
Main Gate	13
Pine Valley	4
Queen Anne	2
Deer Run	3
Grand Total	36

- Total incidents (Since June): **36**
- Visitor-related: **15**
- Resident-related: **17**
- Unidentified: **3**
- Incidents causing damage: **24**
- Information retrieved **27**
- No information retrieved **9**

Last incident of 2025 occurred on December 10, 2025 at approximately 2:30 AM; a vehicle entered the community through the visitor lane at the main gate entrance while operating a black Nissan Altima. Upon approaching the clubhouse entrance gate, the resident traveled at a high rate of speed on the wrong side of the roadway and struck the exit gate arm. The impact caused the gate arm to lift from the force of the collision. The gate arm remained functional; however, it was slightly tilted because of the incident. No identifying information could be retrieved, and there was no visual confirmation of the vehicle’s license plate due to the high speed of the vehicle.

- Total incidents (2026): 2
- Visitor-related: 1
- Resident-related: 1
- Unidentified: 0
- Incidents causing damage: 2
- Information retrieved 2
- No information retrieved 0

Gate Entrances Report:

Chairman provided update on all gate entrances.

- Main Entrance
 - N/A
- Clubhouse
 - Exit gate struck by a commercial truck and is currently bent and stuck in the upright position. Incident has been reported to CAMP.
- Pine Valley
 - N/A
- Deer Run Estates
 - N/A
- Deer Run
 - N/A
- Queen Anne
 - N/A
- Fox Turn
 - N/A
- Bolling Terrace
 - N/A
- Bamberg
 - N/A

Vendor Updates:

Chairman provided updates from and for Dunbar, DMV Gates and new vendor prospects.

Dunbar

- Requested the post orders for review ahead of our next RFP.
- Requested current Access Control schedule for review ahead of our next RFP.
- Requested policy and protocols used for sites that provide UTVs for officers.

DMV Gates

- Requested recommendations and quotes for loop repair and installation at all gates as needed.

Old Business:

- Motion to approve the Weisman quote for 5 new AC outlets at all gate entrances. (Approved and completed)
- Motion to approve DMV Gates quotes for all currently broken gate equipment. (Approved and completed)
- Motion to amend implementation of open gates during rush hour. (Pending Board review)
- Motion to adjust gate timing and configuration. (Pending Board review)
- Motion for installation of speed bumps at Fox Turn on a trial basis to measure and collect data on its effectiveness. (Pending Board review)

Review of previous action items:

CAMP:

- Solicit quotes from other gate vendors for service and repairs. – IN PROGRESS
- Coordinate Zoom meetings with potential gate maintenance vendors. – COMPLETE
- Post AC Meeting minutes for August 2025 for Creek HOA website. – COMPLETE
- Post AC Meeting minutes for September 2025 for Creek HOA website. – COMPLETE
- Post AC Meeting minutes for October 2025 for Creek HOA website. – COMPLETE
- Submit September AC recommendations to HOA Board. – COMPLETE
- Submit October AC recommendations to HOA Board. – COMPLETE
- Submit November AC recommendations to HOA Board. – COMPLETE
- Send AC Meeting invite for January 21, 2025. – COMPLETE
- Provide updates on pending/or open action items and reimbursement claims. – COMPLETE
- Process Talesha Corbin's resignation. – IN PROGRESS
- Provide a copy of the previous quote for the Pine Valley AC outlet installation, for price comparison. – NO LONGER NEEDED
- 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:

- Review quotes from other gate vendors for service and repairs. – COMPLETE
- Attend Zoom meetings with potential gate maintenance vendors. – COMPLETE
- Follow-up with CAMP regarding pending and/or open action items and reimbursement claims. – COMPLETE
- Submit November 2025 AC recommendations to CAMP. – COMPLETE
- Compose November 2025 AC meeting minutes. – COMPLETE
- AC Meeting January 21, 2025. – COMPLETE
- Prepare alternative access control schedules for review. – COMPLETE
- Engage Prince George's County Police Department regarding the establishment of MOU with Oak Creek HOA. – PENDING
- Inquire about signage for malfunctioning equipment. – PENDING

- Conduct survey of townhome residents regarding visitor parking. – BACKLOG
- Parking Policy review/recommendation. – BACKLOG
- Compose draft CellGate policy and/or rules of behavior to mitigate any misuse or abuse. – BACKLOG
- Compose a spreadsheet comparing the video surveillance quotes for further review. – BACKLOG

New Business:

- Initiatives and Goals for 2026 Discussion
 - The AC discussed some potential initiatives and goals for the year. They included:
 - New RFP for Access control and subsequent award
 - Gate maintenance agreement
 - Gate configuration optimization for all gates
 - Modified schedule of officers to include patrols at all gates during rush hours
 - MOU with PG County Police / Speed Enforcement
 - Refresh of all old and failing gate equipment
 - Evaluation of CellGate and review of alternatives
- Board & Committee Orientation
 - February 3, 2026 6:30pm – 8:30pm
- MOU w/ PG County Police Department
 - Chairman Brown shared a copy of the previous MOU drafted in 2022. The AC discussed the need, and challenges with Board and Oak Creek community buy-in. The AC agreed to table the effort until after forthcoming Board & Committee Orientation and Board Planning Session for 2026.
 - Chairman provided briefing of meeting at the Grove w/ PG Leadership and Law Enforcement which included in attendance:
 - County Exec. Aisha Braveboy
 - District 6 CW Danielle Hunter
 - Police Chief Nader
 - PG County Police Officers (approximately 15)
 - Oak Creek Board (Treasurer Michael McFarlane)
 - CAMP Management (Femi Ajay)
 - Access Committee (Julian Brown)
 - Oak Creek residents (approximately 100 – 150)
- Review of Alternate Access Control Schedules
 - The AC reviewed a spreadsheet of 5 different options and estimated costs. The AC agreed to table the effort until after the forthcoming Board & Committee Orientation and Board Planning Session for 2026.
- CAMP Authorization for Repairs Discussion.
 - The AC discussed ideas to expedite gate repairs as needed within current policy guidelines as advised by Treasurer McFarlane. The AC agreed to table the effort

until after the forthcoming Board & Committee Orientation and Board Planning Session for 2026.

Resident Forum: 20 minutes (2 minutes per person)

Comments and/or questions were provided by residents and Treasurer McFarlane.

Review of New Action Items:

CAMP:

- Post AC Meeting minutes for November 2025 for Creek HOA website.
- Send AC Meeting invite for February 18, 2026.

Chairman / Access Committee:

- Compose January 2026 AC meeting minutes.
- AC Meeting February 18, 2026.
- Attend Oak Creek Board & Committee Orientation, February 3, 2026.

Adjournment:

A motion was made to adjourn by CM Yancy and seconded by CM Johnson. Chairman Brown adjourned the AC meeting at 8:12pm.

January Gate Claims 2026

Date of Incident	Location	Reimbursement Status	Amount	Vendor	What happened? Resident or Visitor
1/1/2026	Fox Turn Bifold	Not vehicle related.	\$9,204.00	DMV Gates	Gate was repaired 1/21/26
1/6/2026	Fox Turn Pedestrian Gate	Old system.	\$6,750.00 Under warranty	DMV Gates	Gate was repaired 1/8/26
1/8/26	Pine Valley Visitor	Reimbursed. Check was received 1/29/26	\$375.00	DMV Gates	School bus entering visitor gate hit gate arm. *Gate was repaired 1/12/26*
**1/12/26	Queen Ann Golf Gate	Not vehicle related.	N/A	Weisman Electric	Work was scheduled for 1/12/26. Waiting for parts from Weisman Electric
1/18/26	Pine Valley Resident	Unidentified	\$250.00	DMV Gates	Uber driver hit gate while entering. *Gate was repaired 1/20/26*
1/19/26	Pine Valley Visitor Bifold	Not vehicle related.	\$250.00	DMV Gates	Bifold was reported not working due to cold weather. *Gate was repaired 1/20/26*
1/19/26	Deer Run Estates Visitor Bifold	Not vehicle related.	\$250.00	DMV Gates	Gate was reported not working due to improper programming. *Gate was repaired 1/19/26*
1/28/26	Queen Ann Resident	N/A	N/A	DMV Gates	Gate was being worked on when it malfunctioned and hit resident's car *Video footage was obtained on 2/4/26*

**Oak Creek Club Homeowners Association
Committee Meeting Minutes
Thursday, January 8, 2026 @ 6:00 P.M.
Virtual**

Committee Members Present:

Michele Carr
Doreen Adair
Jennifer Phillips
Jessica Teel
Avis Favors
Sheryl Gonzalez
Sidney Nelson III

Others Present:

Danielle Telesford

Call to Order:

Meeting called to order at 6:05 P.M.

Explanation of Virtual Meeting Protocol:

Approval of the November 2025 Meeting Minutes:

Avis Favors voted to approve the November meeting minutes (that were screen shared) and Doreen Adair 2nd the motion.

Old Business:

Reviewed the successful events (Photos with Santa, Craft day and Bingo) - no additional notes, will discuss improvements for 2026 as event planning starts.

New Business:

2026 Events

The budget and calendar of events was sent out to the social committee, half did not receive it so it was reviewed via screen share.

Chair has asked that if committee members are unable to show for a majority of events that they temporarily step down to allow others to step up.

Suggestion to have committee members send events they will miss as well in advance as possible.

Chairs of events are expected to be there, the committee will get volunteers for events for more coverage.

Open Slot on social committee

Committee discussed the open slot and will follow up with the management office to see if there were any applications to join the social committee

2026 Event Chairs

Committee members volunteer for events voluntarily - will discuss details at in-person gathering to get to know each other, potential date, Friday, January 16 @7:30p

Sheryl will call at bingo (Fridays) - Doreen will Chair

Doreen - Bingo, Crochet and Knitting, National Night Out

Letia - Mothers Day, Fathers Day, Game Night

Resident Forum:

No residents had questions.

Follow Up Items:

2026 Events

Committee will divide events so that each scheduled event has a Chair
Committee will confirm with HOA management event dates to reserve the clubhouse

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 7:03 P.M.

Topic Of Memo (Same as Table of Contents)

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Facilities Committee

Date: 1/30/2026

Re: **Request Board Approval of Committee recommendations:**

Suggested Motion:

1. "I move that the board approve the Committee vote to accept new positions which are as follows:
 - Co-Chair– Shani Haden
 - Co-Chair – Vonda Williams
 - Secretary – Denise Milligan
 - Treasure – Victoria Pittman
 - Time Keeper – Cheryl Barnes

2. "I move that the board approve the New Date for the Monthly Committee Meetings voted on by the committee to the fourth Tuesday of the Month at 6:30 PM." Our next meeting will be scheduled on 2/24/2026 at 6:30 PM.

Committee Recommendation (if any):

1. The Committee would like to recommend that the board move to approve the new committee member positions.
2. The Committee would like to recommend that the board move to approve the new monthly meeting date established by the committee.

Management Recommendation (if any): [Insert any recommendations provided by management.]

Action Needed: The committee Request the Board VOTE at the 02/10/2026 Board Meeting.

TAB C



**Oak Creek Club Homeowners Association, Inc.
Board of Director's Meeting
February 10, 2026**

MANAGEMENT REPORT

- A. Dunbar Security Proposed Options – Update 2/6/26:** Management previously advised that the Dunbar Security contract expires on March 31, 2026. In coordination with the Community Access Committee, management has been exploring potential cost-saving options. As a proactive step, management met with Dunbar Security to request alternatives for the Committee's and Board's consideration. **Dunbar Security has stated the following options, which will be presented to the Committee for review and recommendation to the Board.**

“Option 1- Additional Staff

Provides additional Dunbar guard coverage at the following gates: Pine Valley, Deer Run Estates, Deer Run, and Queen Ann.

Fox Turn and the Main Gate are already staffed during peak hours.

Proposed coverage hours:

- 6:00 AM – 10:00 AM
- 3:00 PM – 7:00 PM

This option includes a dedicated security golf cart. Adding an ATV is not recommended by our insurance department. The additional costs for these hours are reflected in the attached document.

Option 2- Golf Cart Lane adjustments

Install a license plate reader (LPR) security camera on the golf gate lane. In addition, we would explore installing a sensor-activated gate arm, which would require vehicles to slow down or stop, allowing the LPR camera to capture license plate information. This option would require the HOA to contract with the security gate firm to ensure proper installation. This option would maintain the current staffing schedule as constructed.

Option 3 – Dunbar Reduction in guard force

Removes a 40-hour weekly Dunbar security guard schedule, resulting in a savings of \$54K this year. Since this change went into effect on February 1, the projected savings over a full calendar year would be approximately \$62K. Additionally, we are proposing a seasonal adjustment during the winter months (November, December, January, and February), reducing overnight staffing

from two officers to one officer on the 11:00 PM – 7:00 AM shift. This adjustment would generate an additional estimated annual savings of \$26K.”

- B. Additional Pool Furniture – Update 2/6/26:** Management received an update from Hadsell Sun & Shade on January 9, 2026. Mr. Doug Hadsell provided the final invoice for the Board approved additional pool furniture in the amount of \$9,495.09. According to Mr. Hadsell, the order has been submitted for production; however, shipment is not expected until March 2026. Management has also notified the Facilities Committee.
- C. Snow Removal Services – Update 2/6/26:** Management has scheduled a debriefing with Complete Landscaping Services to address several concerns that were brought to its attention during the snowstorm. An in-person meeting is scheduled for Monday, February 9, 2026, at approximately 1:00 PM. Management has requested that Complete Landscaping Services prepare a brief strategic plan to outline lessons learned and propose improvements to be implemented. The plan will include:
- A revised communication protocol with multiple points of contact.
 - A priority-mapping system for entrances, roadways, and critical access points.
 - Additional equipment staging for severe or prolonged events.
 - A freeze-response plan to prevent conditions from locking in before treatment.
 - Clear internal restrictions on private work during community service operations.
- D. Financial Advisor Morgan Stanley – Update 2/6/26:** Management created a tracker of reserve expenditures covering FY2023 through FY2025 and what is budgeted for FY2026 as per the reserve study. This management tool is intended to assist the Board in re-evaluating which items remain outstanding, and which are projected for completion. Management will coordinate endeavors to visually inspect some of these outstanding projects to also provide recommendations for Board consideration. This tracker can also be shared with Ted at Morgan Stanley to obtain expert guidance on reinvesting the Association’s funds. Mr. Ted Hart is working on some professional recommendations for review by the Board and the Budget and Finance Committee.
- E. Prince George’s County Registration – Update 2/6/26:** Under Maryland State Law (HB-360), all common ownership communities in Prince George’s County are required to register annually with the County’s Office of Community Relations (OCR) by January 31st of each year. This applies to the governing bodies of homeowners’ associations, condominiums, and cooperative housing corporations. Each community must be registered individually. There is no cost to register.
- F. 2026 Reserve Study Acceptance Proposal – Update 2/6/26:** Management has revised the previously submitted Reserve Study Proposal Acceptance document. Management will be sending it for board review and signature approval in the upcoming days.

G. DMV Gates Preventative Maintenance Agreement – Update 2/6/26: Management received a preventative maintenance agreement from DMV Gates on January 29, 2026. Upon review, management does not believe the proposed 2026 quarterly maintenance plan for the bi-fold, barrier, and pedestrian gates serving the Oak Creek Club Homeowners Association is sufficient for the community's needs. DMV Gates has advised that the proposal covers routine maintenance only and excludes any major repairs or materials, which would be billed separately. Any additional work would require a separate estimate and prior approval. Management has provided this agreement to the Committee Access Committee for review and recommendation.

H. Conveyances - 4 conveyances year-to-date for 2026.



February 2026 Covenants, Compliance, and Conveyance Activity Update

As of February 2026, the Association recorded **three conveyances**, indicating continued homeowner transaction activity. The Covenants Committee is scheduled to resume meetings in February following a pause in December and January, with **two total applications received year-to-date** and no applications denied or requiring additional information. Compliance activity showed improvement, with **three open violations remaining, two courtesy letters issued, two violations abated, and no violation letters or hearing notices sent** during the month. Operational inspections included **three completed resale inspections**, while **annual inspections have not yet commenced**. Design review activity remains limited, with **two applications submitted year-to-date and one administrative approval granted for a solar panel project**. Enforcement activity also declined, with **ten vehicles tagged** in February, reflecting reduced parking-related issues.



INSPECTIONS AND VIOLATIONS 2026

	Jan 26	Feb 26	Mar 26	Apr 26
Total Open:	5	3		
Courtesy Letter Sent:	2	2		
Violation Letter Sent:	4	0		
Hearing Notice Sent:	0	0		
New Cited Violations:	5	0		
Violations Abated:	0	2		
Completed Resales:	5	3		
Completed Annual Inspections:	0	0		
YTD Totals for 2026:				
Homes Cited for Violations:	5	3		
Violations Abated:	0	2		
Annual Inspections Completed:	0	0		
Design Applications Submitted:	1	2		
Design Applications Approved:	1 *Management approved Solar Panel Project	*Committee meets 2/17/26		
Vehicles Tagged:	31	10		



****The committee did not meet in December 2025**

****The committee did not meet in January 2026**

****The Committee will meet in February 2026**

Covenants Activity Report 2026	Jan 26	Feb 26	Mar 26	Apr 26	May 26
Application Approved-Expedited	1	0			
Applications Approved with Stipulations	0	0			
Applications Required More Info	0	0			
Denied	0	0			
Total Applications 2026	1	2			



2026 Conveyances	Jan 26	Feb 26	Mar 26	Apr 26	May 26
	5	3			

TAB D



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
February 10, 2026

TOPIC: Consent Agenda Items

Motion by:

"I move to ratify the vote taken by the Board of Directors on Friday, January 16, 2026, approving the reinvestment of two maturing Stanley Morgan Certificates of Deposit, each in the amount of \$100,000, maturing on February 6, 2026, and February 25, 2026.

"I move to ratify the vote taken by the Board of Directors on Friday, January 16, 2026, to approve the DMV Gates proposal in the amount of \$9,756.24 for the procurement and installation of one (1) Lift Master Heavy Duty Dual Swing Gate Operator. To be expensed from the Repair/Replacements.

Second by:

Summary:

Two Maturing Morgan Stanley CDs

Fox Turn Resident Lane - Heavy Duty Dual Swing Gate Operator Replacement

Please see all attached documentation.

TAB E



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
February 10, 2026

TOPIC: BOARD ORIENTATION DATE CONFIRMATION

Motion by:

“I move that the Board approve Tuesday, March 3, 2026, at 6:30 PM as the date and time for the Board Orientation.”

Second by:

Summary: Management discussed potential Board Orientation dates with the Association’s legal counsel, Mr. Ray Via, on February 5, 2026. Mr. Via suggested and confirmed his availability to conduct the legal portion of the Board Orientation on Tuesday, March 3, 2026, at 6:30 PM.

CAMP leadership is also reviewing their availability to conduct a Board Orientation on March 3, 2026.

CAMP Recommendation: Management supports the adoption of this motion.

Budget: N/A

Committee Recommendation (if Any):

N/A



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
February 10, 2026

TOPIC: TEMPORARY AUTHORIZATION FOR BUDGET AND FINANCE COMMITTEE

Motion by:

"I move to approve a written resolution that will temporarily allow the current four (4) member B&F team to continue to operate, a vote at an open meeting, or a unanimous written vote."

Second by:

Summary: As requested by the Board and the Budget and Finance Committee, Management requested legal advice from the Association’s legal counsel regarding the request from the B&F Committee. Legal responded as follows:

"I have copied the initial questions below, with my answers added in red. I hope this helps – should be fairly straightforward for the Board to authorize continued committee activity. Fortunately this committee is fully advisory, so you won’t have any issues with questioning whether a contract or a decision made on owner requests, etc. is valid.

1. **May the Board formally authorize the Committee to conduct business on a temporary basis with only four current members?** Yes
2. **May the Committee meet and provide recommendations to the Board while it has fewer than five members? Specifically, would three members present out of the four constitute a quorum for purposes of discussion and recommendations, even if no formal vote is taken?** A quorum is defined in the charter as a majority of the current members, so they are fine in that respect. The issue is they are in violation of the charter by having too few members, unless the Board approves a reduction, changes the charter, or appoints a replacement.
3. **Management’s understanding is that Committee Charters function as policy resolutions. If so, would the standard procedures for adopting policy resolutions apply to these Charters? I am uncertain how the Charters were originally adopted.** Yes, charter’s are essentially policy resolutions of the Board. The Board can amend them with a written resolution, a vote at an open meeting, or a unanimous written vote.
4. **If amendments are required, would the Board need to formally amend the Charter, and what would be the appropriate process for doing so?** Whatever method the Board uses, management should update its HOA records with a version of the charter reflecting the change.

For additional context, I also spoke with CAMP leadership, who noted that counsel for another association previously advised that committees with fewer members than required by their charter may still meet and make recommendations, but may not formally vote or record votes in their minutes. We are seeking confirmation and clarification from a legal and operational standpoint. If they want, the committee can still meet and make recommendations to the Board, although I would suggest they meet again and revise/affirm any recommendations once they are properly filled again. I would also still keep minutes of the committee meetings, and just note on the minutes that the decisions of the committee at that meeting are not binding because there are not enough members yet."

CAMP Recommendation: Management supports adoption of this motion based on the legal guidance provided by the Association’s legal counsel. Management also recognizes the importance of maintaining an odd number of committee members.



Budget: N/A

Committee Recommendation (if Any): See the enclosed email from the Budget and Finance Committee dated 2-2-26.



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
February 10, 2026

TOPIC: MATURING CDS

Motion by:

"I move to approve the reinvestment of the following CD and U.S. Treasury Bills with upcoming maturity dates:

1. BMO Harris Bk in the amount for \$150,000 that expires March 18, 2026;
2. U.S. Treasury Bill in the amount of \$75,000 that expires on March 15, 2026
3. U.S. Treasury Bill in the amount of \$120,000 that expires on April 15, 2026"

Second by:

Summary: The Budget and Finance Committee meeting was on Monday, February 2, 2026. During the meeting, the following investments maturing in March and April 2026 were discussed:

1. BMO Harris Bk in the amount for \$150,000 that expires March 18, 2026
2. U.S. Treasury Bill in the amount of \$75,000 that expires on March 15, 2026
3. U.S. Treasury Bill in the amount of \$120,000 that expires on April 15, 2026

The Committee reported that "Due to the Committee not meeting the size requirements set forth in its charter, the Committee sought legal counsel and was advised that it may continue to meet and make recommendations to the Board. However, the Committee will be required to reconvene to revise and/or affirm any recommendations once the Committee is fully constituted or if the Board approves a temporary amendment to the charter permitting the Committee to act with four members. Accordingly, any actions or decisions made by the Committee at this time are advisory in nature and not binding."

CAMP Recommendation: Management supports adoption of this motion. Management also awaits further financial recommendations from the association's Financial Advisor, Mr. Ted Hard of Morgan Stanley.

Budget: N/A

Committee Recommendation (if Any): See the enclosed email from the Budget and Finance Committee dated 2-2-26.

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Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

703.821.CAMP (2267) | www.gocampmgmt.com

TAB 7



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
February 10, 2026

TOPIC: CLOSED EXECUTIVE SESSION

Motion by:

“I move that the Board enter into a Closed Executive Session pursuant to the Maryland Homeowners Association Act to discuss matters permitted by law, including confidential and/or privileged information.”

Second by:

Summary: Management recommends a closed meeting to discuss business matters pertaining to Oak Creek Club HOA, Inc. in accordance with the Maryland HOA Act

§ 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.”

CAMP Recommendation: Management supports the adoption of this motion.

Budget: N/A

Committee Recommendation (if Any):

N/A



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
February 10, 2026

TOPIC: COMPLETE LANDSCAPING SERVICES CONTRACT – LEGAL REVIEW

Motion by:

Review all legal comments and feedback from the Association’s legal Counsel

Second by:

Summary: As a follow-up to the Board’s questions and comments regarding the Complete Landscaping Services contract, the Association’s legal counsel provided the following response:

“Please see additional edits to the contract attached. The “Agreement” document is to replace pages 79-80 of the full proposal provided by the landscaper. The scope of work itself is defined in that proposal, so this should be made part of the larger document to incorporate all commitments the contractor is making. I have consolidated all of the changes that were previously listed as “Attachment A” in to this single insert, but after reviewing with the Board and contractor, you may also need to revise the pricing sheet on page 78 as well as the calendar on pages 81-82.

Please see responses to the Board’s questions below in **red**.

Comments from Board member#1

I have a few concerns about the Landscaping Contract and Attachments, which I have highlighted in teal in the attached:

1. Under Breach of Contract: The contractor originally gave us 10 days to cure a breach but the attorney changed it to 5. Can this be changed back to 10 days?
 - a. The cure period was our addition, we have aligned both the contract document and attachment A to provide 10 days.
2. Two typos in Termination Section
 - a. fixed
3. Under Automatic Renewal for Three Years: Based on the Term of the Contract on Page one, isn't this a one year contract with the option to renew for 3 years? With that in mind, shouldn't the language of this section be worded differently because it is not a 3 year?
 - a. This has been amended to run only through December 2026, unless renewed by both parties.
4. Signature page: Need to have 2 signature lines for the HOA
 - a. Added
5. Attachment A : Does management agree with the attorney's recommendation to delete services on the document. If so, should they be deleted from Attachment B? The numbers in this attachment do not add up correctly. Furthermore, the discount/price matching we are receiving should be reflected in the chart of line items.
 - a. There do appear to be some missing services from the chart – management or the Board should discuss with the contractor to ensure you understand the proposed services/pricing, and to correct any discrepancies before signing.

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6. Attachment B: There are supposed to be 4 quarterly landscaping meetings; however, only 3 are reflected on the chart.
- a. See above.

Comments from Board member#2

- 1) Terms and Conditions - 2nd paragraph - where are the details of the details of the discussions/agreements with the price match?
 - a. I am not sure what this refers to, but you should ensure everyone understands the pricing, services, and timing.
- 2) Indemnification - please define who the members are in the list? Do members cover committee volunteers? **As written, this applies to all members of the HOA, including committee volunteers.**
- 3) Damages - best efforts to report within 48 hours - what happens if there is more than 48 hours? **The reporting time section is removed.**
- 4) Termination - 2nd paragraph the expression should be express written consent. **Fixed**
- 5) Automatic renewal and we have option years/periods - please ensure it is not AUTOMATIC RENEWAL, and provide each year separately for the Board to approve. **Clarified to provide a 1 year term with option for extension**
- 6) Signatures - please add an additional signature for two Board members to sign. **added**

CAMP Recommendation: N/A. Review all legal comments and feedback from the Association's legal Counsel.

Budget: See FY2026 Budget for \$169,079 for Grounds Contract and \$64,000 for Landscape Maintenance – General.

Committee Recommendation (if Any): N/A

TERMS AND CONDITIONS:

Complete Landscaping Service (herein known as "Contractor") will provide all labor, equipment, materials, and supervision necessary to perform all landscaping services ("Work") to the specifications outlined in this Landscaping Contract ("Contract") to the satisfaction of **Oak Creek Club HOA** (herein known as "Client"). The Contractor and the Client are collectively referred to herein as the "Parties." The Proposal for Landscaping Management Services for Oak Creek Club HOA is expressly incorporated into and made a part of this Contract.

This Contract constitutes the entire agreement between the Parties. There are no covenants, promises, or agreements, written or oral, except as specified herein. This Contract is binding. This Contract may only be modified through the agreement of both parties, in writing.

TERM OF CONTRACT

The term of this contract shall commence on January 1, 2026, and end on December 31, 2026. The total annual contract amount for this project is _____ and shall be billed in 12 equal monthly installments of _____ beginning January 1, 2026.

Enhancement Credit Equivalent to 50% of one Month's Maintenance:

_____ *Annual* _____ *Monthly*
Int _____ Continue Agreement for 2027 Season _____

Enhancement Credit Equivalent to 50% of one Month's Maintenance:

_____ *Annual* _____ *Monthly*
Int _____ Continue Agreement for 2028 Season _____

Enhancement Credit Equivalent to 50% of one Month's Maintenance:

Commented [BA1]: Pricing/services/discounts to be confirmed by agents before signing.

BREACH OF CONTRACT

If the Client is in breach of this "Contract," and such breach is not cured within five (5) days' notice from Contractor, in addition to any other remedies which the Contractor may have under law, Contractor may elect to either suspend or terminate its obligation to further perform any of its obligation under this Contract, and shall be immediately paid for all Work performed.

If Contractor is in breach of this Contract and such breach is not cured within ten (10) days' notice from the Client, in addition to any other remedies that the Client may have under law, the Client may elect to suspend or terminate the Contract and the Client shall be entitled to withhold all further payments to the Contractor until the breach is satisfactorily resolved.

COMMENCEMENT AND COMPLETION OF WORK

Unless otherwise specified, the Work under this Contract is to commence on January 1, 2026. The Contractor agrees to notify the Client at least twenty-four (24) hours, when possible, prior to any scheduled Work date if the Work cannot be completed on that given day.

Except for delays caused by weather or other events beyond the control of the Contractor, all Work shall commence as specified herein.

ADDITIONAL SERVICES

Materials and services not specifically listed as included herein shall be considered additional services. All additional services materials and pricing must be pre-approved, in writing, by the Client. Additional services will be proposed and billed separately. Any additional material, such as mulch, topsoil, replacement of plants not guaranteed, and/or added shrubbery, etc., will carry an additional charge and is subject to a separate bill. Payment for additional services is subject to the terms and conditions of this Contract. The Contractor shall warrant that all materials provided under this agreement are true to type, approved for use in the application, and when applicable, are weed, insect, and disease-free at the time of installation.

PAYMENT

Payments may be made via check, ACH direct deposit, or credit card (Mastercard or VISA). All credit card payments shall carry a 4% processing fee in addition to the invoice amount. ACH direct deposits shall carry no additional fee when initiated directly with the Contractor's bank of choice; however, the Contractor shall bear no fees or charges associated with ACH payments charged by third-party service providers.

The Contractor and the Client acknowledge that the types and frequencies of services, labor, and materials may vary month to month according to seasonal restrictions and best horticultural practices. Accordingly, the monthly billing schedule provided may not reflect the actual value of the Services provided that month. The billing schedule provided above is for the Client's convenience of payment only. In the event that this Contract is terminated prior to December 31 of that given year, the Client shall pay an amount equal to the services rendered through the termination date.

All invoices are due net 30 days. Billing Disputes must be made in writing within (ten) 10 days of receipt of the invoice. Any invoices not paid within these terms shall accrue interest on the unpaid balance at the monthly periodic rate of 1.5% corresponding to an 18% annual percentage rate. The Contractor also reserves the right to (1) suspend services until payments are received, (2) suspend services on other active contracts with the same Client, (3) terminate the contract for non-payment.

In the event that formal collections efforts are initiated by the Contractor for the recovery of payment due under this Contract, the Client agrees to pay all costs connected with said collections,

including but not limited to collection fees, court costs, and reasonable attorney fees as determined by the court if judgment is entered against the Client.

INDEPENDENT CONTRATOR

The Contractor is an independent contractor and is not an agent, servant or employee of the Client. Nothing contained in the Contract shall be construed as creating a joint venture or relationship of employer and employee between the Client and the Contractor.

INSURANCE

The Contractor shall maintain in full force during the entirety of the period covered by this Contract, liability insurance providing coverage against all claims for damages to both persons and property caused by the Contractor or the Contractor's agents/employees, and shall require that all subcontractors maintain comparable liability insurance. Liability insurance coverage shall be in an amount not less than one million dollars (\$1,000,000.00) per occurrence.

The Contractor's liability insurance policy shall name the Client as an additional insured, and the Contractor shall furnish to the Client, upon execution of this Contract, a copy of its Certificate of Insurance evidencing this insurance coverage. The Contractor shall also, at the Contractor's expense, maintain adequate workers' compensation insurance in accordance with the laws of Maryland, which covers all persons engaged in the performance of Work under the terms of this Contract.

If a subcontractor performs any work under the Contract, the subcontractor must also comply with these insurance requirements prior to commencing any Work.

INDEMNIFICATION

The Contractor shall indemnify, defend, and hold harmless the Client and its officers, directors, managers, members, staff, and agents from any and all liabilities, suits, damages, claims, judgments, costs and expenses, including attorney's fees, arising from the negligent acts or omissions, willful misconduct, or breach of this Contract by the Contractor and/or the Contractor's employees and subcontractors

ASSIGNMENT OF CONTRACT

This Contract may not be assigned by either party without the prior written approval of the other party. Notwithstanding, the Contractor may, from time to time and at its sole discretion subcontract services to qualified providers without the written consent of the Client.

RESTORATION OF PREMISES

The Contractor agrees that at the conclusion of each service performed on behalf of the Client, the Contractor shall leave the Client's property, and the property of its members in a clean condition and will remove all equipment, trash, supplies and the like.

REPAIR OF DAMAGES

In the event the Contractor or its employees or subcontractors cause damage to the Client's property or the personal property of an Owner within the Client's community, or staff member, the Contractor shall promptly repair the damage. If the repair is not satisfactorily completed within thirty (30) days' notice, the Client may repair the damage and deduct the cost from the amount due to the Contractor under this Contract. In the event no payment is due to the Contractor, the Client reserves the right to exercise any and all legal rights to recoup the cost for repairing the damaged property.

TERMINATION

This Contract may be terminated with or without cause by the Contractor or Client following thirty (30) days written notice to the other party at any time during the duration of this Contract. The Contractor shall perform satisfactory work through the date of termination.

Upon termination, the Contractor shall have no further right to enter upon the property without the express written consent of the Client. The Client shall be responsible for paying the Contractor through the date of termination for satisfactorily performed work, less any deductions allowed for under this Contract.

ONE YEAR TERM COMMENCING JANUARY 1, 2026

This Contract shall continue through December 31, 2026, unless terminated by either Party, with or without cause. The parties shall have the option to renew the Contract for additional 1-year term(s) as set forth above.

GOVERNING LAW; CHOICE OF FORUM; ATTORNEY'S FEES AND COSTS:

The laws of Maryland shall govern as to the interpretation, validity, and effect of the Contract. Venue for any action to enforce the Contract shall be the courts of Prince George's County, Maryland. In the event of legal action to enforce the Contract, the prevailing party shall be entitled to an award of reasonable costs and attorney's fees as determined by the court.

[signature page follows]

IN WITNESS WHEREOF, the Parties hereto have duly executed this Contract.

For Client:

1st Director Signature

Name

Title

Date

2nd Director Signature

Name

Title

Date

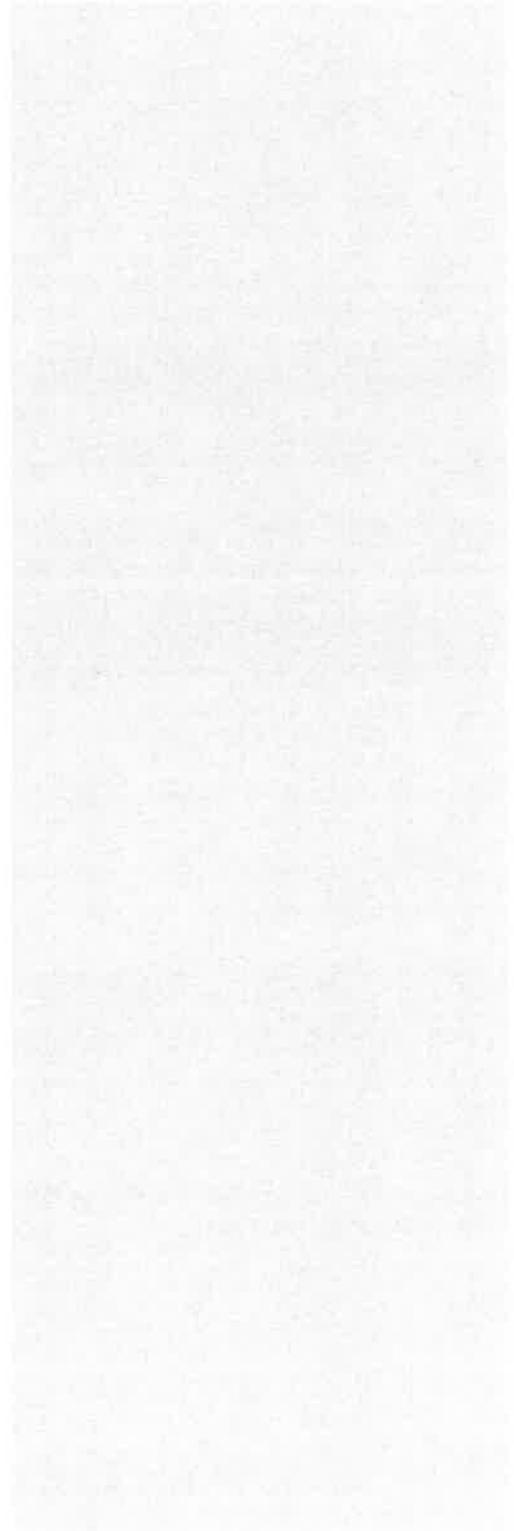
For Complete Landscaping Service, Inc.:

Signature

Name

Title

Date



As per Management's email on 12-19-25 (Legal's initial review)

(The Attorney reviewed the proposal/contract and provided feedback yesterday. Please see the 1st three (3) attachments to this email. Below is some additional context provided by the Association's Attorney)

“Not to over lawyer a contract we have to protect our client; this contract required significant modifications. The following provision were added/revised:

1. Breach of Contract (added)
2. Payment (revised)
3. Independent Contractor (added)
4. Insurance (added)
5. Damages (added)
6. Repair of Damages (added)
7. Termination (revised)
8. Restoration of Premises (added)
9. Assignment of Contract (revised)
10. Governing Law; Choice of Forum; Attorney's Fees/Costs (revised)

There are also issues with the services/pricing, which we sectioned off from the agreement as “**Attachment A.**” The Contractor lists pricing without providing the cost per service and some services appear to be duplicated (ie. There is a cost for trimming and then an additional cost for trimming shrubs). There is also different pricing for the same service without explanation (i.e., fall mulching is \$7,000 but spring mulching is \$16,800). I, therefore, removed the original pricing the Contractor included until this issue, if any, is resolved.

Lastly, although this is technically not the agreement, on the 3rd page of the Contractor's proposal, it states that all plants are guaranteed for the life of the contract but in the very next sentence it states that the customer assumes the risk of loss due to incorrect watering or the application of insecticide/fungicide, which are services the Contractor is supposed to render and would be including in landscaping services. If the contractor is in the business of providing full-service landscaping services it should warrant such services. We included a provision to this effect in the attached Contract. Please review with the Board and provide us with any questions or comments. Regards, Ray”



A MONARCH LANDSCAPE COMPANY

Oak Creek Club HOA

CAMP

14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

Description	Frequency		
Mowing, Trimming and Weeding Service	24	\$	63,265.54
Power Edge Curbs and Walks	12	\$	2,636.06
Bed Pre-Emergent Weed Control	1	\$	447.13
Plant Bed Fertilization (Trees/Shrubs)	1	\$	915.00
Bed Post-Emergent Weed Control	8	\$	1,651.58
Trim Shrubs	3	\$	2,636.06
Prune Landscape Trees - Elevation	1		Included
Spray Dormant Oil (Trees and Shrubs)	1	\$	572.90
IPM - Plant Health Care (Pest/Disease Control)	2	\$	1,145.79
Spring Clean-Up	1	\$	1,184.00
Spring Bed Edging	1	\$	2,664.00
Mulch Application - Dyed (Spring) Black Mulch	1	\$	16,800.00
Mulch Application - Dyed (Fall) Black Mulch	1	\$	7,000.00
Leaf Clean-up	4	\$	6,216.00
Summer Pot Rotation - Tropicals (9 Pots)	1	\$	1,125.00
Fall Pot Rotation - Evergreens (7 Pots)	1	\$	875.00
Summer Flower Rotation - 6 inch (2,058 Flowers)	1	\$	11,319.00
Fall Flower Rotation - 6 inch (1,514 Flowers)	1	\$	8,327.00
Irrigation Service Program	Startup	1	\$ 1,760.00
	Inspections	5	\$ 4,400.00
	Winterization	1	\$ 1,760.00
Turf Aeration	1	\$	5,000.00
Overseeding	1	\$	6,125.00
Tot Lot Maintenance	9	\$	972.00
Trash Removal	24	\$	1,757.38
Mowing - Walking Trails Maintenance	24	\$	3,514.56
Soil Test	1	\$	450.00
Spring - Lawn Pre & Post-emergent with Fertilizer	2	\$	10,750.00
Summer - Post-emergent Weed Control & Nutsedge	1	\$	5,375.00
Fall - Lawn Fertilizer	1	\$	5,000.00
Quarterly Landscape Meetings	4		Included
Total Annual Contract Amount Excluding Per Service & Optional		\$	178,944.00

Commented [TL1]: It is unclear whether the frequency is per season, months, days, or weeks. Contractor needs to clarify.

Commented [TL2]: Contractor needs to provide line item costs for the services.

Commented [TL3]: This was removed because there is already a charge for trimming that is provided above.

Commented [TL4]: Contractor needs to specify, in writing, what is included in "Spring Clean-Up"

Commented [TL5]: Contractor needs to explain, in writing, why there is a difference in pricing for the same mulching service at the same frequency. This contributes to the reason why line item pricing needs to be included upfront.

Commented [TL6]: Tot Lot Maintenance - Contractor needs to detail, in writing, what is included in this service/price.

Commented [TL7]: The Association should not be responsible for the costs associated with the landscaping company removing trash it accumulated. This needs to be included.

Commented [TL8]: There is already a pre and post emergent charge listed above. The contractor needs to explain, in writing, what the difference is.

Optional/Per Service Items

	Initial		
Tot Lot Mulching - Wood Carpet	1	\$	3,150.00 <i>Optional</i>
Supplemental Watering (per hour)	1	\$	85.00 <i>Per Service</i>
Lime Application	1	\$	6,000.00 <i>Optional</i>
Granular Insecticide Application (per acre)	1	\$	240.00 <i>Optional</i>
Topdress (per cu yard)	1	\$	165.00 <i>Optional</i>

Commented [TL9]: Does the Association have a sprinkler system? If not, "Watering" needs to be included in the services above.

TERMS AND CONDITIONS:

Complete Landscaping Service (herein known as "Contractor") will provide all labor, equipment, materials, and supervision necessary to perform the specifications outlined herein to the satisfaction of Oak Creek Club HOA (herein know as "Client").

ADDITIONAL SERVICES

Materials and services not specifically listed as included herein shall be considered additional services. Additional services will be proposed and billed separately. Any additional material, such as mulch, topsoil, replacement of plants not guaranteed, and/or added shrubbery, etc., will carry an additional charge and is subject to a separate bill. Payment for additional services is subject to the terms and conditions of this agreement. The Contractor shall warrant that all materials provided under this agreement are true to type, approved for use in the application, ~~and when applicable,~~ are weed, insect, and disease-free at the time of installation, ~~if applicable.~~

Commented [TL10]: Warranty of work product is always applicable

BREACH OF CONTRACT

If the Client is in breach of this "Contract," and such breach is not cured within ten (10) days notice from OAI, in addition to any other remedies which OAI may have under law, OAI may elect to either suspend or terminate its obligation to further perform any of its obligation under this Agreement, and shall be immediately paid for all Work performed.

If OAI is in breach of this Contract and such breach is not cured within five (5) days from receipt of notice from Owner, in addition to any other remedies that Owner may have under law, Owner may elect to suspend or terminate the Contract and Owner shall be entitled to withhold all

12

further payments to OAI until the breach is satisfactorily resolved.

The Contractor shall indemnify, defend, and hold harmless the Property Owner(s) and the Management Company from and against all loss, cost, damage, and expenses arising as a result of negligent or intentional acts of all persons or equipment performing services under this contract while they are at or about the property.

Statutory and sufficient insurance coverage, including property damage, general liability, and worker's compensation, shall be maintained by the Contractor for the duration of the agreement. The Contractor shall provide a Certificate of Insurance to the property manager for their records upon request.

and shall be billed in

Enhancement Credit Equivalent to 50% of one Months Maintenance: \$7,456.00

	Annual	Monthly
Int Continue Agreement for 2027 Season	\$178,944.00	\$14,912.00

Enhancement Credit Equivalent to 50% of one Months Maintenance: \$7,456.00

Int Continue Agreement for 2028 season with a 3% increase	\$184,308.00	\$15,359.00
-----------------------------------------------------------	--------------	-------------

Enhancement Credit Equivalent to 50% of one Months Maintenance: \$7,679.50

Payments may be made via check, ACH direct deposit, or credit card (Mastercard or VISA). All credit card payments shall carry a 4% processing fee in addition to the invoice amount. ACH direct deposits shall carry no additional fee when initiated directly with the Contractor's bank of choice; however, the Contractor shall bear no fees or charges associated with ACH payments charged by third-party service providers.

The Contractor and the Client acknowledge that the types and frequencies of services, labor, and materials may vary month to month according to seasonal restrictions and best horticultural practices. Accordingly, the monthly billing schedule may not reflect the actual value of the Services provided that month. The billing schedule provided above is for the Client's convenience of payment only. In the event that this Agreement is terminated prior to the anniversary date for any reason, the Client shall pay an amount equal to the services rendered through the termination date. Line item pricing will be supplied to the client if applicable.

All invoices are due net 30 days. Disputes must be made in writing within 10 days of receipt of the invoice. Any invoices not paid within these terms shall accrue interest on the unpaid balance at the monthly periodic rate of 1.5% corresponding to an 18% annual percentage rate. The Contractor also reserves the right to (1) suspend services until payments are received, (2) suspend services on other active contracts with the same Client, (3) terminate the contract for non-payment. In the event that formal collections efforts are initiated by the Contractor for the recovery of payment due under this contract, the Client agrees to pay all costs connected with said collections, including but not limited to collection fees, court costs, and reasonable attorney fees. Parties agree that any venue for litigation at the Contractor's option shall be Prince George's County, Maryland.

Either party reserves the right to cancel this contract without cause, pending 60 days' written notice.

This agreement may not be assigned by either party without the prior written approval of the other party. Notwithstanding, the Contractor may, from time to time and at its sole discretion subcontract services to qualified providers without the written consent of the Client.

In the event that significant delays or price increases of materials, labor, or energy, occur during the performance of this contract and through no fault of the Contractor, the Contract shall be equitably adjusted. A change in price shall be considered significant when the costs incurred to perform contractual services increase by 20% or more from the date of the contract and the date of installation or service use. The amount of increase in contract cost in such events shall not exceed 10% of the original contract amount in any calendar year. This measure is not intended to allow increased profit margin but is intended solely to allow compensation for actual cost increases directly related to the services provided.

This Agreement shall continue until terminated by either party for any or for no reason for up to three years under the above terms and conditions. The agreement may be canceled by either party upon giving at least sixty (60) days' notice of termination to the other party.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the day and year first above written.

For Owner:

Signature

Name

Title

Date

For Complete Landscaping Service, Inc.:

Roger Turner

Signature

Roger Turner

Name

Director of Business Development

Title

July 25, 2025

Date

ATTACHMENT B



**PROPOSED CALENDAR OF EVENTS
CUSTOMIZED FOR
CALENDAR YEARS 2026
OAK CREEK CLUB HOA**

Service	Status (Inc/PS/Opt)	Total # of Services	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Mowing, Trimming and Weeding Service	Included	24				3	4	3	3	3	3	3	2	
Power Edge Curbs and Walks	Included	12				2	2	1	2	1	2	1	1	
Bed Pre-Emergent Weed Control	Included	1			1									
Plant Bed Fertilization (Trees/Shrubs)	Included	1		1										
Bed Post-Emergent Weed Control	Included	8				1	1	2	2	1	1			
Trim Shrubs	Included	3					1		1		1			
Prune Landscape Trees - Elevation	Included	1		1										
Spray Dormant Oil (Trees and Shrubs)	Included	1		1										
IPM - Plant Health Care (Pest/Disease Control)	Included	2						1		1				
Spring Clean-Up	Included	1			1									
Spring Bed Edging	Included	1			1									
Mulch Application - Dyed (Spring) Black Mulch	Included	1			1									
Mulch Application - Dyed (Fall) Black Mulch	Included	1									1			
Leaf Clean-up	Included	4		1									2	1
Summer Pot Rotation - Tropicals (9 Pots)	Included	1					1							
Fall Pot Rotation - Evergreens (7 Pots)	Included	1									1			
Summer Flower Rotation - 6 inch (2,058 Flowers)	Included	1					1							
Fall Flower Rotation - 6 inch (1,514 Flowers)	Included	1									1			
Irrigation Start-up	Included	1				1								
Irrigation Service Checks	Included	5				1		1	1	1	1			
Irrigation Winterization/Blow-out	Included	1										1		
Turf Aeration	Included	1									1			
Overseeding	Included	1									1			
Tot Lot Maintenance	Included	9			1	1	1	1	1	1	1	1	1	
Trash Removal	Included	24	2	2	2	2	2	2	2	2	2	2	2	2
Mowing - Walking Trails Maintenance	Included	24				3	4	3	3	3	3	3	2	

ATTACHMENT B



**PROPOSED CALENDAR OF EVENTS
CUSTOMIZED FOR
CALENDAR YEARS 2026
OAK CREEK CLUB HOA**

Service	Status (Inc/PS/Opt)	Total # of Services	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Soil Test	Included	1			1									
Spring - Lawn Pre & Post-emergent with Fertilizer	Included	2			1		1							
Summer - Post-emergent Weed Control & Nutsedge	Included	1								1				
Fall - Lawn Fertilizer	Included	1									1			
Quarterly Landscape Meetings	Included	4		1				1			1			
Optional Service	Status (Inc/PS/Opt)	Total # of Services	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Tot Lot Mulching - Wood Carpet	Optional	1					1							
Supplemental Watering (per hour)	Per Service	N/A												
Lime Application	Optional	1											1	
Granular Insecticide Application (per acre)	Optional	1					1							
Topdress (per cu yard)	Optional	1									1			

Services will be performed in the months shown, weather permitting.



Complete Landscaping Service



A MONARCH LANDSCAPE COMPANY

2026-2029 Grounds Maintenance
Proposal



DESIGN

INSTALLATION

MAINTENANCE

Introduction Letter

Dear Femi,

Maintaining the Oak Creek Club HOA requires more than routine landscape care—it demands a visionary approach that honors the site’s complexity, supports ecological health, and reflects the innovation of the community it represents. At Complete Landscaping Service, we are uniquely equipped to deliver on that vision.

Our team of expert horticulturists, certified Chesapeake Bay Landscape Professionals (CBLP), designers, and skilled gardeners approaches every project with a deep commitment to stewardship, precision, and partnership. We understand that Oak Creek Club is more than just a property—it’s a vibrant, living environment that deserves thoughtful, expert care.

As your trusted partner and an extension of the community, we offer:

- **Proactive Communication:** Transparent, responsive, and consistent communication is the cornerstone of our service. We provide regular updates, weekly walkthroughs, and dedicated account leadership to ensure alignment and build trust.
- **Unmatched Expertise:** From native plant specialists to irrigation and stormwater professionals, our team is trained to exceed the highest standards, continually advancing through certifications like CBLP.
- **Environmental Leadership:** We prioritize sustainable practices that enhance biodiversity, improve stormwater management, and build long-term resilience across every microclimate on the property.
- **Holistic Partnership:** We go beyond maintenance, collaborating on sustainability workshops, seasonal programming, and community enrichment initiatives that elevate the resident experience.

To further support your community’s evolving needs, we’re pleased to offer a **landscape enhancement credit equal to 50% of one month’s maintenance, up to \$7,456.00 per season**, for the life of the contract. This credit can be applied to any project outside the base contract, such as landscape enhancements or beautification efforts, giving you the flexibility to adapt as priorities shift.

Additionally, our **Green Peace of Mind Warranty** provides a lifetime guarantee on any tree or shrub we install, as long as we continue to maintain the property. This includes a one-time replacement, ensuring your investment in plant material is protected and your landscape remains vibrant and healthy.



Introduction Letter

Enclosed is our proposal outlining our customized approach, service plan, and pricing. We are excited about the opportunity to support your vision and help elevate the landscape of Oak Creek Club HOA.

Thank you for considering Complete Landscaping Service.

Sincerely,

Roger Turner

Director of Business Development & Sales Manager
703-479-5444 mobile
rtturner@completelandscapingservice.com

Conditions/Warranties:

Complete Industries, Inc., herein referred to as "Complete Landscaping Service," warrants that all plant material furnished under this contract meets the size and quality specifications of the ASLA (Associated Society of Landscape Architects). Products will also meet ASLA standards. All plant material shall be guaranteed for the life of the contract period after installation, provided it is maintained properly (with one-time replacement). The customer assumes the risk of loss due to incorrect watering, the application of fungicide or insecticide, or the lack thereof. Additionally, in accordance with Complete Landscaping Service's GREEN PEACE OF MIND WARRANTY, all plant material described herein shall be guaranteed for as long as we maintain the property. It is also understood that Complete Landscaping Service shall not be liable for losses, damages, or delays occasioned by fire, strikes, vandalism, or materials stolen after delivery to the customer, force majeure, inclement weather, floods, freight embargoes, national emergencies, acts of war, or causes beyond its control. Prices quoted in the offer are on condition that the proposal will be accepted within thirty (30) days; thereafter, prices are subject to change. By executing this agreement, Customer gives Complete Landscaping Service permission to photograph the project for the term of this contract and up to one year after contract completion. Complete Landscaping will have unlimited use of said photographs. Photography will be at no additional cost to the Customer unless the Customer requests copies.



Table of Contents

 Our Services

 About Us

 References

 Landscape Observations

 Landscape Opportunities

 Suggested Plant Palette

 Oak Creek Club RFP

 Landscaping Scope of Work

 Pricing Summary

 Terms & Conditions





A MONARCH LANDSCAPE COMPANY

OUR SERVICES

Providing Green Peace of Mind



Commercial Landscaping Services



Landscape Maintenance

We partner with our clients to make their commercial property all that it can be. When we see a beautiful property, we don't just see how it is, but how it could be.



Landscape Construction

From sourcing materials and estimating costs, to tackling complex designs and installations, we're here to find the solution to get the project done right.



Landscape Design

The first thing everyone sees when they view a property is the landscape; it should tell a unique story of your style and your company.



Commercial Irrigation

Properly designed, installed, and maintained commercial irrigation systems are insurance for your landscape.



Commercial Lighting

Commercial outdoor lighting increases property visibility, value, curb appeal, and safety.



Snow & Ice Management

Having an experienced professional handling the snow and ice management services is key to protecting your commercial property from liability concerns.

Monarch Tree Services

From adding visual charm to making significant environmental contributions, trees play a crucial role in crafting a well-designed landscape.

With a deep-rooted passion for trees and an unwavering commitment to providing exceptional tree services, we proudly stand apart from the competition. Our mission is simple yet profound: to offer top-notch tree services that combines a love for nature with unparalleled service quality. Whether you're seeking routine tree maintenance, preservation strategies, or safe tree removal, the dedicated team at Complete and Monarch Landscape is ready to address your needs with an unmatched level of expertise and professionalism.

When it comes to maintaining the health and beauty of your arboreal companions, we understand the unique requirements that each tree possesses. Our skilled arborists possess an in-depth knowledge of tree biology, growth patterns, and proper maintenance techniques. This ensures that the services we provide are not only effective but also tailored to the specific needs of your trees.

Our comprehensive range of tree services covers every aspect of tree care. From trimming overgrown branches to promoting healthy growth through strategic pruning, our team has the experience to enhance the vitality of your trees. We also recognize the importance of preserving trees that hold sentimental or historical significance. Our preservation measures are designed to safeguard these precious arboreal treasures for generations to come.

As you consider your options for tree care, we invite you to experience the Monarch Landscape difference. Contact us today to schedule a consultation where we can discuss your tree care needs in detail. Our friendly staff will guide you through the process, offering insights and recommendations that align with the health and aesthetics of your trees. When you choose our services, you're not just investing in tree care – you're investing in the well-being of your environment.



Arbor Note

Arbor Note, our tree care inventory program, is a smart and easy innovative app that allows you to monitor your tree inventory, estimates, arborists' reports and even allows you to approve work orders immediately.

Quick & Precise - Work Orders are assigned through Arbor Note and sent directly to the Arborists' handheld device providing them with tree locations, SOW and data on each tree . This allows us to deliver on work exactly as it's requested.

Real-Time Monitoring - Arbor Note monitors our job performance as well as provides our clients with real-time job status updates. Clients are given a log-in to access this information directly from their desktop. There site account will also maintain historical data on all activity performed on their trees.



Legend (114)

- Vine Maple (20)
- Northern Pin Oak (17)
- Cedar Species (13)
- Quaking Aspen (12)
- Norway Maple (12)
- Paper Birch (8)
- Kwanzan Flowerin... (8)
- Giant Sequoia (8)
- Red Maple (7)
- Flowering Dogwoo... (2)
- Coastal Redwood (2)
- Birch Removal (2)
- Japanese Maple (1)
- Bloodgood Japane... (1)
- Autumn Gold Gink... (1)



Birch Removal
Birch Removal
Height: 31'-45'
Health: 20% - Critical
ID# 13
DBH: 7'-12"



This is 90% dead and will continue to decline. Its suffering from bronze birch borer and if not removed a pan infest healthy birch trees

Turf Enhancement

WHY THE GRASS IS NOT ALWAYS GREENER

Your lawn is one of the first things people notice when they visit you. How good... or bad... it looks will definitely influence their first impression of the landscape and therefore, your property in general. Keeping lawns in tip-top condition can be a challenge on any commercial site because of the intensive use they withstand. Whether pets are exercised on the lawn or residents, visitors, employees, or tenants walk, gather, and play on them, lawns take serious abuse and don't recover on their own.

The basic services included in a Standard Maintenance Contract often aren't enough to breathe life back into a well-used lawn. The soil below lawn areas becomes compacted over time and needs to be aerated, or loosened up to allow oxygen and nutrients to penetrate to the roots where they can be absorbed. A healthy root system = thick lawns above, and thick lawns are the best defense against broadleaf weeds that fill bare or thinning areas. Another essential to keep in mind is using a quality grass seed blend that will stand up to the changing climate and conditions we experience in this area. A good blend helps to fend off the aggressive and changing weed populations throughout the season.

One final thing to keep in mind with your lawns is pH. This chemical profile affects how available the nutrients applied during the season are for the lawn to use. Lawns like a neutral soil as opposed to an acidic one so lime is applied to adjust pH back to an optimum range of 6.0-7.0. It sounds like a lot of work to keep lawns green and healthy season after season, but Complete Landscaping has been making lawns - and property owners - happy with healthy thriving lawns for decades.



SERVICES WE OFFER

- Soil Testing
- Aeration
- Overseeding
- Dethatching
- Slitseeding
- Topdressing
- Lime Application



The Fall & Rise of Healthy Turf

**THINNING
LAWN**



**WEED
INFESTATION**



**SOIL
TESTING**



**AERATION TO
PREPARE FOR
OVERSEEDING**



**AMEND SOIL &
TOPDRESS
LAWN**



**OVERSEED,
FERTILIZE,
STABILIZE**



**WATER TO
ESTABLISH
SEED**



**HEALTHY
LAWN**



Snow Removal

WHEN THE SNOW FLIES

When the winter weather rolls in this season, it's reassuring to know you have the right company covering your property for snow and ice removal. Sure, there are plenty of companies that can plow the snow, but very few can offer the full range of services needed to handle anything Mother Nature may dish out.

We at Complete Landscaping have been providing comprehensive snow services in the Mid-Atlantic region for nearly forty years. Businesses and properties including

- Apartment Complexes
- Home Owner Associations
- Retail Centers | Small Store Fronts
- Office Complexes
- Hospitals / Urgent Care Facilities
- Government Buildings

Our customers rely on Complete Landscaping to provide turn key snow removal services. From pre-treatment, plowing, and post-treatment of your sidewalks to the dig outs of specialized areas like mailboxes, parking spaces, and dumpsters. We have the equipment and resources needed to handle the job.

After decades of plowing snow, we learned that surviving a Mid-Atlantic winter means lots of upfront planning. Long before the first flake we will work with your team to understand exactly how and when you want to have things done.



COMPLETE SNOW SERVICES

- Snow Plowing
- Ice Melt Applications
- Pre-Treatment
- Sidewalk Clearing
- Snow Relocation
- Snow Disposal



Why Choose Complete Landscaping for Your Commercial Snow Removal Needs?

Complete Landscaping Service offers snow removal plans for properties of any size. No matter if it is a major snowfall or a quick winter squall, we have the experience, resources, and equipment to ensure you stay safe while keeping your budget in mind.

Complete Landscaping Services consistently ranks in the Top 100 Snow Removal Companies in the nation. We know how to manage Mid-Atlantic snow and ice. Our commitment to you

- We dispatch early so our team is on time
- We work quickly to minimize disruption
- We stick it out until the job gets done

Our team will work for you around the clock, you will always have a person to call when you need service or just want an update. If equipment goes down, it doesn't say that way long because our mechanics work through the night to make sure you don't get left in the cold because of a broken truck.

With field offices located throughout Maryland, DC, and Northern Virginia, we are always close by to service your property.

When the winds howl ... you'll find it reassuring to know that you have a company with nearly half a century of experience keeping your property open and running.



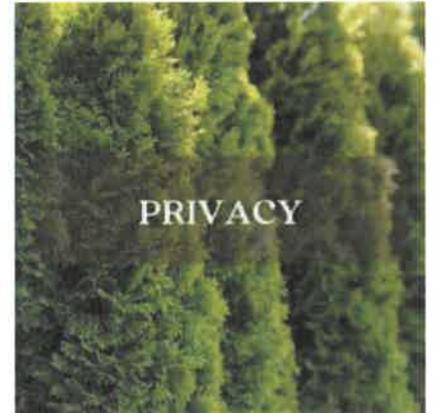
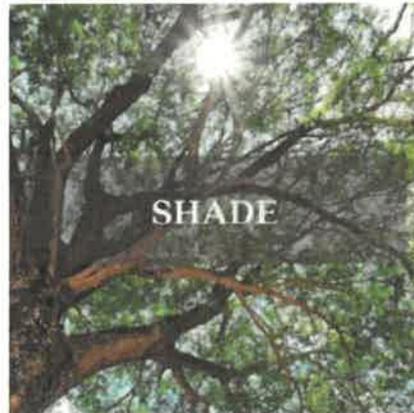
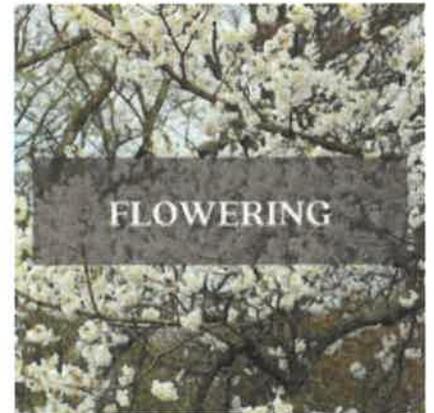
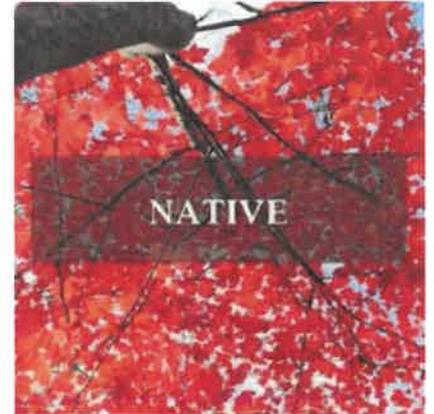
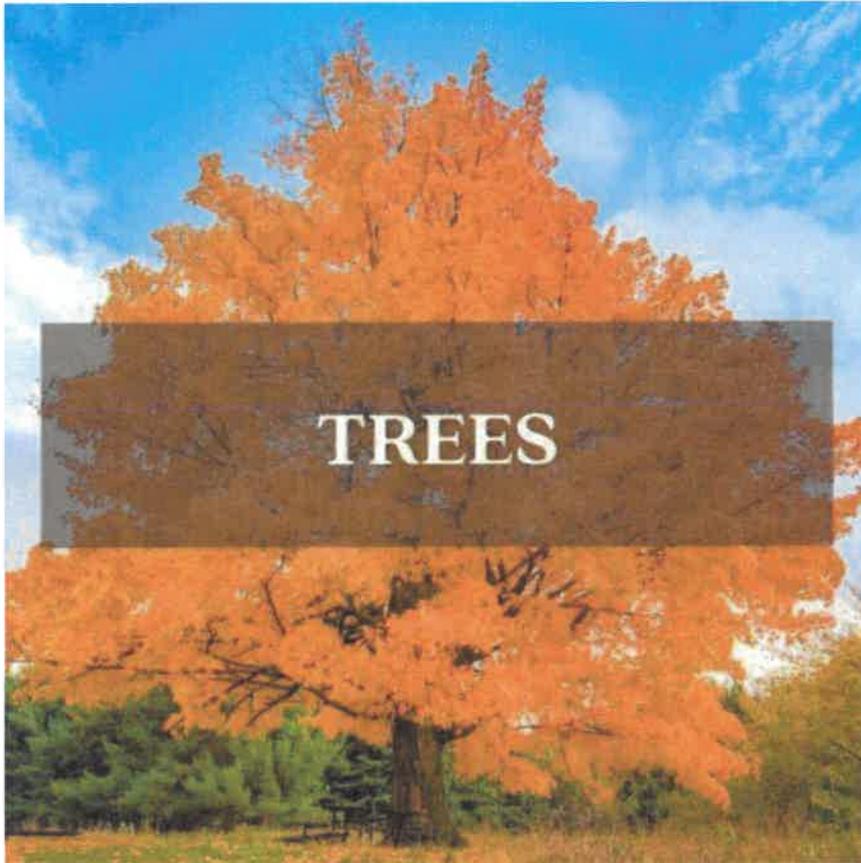
Patuxent Nursery

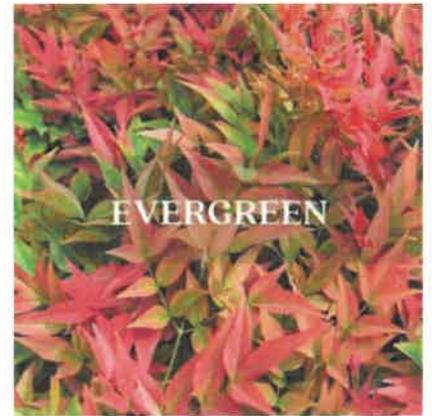
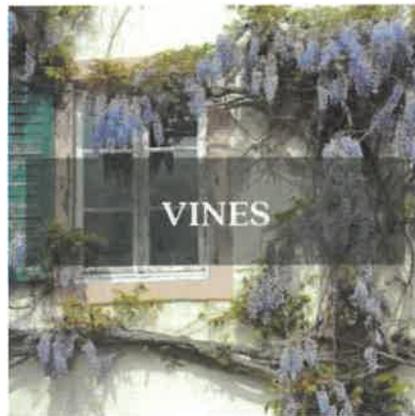
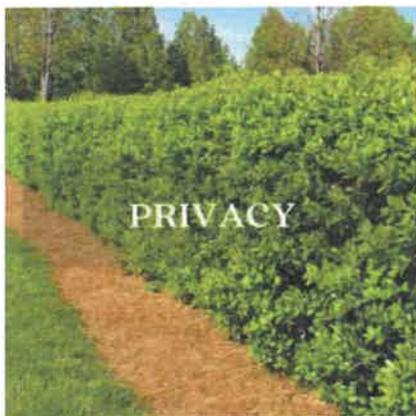
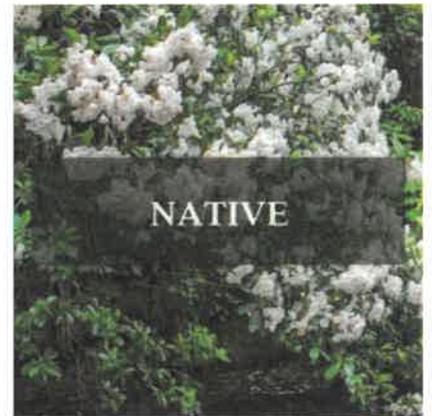
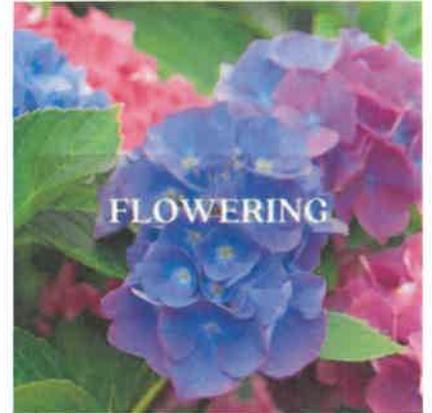
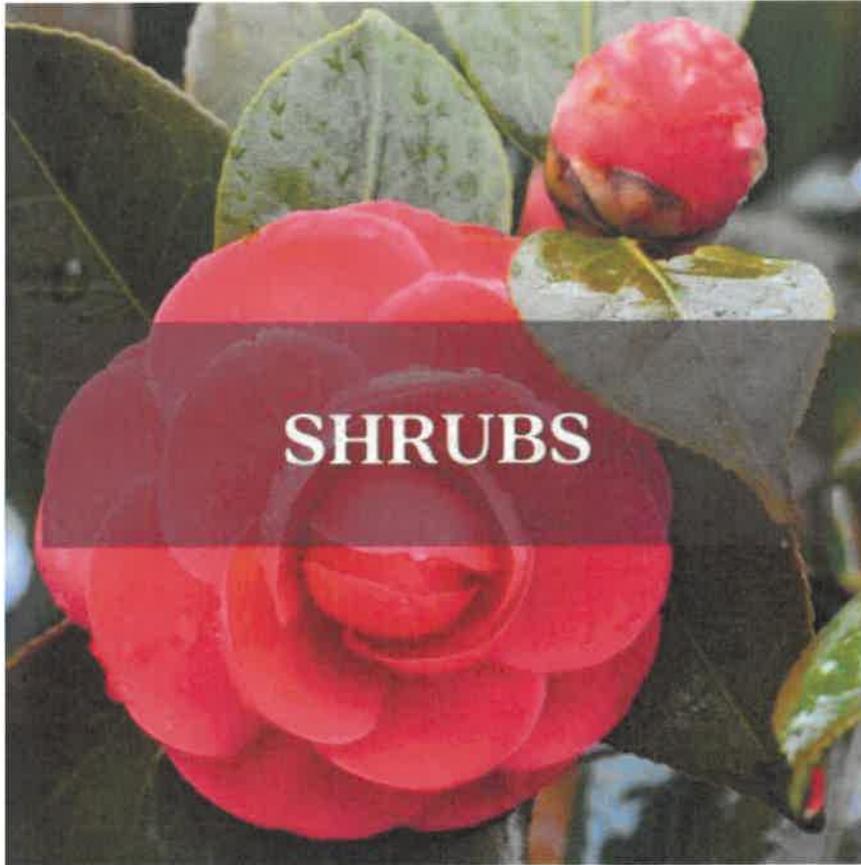
Our headquarters is housed on a 40-acre farm in Bowie, MD. Here, on this farm, we cultivate and grow many of the flowers and plants that we provide our clients. By doing this, we are able to grow custom varieties of plants as well as manage the quality of the plants we provide to our clients.

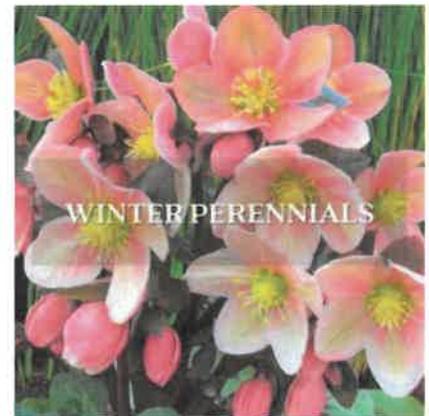
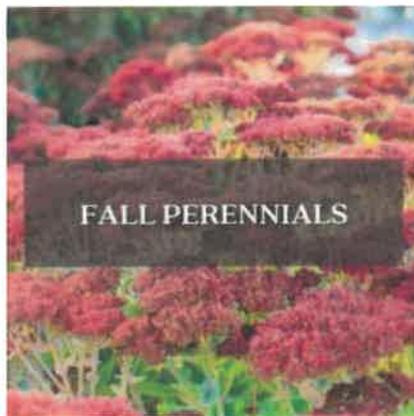
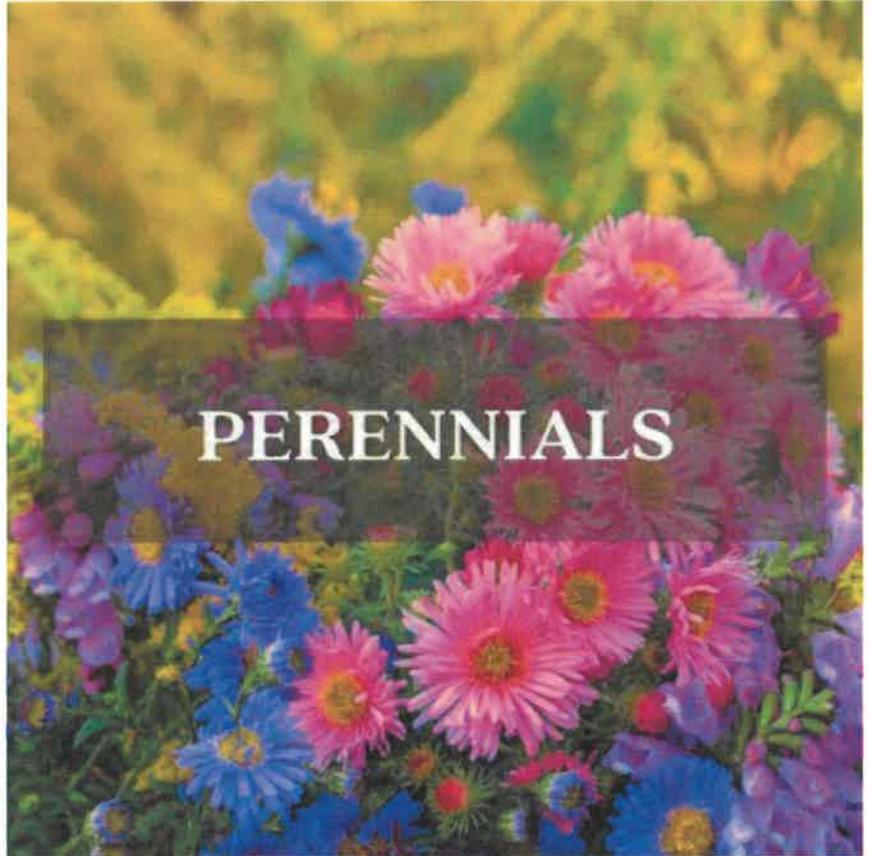
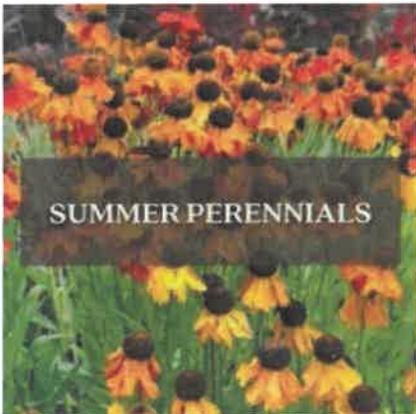
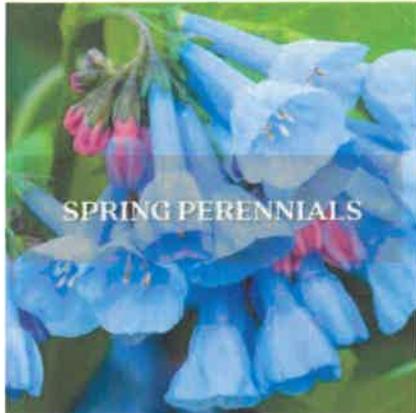
Patuxent Nursery, built in 1996, added a completely new dimension to our family of businesses. Patuxent Nursery – originally a one-stop shop for landscape professionals, has since grown to serve the gardening needs of the greater Bowie/Davidsonville and Prince George's County community.

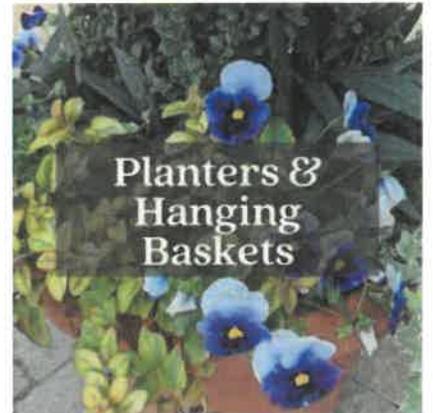
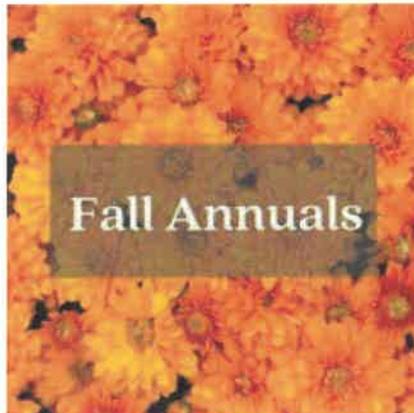
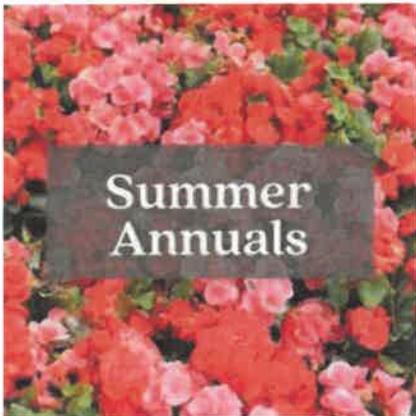
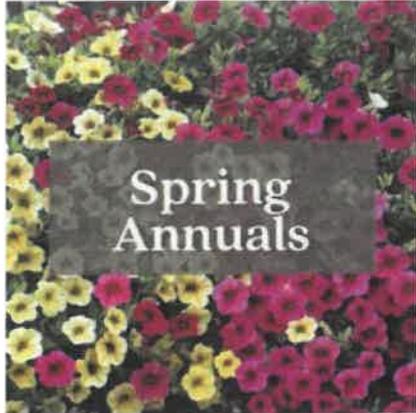
The growth of Patuxent Nursery has landed us a spot in the top 100 garden centers in the country after only 10 years in business. As a result of our extensive and continuous reinvestment in the development and maintenance of our nursery, we can provide our commercial landscape clients a peace of mind that the plants that we install are the best in the industry by an expertly trained team.













A MONARCH LANDSCAPE COMPANY

ABOUT US

Providing Green Peace of Mind



Contractor Qualification Statement



Mark Laidley
Senior Operator



Joe Stelfox
VA Branch
Manager



Kevin Kelly
MD Branch
Manager



Roger Turner
Director of Business
Development

SERVICES

- Landscape Maintenance
- Landscape Construction
- Irrigation
- Snow Removal
- Tree Care & Removal
- Hardscapes
- Drainage & Erosion Control
- Design & Related Services

LICENSING

FEDERAL ID #99-3514027

ANNUAL VOLUME

\$23M	\$7M	\$2M	\$2M
MAINTENANCE	CONSTRUCTION	IRRIGATION	SNOW REMOVAL

MEMBERSHIPS

PMA Property Management Association
CAI Community Associations Institute

BONDING

Assured Partners 251 Najoles Rd, Suite H, Millersville, MD 21108



(320) Peak Employees
(270) Non-Peak



(3) Certified Professional Horticulturists



(2) Certified Perennial Specialist



(2) Certified Arborists



(12) Regional Managers



(115) Production Vehicles



(10) Certified Landscape Technicians



(15) Certified Pesticide Applicators

Business License



**MARYLAND DEPARTMENT OF AGRICULTURE
PLANT PROTECTION AND WEED MANAGEMENT SECTION**

50 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MD 21401
Phone: 410-841-5920 Fax: 410-841-5835
Internet: <http://www.mda.maryland.gov>

CONTROL NO. 48184

PLANT DEALER/BROKER LICENSE

MONARCH LANDSCAPE - ATLANTIC, LLC
DBA COMPLETE LANDSCAPING SERVICES
BRIAN HELGOE
550 S HOPE STREET
LOS ANGELES, CA 90071

(6052) PDHL 2121
MONARCH LANDSCAPE - ATLANTIC, LLC
DBA COMPLETE LANDSCAPING SERVICES
BRIAN HELGOE
2410 N CRAIN HIGHWAY
BOWIE, MD 20716

This license authorizes the person named above to engage in the business of soliciting, taking orders, selling, or distributing nursery stock under the provisions of the Agriculture Article, Sections 5-301, Annotated Code of Maryland.

POST IN A CONSPICUOUS PLACE

EXPIRES: December 31, 2025

A handwritten signature in black ink, appearing to read "Kevin Atticks".

Kevin Atticks
Secretary of Agriculture

MBA-D-417 (rev. 7-02)

Proof of Insurance

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 8/15/2024														
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																		
PRODUCER Foundation Insurance Group Inc 3193 Fairview Park Dr. Ste 104 Falls Church VA 22042		CONTACT NAME: Certificate Department PHONE (AG, Ho, Ext): 703-627-8790 FAX (AG, Ho): 703-632-8300 E-MAIL ADDRESS: certificates@fjgva.com																
INSURED Complete Landscaping Service, Monarch Landscape - Atlantic, LLC PO Box 1584 Bowie MD 20717		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Erie Insurance Company</td> <td>28263</td> </tr> <tr> <td>INSURER B : Erie Insurance Exchange</td> <td>28271</td> </tr> <tr> <td>INSURER C : Flagship City Insurance Company</td> <td>35585</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A : Erie Insurance Company	28263	INSURER B : Erie Insurance Exchange	28271	INSURER C : Flagship City Insurance Company	35585	INSURER D :		INSURER E :		INSURER F :	
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COVERAGES		CERTIFICATE NUMBER: 1951555893		REVISION NUMBER:														
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>																		
USER LTR	TYPE OF INSURANCE	MODL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS											
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIED PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	Q61-0441241	8/1/2024	8/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$											
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Q08-0140643	8/1/2024	8/1/2025	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$											
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$:	Y	Y	Q32-0173235	8/1/2024	8/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$											
C	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below:	Y	N/A	Q73-0022917	8/1/2024	8/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OT+ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000											
A	<input checked="" type="checkbox"/> Equipment Floater Installation			Q61-0441241	8/1/2024	8/1/2025	LIMIT LIMIT 2,634,787 50,000											
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)																		
CERTIFICATE HOLDER				CANCELLATION														
PROOF OF COVERAGE				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.														
				AUTHORIZED REPRESENTATIVE 														

Green Peace of Mind Warranty

Lifetime Plant Warranty - Backed by Ongoing Care

At Complete Landscaping Service, we believe great landscapes should look great for the long haul. That's why we offer our Green Peace of Mind Warranty – a lifetime warranty on all new plant material we install, for as long as we're maintaining your property.

When you partner with us for ongoing maintenance, you're not just getting expert care – you're also getting the confidence that your investment in new plantings is protected. If something doesn't thrive, we'll replace it.* No stress, no surprise costs – just healthy, beautiful landscaping you can count on.

Because peace of mind should come standard.

**One-time replacement of plant material. Warranty valid only with active maintenance agreement. Certain exclusions apply.*



Personnel Resume

Mark Laidley - Senior Operator

Mark has been in the Landscape Maintenance field for over 25 years. With Complete Landscaping since 1988, Mark's extensive operational experience and knowledge has helped him streamline the commercial maintenance department without sacrificing quality. His experience and involvement with our portfolio clients such as Avalon Bay, Ross Management Services, and Greystar have made Mark a key participant in the growth of Complete Landscaping.

Joe Stelfox - VA Branch Manager

Joe began his career at Complete 11 years ago working in the Landscape Construction department. He worked as an estimator for several years before transferring to our maintenance department. The time Joe spent in the field learning the ins and outs of maintenance operations gave him the experience he needed to excel in his role and provide our clients with top-quality service and innovative solutions for their landscaping needs. He holds a Bachelor's Degree in Marketing and Communications from JMU.

Kevin Kelly - MD Branch Manager

Kevin began his landscaping career straight out of high school, working on a mowing crew. With over 30 years of industry experience, he has mastered every aspect of landscaping. Joining Complete Landscaping Service 16 years ago, Kevin quickly climbed the corporate ladder to become the Vice President of Landscape Maintenance, overseeing operations in the Maryland region. His leadership and expertise ensure top-notch service delivery and client satisfaction.

Roger Turner - Director of Sales & Marketing

Roger came to Complete 8 years ago as an Account Manager, bringing with him over 20 years of experience in the landscaping industry. His background in commercial grounds management helped him to excel and grow his portfolio quickly. Within a year, Roger found himself heading up sales and business development efforts in Virginia and has proven to play an important in growing our Virginia and Maryland customer base. Roger holds a Bachelor of Arts degree from Southern Connecticut and an associate degree in Professional Grounds Management from NOVA.

Personnel Resume

Tara Mairs – Lead Landscape Designer, CBLP-D

With over a decade of experience as a Landscape Designer, project manager, and plant enthusiast, Tara brings deep expertise to her role. Before joining Complete, she worked independently in the region, partnering with clients and contractors to bring landscape designs to life. She is a certified Chesapeake Bay Landscape Professional, Level 2, reflecting her commitment to environmental stewardship. Tara holds a B.A. from the University of Maryland and a Landscape Architecture Design Certificate from Anne Arundel Community College. Her passion for creating sustainable, beautiful outdoor spaces drives her dedication to excellence in every project she undertakes.

Michael Radder - Business Developer

Michael joined Complete Landscaping Service in 2025, bringing over ten years of experience meeting client needs across various industries. Known for delivering high-quality service, building strong client relationships, and adapting quickly to new environments, with a proven track record of reliability and results-driven performance.

Blaine Tapscott - Account/Enhancement Manager

With over 20 years of experience in the field, Blaine is an accomplished Enhancement Manager renowned for his landscape design and project management expertise. Blaine began his career working hands-on in the field, gaining invaluable experience and insights into the intricacies of landscaping. His journey has led him to become a visionary leader in transforming outdoor spaces, combining creativity with meticulous attention to detail. Blaine's commitment to sustainability and his dedication to exceeding client expectations have earned him a reputation for excellence in the industry.

Keith Gibson- Project Manager

Keith brings over 25 years of hands-on experience in the landscape industry and a reputation for delivering exceptional service. His expertise spans design, installation, and maintenance, with a strong focus on problem-solving and client satisfaction. Keith manages a variety of high-profile accounts, including Carroll Vista HOA, multiple Adventist Healthcare Hospitals, and all Avalon Bay communities in Maryland. His deep plant knowledge, attention to detail, and commitment to building lasting relationships make him a valued member of the Complete Landscaping team.

Tom Sheehan- Business Development Manager

Tom brought his 23+ years in Landscape Construction to Complete in 2024. Throughout his career, he has cultivated a reputation for driving sustained revenue growth, forging strategic partnerships and delivering landscaping needs that consistently exceed client expectations. His teams have delivered large urban parks, public and private school facilities, synthetic and natural turf fields, senior living complexes, municipal projects and national chain stores and restaurants in the Mid-Atlantic Region.

Benefits of Partnering with the Complete Team

- It's a culmination of 5 generations of nurserymen and a lifetime of combined landscaping experience.
- Design/Build/Maintain - one of the Metro area's few truly full-service landscape companies.
- Dedicated Account Managers and crews are devoted to ensuring you receive the best workmanship and customer service at Oak Creek Club HOA.
- Long-range maintenance and enhancement planning to make sure your property stays on a path of increasing improvement and beauty.
- Experienced professionals to handle general maintenance, specific ornamental care concerns, design, enhancements, and irrigation.





A MONARCH LANDSCAPE COMPANY

REFERENCES

Providing Green Peace of Mind

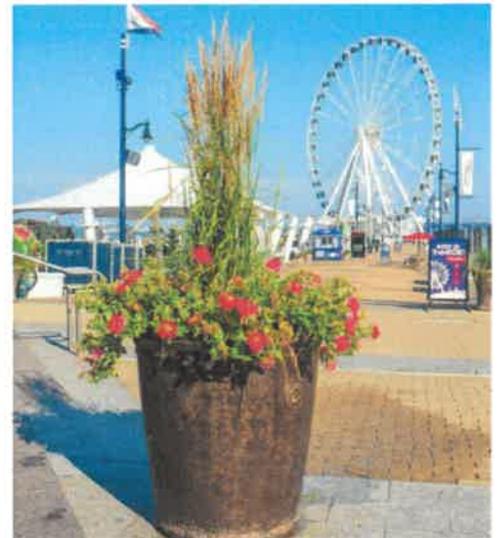


National Harbor

165 Waterfront Street
National Harbor, MD

Chris Borgal
301-203-4170

- Retail, Offices, Apartments, Condominiums
- 350-acre resort
- Mix of restaurants unique attractions, convention center, Gaylord National Resort, & MGM Resort



REFERENCES

Dulles Farms HOA

25185 Chaffee Circle
Aldie, VA 20105

Jessica Salvatore
703-542-7555

- 1785 homes in 4 sub-communities
- 450 acres
- Mix of townhomes, condominiums, and single-family homes



Marlboro Ridge

11313 Marlboro Ridge Road
Upper Marlboro, MD 20772

Michael Feltenberger
703-388-1005

- 1825 homes in 4 sub-communities
- 500 acres
- Mix of townhomes, condominiums, and single-family homes



REFERENCES

Victory Lakes HOA

12600 Victory Lakes Loop
Bristow, VA 20136

- 1296 homes
- 580 acres
- Mix of townhomes and single-family homes

Tracey Schaefer
703-368-6660



Carroll Vista Community

One Clubside Dr
Taneytown, MD 21787

Michelle Brown
410-756-1992

- Active adults 55 and above
- 100-acre community
- A mix of villa and single-family homes
- 5-hole chipping golf course
- Community pool & tennis/pickleball courts



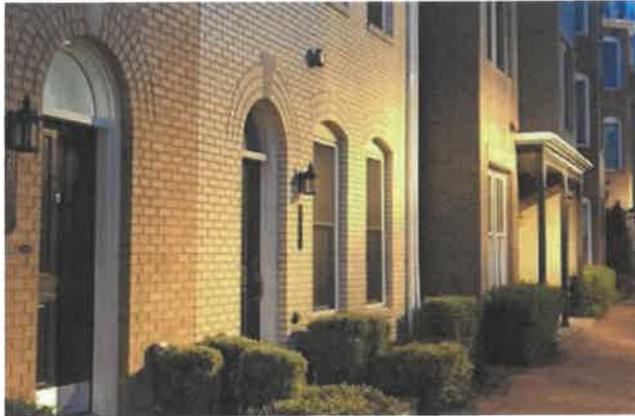
REFERENCES

Potomac Yards HOA

2406 Main Line Blvd
Alexandria, VA 22301

Margo Detwiler
703-520-8402

- 660 condo units in 3 sub-communities
- 35-acre cityscape
- Mix of townhomes and condominiums





A MONARCH LANDSCAPE COMPANY

LANDSCAPE OBSERVATIONS

Providing Green Peace of Mind



Current Landscape Conditions

- Oak Creek Club HOA landscaping is clearly a high-priority
- Numerous opportunity areas throughout the community to increase biodiversity and encourage outdoor recreation
- Landscape investment is in the current state of decline
- The intent of the Oak Creek Club HOA's current maintenance specification package is to ensure that the landscape is cared for properly
- Seems there is a conflict between the current scope of work and implementation at the property
- We think we have a plan...



Turf Care



Observation

There is visible evidence of broadleaf weeds and crabgrass within the turf around the community, indicating potential issues with lawn health and maintenance. These weeds often thrive in thin or stressed turf.



Recommendation

Implementing a targeted turf management plan that includes applying a pre-emergent herbicide in early spring to control crabgrass and a selective post-emergent herbicide for broadleaf weeds. Additionally, improve overall turf health by maintaining proper mowing height, fertilizing appropriately, and overseeding thin areas to increase turf density.

Turf Care



Observation

Throughout the property, there is a noticeable outbreak of weeds within the turf. Specifically, nutgrass (nutsedge) and white clover are present, as shown in the attached image.



Recommendation

To control the nutsedge and white clover infestation, apply a selective post-emergent herbicide during the summer while weeds are actively growing.

Turf Care



Observation

The turf is thin and patchy along the entrance gates, creating a weak first impression as you enter the community. This high-visibility area would benefit from targeted turf renovation to enhance curb appeal and overall presentation.



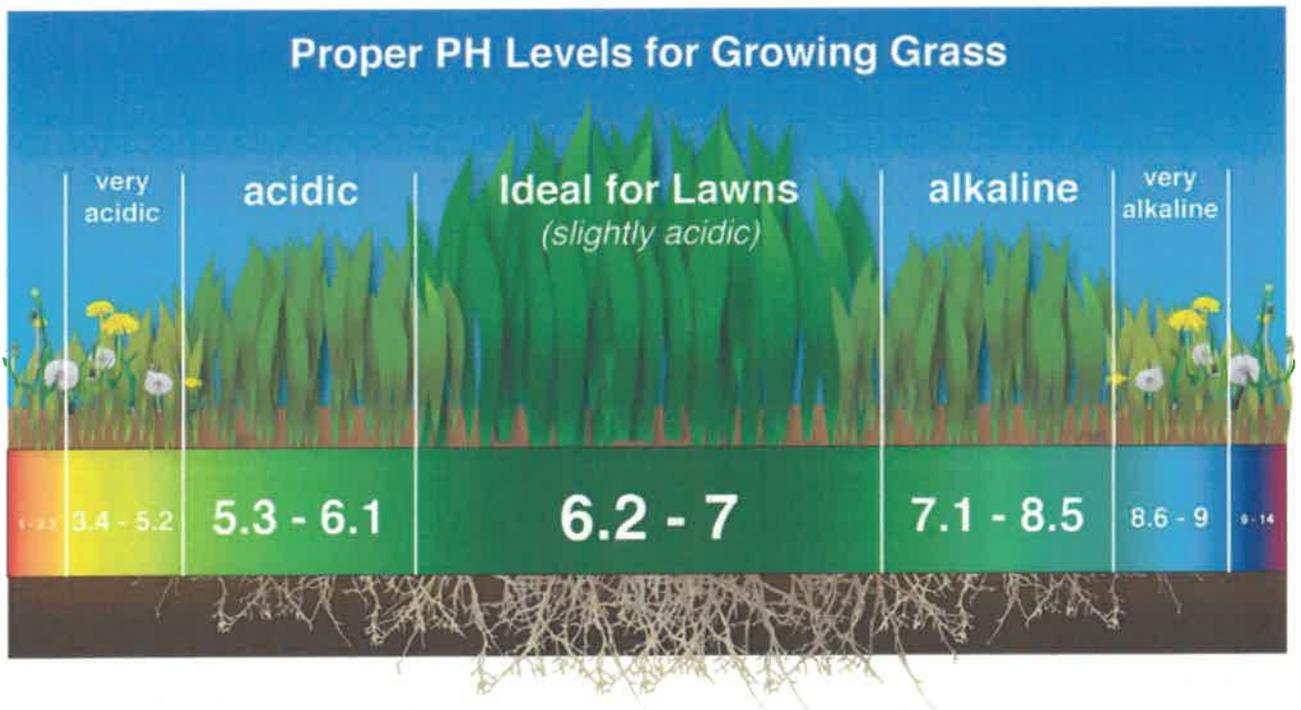
Recommendation

Overseed and topdress the thin turf areas near the entrance gates to improve density and appearance. Consider using a high-quality turfgrass blend suited for sun and foot traffic.

Our Recommendations

Perform Soil Tests on All Lawn Areas

Soil health is important to the overall health of anything being grown in it. Even adding fertilizer year after year doesn't guarantee a healthy lawn. Let's look deeper and learn what pH and nutrient content we are working with before doing more turf treatments.



Our Recommendations

Apply Pre-Emergent in Split Applications

Crabgrass has a particularly long germination period and the timing of the applications is important for good results. Try a split application in April and May and we could see better control of seed germination in summer.



Arbor Care



Observation

Many trees throughout the community are over-mulched. Even many of the planting beds.



Recommendation

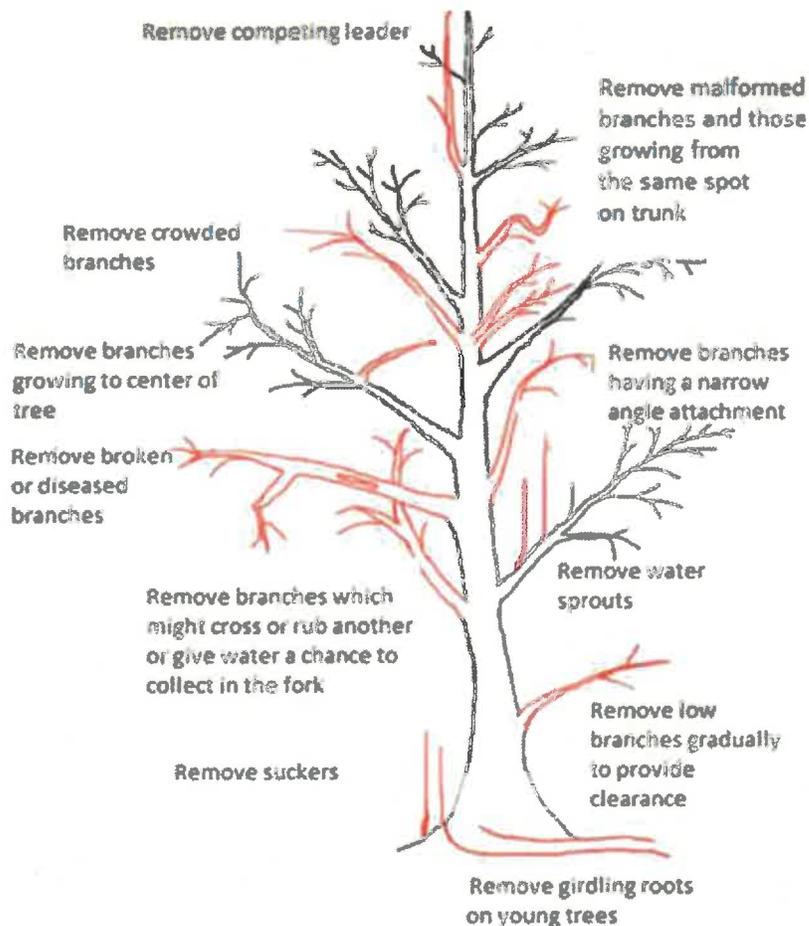
Over-mulching, especially when piled against tree trunks ("volcano mulching"), can lead to root rot, pest issues, and poor tree health. I recommend removing excess mulch to maintain a 2-3 inch depth and keeping it at least 2-3 inches away from the trunk base. This will promote healthier root systems and reduce long-term tree stress.

Arbor Care



Observation

Some trees within the community have received light pruning, but structural pruning has been neglected over the years.



Recommendation

To promote long-term tree health and safety, a structural pruning program should be implemented, especially for young and maturing trees. This will help correct poor branch structure, reduce future maintenance needs, and minimize the risk of limb failure.

Arbor Care



Observation

A dead tree with a watering bag and stakes remains in a highly visible area of the property. The tree shows no signs of recovery and has become an eyesore, negatively impacting the community's curb appeal.



Recommendation

Remove the dead tree, including the watering bag and stakes, to improve the visual quality of the area. Consider replacing it with a healthy, site-appropriate tree or ornamental planting to restore aesthetics and maintain landscape continuity.

Arbor Care



Observation

Several trees have overgrown into walkways, and excessive sucker growth at the base is causing them to resemble large shrubs. This growth pattern detracts from their intended form and function in the landscape.



Recommendation

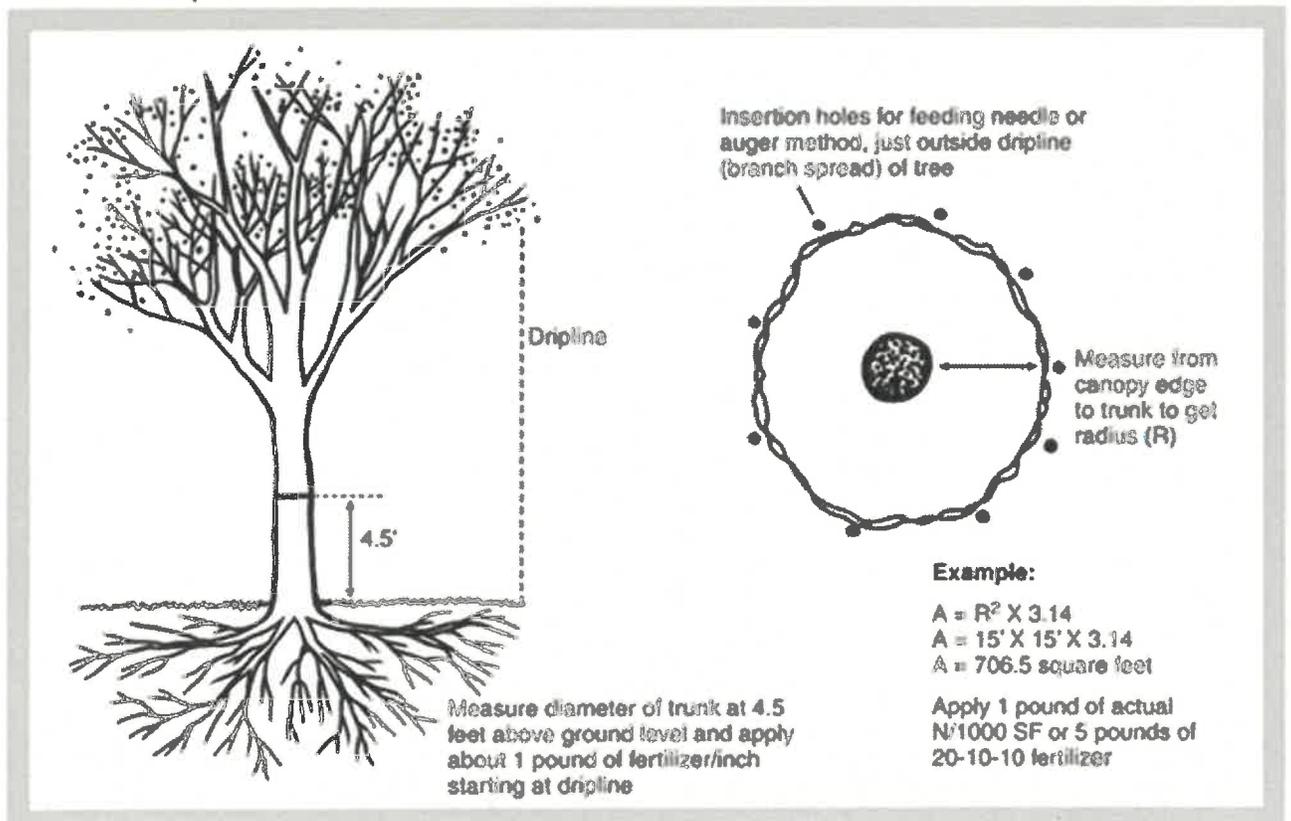
Prune back overhanging branches to clear walkways and remove basal suckers to restore the trees' natural structure. Regular structural pruning will help maintain tree health, improve aesthetics, and ensure safe pedestrian access.

Our Recommendations

Deeproot Fertilize in Fall at Proper Rates

Soil tests should be taken to determine nutrient levels of the soil then rates of fertilizer can be determined. Fall is the best time to fertilize trees and applying the proper formulation will reinvigorate declining trees and trees with reduced growth rates.

CALCULATING TREE FERTILIZATION REQUIREMENTS



Our Recommendations

Remove Mulch “Volcanoes”

Mulch piled against the trunk of the tree can eventually cause death. Mulch should be pulled away from the trunk and gradually reduced to expose the root flare of the trees and improve the health of the trees over time.

MULCH VOLCANOES will KILL your TREES!

- ◆ Lack of ventilation prevents trunk from drying
- ◆ Soft trunk is an invitation for insects and disease
- ◆ Trunk can eventually become spongy and rot
- ◆ Excess mulch can cause root girdling leading to death
- ◆ Mulch pile can become a hotbed in summer heat
- ◆ Water will not penetrate and reach the root ball



NO!

PROPER MULCHING will help your trees

2 - 3 Inches of MULCH will:

- ◆ Be level with the soil line edge
- ◆ Serve as an insulation blanket...keeping roots cool in the summer and warm in winter
- ◆ Protect tree from weed and grass encroachment
- ◆ Help maintain soil moisture, minimize evaporation
- ◆ Protect trunk from damage during turf maintenance
- ◆ Provide a uniform well-cared-for look



YES!

Ornamental Care and Bed Maintenance



Observation

The landscape beds at the main entrance gate are overcrowded, with ornamental grasses and weeds overtaking the intended design. This creates a cluttered appearance and detracts from the community's first impression as visitors arrive..



Recommendation

Thin out and selectively remove overgrown plant material, and perform a thorough weeding of the beds. Re-establish the original planting design to enhance visibility and aesthetics, and consider adding mulch to suppress future weed growth and improve overall presentation.

Ornamental Care and Bed Maintenance



Observation

The main entrance is dominated by evergreens that show signs of over-pruning and dieback, resulting in a tired and uninviting appearance. As this is the community's primary entry point, it lacks the vibrant appeal expected in such a high-visibility area.



Recommendation

Collaborate with the design team to reimagine this space with a seasonal color display that adds visual interest and creates a "wow" effect for residents and visitors. Introducing flowering annuals, perennials, or ornamental features will enhance curb appeal and provide a more welcoming first impression.

Ornamental Care and Bed Maintenance



Observation

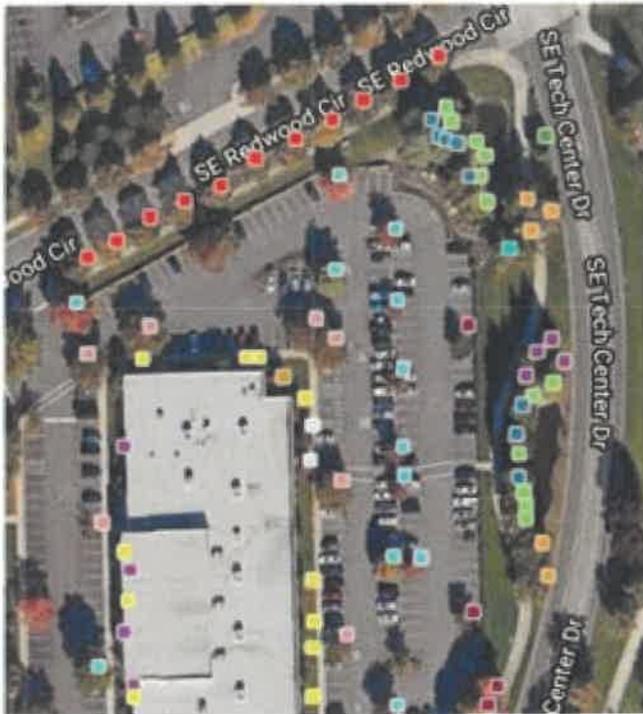
Crack weeds and bed weeds are present throughout most of the common areas in the community, detracting from the overall appearance.



Recommendation

To manage this issue, a pre-emergent herbicide will be applied to beds in both spring and summer, with post-emergent treatments used as needed throughout the growing season. Consistent monitoring and timely applications will help maintain cleaner, more attractive landscape areas.

Arbor Care Division & Certified Arborist



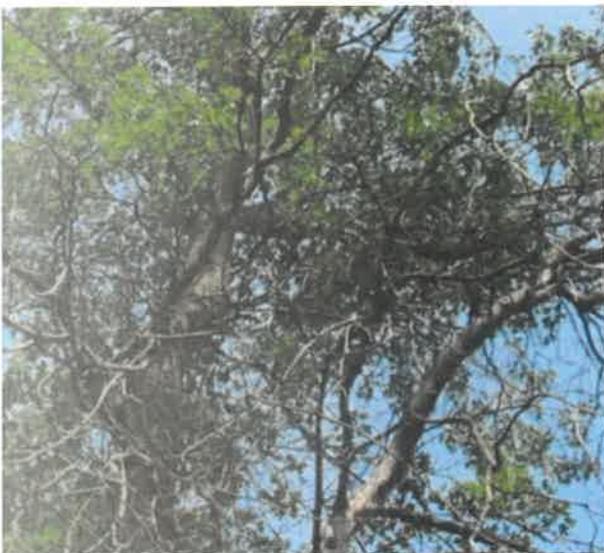
- Legend (114)
- Vine Maple (20)
 - Northern Pin Oak (17)
 - Cedar Species (13)
 - Quaking Aspen (12)
 - Norway Maple (12)
 - Paper Birch (8)
 - Kwanzan Flowerin... (8)
 - Giant Sequoia (8)
 - Red Maple (7)
 - Flowering Dogwoo... (2)
 - Coastal Redwood (2)

Observation

With our Arbor Care Division, a certified arborist is available to help identify and prevent tree-related issues in the community, both now and in the future.

Recommendation

This proactive tree care program focuses on the three essential pillars of tree health: maintaining overall tree vitality, identifying and addressing pruning needs, and minimizing stress, disease, and insect damage. Regular assessments and care by a certified arborist will ensure the long-term health, safety, and beauty of the community's trees.



Ornamental Care and Trees & Shrubs with IPM



Observation

Insect infestations are causing shrubs and trees to decline rapidly within the community.



Recommendation

Dormant oil applications in spring will reduce overwintering pest populations. IPM treatments for specific infestations will preserve the trees and shrubs.

Our Recommendations

What is IPM?

Integrated Pest Management is a science-based approach that combines a variety of techniques. By studying their life cycles and how pests interact with the environment, IPM professionals can manage pests with the most current methods to improve management, lower costs, and reduce risks to people and the environment.

IPM tools include:

- Alter surroundings
- Add beneficial insects/organisms
- Grow plants that resist pests
- Disrupt development of pest
- Prevention of pest problem developing
- Disrupt insect behaviors
- Use pesticides

1 IDENTIFY/MONITOR

Determine the causal agent and its abundance (contact your local extension agent for help)

2 EVALUATE

The results from monitoring will help to answer the questions: Is the pest causing damage? Do we need to act? As pest numbers increase toward the economic threshold further treatments may be necessary.

3 PREVENT

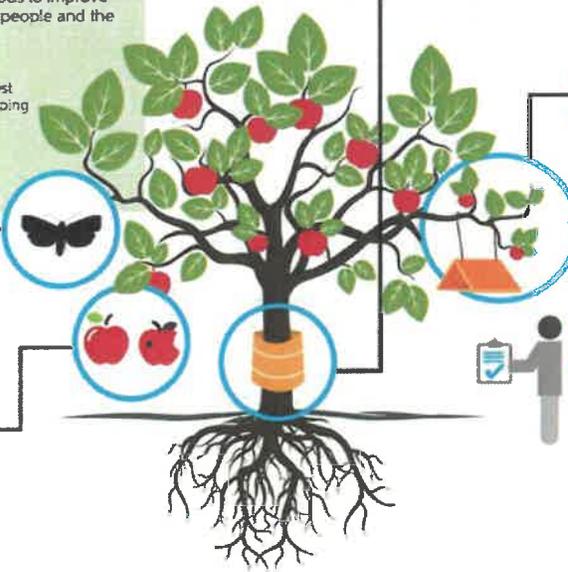
Some pest problems can be prevented by using resistant plants, planting early, rotating crops, using barriers against climbing pests, sanitation, and sealing cracks in buildings.

4 ACTION

IPM uses multiple tools to reduce pests below an economically damaging level. A careful selection of preventive and curative treatments will reduce reliance on any one tactic and increase likelihood of success.

5 MONITOR

Continue to monitor the pest population. If it remains low or decreases, further treatments may not be necessary, but if it increases and exceeds the action threshold, another IPM tool should be used.



WHERE CAN YOU PRACTICE IPM?



Buildings and Homes:

Inspect, identify pests, keep pests out, clean to deny pests food and water, vacuum, trap, or use low-risk pesticides.



Farms:

Check for pests/pest damage regularly, identify accurately, choose pest-resistant plant varieties, encourage/introduce beneficial insects, time planting to avoid pests, and if needed use low-risk pesticides.



Managed Natural Systems:

Identify the pest and use management options that have minimal risks to pollinators, humans, and pets.



The Entomological Society of America is the largest organization in the world serving the needs of entomologists and other insect scientists. ESA stands as a resource for policymakers and the general public who seek to understand the importance and diversity of earth's most diverse life forms— insects. Learn more at www.entsoc.org.

Our Recommendations

Edge Beds to Define Spaces

Crisp edges clearly define beds and turf and help to lead the eye through the landscape.





A MONARCH LANDSCAPE COMPANY

LANDSCAPE OPPORTUNITIES

Providing Green Peace of Mind





OAK CREEK CLUB HOA
LANDSCAPE OPPORTUNITIES



OAK CREEK CLUB

LANDSCAPE OPPORTUNITIES

MONUMENT SIGNS AND ENTRANCE FEATURES

OBSERVATION:

These highly visible areas have several issues to be addressed including:

- Lacking in structural plant material that enhances and highlights
- Overgrown, over-pruned, and invasive plant material
- Sparse and struggling plant material

These conditions have created a disconnected and unbalanced aesthetic. These areas are an opportunity to renew the plant palette and the look of the community entrances.

RECOMMENDATION:

Assess existing plant material and audit overgrown, struggling, and invasive shrubs, grasses, and perennials. Install new plant material that is more dynamic and enhances these important features in all four seasons. Select plants that do not require aggressive maintenance or care to thrive.



OAK CREEK CLUB

LANDSCAPE OPPORTUNITIES

CLUBHOUSE AND COMMON AREA LANDSCAPE BEDS

OBSERVATION:

These areas have several issues to be addressed including:

- Lacking in seasonal interest
- Over-pruned, overgrown, and struggling plant material
- Disconnected plant palette

These conditions have created a muddled aesthetic that results in a chaotic look. These areas are an opportunity to renew the plant palette and the look of the entire community.

RECOMMENDATION:

Remove over-pruned, struggling, and invasive shrubs, grasses, and perennials. Install a new plant palette that is cohesive and dynamic throughout all four seasons. Select plants that do not require aggressive maintenance or care to thrive.



OAK CREEK CLUB

LANDSCAPE OPPORTUNITIES

EROSION AND BARE AREAS

OBSERVATION:

There are several areas throughout the community that have little or no soil cover, especially on slopes. This lack of vegetation causes several issues including:

- Erosion of hillsides
- Lack of soil stability
- Puddling and silt gathering on walkways and other low-lying areas

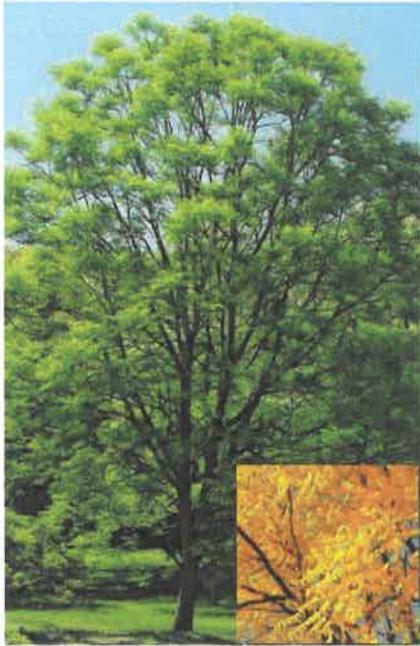
These conditions will only worsen over time if they are not addressed.

RECOMMENDATION:

Assess existing ground cover in these areas, looking for opportunities to replace struggling turf grass and other ground cover with alternative plants. Install a new plant palette that not only aesthetically pleasing but will stabilize the soil and reduce or eliminate erosion. Select plants that do not require aggressive maintenance or care to thrive.



OAK CREEK CLUB SAMPLE PLANT PALETTE



KENTUCKY COFFEE TREE
GYMNOCLADUS D.



AMERICAN SYCAMORE
PLATANUS O.



EASTERN RED CEDAR
JUNIPERUS V.



SWEETGUM (NON-FRUITING)
LIQUIDAMBAR S.



SERVICEBERRY
AMELANCHIER C.



REDBUD
CERCIS C.



RED CHOKEBERRY
ARONIA A.



WHITE FRINGETREE
CHIONANTHUS V.

OAK CREEK CLUB

SAMPLE PLANT PALETTE



INKBERRY
ILEX G.



WINTERBERRY
ILEX V.



INDIAN HAWTHORN
RHAPHIOLEPIS



SWEET PEPPERBUSH
CLETHRA A.



SWEETSPIRE
ITEA V.



ANISE HYSSOP
AGASTACHE F.



BUTTERFLY WEED
ASCLEPIAS T.



BLUE STAR
AMSONIA H.



PINK TURTLEHEAD
CHELONE L.



THREADLEAF
COREOPSIS



WILD GINGER
ASARUM C.



PLANTAIN SEDGE
CAREX PL.



CHRISTMAS FERN
POLYSTICHUM A.



HEUCHERA
CORAL BELLS



GOLDEN RAGWORT
PACKERA A.



A MONARCH LANDSCAPE COMPANY

Oak Creek Club RFP

Providing Green Peace of Mind





REQUEST FOR PROPOSAL

PROVIDE LANDSCAPE MAINTENANCE SERVICES FOR

OAK CREEK CLUB HOA

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Faje@oakcreekclub.com

Office: 301-390-1721

June 12, 2025

**PROPOSAL FOR LANDSCAPING MANGEMENT SERVICES
FOR
OAK CREEK CLUB HOA**

You are invited to submit a proposal for Landscape Maintenance Services for the Oak Creek Club Homeowners Association located in Upper Marlboro, Maryland. Oak Creek Club has 1,174 homes throughout the community which is comprised of single-family homes and townhouses. **This Request for Proposal should not be forwarded to a third party.**

The following Landscape Management Request for Proposal including the General Terms and Conditions attached as Exhibit "A" and fully incorporated herein by reference, hereby establishes the standard for grounds maintenance for the Oak Creek Club Community to include all association common areas. This standard outlines an efficient and horticulturally sound program designed to meet the needs of this community. This program will promote the healthy growth of turf and plant material while ensuring the continual neat appearance of the entire community. All the terms of this Landscape Management Proposal are acknowledged and agreed to upon execution of the signature page at the end of Exhibit A. The proposal timeframe is between January 1, 2026, to December 31,2026 with three optional one-year extensions.

**Section A:
Statement of work (SoW)
for Contract Landscape Management**

All work shall include all labor, materials, equipment, supplies, and services necessary to perform this scope of work in the community's common area as it exists on the date of signed agreement and outlined in the Community Maps incorporated herein as Exhibit B. The Contractor shall provide a competent and dedicated onsite supervisor who is capable of effectively always communicating with their staff and the Association. Landscaping work shall be performed in accordance with the specifications and scope of services outlined below, in a manner acceptable to Oak Creek Club Homeowners Association, hereinafter referred to as the "Association," and the bidder, hereinafter referred to as the "Contractor."

Standard Services:

I. Lawn Care:

A. Mowing:

- All accessible turf areas shall be mowed to a height of 3 to 4 inches.
- **See map/diagram of the depicted mowing areas (marked in green)** to include all common area turf and outside turf areas on Church Road and Oak Grove Road (including fence line)
- Mowing will occur every 7-10 days or as weather conditions dictate from April 1 through November 15 (growing season).
- During extended rainy or dry periods mowing frequency will change to avoid damage to turf grass, trees, shrubs, real property and private property. In the case of such delay, the Contractor will notify the Association's Managing Agent in a timely manner and receive prior written approval from the Community Manager. In such instances as the mowing frequency is relaxed, the Contractor will conduct at least one (1) service visit per ten (10)-day period, to manage weeds, edge turf grass along hard surfaces and collect litter and debris.
- Trash and litter shall be removed from landscaped areas before the mowing operation.
- Mowing will be performed in such a manner as to avoid damage to turf grass, trees, shrubs, real property and private property.
- Care will be taken to avoid rutting and other sorts of damage to slopes, swales and other turf areas.
- All trimming along ornamental mulch and shrub beds, trees, fences, buildings, play areas, planters, telephone and sign poles, fire hydrant, utility boxes and meters and other equipment, features, obstructions and foundations will be performed at time of mowing.
- When operating mowing and trimming equipment, the Contractor will take exceptional care to avoid damage to houses and/or buildings, utility equipment (including air conditioning units) and utility meters, fragile decorative features, signs, lights, poles, etc.
- The Contractor is expected to use sound judgement in matching the proper equipment with weather and site conditions.
- Along the edges of wooded areas or "no mow" areas, the Contractor shall use care to define the edges of mowed areas with attractive, straight and / or flowing linework which shall consistently define the path of travel for the mowers. Inconsistent mowing lines and unattractive linework is not acceptable.

B. Edging and Bed Definition:

- All accessible sidewalks and curbs shall be edged in conjunction with every other mowing service throughout the growing season.
- All resulting dirt and debris will be blown towards the turf area and away from sidewalks and curbs after each edging operation, minimizing the amount of clippings blown into storm water drains, mulch beds, ponds, etc.
- The Contractor will always edge both sides of sidewalks that are situated immediately adjacent to private lots to include all Association common area sidewalks and town home common areas.
- A line trimmer is not an acceptable edging device.
- Method of edging will be mechanical.
- Bed definition to maintain a crisp and neat edges for all tree rings and all mulch beds shall be performed once every other mowing. This is typically performed with the use of a gas-powered line trimmer – ran vertically along the bed edge – in order to maintain definition between the mulch and turf areas.

C. Weed, Insect, Fungus and Disease Control:

- The Contractor will use proper fertilization, mowing and watering practices to promote the growth of dense, weed resistant turf.
- **The Association expects Bidder to always use environmentally safe/friendly products.**
- The Contractor will remove weeds from ornamental tree, shrub and flower beds and tree rings during the growing season, by way of manual methods and/or the application of pre- and post-emergent chemicals.
- Conspicuous weeds will be removed from site during each service visit to include hard surface weeds and grasses growing in gaps and cracks (e.g., sidewalks, streets, curbside gutters, parking lots). Hard surface weeds and grasses will be treated at all times during the growing season, using a nonselective herbicide.
- Difficult weed species should be treated with supplemental treatments of specific weed control products.

II. Management of Ornamental Trees, Shrubs and Groundcovers:

A. Pre-emergent Weed Control:

- In conjunction with the application of mulch, in late winter or early spring, the Contractor will apply a pre-emergent herbicide **to all ornamental tree and shrub beds and tree rings**. Care shall be taken to make sure the application doesn't have a negative effect on the landscape plants within the beds.

B. Fertilization of Ornamental Trees, Shrubs and Groundcovers:

- In conjunction with the application of mulch, in late winter or early spring, the Contractor will apply to all ornamental trees (of six (6) caliper-inches or less), shrubs and ground covers an appropriately balanced fertilizer, at a rate recommended by the manufacturer. The Contractor shall specify the timing, rate, type and manufacturer proposed for this Community.
- Fertilizers will be appropriately balanced, according to plant type and conditions.
- Rates and quantities will conform to accepted landscape industry practices.

C. Weed Control for Ornamental Beds and Tree Rings:

- The Contractor will remove weeds from ornamental tree, shrub and flower beds and tree rings regularly (monthly at a minimum) during the growing season, by way of manual methods and/or the application of pre- and post-emergent chemicals.
- **Environmentally safe chemicals** will be used according to the manufacturers' instructions, as well as in accordance with Federal and State laws and under the supervision of a Certified Pesticide Applicator.
- Conspicuous weeds will be removed from site during each service visit.
- It is understood that the control and/or elimination of weeds in the landscape is an on-going process. The Contractor will minimize the presence of weeds as best as is reasonably possible.

D. Pruning of Ornamental Shrubs and Groundcovers:

The Contractor will prune all ornamental shrubs and groundcovers at least three (3) times during the growing season (approximately June, August and October):

- Shrubs and Hedges of Formal and Informal Appearance: Prune during the growing season or as otherwise necessary to maintain a neat appearance.
- Formal shrubs should not be allowed to acquire an unkempt or overgrown appearance at any time.
- Flowering Shrubs: Prune after bloom cycles are complete, during the growing season.
- Ground covers will be edged and trimmed as often as needed, to keep them within their prescribed bounds and of a manageable size and shape.
- All debris resulting from pruning operations will be removed from site.

General Guidelines:

- Service will be limited to a height of eight (8) feet.
- The Contractor will observe standard industry practice.

- Shrub pruning will not include regenerative or restorative pruning, by which plants significantly reduced in size or changed in shape or by which older, heavier stems and branches are removed.
- The Contractor will take care to recognize when shrubs and groundcovers do not need to be pruned or trimmed. During a given pruning service, some shrubs may be pruned or trimmed only very lightly, and some may be left alone entirely until the next scheduled service. The intent is to avoid the excessive and unnecessary pruning that results in drill/age or the ruination of proper habit
- The Contractor will correct existing pruning deficiencies by:
 - a) Clearing obtrusive vegetation from driveways, drive lanes and walkways; pruning overgrown shrubs and groundcovers to an appropriate size and shape.
 - b) Allowing shrubs and groundcovers that have been pruned too hard or that have otherwise not achieved desired size to grow correcting slanted cuts, so that new, finished cuts are vertical; striving to achieve a uniformity of plant size and shape where appropriate, by way of a prudent and diligent program of corrective pruning.

E. Pruning of Ornamental Trees (Trees installed on Community grounds for decorative purposes):

- **Ornamental Trees will be pruned during their dormant period, and then as is necessary during the growing season to ensure that signs, lights, parking areas, drive lanes and walking paths are free of obstruction and/or interference,** limbs of greater than two (2) caliper inches are not included. Service will be limited to that which can be accomplished from the ground with the aid of pole saws and, other hand pruning equipment or light power equipment, to a height of twelve (12) feet. Ornamental dead wood to be pruned.
- Under no circumstance will the stripping of lower branches ("elevation") of evergreen trees be permitted without the express consent of the Community.
- Younger deciduous trees will be allowed to retain as much new and partial growth along the lower trunk as possible, to promote full-crown development.
- All pruning cuts will be made to lateral branches or buds or flush with the trunk. Stubbing will not be permitted.
- All debris resulting from pruning operations will be removed from the site.
- A regular community walk-through is required once per month with the Association Manager or Grounds Committee Chair.

- The community will be inspected for dead trees once per year. All dead trees will be immediately reported to the Association for recommendation of removal and/or replacement.
- All tree branches blocking the walking path will be trimmed for safety purposes.

F. Insect, Fungus and Disease Control:

- The Contractor will monitor ornamental plants for the detection and elimination or control of plant-damaging insects, fungus, and disease.
- The Contractor will treat infestations of insects, as well as occurrences of fungus and disease, as necessary during the growing season, to promote a healthy environment for ornamental plants.
- Treatment will be performed to a height of fifteen (15) feet.
- The Contractor will apply horticultural oil to all appropriate ornamental trees, shrubs and groundcovers, especially those known to have or to be prone to infestations of scale or mites.
- The Contractor will inspect ornamental trees, shrubs and groundcovers during service visits to determine if intensive treatments programs are necessary in order to eliminate and/or control difficult to control species (e.g., scale, pine bark beetles, mites, borers, Japanese Beetles, periodic cicadas, etc.). When the Contractor identifies the need for additional treatments, it will notify the Community, in writing, of the nature and extent of the necessary treatment plan, as well as the treatment price.

G. Pruning of Tree Conservation Area Trees:

- The Contractor will inspect paths that are adjacent to tree conservation areas during service visits to determine if pruning is necessary in order to clear low hanging branches which obstruct paths. When the Contractor identifies the need for pruning, it will notify the Community, in writing, of the price for pruning.

III. Spring and Fall Clean-up:

- Miscellaneous debris shall be collected and removed from the grounds as part of the spring clean-up, to be completed during the mulching operation prior to the beginning of seasonal mowing operations.
- Perennials and ornamental grasses will be cut back as needed and removed from site.
- Remove landscape debris that has accumulated over the preceding winter months, including litter and accumulation of leaves.
- **Prune ornamental trees and shrubs, to remove dead and damaged wood and foliage, to a height accessible from the ground with the aid of a pole pruner – 12 feet.**
- **Remove unnecessary tree stakes and guy wires.**

- **Identify dead ornamental trees and provide estimates for removal.**

IV. Mulching (Black):

The quality and type of mulch is of the utmost importance to the Association and Community. Double-shredded hardwood bark mulch and not ground up wood should be used as it contains a great deal more nutrition for plants and as it decomposes it greatly improves the soil.

- Spring Mulch (No earlier than March 1 and no later than March 31) – The Contractor will mulch all previously mulched beds with color (black) enhanced double shredded hardwood mulch.
- Fall Mulch (no later than October 1st) – The Contractor will mulch "all main visual areas"
- In late winter or early spring, the Contractor will re-define the edges or boundaries of all previously mulched ornamental trees, shrubs and flower beds and tree rings.
- The Contractor will remove weeds from all beds and tree rings, turn existing mulch and apply an industry standard quantity of premium landscape mulch, so that all beds and tree rings are neat and attractive and contain no more than three (3) inches of mulch.
- The Contractor will ensure that mulch is not allowed to remain in contact with tree trunks and shrub stems, as this can induce rot (i.e., the tree root crown excavation). In no case shall "mulch volcanoes" or excessive root crown coverage be permitted. The Contractor assumes this responsibility.
- The Contractor will deposit decomposed mulch, by way of a "top-dressing", over adjacent areas of thin or bare turf. This allows waste that is otherwise hauled from site to be used in a manner that is beneficial to the soil. If the mulch is not palletized, haul off or use to raise beds.
- The Contractor will top dress washed out mulch.
- Mulching is excluded from wooded buffer zones and naturalized areas.
- Staging of mulch shall be organized with the Managing Agent. Staging areas shall be cleaned after mulch has been fully installed.

V. Leaf Management:

- Early falling leaves may be shredded, by way of use of mowing equipment, and allowed to remain on the ground.
- The Contractor will perform leaf collection and removal services during the months of November – December. This service will be performed no less than 4 times during the season.

- The Contractor will collect fallen leaves from all designated turf areas, ornamental mulch beds, streets, sidewalks, parking areas and curb-line gutters and will remove them from the Community site.
- Weather conditions may shorten or lengthen the process. Leaves shall be managed/removed using all means available including blowing, raking, vacuuming, and mowing/mulching to maintain a neat appearance.
- Leaves shall not be blown into wooded areas as a means of removal. If the Contractor is observed blowing leaves into the woods, then the Contractor shall perform removal of all excess (those that would not have fallen naturally into the woods) leaves from all wooded areas at no additional cost to the Community.

VI. Seasonal Flower Rotations

The Contractor will install in designated flowerbeds two (2) rotations of annual flowers, one in the spring and one in the fall. Installation services will include:

- A redefinition of bed edges/borders, to a depth of three (3) inches.
- The removal of existing plants.
- Deer-resistant plants and shrubs will be used at all times.
- The removal of weeds and debris.
- The loosening of soil, to a depths of four (4) to six (6) inches.
- Grading of bed soil, as/if required to improve the presentation of plants and to encourage efficient drainage of surface water.
- The application of fertilizer.
- The installation of pine fines mulch, to a depth of approximately one (1) inch.
- Flowers will be watered once upon installation in non-irrigated areas.
- The size of the annual pots shall be 6 inches.
- No annuals shall be installed before May 15th, but all annuals must be installed before Memorial Day.

Spring Color

All newly planted material will be watered one (1) time upon installation, subsequent watering to be the responsibility of Association.

- Clubhouse and pool pot watering is the responsibility of Contractor.

Flower count:

2,058 6" standard flower pots + 5 pool pots (miscellaneous tropical's & accent plants) + 4 door entrance pots (miscellaneous accent plants)

Fall Color

All newly planted material will be watered one (1) time upon installation, subsequent watering to be the responsibility of owner/manager.

Flower count:

1,514 6" standard flower pots + 3 3gal accent plants + 4 door entrance pots
(miscellaneous accent plants)

Irrigation Spring Start-up

Re-introduce water into mainline & inspect the entire system for mainline, lateral & valve leaks. Check all heads for proper operation and adjustments. Examine controller for defects, i.e.: dead batteries, bad contacts, etc. Program controller for spring operation. Service performed in April.

Irrigation Service Visits (5)

Review all irrigation components for proper operation each month May through September. Adjust all heads for proper throw & coverage. Clean and/or replace all nozzles not operating properly. Reprogram controller for seasonal conditions. Service visits do not include major repairs which are defined as follows: Damaged Heads, valves, riser extensions, rain sensors, pumps and underground breaks. These items can be charged on a time & material basis.

Irrigation Winterization

Purge the system by introducing compressed air into the main and lateral lines. Close down all supply valves. Set controller for temporary shutdown. Tag Backflow preventer to prevent anyone from recharging system during winter. Service is performed in November.

VII. Core Aeration and Overseeding

- The Contractor will aerate established and accessible turf no earlier than September 7 and no later than October 15 to take advantage of optimal weather conditions for best results using current, industry-standard aeration equipment and methods.
- Aeration cores will not be collected but will be allowed to remain on soil and turf surfaces to degrade.
- After aeration, the Contractor will broadcast an appropriate, premium quality grass seed* to all accessible turf, at a rate of 5lbs per 1,000 square feet by

use of current, industry standard verti-seeding or power-seeding equipment. *Contract to define the method of seeding and provide the type of seed mixture and supplier for approval by the Community Manager

- When performing this service, the Contractor will scarify target areas of turf that are inaccessible to seeding equipment and will broadcast seed over these inaccessible areas. Thatch and debris resulting from scarification will be collected and removed from the site. This service will be performed after the completion of a scheduled aeration service.
- 20 cubic yards of topdressing/leaf grub compost to be spread at a minimum depth of ¼” and maximum of ½” after aeration and overseeding/slicer seeding to areas chosen by the Association.
- The Contractor is responsible for marking irrigation. Damage to irrigation covers is the responsibility of the Contractor.

VIII. Tot Lot Maintenance

- The Contractor will rake, level, and remove weeds and debris only from March through November every month.

IX. Trash Removal

- Trash removal will be performed weekly in the Pond and Common areas to include 8-10 feet into wooded areas.
- The Contractor will, during each **service locate** and remove trash and unwanted debris from the general community site, especially from turf grass areas. Such trash and debris will include minor accumulations of paper, cardboard and plastic (e.g., wrappers, bags and advertising fliers); cans and bottles; minor sticks and limbs.

X. Walking Trail Maintenance

The walking trails are to be cut on the same schedule as the other turf areas. A four to six foot, or to native woods line, cut on each side of path, will be maintained. Otherwise cut to a fence or property line.

Empty four (4) trash cans; contractor to provide trash liner at Queen Ann tot lot, Briarley Place tot lot, tennis court, and picnic area.

XI. Tree Trimming

Common area trees include trees located in curb sidewalk streets, streetscape and front swale areas located throughout the Community.

Pruning of Trees: (up to 10' height from the ground)

- Pruning will include removal of limbs that interfere with pedestrian and vehicular traffic, or that block or obscure road walk lights or sidewalks. Tree pruning procedures shall adhere to current standards set forth by the

National Arborist Association. Common area trees include trees located in curb sidewalk streets, streetscape and front swale areas located throughout 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.)

XII. Snow Removal Services – Contract 2026

Please provide pricing information.

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

II. EVALUATION CRITERIA

- 1) Strength of proposal and adherence to RFP criteria.
- 2) Experience of contractors with similar communities.
- 3) **Strength of 3-4 Bidder References**
- 4) Cost/benefit/value

Oak Creek Club Community Association reserves the right to accept any proposal deemed to be in its best interest. Oak Creek Club Community Association may also reject any and all proposals. All costs associated with the proposal shall be paid for by the Contractor.

III. PROPOSAL FORMAT

Twelve (12) copies of your proposal should be delivered to Oak Creek Club Community Association Management Office at 14505 Mary Bowie Parkway, Upper Marlboro, MD, 20774. Please also submit via email to Faje@oakcreekclub.com. Proposals must contain the following information:

- 1) The introduction section identifies the Contractor's ability to meet the requirements of this contract.

- 2) Organizational chart of all personnel and contractors to be used on this project and their qualifications. Include the recommended number of staff/laborers to service the Oak Creek Community.

- 3) Client References: Three client references where the Client provides similar services.

- 4) Response to the following essay questions:
 - i. Describe Contractor's ability to provide arborist services including assessments regarding tree and shrub health and remedial services.
 - ii. Describe Contractor's ability to provide tree and shrub replacement, planting, and watering services.
 - iii. Describe Contractor's ability to provide landscape design services.
 - iv. Describe Contractor's professional opinion regarding the efficacy and cost effectiveness of aeration and over seeding as identified on page 8 of the RFP and provide alternative specifics to the SOW.

- 5) Cost Information: Cost information may only be submitted using the following table and must be included in your proposal. **The Association may use this chart to measure the performance criteria of the Bidder, if awarded this contract.**

LANDSCAPING DESCRIPTION OF ITEMS TO BE ITEMIZED	Occurrences	COST Year One	COST Option Year(s)
Basic Maintenance Services (Mowing, blowing, weeding)	Every 7-10 days	\$	\$
Edging	Every other service	\$	\$
Spring Clean-Up and Mulching	1	\$	\$
Fall Mulching	1	\$	\$
Pruning (one ornamental tree pruning)	4	\$	\$
Core Aeration	1	\$	\$
Over-seeding	1	\$	\$
Plant Care (horticultural oil, fertilization, insect and disease control)	1	\$	\$
Summer Annuals (1100)	1	\$	\$
Fall Annuals (1100)	1	\$	\$
Leaf Removal	4	\$	\$
Irrigation Service Visits (5) from May to September	5	\$	\$
Tot Lot Maintenance (Mar – Nov)	9	\$	\$
TOTAL ANNUAL COST		\$	\$

OPTIONAL SERVICES		COST Estimated	COST Estimated
Street Sweeping (per hour)		\$	\$
Tot Lot Mulching (per cu yard 2" depth)		\$	\$
Supplemental Water (per hour)		\$	\$
Turf Lime Application (per 1000 sf)		\$	\$
Granular Insecticide Application (per acre)		\$	\$
Topdressing (per cu yard)		\$	\$
Other recommended optional services:		\$	\$

		\$	\$
		\$	\$
		\$	\$

The following chart is an example of a targeted period chart. Please provide a copy of what your company would use for Oak Creek Community Association.

Agronomic Calendar													
Turf Maintenance	Option	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Mow													
Edge													
Pre-emergent weed control													
Post-emergent Weed control													
Fertilizer													
Shrub & Bed Maintenance	Option	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Shrub Pruning													
Weed													
Perennial Cut Back													
Edge													
Mulching													
Fertilization													
Disease Control													
Insect Control													
EXAMPLE													
Tree Maintenance	Option	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Insect/DiseaseControl													
Edge													
Mulching													
Fertilization													
Pruning													
Misc. Maintenance	Option	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Aeration/Overseed													
Leaf Removal													
Seasonal Color	Option	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Summer Annuals													
Fall Annuals													



A MONARCH LANDSCAPE COMPANY

**Professional
Grounds Care Services for**
Oak Creek Club HOA

Presented by:
Roger Turner

July 25, 2025



A MONARCH LANDSCAPE COMPANY

Oak Creek Club HOA

CAMP

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Description	Frequency		
Mowing, Trimming and Weeding Service	24	\$	63,265.54
Power Edge Curbs and Walks	12	\$	2,636.06
Bed Pre-Emergent Weed Control	1	\$	447.13
Plant Bed Fertilization (Trees/Shrubs)	1	\$	915.00
Bed Post-Emergent Weed Control	8	\$	1,651.58
Trim Shrubs	3	\$	2,636.06
Prune Landscape Trees - Elevation	1		Included
Spray Dormant Oil (Trees and Shrubs)	1	\$	572.90
IPM - Plant Health Care (Pest/Disease Control)	2	\$	1,145.79
Spring Clean-Up	1	\$	1,184.00
Spring Bed Edging	1	\$	2,664.00
Mulch Application - Dyed (Spring) Black Mulch	1	\$	16,800.00
Mulch Application - Dyed (Fall) Black Mulch	1	\$	7,000.00
Leaf Clean-up	4	\$	6,216.00
Summer Pot Rotation - Tropicals (9 Ports)	1	\$	1,125.00
Fall Pot Rotation - Evergreens (7 Pots)	1	\$	875.00
Summer Flower Rotation - 6 inch (2,058 Flowers)	1	\$	11,319.00
Fall Flower Rotation - 6 inch (1,514 Flowers)	1	\$	8,327.00
Irrigation Service Program			
Startup	1	\$	1,760.00
Inspections	5	\$	4,400.00
Winterization	1	\$	1,760.00
Turf Aeration	1	\$	5,000.00
Overseeding	1	\$	6,125.00
Tot Lot Maintenance	9	\$	972.00
Trash Removal	24	\$	1,757.38
Mowing - Walking Trails Maintenance	24	\$	3,514.56
Soil Test	1	\$	450.00
Spring - Lawn Pre & Post-emergent with Fertilizer	2	\$	10,750.00
Summer - Post-emergent Weed Control & Nutsedge	1	\$	5,375.00
Fall - Lawn Fertilizer	1	\$	5,000.00
Quarterly Landscape Meetings	4		Included

Total Annual Contract Amount Excluding Per Service & Optional Items:

\$ 178,944.00

Optional/Per Service Items	Initial Approval			
Tot Lot Mulching - Wood Carpet	_____	1	\$	3,150.00 <i>Optional</i>
Supplemental Watering (per hour)	_____	1	\$	85.00 <i>Per Service</i>
Lime Application	_____	1	\$	6,000.00 <i>Optional</i>
Granular Insecticide Application (per acre)	_____	1	\$	240.00 <i>Optional</i>
Topdress (per cu yard)	_____	1	\$	165.00 <i>Optional</i>

TERMS AND CONDITIONS:

Complete Landscaping Service (herein known as "Contractor") will provide all labor, equipment, materials, and supervision necessary to perform the specifications outlined herein to the satisfaction of **Oak Creek Club HOA** (herein know as "Client").

Materials and services not specifically listed as included herein shall be considered additional services. Additional services will be proposed and billed separately. Any additional material, such as mulch, topsoil, replacement of plants not guaranteed, and/or added shrubbery, etc., will carry an additional charge and is subject to a separate bill. Payment for additional services is subject to the terms and conditions of this agreement. The Contractor shall warrant that all materials provided under this agreement are true to type, approved for use in the application, and when applicable, are weed, insect, and disease-free at the time of installation, if applicable.

The Contractor shall indemnify, defend, and hold harmless the Property Owner(s) and the Management Company from and against all loss, cost, damage, and expenses arising as a result of negligent or intentional acts of all persons or equipment performing services under this contract while they are at or about the property.

Statutory and sufficient insurance coverage, including property damage, general liability, and worker's compensation, shall be maintained by the Contractor for the duration of the agreement. The Contractor shall provide a Certificate of Insurance to the property manager for their records upon request.

The terms of this agreement shall start on **January 1, 2026** and end on **December 31, 2026**

The total annual contract amount for this project is **\$178,944.00** and shall be billed in **12** monthly installments of **\$14,912.00** beginning **January 1, 2026** and ending on **December 31, 2026**.

	<i>Enhancement Credit Equivalent to 50% of one Months Maintenance:</i>	\$7,456.00	
		<i>Annual</i>	<i>Monthly</i>
<i>Int</i> _____	Continue Agreement for 2027 Season	\$178,944.00	\$14,912.00
	<i>Enhancement Credit Equivalent to 50% of one Months Maintenance:</i>	\$7,456.00	
<i>Int</i> _____	Continue Agreement for 2028 season with a 3% increase	\$184,308.00	\$15,359.00
	<i>Enhancement Credit Equivalent to 50% of one Months Maintenance:</i>	\$7,679.50	

Payments may be made via check, ACH direct deposit, or credit card (Mastercard or VISA). All credit card payments shall carry a 4% processing fee in addition to the invoice amount. ACH direct deposits shall carry no additional fee when initiated directly with the Contractor's bank of choice; however, the Contractor shall bear no fees or charges associated with ACH payments charged by third-party service providers.

The Contractor and the Client acknowledge that the types and frequencies of services, labor, and materials may vary month to month according to seasonal restrictions and best horticultural practices. Accordingly, the monthly billing schedule may not reflect the actual value of the Services provided that month. The billing schedule provided above is for the Client's convenience of payment only. In the event that this Agreement is terminated prior to the anniversary date for any reason, the Client shall pay an amount equal to the services rendered through the termination date. Line item pricing will be supplied to the client if applicable.

All invoices are due net 30 days. Disputes must be made in writing within 10 days of receipt of the invoice. Any invoices not paid within these terms shall accrue interest on the unpaid balance at the monthly periodic rate of 1.5% corresponding to an 18% annual percentage rate. The Contractor also reserves the right to (1) suspend services until payments are received, (2) suspend services on other active contracts with the same Client, (3) terminate the contract for non-payment. In the event that formal collections efforts are initiated by the Contractor for the recovery of payment due under this contract, the Client agrees to pay all costs connected with said collections, including but not limited to collection fees, court costs, and reasonable attorney fees. Parties agree that any venue for litigation at the Contractor's option shall be Prince George's County, Maryland.

Either party reserves the right to cancel this contract without cause, pending 60 days' written notice.

This agreement may not be assigned by either party without the prior written approval of the other party. Notwithstanding, the Contractor may, from time to time and at its sole discretion subcontract services to qualified providers without the written consent of the Client.

In the event that significant delays or price increases of materials, labor, or energy, occur during the performance of this contract and through no fault of the Contractor, the Contract shall be equitably adjusted. A change in price shall be considered significant when the costs incurred to perform contractual services increase by 20% or more from the date of the contract and the date of installation or service use. The amount of increase in contract cost in such events shall not exceed 10% of the original contract amount in any calendar year. This measure is not intended to allow increased profit margin but is intended solely to allow compensation for actual cost increases directly related to the services provided.

This Agreement shall continue until terminated by either party for any or for no reason for up to three years under the above terms and conditions. The agreement may be canceled by either party upon giving at least sixty (60) days' notice of termination to the other party.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the day and year first above written.

For Owner:

Signature

Name

Title

Date

For Complete Landscaping Service, Inc.:

Roger Turner

Signature

Roger Turner

Name

Director of Business Development

Title

July 25, 2025

Date



A MONARCH LANDSCAPE COMPANY

**PROPOSED CALENDAR OF EVENTS
CUSTOMIZED FOR
CALENDAR YEARS 2026
OAK CREEK CLUB HOA**

Service	Status (Included/Optional)	Total # of Services	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Mowing, Trimming and Weeding Service	Included	24				3	4	3	3	3	3	3	2	
Power Edge Curbs and Walks	Included	12				2	2	1	2	1	2	1	1	
Bed Pre-Emergent Weed Control	Included	1			1									
Plant Bed Fertilization (Trees/Shrubs)	Included	1		1										
Bed Post-Emergent Weed Control	Included	8				1	1	2	2	1	1			
Trim Shrubs	Included	3					1		1		1			
Prune Landscape Trees - Elevation	Included	1		1										
Spray Dormant Oil (Trees and Shrubs)	Included	1		1										
IPM - Plant Health Care (Pest/Disease Control)	Included	2						1		1				
Spring Clean-Up	Included	1			1									
Spring Bed Edging	Included	1			1									
Mulch Application - Dyed (Spring) Black Mulch	Included	1			1									
Mulch Application - Dyed (Fall) Black Mulch	Included	1									1			
Leaf Clean-up	Included	4		1									2	1
Summer Pot Rotation - Tropicals (9 Pots)	Included	1					1							
Fall Pot Rotation - Evergreens (7 Pots)	Included	1									1			
Summer Flower Rotation - 6 inch (2,058 Flowers)	Included	1					1							
Fall Flower Rotation - 6 inch (1,514 Flowers)	Included	1									1			
Irrigation Start-up	Included	1				1								
Irrigation Service Checks	Included	5				1		1	1	1	1			
Irrigation Winterization/Blow-out	Included	1										1		
Turf Aeration	Included	1									1			
Overseeding	Included	1									1			
Tot Lot Maintenance	Included	9			1	1	1	1	1	1	1	1	1	
Trash Removal	Included	24	2	2	2	2	2	2	2	2	2	2	2	2
Mowing - Walking Trails Maintenance	Included	24				3	4	3	3	3	3	3	2	



A MONARCH LANDSCAPE COMPANY

**PROPOSED CALENDAR OF EVENTS
CUSTOMIZED FOR
CALENDAR YEARS 2026
OAK CREEK CLUB HOA**

Service	Status (Inc./PS/Opt)	Total # of Services	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Soil Test	Included	1			1									
Spring - Lawn Pre & Post-emergent with Fertilizer	Included	2			1		1							
Summer - Post-emergent Weed Control & Nutsedge	Included	1								1				
Fall - Lawn Fertilizer	Included	1									1			
Quarterly Landscape Meetings	Included	4		1				1			1			
Optional Service	Status (Inc./PS/Opt)	Total # of Services	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Tot Lot Mulching - Wood Carpet	Optional	1					1							
Supplemental Watering (per hour)	Per Service	N/A												
Lime Application	Optional	1											1	
Granular Insecticide Application (per acre)	Optional	1					1							
Topdress (per cu yard)	Optional	1									1			

****Services will be performed in the months shown, weather permitting.****



Three Run (Landfill A)	Three Run (Landfill B)	Three Run (Landfill C)	Lake View (Landfill D)	Pine Valley (Landfill E)	Queen Anne Cove (Landfill F)	Fox Hill (Landfill G)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Common Areas Moving Service

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1514 PEARCE EXPD
OAK CREEK CLUB
 QUEEN ANNE (7th ELECTION DISTRICT)
 PRINCE GEORGES COUNTY, MARYLAND

CPJ Charles F. Johnson & Associates, Inc.
 ARCHITECTS

DATE:	10/15/01
PROJECT:	OAK CREEK CLUB
SCALE:	AS SHOWN
DRAWN BY:	...
CHECKED BY:	...
APPROVED BY:	...

Date: July 25, 2025
Management: CAMP
Property: Oak Creek Club HOA
Address: 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Scope of Work: 2025/2026 Snow Removal Services

Services shall begin on November 1, 2025 and end on April 1, 2026.

PLOWING: The contractor shall begin the clearing of snow from all thoroughfares after an approximate 2" of accumulation has occurred. Plow passes shall continue when approximately 2" has fallen again, and continue throughout the period of the storm. The owner or agent may request services to begin prior to 2" if stated in writing 48 hours prior to operations. Accumulations of ice will be handled on a per request and hourly basis. Parking spaces shall be cleared on a per request basis with 48 hours written notice.

SALT PRE-TREATMENT: Salt will be applied as requested basis on approval within 24 hours before the storm.

SALTING/SANDING: Salt will be applied to all thoroughfares as conditions are necessary. Sand will be applied upon request for traction when temperatures have reduced the effectiveness of salt. A salt/sand mixture will be applied upon request during prolonged periods of sub-zero weather.

LOADER: Loaders will be provided on a per request basis only. To ensure availability, loaders should be pre-ordered 48 hours prior to the anticipation of heavy accumulation of snow. Pre-ordering should be via email to info@completelandscaping.com or directly through your account manager and shall bear a \$350.00 non-refundable set-up drop fee. If loader has not been pre-ordered it will be assigned on a first call basis and we express no guarantee at its' arrival. Plowing and salting services shall be provided, as required, jointly and in conjunction with each other to provide for safe and efficient snow/ice removal operations. These services will not be provided separately or individually.

Please note that this snow contract shall only be valid in conjunction with a current Landscape Maintenance Contract.

Please initial to authorize any of the following services.			Client's Initials	Complete's Initials
SNOW REMOVAL PER PLOW	1 HR. MINIMUM PER HOUR VISIT TO PROPERTY	\$140/HR PER VEHICLE		
SALT APPLIED TO ROADWAYS	PER 50 LB. BAG APPLIED BULK SALT - PER TON APPLIED	\$50.00 \$360.00		
SNOW BLOWERS (SIDEWALKS)	4 HR. MINIMUM PER VISIT	\$75.00/HR.		
MANUAL LABOR (SIDEWALKS)	4 HR. MINIMUM PER PERSON	\$55.00/MAN HR.		
ATV WITH 4 FT PLOW	1 HR MINIMUM PER VISIT	\$95.00/HR		
SNOWRATOR WITH 4 FT PLOW	1 HR MINIMUM PER VISIT	\$135.00/HR		
SIDEWALK MACHINE 4 FT BRUSH	1 HR MINIMUM PER VISIT	\$125.00/HR		
FRONT END LOADER (SKID STEER WITH BUCKET)	4 HR. MINIMUM PER MACHINE	\$190.00/HR. PER TRACTOR		
FRONT END (SKID STEER WITH AN 8' PUSH BOX)	4 HR. MINIMUM PER MACHINE	\$210.00/HR. PER TRACTOR		
WHEEL LOADER WITH RUBBER TIRE AND 3 YARD BUCKET	4 HR. MINIMUM PER MACHINE	\$375.00/HR.		
BACK HOE RUBBER TIRE LOADER	4 HR. MINIMUM PER MACHINE	\$280/HR. PER TRACTOR		
CALCIUM OR MAGNESIUM	PER 50 LB. BAG APPLIED	\$55.00		

TERMS AND CONDITIONS

Unless otherwise agreed, in writing, payment in full is due upon completion of the work by **Complete Landscaping Service**. This contract may be terminated with or without cause by either party with (15) fifteen days prior written notice. Complete Landscaping Service has the right to temporarily suspend service without prejudice to collecting delinquent or future payments as stated in this or any additional contracts. After thirty (30) days, interest shall accrue on unpaid balance at the monthly periodic rate of 1.5% corresponding to 18% annual percentage rate. If suit is brought by **Complete Landscaping Service** for the recovery of payment due under this contract, customer agrees to pay all costs connected to suit, including reasonable attorney fees, whether or not suit proceeds to judgement. **Complete Landscaping Service** shall not be held liable for any damage to any asphalt or concrete areas which may or may not have occurred as a result of snow removal operations. Care shall be taken during operations to minimize indemnify, and hold harmless **Complete Landscaping Service** (and Complete's stockholders, officers employees, and agents) against and from any and all liability or claims of liability by any person asserted against or incurred by **Complete Landscaping Service** (and/or any stockholder, officer ,employee, or agent) in connection with any injury to or death of any person or any damage to any property or any other liability claim whatsoever (except to the extent that such liability or claim arises out of Complete's gross negligence) asserted by any party with respect to, resulting from, or in any manner connected with the performance of this agreement or with any services provided by **Complete Landscaping Service** to Owner. Such indemnification obligation shall extend to and include all costs, expenses (including but not limited to attorneys' fees), and liabilities incurred in connection with any claim, action, demand, suit at law, in equity, or before any administrative tribunal. Parties agree that any venue for litigation at **Complete Landscaping Service's** option should be Prince George's County, Maryland.

* Salt and sand prices subject to change at any time as supply and demand dictate. **Complete Landscaping Service** will notify property manager of any price change prior to application. Invoices will be made available as proof of price increase from supplier. Complete Landscaping Service uses various Urea blends, Calcium Chloride and Potassium Chloride as ice melting agents for sidewalks. These chemicals have little or no corrosive effects on concrete walks. Unless specifically directed no sodium or sulfur shall be used on side walks. Occasionally over spray from truck mounted salt and sand spreaders should be expected, especially in tight alleyways and parking areas. This may result in some pitting of the sidewalks, as much as possible. In cases where extensive icing occurs and snow blowers are rendered useless for sidewalks operations **Complete Landscaping Service** shall manually remove ice from walkway with various hand tools; i.e. flat shovels, spades, tamping bar. It is on these occasions when some scraping or pitting may occur on walkways.

ACCEPTED BY:

SUBMITTED BY:

PROVIDING *Green* PEACE OF MIND.

Our green peace of mind pledge begins with a commitment to you.

WE PLEDGE TO

- Deliver on-time service
- Provide the highest level of workmanship
- Provide maximum value for your dollar
- Design, build, and manage your landscape for its long-term health and beauty
- Utilize the highest quality plants and materials
- Manage your property or project with an experienced, enthusiastic team eager to serve you
- Always be accessible to respond to your needs
- Perform all work with well-trained, uniformed crews

We will not rest until you are satisfied and we always keep our word.



Contact Us

Corporate Office

2410 N Crain Highway
Bowie, MD 20716
301-218-1800

Virginia Office

42760 Trade West Drive
Sterling, VA 20166
703-378-7798



Complete Landscaping Service

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