

OAK
CREEK



OAK CREEK CLUB
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Virtual Meeting

DATE: March 10, 2026

6:30 P.M.

BOARD MEETING PACKAGE

You are invited to a Zoom meeting.

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

Register in advance for this meeting:

Zoom link:

<https://us06web.zoom.us/meeting/register/sWXCGFEQSferacS09umZyQ>

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 style="text-align: center;">Quarterly Financial Advisor Meeting</p> <p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">Quarterly Financial Advisor Meeting</p> <p style="text-align: center;">2027 Budget Development Send Signed Audit Rep Letter Oak Creek Activity Pool Operations Call for Candidates 7/31 Review Monthly Financials Oak Creek Day July 18, 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 style="text-align: center;">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 style="text-align: center;">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 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)
Place Order for New Pool Furniture (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
Grounds Committee 9/1

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
Easter Egg Hunt 3-28-26 (SOCIAL Committee)

Dunbar Security Solutions contract (expires 3/31/26)
Lake Source Contract Auto Renewals 3/31

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

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

APRIL 2026

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

Quarterly Financial Advisor Meeting

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

OCTOBER 2026

Annual Meeting 10/13/2026
Organizational Meeting 10/27/2026
Harvest Day Event October 2026
Federal and State Income Tax Returns 10-15-26
(Extension Deadline)

Quarterly Financial Advisor Meeting

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

Schedule Landscaping Seminar
 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
 Game Night (SOCIAL Committee) 4-17-26

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

Access Control Committee 10/21
Social Committee 10/15
Facilities Committee 10/22

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

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

<p align="center"><u>CAMP CLOSED</u></p> <p align="center">Memorial DAY - Monday, May 25, 2026</p>	
<p align="center">JUNE 2026</p> <p align="center">Board Meeting 6/9/26 Reinvestment of maturing CD 6/2/26</p> <p align="center">Review and Sign Tax Return Grounds Contract Recommendation</p> <p align="center">Oak Creek Day Prep National Night Out Prep Pool Operations Finalize RFP for Grounds Contract Grounds Maintenance Contract Finalize Electronic Voting</p> <p align="center"><u>Committee Meeting</u></p> <p align="center">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 align="center"><u>CAMP CLOSED</u></p> <p align="center">Juneteenth - Friday, June 19, 2026</p>	<p align="center">DECEMBER 2026</p> <p align="center">Board Meeting 12/8/26</p> <p align="center">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 align="center">JD Air (PM Contract) Expiration – 12/15 Traffix Logic (Speed Radar) Cloud Subscription Exp. 12-1-27</p> <p align="center"><u>Committee Meeting</u></p> <p align="center">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 align="center"><u>CAMP CLOSED</u></p> <p>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	4 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 3-5-26****

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



TOWN HALL MEETING
Tuesday March 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. REMINDER ABOUT COMMITTEE MEMBER OPENINGS	8
6:35 PM – 6:40 PM	
II. PG POLICE CRIME REPORT UPDATE BY OFFICER TYRIK BATTLE	
6:41 PM – 7:01 PM	
III. LEGAL UPDATES - WHITEFORD TAYLOR AND PRESTON (RAY VIA) [TAB A]	11-12
A. Land Swap - Hearing March 19 th	
B. New Election laws – Best Practices Maryland Senate Bill 758 / House Bill 1534	
7:02 PM – 7:32 PM	
IV. RESIDENT OPEN FORUM (30 minutes, limit to 2 minutes per household)	
7:33 PM – 7:45 PM	
V. BOARD DECISIONS [TAB B]	
NEW BUSINESS	
A. Dunbar Security Solutions, Inc. Service Agreement Renewal	14-22
B. Complete Landscaping Service Contract 2026	24-59
C. LakeSource LLC Renewal Agreement 2026	61-68
D. Premier Pool Management, Inc. Additional Inspection Estimates	70-76
E. Social Committee – Budget for Individual Events	78-79
F. Community Volunteer Form (Social)	80-82
7:46 PM – 8:00 PM	
VI. EXECUTIVE SESSION [TAB C] (for purposes of consulting with legal counsel, contract negotiations, discussing rule violations <i>and discussing delinquencies</i>)	84-112
1. Motion – To enter Executive Session	
8:01 PM	
VII. ADJOURN	
Next Board Meeting: March 10, 2026	

TAB

A



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

LEGAL UPDATES - WHITEFORD TAYLOR AND PRESTON (MR. RAY VIA)

1) TOPIC: - LAND SWAP – HEARING MARCH 19TH

Summary: The Association’s legal counsel, Mr. Ray Via, will attend the Town Hall Meeting on March 10, 2026, to discuss any updates related to the upcoming Prince George’s County Planning Board hearing scheduled for March 19, 2026. As noted in the community announcement distributed by Management on February 20, 2026, at approximately 4:00 PM, a public hearing has been scheduled for March 19, 2026, at 10:00 AM.

Management has also spoken with **Mr. Chris Hatcher** and is currently awaiting additional information to share with the Board. As of today, no further information has been provided. For anyone who may have missed the community announcement, it stated the following:

“Dear Oak Creek Residents,

We would like to make you aware of an upcoming Prince George’s County Planning Board public hearing regarding the proposed design plan for the approved residential development in Oak Creek Club HOA. Hearing Details

Date: March 19, 2026

Time: 10:00 AM

Location: 1616 McCormick Drive, Largo, MD

Application Type: Comprehensive Design Plan

Applications: CDP-9902-06 & CDP-9903-05 (TCP1-2025-0035)

Summary of Proposal. The applicant, Carrollton Development, is proposing a Comprehensive Design Plan for the approved 28 single-family detached homes. Residents who wish to provide input may attend and speak at the public hearing in support or opposition. For additional information: 📞 240-545-8976 🌐 www.pgplanningboard.org/Become Person of Record[Become a Person of Record - Prince George's County Planning Board (pgplanningboard.org)](<https://www.pgplanningboard.org/participate/become-a-person-of-record/>) If you have any questions for Oak Creek management, please feel free to contact the HOA office.

Warm regards,
Oak Creek Club HOA Management”



2) TOPIC: - NEW ELECTION LAWS – BEST PRACTICES MARYLAND SENATE BILL 75B / HOUSE BILL 1534

Summary: The Association’s legal counsel, Mr. Ray Via, will attend the Town Hall Meeting on March 10, 2026, to discuss the new laws regarding the election process and determining best practices here at Oak Creek Club HOA. General information is as follows:

[Whiteford, Taylor & Preston LLP | Client Alert: New Maryland Law Affecting Condominium and Homeowner Associations](#)

Client Alert: New Maryland Law Affecting Condominium and Homeowner Associations

Date: June 20, 2025

By: [Corben R. Zanger](#), [Benjamin J. Andres](#)

Mayland Senate Bill 758 / House Bill 1534 (the “Bill”) was recently signed by the Governor of Maryland, Wes Moore, and will go into effect October 1, 2025. The Bill amends Title 11 (the Condominium Act) and 11b (the HOA Act) of Maryland’s Real Property Code by imposing significant new regulations on association elections. The Bill also introduces new limitations on when fees may be charged to owners who request to review or copy the books and records of an association. While the Bill does not go into effect until October 1, 2025, it is important for Maryland Associations to be aware of the changes and to begin implementing policies to ensure compliance with the Bill. The Bill considers elections to include the collection and counting of ballots and the certifying of results for officers or members of an association’s governing body. Maryland Associations must now have their elections conducted by “independent parties”, who are not candidates in the election and do not have a conflict of interest regarding any candidate(s) taking part in the election. Importantly, the property managers of many associations will **not** qualify as independent parties.

Independent parties include qualifying unit or lot owners, property management that is owned by the Association, and third-party vendors or commercial technology platforms. Unit owners and lot owners can qualify as independent parties, so long as they comply with the remaining requirements of Title 11 and Title 11b, do not campaign or electioneer for any candidate(s), and are not subject to the objection of more than twenty-five percent (25%) of the unit or lot owners who are eligible to vote.

The Bill further amends the Condominium Act and the Homeowners Association Act to prohibit associations from imposing charges on an Owner for examining the financial statements or the meeting minutes of the association in person, or for requesting and receiving them electronically. This means that Maryland Associations may only impose charges to review or copy the books and records when the review or copying occurs outside of normal business hours or is requested without reasonable notice.

The information contained here is not intended to provide legal advice or opinion and should not be acted upon without consulting an attorney. Counsel should not be selected based on advertising materials, and we recommend that you conduct further investigation when seeking legal representation.

TAB

B



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

TOPIC: Dunbar Security 2026 One-Year Contract Extension

Motion by:

“I move to approve a one-year extension of the Dunbar Security Solutions Service Agreement for security services at Oak Creek Club for the term of April 1, 2026 through March 31, 2027, in the annual amount of \$712,861.26, to be expensed from the Security and Patrols line item, and \$38,428.68 to be expensed from the CellGate line item.”

Second by:

Summary:

The proposed agreement maintains security operations for Oak Creek Club and includes guard coverage for the community entrance, access control operations, and patrol services. The agreement term is April 1, 2026, through March 31, 2027.

The contract includes the following staffing structure:

- Site Manager
- Access Specialists (gate coverage)
- Fox Turn coverage
- Second patrol vehicle
- Optional Peak Officer coverage (Monday–Friday, 10:00 AM – 6:00 PM)

Budget

The proposed contract totals approximately:

Monthly Cost: \$59,405.11
Annual Cost: \$712,861.26

These figures include staffing, patrol coverage, and applicable sales tax as outlined in the agreement.

Peak officer coverage, if utilized, is estimated at an additional \$5,250 monthly / \$63,000 annually, based on 40 hours per week. Since this service is utilized.



Required Cellgate system monthly cost as broken down below:

Description	Monthly Cost
Watchman Multi-Family, Advantage Plus, Cellular, Per Unit Fee	\$ 1,972.32
Advantage Plus Base Fee-Cellular-Multi-Tenant	\$ 960.00
OmniPoint EPM and Cellular Gateway	\$ 88.80
Total Per Month Before Taxes	\$ 3,021.12
Estimated Taxes	\$ 181.27
Total Per Month with Taxes	\$ 3,202.39

CAMP Recommendation:

Management recommends that the Board of Directors approve the one-year contract extension with Dunbar Security. Proceeding with a one-year extension will ensure that Oak Creek Club continues to receive uninterrupted security services while allowing the Access Committee sufficient time to research, evaluate, and source potential security service providers for future consideration.

Budget: Line-Item Security and Patrols have a budgeted line item of \$820,571.00. CellGate monitoring has a separate budgeted amount of \$38,429





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

TOPIC: - COMPLETE LANDSCAPING SERVICE CONTRACT 2026

Motion by:

“I move that the Board approve the Complete Landscaping Services Contract for 2026, with the option to continue the agreement for the 2027 season.”

Second by:

Summary: Management has provided the proposed Complete Landscaping Services (CLS) contract for 2026 for Board review (**enclosed**). The agreement is proposed to run from March 1, 2026, through December 31, 2026, with options for additional one-year renewals.

Key points include:

- **Legal Terms:** CLS agreed to incorporate the Terms and Conditions prepared by the Association’s legal counsel into the agreement. Administrative updates include adjusting the contract start date from January 1st to March 1st and revising the billing schedule to 10 monthly installments instead of 12.
- **Operational Review:** Management met with CLS onsite to review contract pricing, the service calendar, and operational expectations. Discussions also clarified the \$7,456 annual landscape enhancement credit, which may be used for landscape improvement projects outside of routine maintenance but cannot be applied to monthly maintenance payments.
- **RFP Confirmation:** Management reviewed prior communications with CLS (July 2 and October 20) to confirm alignment with the RFP requirements and previously discussed items.
- **Pricing Sheet & Legal Comments:** CLS was asked to provide written responses to comments from the Association’s legal counsel on the pricing sheet for additional clarification.
- **Service Calendar Adjustments:** CLS was requested to revise its service calendar to reflect the updated March 2026 contract start date.
- **Additional Maintenance Agreement:** CLS confirmed its agreement to cut and maintain the grass in the circular roundabouts on Church Road at no cost to the Association, although the property is owned by the county.
- **Pricing:** The proposed contract total is \$178,944, which exceeds the Association’s FY2026 budgeted amount of approximately \$170,000. However, the FY2026 budget also includes \$64,000 under Landscape – General for additional landscape related expenses.

The service renewal agreement will be included on the agenda for the March 10, 2026 Town Hall meeting (business portion) for Board consideration and approval. The Board to review and ask any final questions.



CAMP Recommendation: Management supports the adoption of this motion.

Budget: To be an operating fund expense under **Landscape Maint. – General/Contract**. This line item is budgeted for \$169,079.00 in FY2026. To date no expenses have been coded to this line item.

Committee Recommendation (If Any): The Grounds Committee previously provided its recommendation to approve the Complete Landscaping Services contract and to schedule a kickoff meeting.



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
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
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**

Optional/Per Service Items

	<u>Initial</u>		
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>
Topdresss (per cu yard)	1	\$	165.00 <i>Optional</i>



Complete Landscaping Service



A MONARCH LANDSCAPE COMPANY

2026-2029 Grounds Maintenance Proposal



DESIGN

INSTALLATION

MAINTENANCE



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/summer 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/Summer 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 (2,058 6" + 9 planting pots w/ tropicals & accent plants) See RFP Specifications *To provide planting quantities listed for spring or fall, and to include the pool pots and their watering requirements	1	\$	\$
Fall Annuals (1,514 6" + 4 clubhouse pots w/ misc. accent plants) See RFP Specifications *To provide planting quantities listed for spring or fall, and to include the pool pots and their watering requirements	1	\$	\$
Lawncare	4	\$	\$
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													
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													



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

Service	Status (Included)	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	4				1		1		1		1		
Prune Landscape Trees - Elevation	Included	1			1									
Spray Dormant Oil (Trees and Shrubs)	Included	1			1									
IPM - Plant Health Care (Pests/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				3	4	3	3	3	3	3	2	
Mowing - Walking Trails Maintenance	Included	24				3	4	3	3	3	3	3	2	
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	3			1				1				1	
Optional Service	Status (PK/Optional)	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												
Line 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.





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

TOPIC: - LAKESOURCE LLC RENEWAL AGREEMENT 2026

Motion by:

“I move that the Board approve the LakeSource LLC Agreement for 2026.”

Second by:

Summary: Management has provided the proposed LakeSource LLC renewal agreement for 2026 for Board review (**enclosed**). The agreement is proposed to run from April 1, 2026 through March 31, 2027, maintaining the same scope of work for stormwater pond management and environmental management services.

During this year’s Strategic Planning Meeting, Management will recommend that the Board begin exploring alternative vendors and approaches for stormwater pond and environmental management services for FY2027.

Management also discussed with PM+ Reserves the possibility of engaging a third-party environmental specialist as part of the reserve study budget under “Storm Water Management Repairs,” which is budgeted at \$53,090 for FY2026.

Although Management has expressed some recent concerns regarding the level of service provided by LakeSource LLC, Management recommends renewing the agreement for one additional year while evaluating potential alternatives during the FY2027 operating budget planning process. **Based on LakeSource LLC’s terms**, management will need to start the search for alternative vendors no later than June 2026 to ensure consideration for the FY2027 Budget.

“Term: Twelve month contract; Annual Auto Renewal: The term of this Agreement shall commence as of the Start Date 4/01/26 and continue for a period of 12 (twelve) full calendar months thereafter. Thirty (30) days prior to the End Date of 3/31/27, this Agreement shall Automatically renew for an additional term, such that the new term shall again be twelve (12) calendar months from the new Start Date (4/01/27). LakeSource LLC reserves the right to review contract cost at the end of each term and submit adjustments for approval by the Customer. This contract is subject to an annual automatic price increase of 3% to adjust for inflation. In order for this Agreement to be canceled, the Customer must submit written notice of cancelation to LakeSource LLC 30 days prior to the Renewal Date or intended Cancelation Date. Remaining open balance of the account is due upon cancelation for work completed.”



As previously discussed during the FY2026 budget planning process, the LakeSource LLC renewal agreement includes an increase in the monthly service fee from \$367.12 to \$386.66, effective April 1, 2026. For reference, the current contract totals \$4,405.45 annually for the period April 1, 2025 through March 31, 2026. For FY2026, the projected cost breakdown is as follows:

- **April–December 2026: \$3,479.94**
- **January–March 2026: \$1,101.36**
- **Total FY2026 Contract Cost: \$4,581.30**

The service renewal agreement will be included on the agenda for the March 10, 2026 Town Hall meeting (business portion) for Board consideration and approval. The Board to review and ask any final questions.

CAMP Recommendation: Management supports the adoption of this motion.

Budget: This expense will be charged to the Operating Fund under **Landscape Maint. – General (Lakes/Ponds/Water Features)**. The FY2026 budget for this line item is \$11,000, with a \$734.24 expenditure to date.

Committee Recommendation (If Any): N/A





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

TOPIC: Premier Pool Management, Inc. Additional Inspection Estimates

Motion by:

“I move to approve the Premier Pool additional inspection repair estimates as presented, totaling \$17,930, to be expensed from replacement reserves and \$625.00 to be expensed from Pool Repairs/Supplies operating line item.”

Second by:

Summary:

During a recent pool inspection conducted by Premier Pool Management, several additional maintenance and repair items were identified that require attention to maintain proper pool operation and ensure the facilities remain in good condition for the upcoming season.

The items identified include both operational maintenance repairs and reserve-related repairs associated with pool infrastructure. The operational repairs include items such as replacing the Titan Air Bleeder and re-plumbing the site glass, which fall under the 2026 Operating Budget with a combined estimated cost of \$625.

Additional repairs related to pool structural components and equipment were also identified and fall within the Association’s Reserve Study allocations for 2025, including items such as:

- Replacement of coping stones
- Regrouting of coping stones (approximately 55 linear feet)
- Replacement of a damaged skimmer
- Replacement of skimmer pads
- Re-purging damaged skimmers
- Replacement of damaged skimmer tiles



CAMP Recommendation:

Management recommends that the Board of Directors approve the additional inspection and repair items as identified by Premier Pool Management in 2025. Management agrees that proceeding with these repairs is necessary to address the identified maintenance concerns and to ensure the pool facilities remain operational, safe, and compliant for community use during the 2026 pool season. Proceeding with the repair ensures the price

According to the Reserve Study, the 2025 Pool Coping/Tiles/Walls/General Repairs line item had a budgeted amount of \$35,700. The 2025 financials reflected a positive variance of \$34,328.62, with only \$1,371.38 expended for that year.

As there is no corresponding budget line item allocated for 2026, management recommends utilizing the remaining available funds from the 2025 reserve allocation to complete the necessary inspection and repair work identified by Premier Pool Management.

Additionally, Premier Pool Management has confirmed that if the repairs are completed during the month of March, the pricing will remain at the current quoted amount and will not increase

Budget: Line- Pool Repairs/Supplies operating line item for 2026 has a budget allocation of \$15,000, with the full amount currently remaining.

JOB PROPOSAL

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

Estimate #	13942
Date Ordered	8/28/2025
Order Taken By	AA
Start Date	8/30/2025
Comments	Service Work

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

Item	Description	Qty	Unit Cost	Total
F101	Filter Media Change: - Remove old filter media - Clean filter tank - Supply and install new filter media - Reassemble and test for proper filtration	1	4,150.00	4,150.00
SERVICE W...	Pump Hand Nut Assembly: - Remove damaged or worn hand nut - Supply and install new hand nut assembly - Ensure secure fit and test for leaks	1	400.00	400.00
C102	Replace coping stone. (each) Price includes: - Demo and disposal - Materials and installation - Perimeter caulking	5	325.00	1,625.00
S131	Re-grout cut line between coping stones (each)	55	125.00	6,875.00

Warranty: 6 months from project completion.

Subtotal
Sales Tax (6.0%)
Total

Additional Notes:

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

AUTHORIZED SIGNATURE _____

CUSTOMER NAME _____ DATE _____

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

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

Estimate #	13942
Date Ordered	8/28/2025
Order Taken By	AA
Start Date	8/30/2025
Comments	Service Work

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

Item	Description	Qty	Unit Cost	Total
S100	Replace damaged skimmer For Main Pool. Work will include: <ul style="list-style-type: none"> - Demo existing skimmer and plumb new skimmer - Repairing skimmer well tiles where necessary - Re-grouting the skimmer parges - Pour new concrete around skimmer - Reattach coping stones - Re-caulk coping stones and skimmer pad 	3	2,175.00	6,525.00
S107	Replace skimmer pads (each) Price Includes: <ul style="list-style-type: none"> -Demo existing skimmer pads. -Prep area -Pour new concrete -Recaulk the affected area. 	2	725.00	1,450.00

Warranty: 6 months from project completion.

Subtotal
Sales Tax (6.0%)
Total

Additional Notes:

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

AUTHORIZED SIGNATURE _____

CUSTOMER NAME _____ DATE _____

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

JOB PROPOSAL

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

Estimate #	13942
Date Ordered	8/28/2025
Order Taken By	AA
Start Date	8/30/2025
Comments	Service Work

Customer Info

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

Item	Description	Qty	Unit Cost	Total
S106	Re-purge damaged skimmers. Work will include: (each) - Removing coping stones above the skimmer (if necessary) - Repair skimmer well tiles - Re-grout skimmer purges - Reattach coping stone - Remove and dispose of all debris	3	365.00	1,095.00
S103	Replace damaged skimmer tiles. Price Includes: - Demo existing area of damaged skimmer tile - Prep area to ensure new tiles bond - Install new skimmer tile. Depending on age of tile color may not match.	1	360.00	360.00

Warranty: 6 months from project completion.

Subtotal	\$22,480.00
Sales Tax (6.0%)	\$0.00
Total	\$22,480.00

Additional Notes:

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

AUTHORIZED SIGNATURE _____

CUSTOMER NAME _____ DATE _____

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

EXTERNAL EMAIL: This email is from an external source. Be careful of suspicious links or malicious attachments.

Hello Ammar and Milos,

I hope you both are doing well.

As the pool season is quickly approaching, we would like to revisit the additional winterization items for which you previously provided estimates. First, could you please confirm whether any of the estimated pricing has changed since the original proposals were submitted?

Additionally, we would like to schedule a walk-through next Thursday, February 19, 2025, at 10:00 AM with our Reserve Specialist to review the items onsite. Please let us know if that date and time works for your team.

We appreciate your continued partnership and look forward to your response.

Replace Titan Air Bleeder	S133	2026	\$375	2026 Budget	Operating 2026	N/A
Replace and Replumb Site Glass	S127	2026	\$250	2026 Budget	Operating 2026	N/A
\$625						
Replace 5 Coping Stones	C182	2026	\$1,625	2025 Reserve Budget	Reserves	Included in Reserve Study for 2025
RegROUT Cur Line Coping Stones (55)	S131	2026	\$6,875	2025 Reserve Budget	Reserves	Included in Reserve Study for 2025
Replace Damaged Skimmer (2 Pool - 1 Wading)	S100	2026	\$6,525	2025 Reserve Budget	Reserves	Included in Reserve Study for 2025
Replace 2 Skimmer Pads (Pool)	S107	2026	\$1,450	2025 Reserve Budget	Reserves	Included in Reserve Study for 2025
Re-Purge Damaged Skimmer (3)	S106	2026	\$1,095	2025 Reserve Budget	Reserves	Included in Reserve Study for 2025
Replace Damaged Skimmer Tiles	S103	2026	\$360	2025 Reserve Budget	Reserves	Included in Reserve Study for 2025

Warm regards,

TaShawn Andrews
Assistant Onsite General Manager
Oak Creek Club HOA
tandrews@oakcreekclub.com
301-390-1721
Oakcreek Club HOA - Upper Marlboro, MD







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

TOPIC: Social Committee 2026 Events and Budget Allocation

Motion by:

“I move to approve the Social Committee’s 2026 Event Calendar and the associated budget allocations as presented, not to exceed the Board-approved social budget of \$80,000 for the 2026 fiscal year.”

Second by:

Summary:

At the request of the Board of Directors, the Social Committee has presented its proposed 2026 Event Calendar and budget allocation outlining how the \$80,000 annual social budget will be utilized to support community events throughout the year.

The Social Committee’s proposal includes a variety of community engagement events, family activities, and seasonal celebrations designed to promote resident participation and strengthen community relationships. The proposed calendar includes recurring monthly activities such as Crochet & Knitting and Bingo, as well as larger community events including the Easter Egg Hunt, Mother’s Day Tea, Oak Creek Day (20th Anniversary Celebration), National Night Out, White Party, Harvest Festival, and Photos with Santa.

CAMP Recommendation:

Management recommends that the Board of Directors approve the Social Committee’s proposed 2026 event calendar and associated budget allocations as presented, while remaining within the Board-approved annual social budget of \$80,000.

Budget: \$80,000 was budgeted for line Item “Homeowner Activities.”



**Social Committee
2026 Tentative Event Calendar
(Budget \$80,000.00)**

Event Title	Description	Estimated Cost	Proposed Date of Event
Crochet and Knitting	Beautiful craft creations through the art of crochet and knitting.	\$300.00	Held Monthly (Total cost for year)
Bingo	Bingo fun time with neighbors.	\$2000.00	Held Monthly (Total cost for year)
Easter Egg Hunt	Kids of all ages join in the hunt for eggs, relay races, and more!	\$3,000.00	March 28, 2026
Game Night	Card and board games for the whole family.	\$500.00	April 17, 2026
Mother's Day Tea	Gathering for women & children to fellowship, learn about teas & tea etiquette, and enjoy refreshments.	\$3,000.00	May 2, 2026
Father's Day Event	Men and children gather to fellowship and compete in a variety of activities including refreshments.	\$1500.00	June 13, 2026
Food Truck and line dancing <i>(Food truck at cost for residents)</i>	Back by popular demand (2) food truck vendors for residents to enjoy. And learn the newest line dances.	\$400	June 2026
Oak Creek Day (20 TH Anniversary)	A day long celebration for Oak Creek Residents, with food, fun and activities.	\$40,000	July 18, 2026
National Night out Social Committee/ *HOA Event	Annual community event with neighbors, local police, and fire departments, to promote safety, trust, and crime prevention.	\$2,500.00	August 4, 2026
White Party	Neighbors join on the lawn to celebrate the end of summer in stylish	\$16,000.00	September 5, 2026

	white attire. Food, fun and music.		
Harvest Festival	Mark the fall season with Trunk or Treat, Resident Vendor Showcase, & Haunted House.	\$3,000.00	October 24, 2026
Line Dancing	Strictly line dancing event, to get residents moving and having fun.	\$400	November 13, 2026
Photos With Santa	Brings holiday wonders to life with a photo session, where the children can meet Santa Claus and receive season treats.	\$3,000.00	December 2026 Date to Be Determined
Health Fair	A community health fair bringing health education & awareness to OCC residents.	\$750.00	Date to Be Determined
Story Time	Children enjoy a story time with a librarian from the community.	\$100.00	Date to Be Determined
Estimated Total Expenses		\$76,450.00	
Additional event ideas, definitive dates and details to be discussed at the January 8, 2026, planning meeting	Balance of funds	\$3,550.00	





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

TOPIC: Committee Appointment- Social Committee

Motion by:

I move to approve the appointment of Erica Phillips to the Social Committee.”

Second by:

Summary:

Please see the attached form for committee appointment below.

- Erica Phillips- Social Committee

CAMP Recommendation:

Management has verified that the members requesting to be a volunteer are in good standing with the association. Management recommends the approval of the request above.