



Oak Creek Club Homeowners Association

Board of Directors Virtual Meeting

Tuesday April 9, 2024

6:30 P.M.

Board Package

Prepared By: Tamika Davis, On Site Community Manager
Community Association Management Professionals

209 West Street, Suite #302, Annapolis, Maryland 21401

(703) 821-2267

Oak Creek Club Homeowners Association
Board of Directors Virtual Board Meeting
Tuesday, April 9, 2024, @ 6:30 P.M.
Upper Marlboro MD, 20774
AGENDA

Call to Order: 6:30 P.M.

Explanation of Virtual Meeting Protocol/Agenda Order:

Special Guest: Patricia Fennell and Robert Brock-Oak Creek Club Golf Course

Approval of February 2024 Board Meeting Minutes, February Executive Session Meeting Minutes, March Executive Session Meeting Minutes, and March Town Hall Meeting Minutes: (Tab A)

Management Report: Tamika Davis, On-Site Manager/CAMP (Tab B)

Financial Report: Tamika Davis, On-Site Manager/CAMP (Tab C)

Maturing CD Reinvestment
Fund Transfer

Covenants Report: TaShawn Andrews, Covenants Administrator (Tab D)

Committee Reports: (Tab E)

- Access Committee-Julian Brown
- Grounds Committee-Stephanie Brown
- Social Committee-Gabrielle Powell
- Facilities Committee-Cynthia Whittenburg

Committee Meeting Minutes (Tab F)

Consent Agenda:

1. Approval of the vote made on Wednesday March 6, 2024, for the DMV Gates Repair Proposals (Tab G)
2. Approval of the vote made on Friday February 2, 2024, for the DMV Gates Proposals for the Queen Anne Golf Path Gates (Tab H)
3. Approval of the vote made on Wednesday February 21, 2024, for the Paradise Pools White Coating Proposal (Tab I)
4. Approval of the vote made on Friday February 16, 2024, for the DMV Gates Proposal for the Deer Run Visitor Lane (Tab J)
5. Approval of the vote made on Tuesday March 5, 2024, for the Republic Services Trash Removal Proposal (Tab K)

New Business:

1. Appointment of Committee Volunteers (Tab L)
2. Elections Committee Charter (Tab M)
3. Asphalt Repair Proposals (Tab N)
4. Monument Sign Repairs & Painting Proposal (Tab O)
5. Security Alarm Proposal for the Management Office (Tab P)
6. Main Gate Light Replacement (Tab Q)
7. Contract Bid Recommendation (Tab R)
8. Paramus Court Tot Lot Seesaw (Tab S)
9. Access Control Contract (Tab T)
10. Technology Upgrades for Gate Access and Cameras (Tab U)
11. Management Office Furniture (Tab V)
12. Landscape Replacements (Tab W)
13. Swim & Tennis Center Painting Proposal (Tab X)
14. Social Committee Request (Tab Y)

Resident Forum: 25 Minutes

Adjournment: 8:30 P.M.

Executive Sessions:

1. Acct# R0411720L0340239 Late Fee Waiver Request (Tab Z)
2. Acct #R0297725L025198 Violation & Fines – Appeal (Tab Z)

**Oak Creek Club Homeowners Association
Board of Directors Meeting
Tuesday, February 13, 2024, @ 6:30 P.M.
Virtual**

Board Members Present:

Dwight Ward- President
Keith Pierce – Vice President
Jessica Hill - Secretary
Remi Duyile – Treasurer
Travis Witmer - Board Member

Others Present:

Susan Blackburn - President (CAMP)
Moriah Benjamin – Assistant Community Manager (CAMP)
TaShawn Andrews - Covenants Administrator (CAMP)
Members at large

Call to Order:

Dwight Ward called the meeting to order at 6:30 P.M.

Explanation of Virtual Meeting Protocol:

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

Approval of the November 2023 Board Meeting Minutes:

Keith Pierce moved to approve the November 2023 Board of Directors Meeting Minutes as presented. Remi Duyile seconded the motion which passed by a vote of 4 In Favor (Keith Pierce, Remi Duyile, Jessica Hill, Travis Witmer), 0 Opposed, 1 Abstention (Dwight Ward).

Management Report:

Susan Blackburn provided the community with the Management Report. This report summarized the action items completed by the management team since the November 2023 Board meeting. She was pleased to mention the Oak Creek Club Angel Tree Program which adopted 265 Angels during the holiday season and the Crochet & Knitting Club who donated newborn baby beanies to the University of Maryland Capital Medical Center in December.

Financial Report:

Susan Blackburn provided the community with the Financial Report. Ms. Blackburn reported that the Association had \$ 3,956,519 in cash and investments as of the end of December 31, 2023. At year end, the Association had an Operating Surplus of \$138,068 which was a positive variance of 5.4% from the \$2,552,384 annual budget.

Remi Duyile moved to approve the following maturing CDs in accordance with the Association's investment ladder. Keith Pierce seconded the motion, which passed by unanimous vote.

- Ally Bank Midvale \$100,000 Maturity Date 03/04/2024
- BMW BK Salt Lake City \$100,000 Maturity Date 03/13/2024
- Comerica Bank TX \$120,000 Maturity Date 03/28/2024
- BMW BK Salt Lake City \$75,000 Maturity Date 03/18/2024

Covenants Report:

TaShawn Andrews provided the community with the Covenants Report.

Consent Agenda:

Dwight Ward moved to ratify items 1-4 on the Consent Agenda which included the approval of repairs to the fountain pump in the amount of \$8,065, approval of Exquisite Event Designs as planner for the holiday event for \$3,450 and Marvelous Life Development for the holiday mugs for \$4,700, the replacement of the light on Bleak Hill Place in the amount of \$10,745, and the Homestead Gardens Oak Grove Road Wreath proposal in the amount of \$4,956.64. Remi Duyile seconded the motion. Jessica Hill then read the motions in their entirety for the benefit of the members present. The motion passed by a unanimous vote.

Jessica Hill moved to ratify the vote made on Tuesday, January 9, 2024, by the Board of Directors to approve the McFall and Berry 2024 Snow Removal Contract. Dwight Ward seconded the motion, which passed by unanimous vote.

Jessica Hill moved to ratify the vote made on Tuesday, January 23, 2024, by the Board of Directors to approve the 2023 Goldklang audit engagement letter. Dwight Ward seconded the motion, which passed by unanimous vote.

New Business:

Committee Appointments

Remi Duyile moved to approve the appointment of Sidney Nelson III, Jennifer Phillips, and Letia Ballard to the Social Committee and Patricia Downtin to the Communications Committee. Keith Pierce seconded the motion, which passed by a unanimous vote.

Cancellation of Sheriff's Sale

Dwight Ward moved to approve the cancellation of the Sheriff's Sale for File #70229.254. Travis Witmer seconded the motion. The motion passed by a vote of 4 In Favor (Keith Pierce, Remi Duyile, Dwight Ward, Travis Witmer), 0 Opposed, 1 Abstention (Jessica Hill).

Pool Management Contract

Keith Pierce moved to approve the 2024 Pool Management Contract from Paradise Pools in the amount of \$62,270 to be expensed from Pool Operating Expenses. Dwight Ward seconded the motion, which passed by unanimous vote.

Pool White Coating Contract

By a motion duly made and seconded, the Board voted unanimously to table the proposal from Paradise Pools for white coating the Main & wading pools in the amount of \$62,500.

Porter Contract

Dwight moved to approve the renewal of the JC Maintenance contract for a part-time day porter in the amount of \$34,536/year and the handyman proposal without the golf cart in the amount of \$36,144 for a total of \$70,680 to be expensed from Repairs and Maintenance. Travis Witmer seconded the motion. The motion passed by a vote of 4 In Favor (Remi Duyile, Dwight Ward, Jessica Hill, Travis Witmer), 1 Opposed (Keith Pierce).

IT Support Contract

Dwight Ward moved to approve the GRS Technology Solutions contract renewal in the amount of \$1,799 a month to be expensed from the IT Technology budget. Keith Pierce seconded the motion. The motion passed by a vote of 4 In Favor (Keith Pierce, Remi Duyile, Dwight Ward, Travis Witmer), 0 Opposed, 1 Abstention (Jessica Hill).

Resident Forum:

Homeowners discussed the following issues:

- The formation of an Election Committee
- The value and timing of contracts bids
- Additional funding for social events
- Adding committee reports to the standard Board agenda
- Improved follow up on homeowner concerns
- One homeowner requested assistance with vehicle damage from a gate arm

Follow Up Items:

Management to draft resolution for an Election Committee

Management to recommend a contract bid policy

Management staff to follow up on the pool white coating bid

Board needs to follow up on memo from the Budget & Finance Committee

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 8:28 P.M.

**Oak Creek Club Homeowners Association
Executive Session Meeting
Monday, February 19, 2024, @ 6:30 P.M.
Virtual**

Board Members Present:

Keith Pierce – Vice President
Jessica Hill - Secretary
Remi Duyile – Treasurer

Board Members Absent:

Dwight Ward – President
Travis Witmer - Director

Others Present:

Tamika Davis- Property Manager (CAMP)
TaShawn Andrews - Covenants Administrator (CAMP)

Call to Order:

Keith Pierce called the meeting to order at 6:32 P.M.

Explanation of Virtual Meeting Protocol:

Keith Pierce explained the meeting protocol and gave an overview of the agenda.

Resident Forum:

No Residents were present.

Executive Session:

At 6:46 P.M., by a motion duly made and seconded, the Board voted unanimously to enter Executive Session to review owner accounts and appeals.

Open Session:

The Board returned to open session 6:53 P.M.

By a motion duly made and seconded, the Board voted unanimously to deny the removal of late fees for Acct# R0297111L025158.

By a motion duly made and seconded, the Board voted unanimously to deny the removal of late fees for Acct# R0297559L0252072.

By a motion duly made and seconded, the Board voted unanimously to deny the removal of trees in the Conservation Area for Acct# R0297300L0251770.

By a motion duly made and seconded, the Board voted unanimously to deny the appeal for reimbursement of late fees for Acct# R0606631L0424138.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 6:57 P.M.

**Oak Creek Club Homeowners Association
Board of Directors Town Hall Meeting
Tuesday, March 12, 2024 @ 6:30 P.M.
Virtual**

Board Members Present:

Dwight Ward- President
Keith Pierce - President
Travis Witmer - Developer Board Member
Jessica Hill – Secretary
Remi Duyile – Treasurer

Board Members Absent:

All Board Members were in Attendance.

Others Present:

Tamika Davis – On-Site Community Manager (CAMP)
Moriah Benjamin - Assistant Community Manager (CAMP)
Tashawn Andrews – Architectural Covenants Administrator (CAMP)
Members at large

Call to Order:

Keith Pierce called the meeting to order at 6:37 P.M.

Explanation of Virtual Meeting Protocol:

Tamika Davis explained the meeting protocol.

Community Update:

Officer Battle provided a community update regarding recent incidents, including property damage, resident alarms, car thefts, and a package thief. He also announced the "Coffee with the Cop" event on March 19, 2024, at the McDonald's at 12168 Central Ave, Mitchellville, MD 20721.

Resident Forum:

Residents asked questions and dialogued with the Board about the following issues:

- Concerns regarding traffic congestion on Oak Grove Road, Leeland Road, and Church Road due to Lucas Hill Development.
- Expressed interest in installing a fountain for Pine Valley and would like the Board to propose the idea to the Golf Course.
- Residents emphasized the importance of effective communication between the community and the developer to address resident preferences and for that communication to be available for all resident feedback.

- Updates regarding gate repairs and the responsible party for community-wide communication on Oak Creek resident matters were sought.
- Status of the Election Board and Camp Management rebid.
- RFP status regarding Access Control vendor requested.
- Interest was expressed in using artificial intelligence for meeting minutes and RFP processes.
- Bylaw review for updates.
- More engagement with the Golf Course is desired.
-

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 7:51 P.M.

**Oak Creek Club Homeowners Association
Board of Directors Executive Session
Monday, March 18, 2024 @ 6:30 P.M.
Virtual**

Board Members Present:

Dwight Ward-President
Keith Pierce – Vice President
Jessica Hill - Secretary
Remi Duyile – Treasurer
Travis Witmer-Developer/Board Member

Others Present:

Susan Blackburn - President (CAMP)
Tamika Davis- On Site Community Manager (CAMP)

Call to Order:

Dwight Ward called the meeting to order at 6:34 P.M.

Explanation of Virtual Meeting Protocol:

Dwight Ward explained the executive session meeting protocol and stated that the purpose of the session was to discuss the management contract.

Executive Session:

At 6:46 P.M. the Board entered Executive Session.

Jessica Hill left the meeting at 6:58 P.M.
Remi Duyile left the meeting at 7:38 P.M.

Open Session:

The Board returned to open session at 8:00 P.M.

Resident Forum:

Six homeowners were forwarded to the waiting room during the executive session. When the Board re-entered open session, one homeowner remained and commented on meeting notification procedures.

Adjournment:

By a motion made by Dwight Ward and seconded by Keith Pierce, the Board voted unanimously to adjourn the meeting at 8:04 P.M.

Memorandum

To: Oak Creek Club Homeowners Association Communications Committee

From: Tamika Davis, On-Site Community Manager Community Association Management Professionals (CAMP)

Date: Monday, April 1, 2024

Re: Management Report 4/1/2024

Please see some items addressed by the management team from 2/6/2024-4/1/2024:

- For March, there were three hundred and twenty-six homeowner entries into Dwelling Live. Seven hundred and fifty-nine entries required assistance with access control to gain access to the community. Homeowners, please ensure all visitors and vendors are added to Dwelling Live to help with gate access procedures.
- On Friday, March 28, 2024, a car crashed into the left side of the Deer Run Estates and damaged some landscaping and the curb. The management team is working with McFall and Berry to restore the landscaping and a 311 county clicks was completed to report the broken sidewalk to the county for repair. (24-00022111) The estimated date of resolution is 8/22/2025. We will follow up frequently to ensure this gets repaired. We encourage homeowners to follow up with Prince George's County on the progress of this repair or visit the website at [Prince George's County - Service request types \(site.com\)](https://www.prcgocounty.com/service-request-types).
- Please save the date for the annual flower sale, which will be held on Saturday, May 17, 2024, in the swim and tennis center parking lot.
- Also, save the date for the Oak Creek Club Annual Potomac Watershed clean-up, which will be held on Saturday, April 20, 2024. Volunteers are needed! If you are interested in volunteering, please visit the HOA website or contact the management team for details.
- Paradise Pools has begun pool opening procedures for the 2024 pool season. The pool has been drained to begin white coating.
- Preventative maintenance was completed for the entry generators by JBI Generators the second week of March.
- The Queen Anne golf gates were repaired on Wednesday, March 13, 2024. Please observe the gates now open outwards. Signage is being installed for the golf gate entry. We advise all golfers not to pull on the gates.
- The Board of Directors has approved gate repairs and upgrades for all six gate entrances. These upgrades will result in a new gate configuration for all gates, with the bi-fold gates opening first and the barrier arm second. Please proceed through the gates carefully and promptly. Community notifications will be sent through this process. In addition, the new Liftmaster LED arms remain red even

when the barrier arm is completely up. Please proceed through the gates once the arm is completely lifted.

- Annual inspection postcards were mailed on March 22, 2024. Annual inspections for Deer Run, Deer Run Estates, and Pine Valley will begin in April.
- The Board of Directors hosted the second annual Committee/Homeowner training in person on March 5, 2024, at the Swim and Tennis Center. Forty community members RSVP'd, and twenty attended. The training PowerPoint presentation is available on the HOA website.
- The end fountain repair was completed in the last week of March. This repair was rendered under the factory warranty.
- McFall and Berry have begun spring clean-up. The irrigation system will be turned on this month, and annual flowers will be planted.

MEMORANDUM

TO: Board of Directors, Oak Creek Club

FROM: Tamika Davis- On Site Community Manager
Community Association Management Professionals (CAMP)

DATE: Monday, April 1, 2024

RE: Financial Report as of February 2024

SUGGESTED MOTION: "I move to reinvest the funds from the CD maturing on April 25, 2024, in the Repair & Replacement Reserve Fund ladder at Morgan Stanley."

As of the end of February 2024, the Association had \$4,114,877 in cash and investments. The Fund Balances were as follows:

Repair & Replacement Reserve Fund	\$2,397,988
Operating Reserve Fund	\$1,018,865
Community Center Fund	\$134,094
Bus Fund	<u>\$126, 932</u>
	\$3,677,879

At the end of February, the Accounts Receivable balance was \$276,741. With an Allowance for Doubtful Accounts of \$72,400, the collectible balance was \$204,341. This equates to 6.7% of the annual assessments. The gold standard for common interest communities is 3-5%. 75% of Oak Creek's outstanding assessments are attributable to the top 30 delinquent accounts. Transponders are disconnected once a homeowner's account reaches three months of unpaid assessments. Delinquent Accounts meeting collection referral criteria are referred to the attorneys at the end of every month. Efforts by The Law Office of Gregory Alexandrides to collect these outstanding amounts are on-going.

The following amounts were paid out of the Repair & Replacement Fund as of February 2024:

Gates/Guardhouse	\$36,491
Gate Access Upgrades	\$18,020
Pool White Coat Main/Wading	<u>\$31,250</u>
TOTAL	\$85,761

One CD in the Repair & Replacement Reserve Fund will mature on 4/25/2024. We recommend reinvestment in the Association's investment ladder.

Morgan Stanley Private Bk	Maturity Date: 4/25/2024	Amount: \$100,000
------------------------------	-----------------------------	-------------------

MEMORANDUM

TO: Board of Directors
Oak Creek Club HOA

FROM: Tamika Davis, On Site Community Manager
Community Association Management Professionals (CAMP)

DATE: March 20, 2024

RE: Fund Transfer

SUGGESTED MOTION: "I move to approve the transfer of \$58,350 from the Operating Reserve Fund to the Repair & Replacement Reserve Fund."

The Reserve Study completed in June 2023 recommended a contribution of \$644,390 to the Repair & Replacement Reserve Fund in fiscal year 2023. The Budget for 2023 had already been approved with a contribution of \$586,040, which was the contribution recommended in the Reserve Study completed in 2021.

The Budget & Finance Committee is recommending a transfer from the Operating Reserve to the Repair & Replacement Reserve in the amount of \$58,350. Please see attached memo from the Budget & Finance Committee.

The management team supports this recommendation.

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Budget & Finance Committee

Date: Tuesday, February 13, 2024

Re: Recommendation on financial transactions

Suggested Motion1: The B&F Committee is recommending that the HOA Board direct CAMP to transfer \$58,350 from the Operating Reserve to the Replacement Fund to secure that the 2023 balance equals the balance of the most recent Reserve Study.

Suggested Motion2: The B&F Committee is recommending that the HOA Board reinvest the following CD with upcoming maturity dates:

1. Ally Bank Midvale with a maturity date of 3/4/2024 with a similar ladder position.
2. BMW Bk Salt Lake City with a maturity date of 3/13/2024 with a similar ladder position.
3. Morgan Stanley BK with a maturity date of 4/25/2024 with a similar ladder position.
4. BMW BK Salt Lake City CD with a maturity date of 3/18/2024 with a similar ladder position.
5. Comerica Bank TX with a maturity date of 3/28/2024 with a similar ladder position.

Point of Note: The B&F Committee decided to reschedule a discussion about the transfer of monies in the Bus Fund Account. The B&F team recommend including the topic on a later agenda to determine how to provide community input on large funds to be used for a Special Project, which will need to be defined and presented to Board for review and approval.

The motions listed above received unanimous votes by a quorum of HOA B&F Committee members in attendance.

B&F Committee members are:

Marisa Reid, Chair
Will Abdul, Co-chair
Michael McFarlane
Danielle Telesford
Kristen Stierwalt-Huff
A.D. Adedapo
London Wills
Keisha Rayford



Covenants Report for March 2024

Exterior Modification Application Overview

For **March**, the committee approved **2 of the 4** applications submitted.

If you are interested in making exterior modifications to your home, please contact the management office during the planning stage of your project. We will be glad to help you through the covenant's approval process! For the Covenants Committee to properly review the modification applications, they must be submitted to the management office the **Tuesday before** their regularly scheduled monthly meeting unless otherwise noted. The Covenants Committee meets on the Third Tuesday of every month.

Exterior Modification Applications	March 2024				Total 2024		
	Total # Processed	Total # Approved	Total # Awaiting Information	Percentage Approved	Total # Processed	Total # Approved	Percentage Approved
	4	2	1	66.6%	10	7	70%

Violation Overview

For **March**, 22 % of the **14 issued** violations were maintenance related. Please remember to take care of any maintenance-related issues as soon as possible.

Thank you for helping to keep Oak Creek Club a beautiful and well-maintained place to live!

Violations Processed	March 2024			Total 2024		
	Total Issued	Total Resolved	Total Unresolved	Total #Issued	Total Resolved	Total Unresolved
	14	6	25	34	9	25

Category	% of Total
Rubbish and Debris	0%
Maintenance	22%
Vehicle Parking	7%
Landscaping	36%
Noise	14%
Signs	14%
Architectural	7%

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro MD, 20774

Access Committee Updates

Thursday, March 21, 2024

2024 Goals Status

- RFP for Access Control – Recommendation complete
- Technology Refresh/Upgrade of the Access System – Recommendation complete
- RFP for Gate Maintenance – In progress
- Secure Guard House Proposals for Fox Turn – Resume effort in April 2024
- Replace/Correct Gate Entrance Signage – Resume effort in April 2024

Incident Report:

- Gate strikes total for the month (Jan): 9
- Gate strikes total for the month (Feb): 16
- Gate strikes total for the month (Mar): 8
- Gate strikes total for the year 2024: 29
 - Resulting in damage: 12
 - Money collected: \$390 / Claims submitted
 - Money owed: \$12,334

Gate Entrances Status Updates:

- Main Entrance
 - Missing LED lights on resident arm, also bent.
 - Pillar light was knocked off resident side by homeowner. Electrician invoice pending and will be included in the April Board package.
- Clubhouse
- Bamberg
- Bolling Terrace
- Deer Run (repairs start tomorrow)
 - Missing LED lights on resident arm, repair approved
 - Missing visiting arm, repair approved
 - Exit gate has broken arm, repair approved
- Deer Run Estates
 - Resident arm missing LED lights, repair approved
- Pine Valley
 - Resident gate has broken arm with missing LED lights, repair approved
 - Visitor gate has broken arm, repair approved
- Queen Anne
 - Golf trail gate, repaired (new signage pending to address direction of gate opening (eta about another week))
 - Exit gate arm is broken, will be repaired with parts in inventory.

- Fox Turn
 - Exit right gate entrance has broken arm, repair approved
 - Resident gate arm is broken; claim for over \$10,000 is pending. This incident occurred last Friday and involved a resident instructing their father to tailgate. The father attempted to make a claim against the HOA, only to find out they are denied and liable for the damages to the gate.

- Call Box Entry Status as of 3/8/24 (8,000 max per call box)
 - Bolin Terrace – 7,933
 - Deer Run – 7,990
 - Deer Run Estates – 7,996
 - Pine Valley – 7,982
 - Queen Anne – 7,986
 - Fox Turn – 7,991
 - Main Gate – 7,977

Vendor Updates:

- All Systems
 - Refund of \$4,250 is still pending for cancelled repairs. The check should arrive this week.

- DMV Gates
 - Has taken over the VOIP account.
 - All proposals have been approved totaling \$59,142.06.
 - All repairs expected to be complete by April 1, 2024
 - Will provide new signage recommendations for Golf trail gate (\$350 per sign).

- Dunbar
 - Ofc. Johnson has been hired for the 2nd and 3rd shift supervisor positions (6pm – 2am).
 - Requesting that patrols at the gate entrances are every 15 minutes instead of every 60.
 - Requesting they enforce the “no personal cell phone use” while on duty.
 - Requesting officers observe every car that approaches the entrances and react accordingly if any assistance is required.

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro MD, 20774

Grounds Committee Updates

Thursday, March 28, 2024

2024 Goals Status

- Sangerville Circle Project- Approve McFall & Berry Proposal
- Grounds Committee membership- Requires Board review and approval

Sangerville Circle Project

- The purpose of this project is to enhance the landscape found on Sangerville Circle. The final rendering of the project has been attached to this report.
- Moriah Benjamin (the Grounds Committee Representative from CAMP) sent a Request for Information to three vendors: McFall & Berry, Ciminelli's Landscape, and Complete Landscaping.
- The committee received three bids from the aforementioned vendors and selected McFall & Berry at the last meeting held on March 14, 2024.
- It is important to note that the Grounds Committee did not have a quorum at the meeting held on 3/14. However, this project has been open for three years, and the Grounds Committee requests that the Board approve the proposal recommended by McFall & Berry to enable the work to begin in April, which is the perfect time to plant due to the weather.

Vendor	Proposal	Cost
McFall & Berry	Plants, Crape Myrtle, post, and fence	\$10,403.60
Complete Landscaping	Plants, trees, stone, boulders	\$12,175.00
Ciminelli's Landscape	Fence, plants, paver path	\$15,480

Committee Membership

- The Grounds Committee has failed to meet quorum many times over the last three years. Recently, due to various life circumstances, three members have withdrawn from the committee, leaving the total committee membership at four.
- The current committee members are Stephanie Brown, Charles Stewart, Kenneth Howard, and Jacqueline Magruder.
- Moriah Benjamin has sent multiple notices to the Oak Creek Community, advertising for new members, but so far, there have been no inquiries.
- I understand that the committee charter specifies a requirement of five members. However, if we are unable to recruit more members, please consider combining the Grounds Committee with another committee. This would allow us to leverage the strengths of both teams and create a more efficient and effective committee. I respectfully request that the Board consider all options and make a decision that will result in the most productive outcome.



Proposal #12412

Date: 3/21/2024

PO #

Sales Rep: Jasinto Gamez

Customer:

Tamika Davis
 Community Association Management
 Professionals (CAMP)
 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Property:

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

Oak Creek Sangerville Island

PLANT/TREE INSTALLATION

Sangerville Circle island

SARGENT CIRCLE ISLAND

CREATE PLATING BED APPROX-450-Sq.st

INSTALL 3 CRAPE MYRTLE, 18 GOLDEN MOP CYPRESS, 14 PLUM SPREADING YEW

20 ALUMINUM POST WITH BLACK PLASTIC CHAIN

AND 3 BOULDERS BROWN TONES

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Create planting bed w/2 inches soil amendment	450.00	sf	\$1.97	\$886.50
Compro Top Dressing Soil - Soil Amendment Installed	3.00	cuyd	\$148.30	\$444.90
Tuscarora Crape Myrtle single stem - Installed Tree 5-6'	3.00	5-6'	\$409.72	\$1,229.16
Gold Mop Cypress - Installed Shrub 18-24"	18.00	18-24"	\$105.00	\$1,890.00
Prostrata Low Spreading Plum Yew - Installed 3 gal.	14.00	3 gal	\$99.86	\$1,398.04
ALUMINUM POST & plastic chain				\$3,700.00
Landscape Boulder 24-30" - Installed Boulder 24-30"	3.00	ea	\$285.00	\$855.00

Plant Installation: \$10,403.60

Subtotal: \$10,403.60

Sales Tax: \$0.00

Project Total: \$10,403.60

Terms & Conditions

The above quoted prices include materials, labor, mulching, one initial watering and a one-year warranty on materials and workmanship. After installation, watering becomes the responsibility of the client. If the client is unable to water in a timely manner to maintain the health and vigor of the plant material, then McFall and Berry Landscape Management, Inc. will water at an additional charge. Failure to properly water plant material will void the warranty.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you!

By _____
Jasinto Gamez
Date 3/21/2024

**McFall & Berry Landscape
Management**

By _____
Date _____
Oak Creek Club





Complete Landscaping Enhancement Proposal

Property: Oak Creek Club
 Address: 14505 Mary Bowie Pkwy.
Upper Marlboro, MD 20774
 Contact: _____
 Phone #: _____

Service: Traffic Island Planting Bill Quoted
 Client: _____
 Bill Addr: _____
 P.O.#: _____
 E-Mail: _____

DESCRIPTION OF SERVICES

Traffic Island Planting Design

Qty	Description	Size	Unit Price	Total
	Complete Landscaping agrees to supply all materials, equipment, and labor necessary to complete the work description below			
	To include the following plant material:			
2	YELLOWWOOD 8-10'			
5	FOTHERGILLA MT AIRY 3 gal			
9	HYPERICUM HIDCOTE 3 gal			
5	Artic Fire Red Twig Dogwood 3 Gal			
10	Hydrangea Little Lime 3 Gal			
9	Kaleidoscope Abelia	3 GAL		
10	Low Gro Sumac	3 GAL		
2	River stone 3-5" Tons			
6	Soil Amendments YDS			
2	Pallets of Boulders			
4	Aluminum Edging			
8	Dyed Brown Mulch YDS			
	Per Design: Create Planting Beds and Amend Soil. Install The Above Plant Materials. Fertilize, Mulch and Water at Time of Install. Clean Up Resulting Debris and Dump Off Site.			

Supplemental Watering Approval, as needed
 I authorize Complete Landscaping to water the listed plant material as needed (beyond the initial watering) at an hourly rate of \$55.00

I do NOT want to water the above listed plant material. I understand that only Plant Materials being watered by Complete Landscaping will be warranted for One Year.

TERMS Payment is due upon completion of work by Complete Landscaping Service. A service charge of 1.5% per month (annual rate of 18%) will be added to all balances not paid within thirty (30) days of invoice. Customer agrees to pay all costs of collection if the invoice becomes past due, including (but not limited to) attorneys fees and court costs

Subtotal	\$ 12,175.00
Sales Tax	-
Total	\$ 12,175.00

The undersigned Client Representative authorizes Complete Landscaping Service to proceed and to complete the above scope of services, and agrees to the payment terms shown below

Client Representative _____ Date _____

Account Manager _____ Date _____
 Blaine Tapscott _____

5-7" RIVER ROCK
5-7 LARGE/MEDIUM BOULDERS

9 - ABELIA 'KALEIDOSCOPE'

5 - HYDRANGEA P. 'LITTLE LIME'

5 - PANICUM V. 'NORTHWIND'

5 - FOTHERGILLA 'MT AIRY'

5 - RHUS A. 'GRO-LO'

CLADRASTIS K.

9 - HYPERICUM 'HIDCOTE'

5 - CORNUS S. 'ARCTIC FIRE'

5 - HYDRANGEA P. 'LITTLE LIME'

CLADRASTIS K.

5 - PANICUM V. 'NORTHWIND'

5 - RHUS A. 'GRO-LO'

5-7" RIVER ROCK
5-7 LARGE/MEDIUM BOULDERS

SANGERVILLE CIRCLE



DWARF FOTHERGILLA



KALEIDOSCOPE ABELIA



ST. JOHN'S WORT



RED-TWIG DOGWOOD



HYDRANGEA



LOW-GROWING SUMAC



SWITCHGRASS



AMERICAN YELLOWWOOD

Plant	Common Name	Size	Qty	J	F	M	A	M	J	J	A	S	O	N	D
Trees															
Cladrastis kentuckea	American Yellowwood	20g	2												
Shrubs															
Fothergilla 'Mt Airy'	Dwarf Fothergilla	3g	5												
Abelia 'Kaleidoscope'	Kaleidoscope Abelia	3g	9												
Hypericum 'Hidcote'	Shrubby St. John's Wort	3g	9												
Cornus s. 'Arctic Fire'	Red-twig Dogwood	3g	5												
Hydrangea p. 'Little Lime'	Dwarf Panicle Hydrangea	3g	10												
Rhus a. 'Gro-lo'	Low-growing Sumac	3g	10												
Grasses															
Panicum v. 'Northwind'	Switchgrass	1g	10												

OAK CREEK CLUB HOA
14505 MARY BOWIE PKWY
UPPER MARLBORO, MD 20774

SANGERVILLE CIRCLE
LANDSCAPE DESIGN V1
MARCH 2023
PAGE 1 OF 1

SCALE: 1" = 20'



COMPLETE LANDSCAPING SERVICE
2410 CRAIN HIGHWAY
BOWIE, MD 20716

301-218-1800

DRAWN BY: TARA MAIRS
LANDSCAPE DESIGNER, CBLP-D

OAK CREEK CLUB HOA
SANGERVILLE CIRCLE ISLAND DESIGN



BEFORE



3D RENDERING



Complete Landscaping Enhancement Proposal

Property: Oak Creek Club
 Address: 14505 Mary Bowie Pkwy.
Upper Marlboro, MD 20774
 Contact: _____
 Phone #: _____

Service: Traffic Island Planting Bill Quoted
 Client: _____
 Bill Addr: _____
 P.O.#: _____
 E-Mail: _____

DESCRIPTION OF SERVICES:

Traffic Island Planting Design

Qty	Description	Size	Unit Price	Total
	Complete Landscaping agrees to supply all materials, equipment, and labor necessary to complete the work description below.			
	To include the following plant material:			
6	CLETHRA RUBY SPICE 3 gal			
5	FOTHERGILLA MT AIRY 3 gal			
9	HYPERICUM HIDCOTE 3 gal			
5	Artic Fire Red Twig Dogwood 3 Gal			
10	Hydrangea Little Lime 3 Gal			
9	Kaleidoscope Abelia	3 GAL		
10	Low Gro Sumac	3 GAL		
2	River stone 3-5" Tons			
6	Soil Amendments YDS			
2	Pallets of Boulders			
4	Aluminum Edging			
8	Dyed Brown Mulch YDS			
1	Solar Powered Lights			
	Per Design: Create Planting Beds and Amend Soil. Install The Above Plant Materials. Fertilize, Mulch and Water at Time of Install. Clean Up Resulting Debris and Dump Off Site.			

Supplemental Watering Approval, as needed
 I authorize Complete Landscaping to water the listed plant material as needed (beyond the initial watering) at an hourly rate of \$55.00

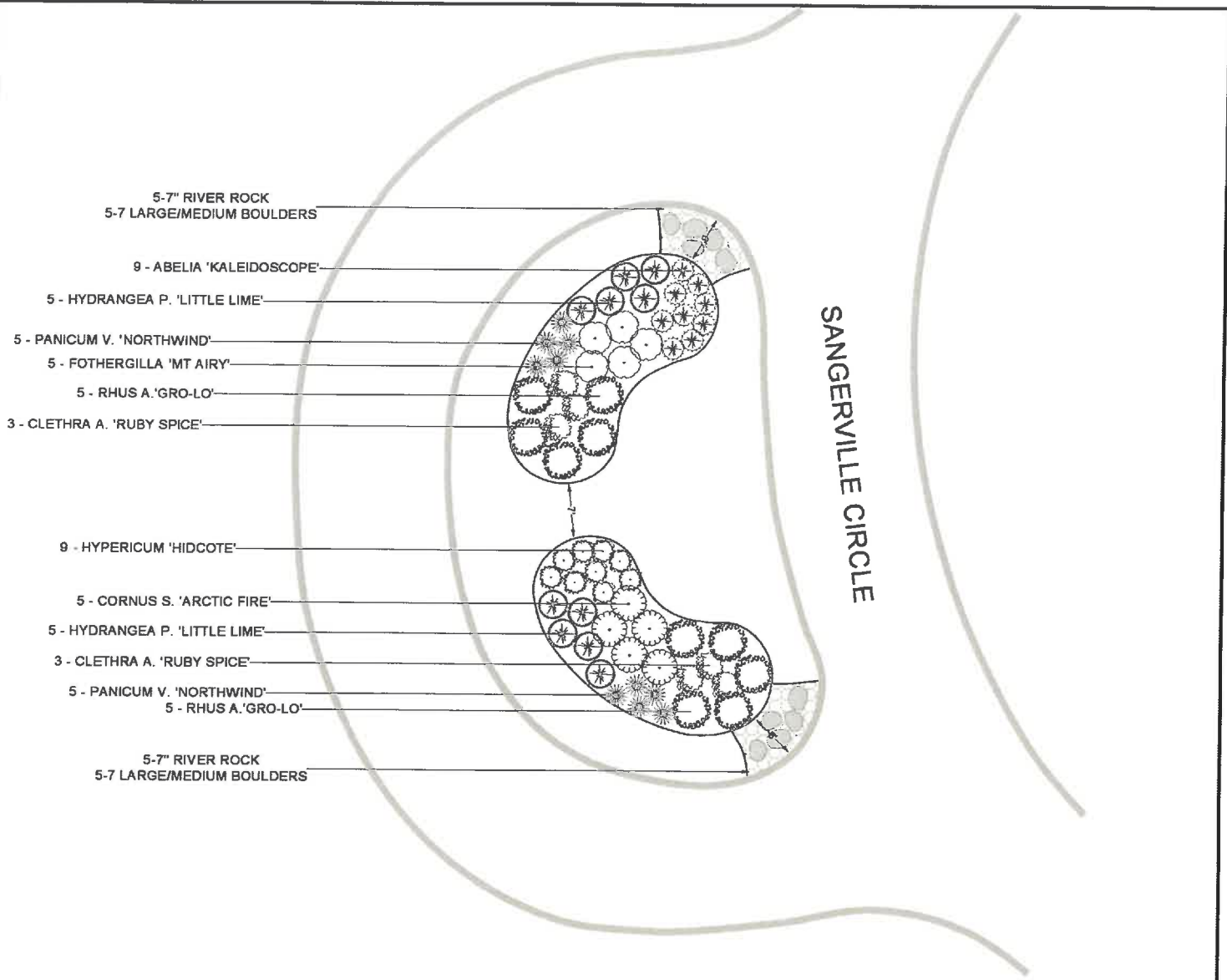
I do NOT want to water the above listed plant material. I understand that only Plant Materials being watered by Complete Landscaping will be warranted for One Year.

TERMS Payment is due upon completion of work by Complete Landscaping Service. A service charge of 1.5% per month (annual rate of 18%) will be added to all balances not paid within thirty (30) days of invoice. Customer agrees to pay all costs of collection if the invoice becomes past due, including (but not limited to) attorneys fees and court costs.

Subtotal	\$ 12,175.00
Sales Tax	-
Total	\$ 12,175.00

The undersigned Client Representative authorizes Complete Landscaping Service to proceed and to complete the above scope of services, and agrees to the payment terms shown below.

Client Representative _____ Date _____
 Account Manager _____ Date _____
 Blaine Tapscott _____



DWARF FOTHERGILLA



KALEIDOSCOPE ABELIA



ST. JOHN'S WORT



RED-TWIG DOGWOOD



HYDRANGEA



LOW-GROWING SUMAC



SWITCHGRASS



SWEET PEPPERBUSH

Plant	Common Name	Size	Qty	J	F	M	A	M	J	J	A	S	O	N	D
Shrubs															
Fothergilla 'Mt Airy'	Dwarf Fothergilla	3g	5												
Abelia 'Kaleidoscope'	Kaleidoscope Abelia	3g	9												
Hypericum 'Hidcote'	Shrubby St. John's Wort	3g	9												
Cornus s. 'Arctic Fire'	Red-twig Dogwood	3g	5												
Hydrangea p. 'Little Lime'	Dwarf Panicle Hydrangea	3g	10												
Clethra a. 'Ruby Spice'	Sweet Pepperbush	3g	6												
Rhus a. 'Gro-lo'	Low-growing Sumac	3g	10												
Grasses															
Panicum v. 'Northwind'	Switchgrass	1g	10												

OAK CREEK CLUB HOA
14505 MARY BOWIE PKWY
UPPER MARLBORO, MD 20774

SANGERVILLE CIRCLE
LANDSCAPE DESIGN V2
MARCH 2023
PAGE 1 OF 1

SCALE 1" = 20'



COMPLETE LANDSCAPING SERVICE
2410 CRAIN HIGHWAY
BOWIE, MD 20716

301-218-1800

DRAWN BY: TARA MAIRS
LANDSCAPE DESIGNER, CBLP-D

OAK CREEK CLUB HOA
SANGERVILLE CIRCLE ISLAND DESIGN



BEFORE



3D RENDERING

CIMINELLI'S LANDSCAPE SERVICES

Mailing Address:

P.O. Box 303
Davidsonville, MD 21035
410-741-9683

info@ciminellislandscape.com

JOB PROPOSAL

DATE: 02-28-2024
H. PHONE:
W. PHONE: 301-390-1721
CELL:

EMAIL: assistantmgr@oakcreekclub.com

OAK CREEK CLUB HOMEOWNERS ASSOCIATION
ATT: MORIAH BENJAMIN
14505 MARY BOWIE PARKWAY

JOB DESCRIPTION

1. FENCE INSTALLATION LANDSCAPING AND RIVERCOBBLE CIRCLE BORDER (OPTION)

Install (200') of triple split rail fencing with black wire mesh with (1) 4' gate
Clean job site, haul debris and repair disturbed areas.
Install Rivercobble on sinner circle border (200' x 2') with edging

Materials:

- RC-6
- Post Triple Hole
- End Triple Hole
- Rails 11'-12'
- 48" Black Mesh
- Gate Hardware – Hinges
- Latch
- Black Aluminum Edging
- Fabric
- River Cobble – 2"-3"
- Lumber 2"x4"x8"
- Lumber 1"x4"x8"

Total = \$8,950 – 10% Oak Creek Discount (\$895) = \$8,055

2. INNER CIRCLE LANDSCAPING (OPTION)

Remove and haul lawn and excess soil
Install paver path through middle of circle (40' x 4') with 6' flair at street
Create new bed and berms on ends of plants and shade trees
Clean existing beds and spread organic weed pre-emergent in bed
Install plants listed below
Amend holes with compost and organic fertilizer
Mulch new beds and plants with approximately 2"-3" of mulch
Install (12 approx.) boulders at path and corners.

Clean job site haul debris and repair disturbed areas with sod and mulch

Details: (2) Concrete Benches (1 at each tree)

Plants: (2) Maple 'Red' (Shade Tree) – 8'-10'
(24) Juniper 'Andorra' – 3 gal
(12) Grasses Miscanthus or similar– 3 gal
(12) Rose 'Knockout' – 3 gal

Materials:

Paver
Hardwood Mulch
Leafgro
Lime
Topsoil
Organic Fertilizer
Organic Weed Control
Fabric
Sand
Snap - Edging
PA Boulders
RC-6
Stakes
Sod
Poly Sand
Fill
Concrete Benches

*Total = \$16,00 – \$17,200 – 10% Oak Creek Discount = \$15,210 - \$15,480

* Range based on pavers

Thank you for the opportunity to provide landscape services for your home. Please call or e-mail with any questions concerning the job description or to schedule your project.

***Matt Ciminelli, President
Ciminelli's Landscape Services, Inc.
18301 Central Ave Bowie, MD 20716***

Oak Creek Social Committee
Board Updates
April 2024

- The Committee has begun planning for our two large signature events, Oak Creek Day (which we are planning for July 27, 2024) and the Adult Holiday Party (which we are planning for December 6, 2024 if we are able to secure the venue.) The Committee has held the first quarterly BINGO night, an Easter event, and monthly knit and crochet events. In addition to these events, the Committee is currently hoping to have the following events during the year:
 - Mother's Day jewelry making event
 - Oak Creek Storytime
 - Harvest Day event
 - Photos with Santa
 - Plus some other potential events that are being explored.

- The Committee respectfully requests the Board to vote on 3 matters during this meeting today, which include the following.
 - Venue for the Adult Holiday Party - The committee is recommending the University of Maryland Alumni Center for this event. We would like to request the approval of the contract with the venue. This venue does not provide catering in-house and a separate catering company will have to be procured. The Committee would like to highlight how difficult it was to secure a venue for the holiday party. Most venues exceeded our budget and/or were not large enough to accommodate our anticipated number of guests. We did lose a venue earlier in the year as they were not willing to hold the venue past the week of the previous Board meeting. Due to the difficulties around finding a venue, the Committee has decided to have the event on a Friday instead of a Saturday this year so that we could secure an affordable venue that meets our needs when it was available. In addition, also due to the difficulties, we respectfully request Management and the Board to aid us in providing an approved contract and deposit to the venue in an efficient manner. Please see the attached documents regarding this venue to include:
 - **Appendix A** - A detailed comparison of many venues researched by the Committee with our official recommendation, minimum estimated costs, and details on how we determined the recommended venue. This does not include an exhaustive list of all venues researched.
 - **Appendix B** - The venue contract requested to be signed as soon as possible.

- **Use of Eventbrite website for event registration** - We would like to request the opportunity to use Eventbrite for registration and check-in for our events that require registration. Use of this software will allow the community to save money on the creation of the registration page on Ciranet (\$75 per event on Ciranet, while eventbrite is free for events that are of no cost to attendees) and will also remove the very manual process employed by HOA Management to manage the list of respondents. HOA Management can be provided access to the eventbrite site and can remove those who are not in compliance with their HOA dues directly on the site. Furthermore, the system will provide opportunities for waitlists where people who register and cannot attend can remove themselves from the list and allow others to sign up in their place with ease. This platform also will eliminate a lot of manual processing currently employed by HOA Management, including the manual building of registration lists and manual headcounts of actual attendees. Lastly, this system provides a scanning feature which could streamline the event check-in process, making it easier, and much faster, while also preventing attendees from checking in multiple times with different people.

In a previous meeting, a question was asked about the data security of using such a platform. Information on the data security of this platform has been provided to the Board previously but can also be found attached to this update as Appendix C Please also note that the site has a number of varying policies that can be found on the following link:

<https://www.eventbrite.com/help/en-us/topics/terms-and-policies/>

The Committee respectfully requests that, when considering data security, the Board applies the same expectations of EventBrite, a major company that has a lot of resources dedicated to data security, to the current vendor being utilized to collect the same data.

- **Committee involvement in selection of new committee members** - Last year, it was discussed with the Board and HOA Management that the Committee would like to be involved in the selection of new Committee members when multiple individuals may apply for limited spots. At the time, all parties agreed that this would be the path moving forward without any concern. The reason that this request was made is because the Social Committee requires a lot of time and heavy lifting to plan various events throughout the year, with a very limited number of slots for voting members. In the past, selecting new members on a first-come first-served basis did not allow for the

most motivated individuals to be assigned to the Committee. As such, the Committee would like the opportunity to support the selection of applicants who are willing to be actively involved in Chairing events and taking on leadership positions (we have many vacant roles that were open throughout 2023 and are still open today) versus selection of the very first people to apply. Although this was agreed upon without issue during a previous Board meeting in 2023, the Committee was not able to be involved in the process recently when there were vacancies. As such, the Committee respectfully asks the Board to take a vote and confirm an approach for selecting new Committee members going forward, when future vacancies occur, where current Committee members may view the applications of applicants who are current with their HOA dues in order to select those who provide the most passionate responses with regard to their interest in joining and being active on our Committee.

Thank you in advance for your consideration of these matters.

Appendix A

Appendix A - Social Committee's Holiday Party Venue Recommendations

Committee Ranking	Venue Name	Estimated MINIMUM cost	Availability	Deposit Amount	Website	What's included	What's not included	Notes
1	Alumni Center	\$10,100	12/6	\$1,425	https://www.umd.edu/locations/alumni-center	Tables Chairs Dance floor Lighting 4 servers (4 staff bar setup, 200) 4 bartenders and 4 cashiers Servers required when there is a bar All taxes, tips and surcharges.	Contribution Catering (estimated to be 30% to \$30k)	This venue does not provide catering. Can receive \$500 discount for \$25 or \$125 alumni association membership. One member of the committee is an alum. On-site equipment rental.
2	Venue Lost Marriott College Park	38,700	12/7	9516.15 (due February 13, 2024)	https://www.marriott.com/rooms/lost-college-park-marriott-hotel-and-conference-center/events	Tables Chairs Stage F&B minimum Tableware	Uplighting Dance floor additional bar setup, bartenders, cashiers, and service personnel AV Taxes, fees and surcharges Gratuities	F&B minimum is a minimum - other costs may need to be considered, including taxes and fees, and whether the f&b minimum will provide enough food for those in attendance given the costs of the menu items at this venue. Total cost for 2023 was \$44k. Please note that the requests that are included in the contract are not inclusive of the requests that we will be making. For instance, there are 2 bartenders and 1 cashier listed as part of the contract. We hope to have 4 of each this year, however the hotel representative did not make the update to the estimated cost to include this cost. This also means that the estimated cost could exceed that of the \$44k that was incurred last year.
3	MGM	74,911	12/7	N/A	https://magnificent-harbor-events.com/meeting-as-groups/meeting-facility-as.html	Tables Chairs F&B minimum Tableware The contracted price includes an estimate of taxes, fees, and surcharges.	Uplighting Dance floor 2 bartenders AV Gratuities Unsure of what fees and surcharges may or may not be included in the estimate on the contract	F&B minimum is a minimum - other costs may need to be considered, including taxes and fees, and whether the f&b minimum will provide enough food for those in attendance given the costs of the menu items at this venue. Contract includes 2 bartenders, not the 4 we hope to have.

Notes:

- The committee is recommending the the University of Maryland Alumni Hall due to cost and value as well as availability and the ability to accommodate our expected number of guests. This venue provided a list of only 8 dates in the whole year of 2024 that it is still available, of which 12/6 is one. This demonstrates how popular this venue is and how quickly it books up. Given this, the Committee recommends that we move as quickly as possible to secure the Alumni Center before it becomes unavailable. The venue is requesting a deposit by April 15, 2024.
- All food and beverage costs are minimums and contracts are "bare bones". Once a venue is confirmed, we will work out the appropriate menu and additional necessities according to our budget, which could include service fees, taxes, and other fees. For the UMD Alumni Center, we will research the venue's approved venues and their pricing.
- If we are unable to secure the UMD Alumni Hall for the requested date, the Committee may move to have an Adult party that is equivalent to the standard for the past Adult Holiday parties, outside of the holiday timeframe.
- The Committee would like the Board to consider whether we can begin securing a vendor for holiday parties in the previous year as many venues are booked a year or more in advance. This would mean securing the venue for 2025 during the 2024 calendar year.



Oak Creek Club HOA Holiday Party Friday, December 6, 2024

BOOKING CONTRACT: 19151098

ACCOUNT: Oak Creek Club HOA

CONTACT: TaShawn Andrews

ADDRESS: 14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

EMAIL: tandrews@oakcreekclub.com

PHONE: 301-390-1721

SALES MANAGER: Lindsey Wareing

EMAIL: riggs4events@umd.edu

PHONE: 1.301.405.9756

ADDRESS: 7801 Alumni Dr., College Park, MD
20742

PAY TO: UMD Alumni Association

EVENT SUMMARY

Name	Guests	Date	Areas	Setup Start	Time	Teardown End
Oak Creek Club HOA Holiday Party	400	12/6/2024	Orem Alumni Hall and Rever Marble Hall	6:00 pm	8:00 pm - 12:00 am	1:00 am

ROOM RENTAL/PACKAGE

Qty		Price	Discount	Discount Price	Total
1	Special Event Package Friday-Sunday up to 400 Guests <u>Inclusions:</u> - (1) Room Rental of Choice - LED Uplights - Audiovisual equipment for slideshow/presentation (projector and screen in room) - Tables (60" round, 6' rectangular, cocktail rounds) - Silver Chivari Chairs - Your choice of a white dance floor OR up to 9 panels of staging. - 2-hour allotment for set-up (Caterer and Decor can access Orem 3 hours in advance if space is available)), 4-hour allotment of event time, and 1-hour allotment for clean-up & breakdown.	\$8,500.00	\$500.00	\$8,000.00 (flat)	\$8,000.00
10	(2) Security Guard (quantity is hours for all guards)	\$50.00			\$500.00
Total					\$8,500.00

EQUIPMENT AND AV

Qty		Price	Total
1	Heise Projector and Screen - Included in Room Rental		
1	Doetsch Projector and Screen - Included in Room Rental		
2	Orem A Projector and Screen - Included in Room Rental		
1	Rever Hall Advertising Screen - Included in Rever Room Rental		
400	Silver Chiavari Chairs - Included in package		
40	60" Round Table (Seats 8-10) - Included in Package		
27	6FT Rectangular Table (Seats 6-8) - Included in Package		
30	Cocktail Table - Included in Package		
1	White Dance Floor (Size:21x21) - Included in Package		
20	LED Uplight - Included in Package		
Total			\$0.00

BEVERAGE ORDER/CATERING

Qty		Price	Total
4	<p>Cash Bar - (4 Hours) Event guests purchase their own beverages. Each bar requires a cashier in addition to the bar staff. Menu includes all available alcohol.</p> <p><u>MENU</u> Domestic Beer: Miller Lite, Yuengling, Sam Adams Seasonal - \$7.00 Imported/Specialty Beer: Heineken, Corona, Stella Artois - \$9.00 House Wine: Canyon Road Pinot Grigio, Canyon Road Chardonnay, Copper Ridge Merlot- \$8.00 Premium Wine: Copper Ridge Pinot Grigio, Josh Chardonnay, Josh Pinot Noir, Josh Cabernet Sauvignon- \$10.00 Vodka: Belvedere Gin: Hendricks White Rum: Plantation Dark Rum: Ron Zapaca Tequila: Don Julio Scotch: MACALLAN 12yr. Whiskey: Jameson Bourbon: Woodford Reserve Cognac: Hennessy Black (Mixed Drinks- \$10.00-\$15.00) Soft Beverages: Pepsi, Diet Pepsi, Sierra Mist, Ginger Ale, Tonic, Soda Water - \$3.00 Juice: Orange, Pineapple & Cranberry Juices, Bottled Water & Voss - \$5.00</p> <p>(One bar is required per 100 guests. Bartender charged at \$50/</p>		

	hour. Cashier charged at \$25/hour.)		
20	(4) Bartender (quantity is hours for all bartenders)	\$50.00	\$1,000.00
20	(4) Cashiers (quantity is hours for all cashiers)	\$25.00	\$500.00
2	Portable Bar	\$50.00	\$100.00
			Total \$1,600.00

BEVERAGE/BAR/CATERING NOTES

Caterer will be chosen from our list of approved caterers found [here](#). Bar services are offered through Riggs Alumni Center. Ask your Event Manager today about options!

		Total
Equipment Rentals		\$100.00
Billed Labor		\$1,500.00
Security Fees		\$500.00
Event Package		\$8,000.00
Subtotal		\$10,100.00
Sales Tax	0.0%	\$0.00
Liquor Tax	9.0%	\$0.00
Grand Total		\$10,100.00
Deposit (Due 4/15/2024)	Unpaid	\$2,525.00
2nd Non-refundable Deposit (Due 6/15/2023)	Unpaid	\$2,525.00
Amount Due		\$10,100.00

BILLING NOTES

Non-profit \$500 Package Discount Applied. Please provide proper tax documentation.



Oak Creek Club HOA Holiday Party Friday, December 6, 2024

TERMS AND CONDITIONS

The University of Maryland Alumni Association (Licensor) thanks you for choosing the Samuel Riggs IV Alumni Center to host your event. Please review your detailed event information listed below. If there are any questions or concerns, please contact your Event Manager.

TERMS OF LICENSE

1. RESERVATIONS/FIRST PAYMENT:

Rooms will be reserved on a first-received basis. Reservations are made by delivering to the Director of Sales & Marketing a fully executed license agreement accompanied by a first payment (the "First payment").

For special event package booking package a 25% non-refundable deposit is due within 48 hours of receiving the contract. The second 25% non-refundable deposit is due 30 days after signing the contract with final payment due 3 weeks before the event. For all other events a first payment equal to either (i) 50% of the license fee if (a) the license fee is equal to or greater than \$500 and (b) the date of the event is at least 30 days after the date of such submission, or (ii) 100% of the license fee if (a) the license fee is under \$500 or (b) the date of the event is less than 30 days after the date of such submission. First payment is due at time of signing the contract and is non-refundable. At this time the reservation will be complete. Final payment is due 3 weeks before event. Friday and Sunday rates are not applicable over the holiday weekend(s). This includes, but not limited to, New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

The periods surrounding all home football games, Homecoming, Maryland Day, and Commencement will be blocked out for use by the Alumni Association and released to others after the Alumni Association's schedule is completed. In general, these events are scheduled at least one year in advance. Please note licensor follows the University of Maryland holiday schedule and is closed on these dates.

2. LICENSE FEE:

If Full Day Rental: The license fee is based on a four-hour event. This block of time is for the actual event. Caterers and vendors will be admitted to the venue space two hours prior to the event for setup. Any vendors arriving early without prior approval will not be permitted into the building until their contracted time. Clean-up must be completed within one hour after the event.

If Half Day Rental: The license fee is based on a two-hour event. This block of time is for the actual event. Caterers and vendors will be admitted to the venue space one hour prior to the event for

setup. Any vendors arriving early without prior approval will not be permitted into the building until their contracted time. Clean-up must be completed within one hour after the event.

The Director of Sales & Marketing must approve additional set-up/clean-up time. *Additional event time is billed at \$350.00 per hour.* The remaining balance of the license fee (if any) is due three weeks prior to the event. License fees are subject to change from time to time; provided that any price changes will not affect any fully executed license agreement that has been delivered to your Event Manager along with the appropriate first payment. Our normal weekday event hours are 8:30 am - 5:00 pm Monday - Friday. Set-up can begin as early as 6:00 am. One (1) hour is allotted at the conclusion of the event for clean-up, not to exceed past 2:00am. *Event time stated on contract includes move in and move out times. Additional event time is billed at \$500.00 per hour if not pre-arranged.*

3. PAYMENT:

All bills are prepared by and payable to the University of Maryland Alumni Association. Payments may be made by check, money order, Visa, MasterCard, American Express or Discover. Maryland sales tax will be added to all applicable charges. Those organizations that are exempt from Maryland Sales Tax must provide a copy of their Maryland Tax Exemption Certificate to the Event Manager at the time the reservation is made. There will be a \$30 service fee for any returned checks. All final payments are due 3 weeks prior to the event date. If final payment is received later than 2 weeks in advance, payment must be in the form of a certified check, money order or credit card. All events must have a valid credit card on file with Licensor from Licensee.

- All deposits are non-refundable

- We accept Check, Money Order, Visa, MasterCard, Discover and American Express. Checks should be made payable to University of Maryland Alumni Association

4. CANCELLATIONS:

All deposits are non-refundable. In addition, if cancellations are made with less than 30 days advance notice, Licensee is liable for the remaining license fee (if any) if the space is not re-licensed prior to the event time. First payment is applied only to the original license date. Money cannot be rolled over to other events or event dates, should the Licensee cancel the contracted event. Licensor reserves the right to charge the Licensee's credit card on file for any cancellation charges, with written notice to the Licensee.

COVID (PANDEMIC) Cancellation Policy:

Our standard cancellation policy does not allow refunds on deposits and does not allow transfer of dates. However if a group is cancelling due to a worldwide, national, regional, state, and/or county pandemic and it is impossible to host the event we will issue a full refund or allow you to transfer your date. If it is improbable, meaning we can host events and you elect not to continue, for whatever reason as it relates to the pandemic, to host your event we will allow a date transfer, no refunds will be given.

5. FORCE MAJEURE:

If the Premises or any part of the Center is destroyed or damaged by an Act of God or any other cause, or if any other casualty or unforeseen occurrence renders the Center unsafe or impracticable to use, then this Agreement shall be terminated and the Licensee shall be entitled to reimbursement of the unearned portion of fees and charges for services. If any act or omission of Licensee, its agents, employees, members or invitees render the Center or any part thereof unsafe or impracticable to use then Licensee shall be liable for all fees charged hereunder as well as any and all charges, costs, claims or liabilities, direct or indirect, accrued or suffered by Licensor as a result thereof, in addition to such other damages as may result from such acts or omissions. The Samuel Riggs IV Alumni Center follows the University of Maryland inclement weather procedures. If the event is canceled due to inclement weather, Licensor will make commercially reasonable efforts to reschedule the event for another date.

6. EQUIPMENT/ANCILLARY SERVICES:

Rental equipment, chivari chairs, audio/visual aids, lecterns, LCD players, dance floors, stage, tenting and other sub-rented items etc. may be arranged through your event manager on Licensee's behalf. All ancillary items are subject to a 6% Maryland State Sales Tax. Charges will be included on the final bill. Additional charges that occur at the event will be billed within two weeks of the event. Licensee shall have two weeks after receiving such bill to make payment in full for such additional charges. In the event that Licensor does not receive such payment in full within such 2-week period, Licensee hereby authorizes and directs Licensor to charge such additional charges to the credit card account of Licensee being held pursuant to Section 13 hereof.

Vinyl dance floor wraps are permitted on our dance floor with a \$500.00 deposit. *The deposit will be returned if determined no damage has been done to the dance floor by the wrap or by wrap installers.* The University of Maryland Alumni Association must be listed as an additional insured party on the insurance certificate of the vendor/rental company that is wrapping the our dance floor. The insurance and deposit are due 3 week prior to the event date.

Visual display equipment is included in all conference rooms and will be part of Licensee's rental package. Complimentary equipment will include screens and LCD projectors. All equipment is subject to availability.

7. CATERING:

To ensure the success of your event, Licensor has pre-screened a wide range of excellent area caterers. All Licensees must contract directly with one of these required caterers for their food and non-alcoholic beverage. Licensee is not permitted to bring in outside food or beverages. If Licensor finds food from a caterer not on the approved list Licensee will be fined \$1000.00 fee directly to the credit card Licensor has on file. Wedding cake is permitted to be brought in from vendor of Licensee choosing. Additional services of linen and china/service rental needs may be booked through the caterer or another equipment provider of Licensee choosing. Alcohol must be provided by Licensor, regardless of the number of attendees.

DROP OFF CATERING

If licensee uses drop off catering service through one of the required, approved caterers a drop-off catering cleaning fee will be charged. This fee covers the disposal and cleaning of room/floor. Licensee is responsible for set up and clean up of food/beverage. All trash is to be put in provided trash receptacle by Licensee prior to leaving. If any trash is left after an event the Licensee will be charged additional cleaning costs to the credit card on file. Linens are not included. For rental information of these items please ask your event manager. Beverages must be Pepsi products.

8. ALCOHOL:

Licensee hereby covenants and agrees to ensure compliance at its event with the terms of Licensor's liquor license, a copy of which can be viewed at the offices of the Licensor, as well as all applicable alcoholic beverage laws. Licensee specifically acknowledges that (i) all persons must be at least 21 years of age to possess or consume alcohol and (ii) alcoholic beverages may not be sold or served to individuals who appear to be or are intoxicated. All alcoholic beverage services must be contracted through the Licensor. Contact your event manager for a list of options and pricing. All alcoholic beverage offerings are subject to change. Licensor assumes no responsibility for the improper and/or illegal consumption of alcoholic beverages during your event at the Alumni Center. Shots of alcohol will not be permitted during events. Alcohol is subject to a 9% Maryland State Beverage Tax. If Licensee or Licensee's guests are found bringing in outside beverages Licensor reserves the right to contact the University of Maryland Police Department and Licensee's event may be ended immediately. Licensee is also subject to a \$500 fine. Licensor will not be responsible for returning any monies paid for the event. When selecting the host bar option, a \$500 deposit is required and remaining balance is due within 72 hours of event end. (1) Cashier per bar is required for hosted and cash bar options. *Drink tickets are non-refundable and non-negotiable. Client will be charge for amount purchased. Client will be responsible for any additional fees over and beyond issued tickets.*

9. PARKING; CAMPUS CONSTRUCTION AND EVENTS:

Licensee acknowledges that the University may from time to time in the future host events or undertake construction projects on campus buildings or property surrounding the Alumni Center, including but not limited to events or construction that may restrict normal traffic routes to the Alumni Center and reduce available parking in close proximity to the Alumni Center. Licensee acknowledges that such events or construction and any resulting restrictions to traffic routes or parking availability shall not be deemed a breach by the Licensor under this Contract. It is recommended that Licensee contact Licensor prior to the Event for information regarding planned events or construction around the Alumni Center of which Licensor has received notification from the University. Please note, the campus has a security checkpoint at both entrances of campus. This security checkpoint ensures that the driver of the vehicle entering campus has a valid driver's license and asks where the participants are headed on campus. This checkpoint begins each evening at 10:00 pm.

10. ARRANGEMENT DEADLINES:

Final arrangements (Room set-up diagram, audio/visual needs, additional special arrangements) for all events must be provided to the Event Manager, in writing, no later than two weeks prior to the event for review and approval. For any events held in Orem Alumni Hall, Licensee must schedule an initial meeting with Licensor to discuss event needs at least 4 weeks prior to the event date. On site charges may be subject to changeover fee not to exceed \$500.00.

11. AMERICANS WITH DISABILITIES ACT MUTUAL COMPLIANCE:

The Licensor and Licensee shall make reasonable accommodations for guests as stated in the Americans with Disabilities Act.

12. PROPERTY DAMAGES:

Licensee is fully responsible for any damages to facility and/or equipment at the event described above. A valid credit card is required, on file with the event manager, for damages that may occur. The Licensee will be notified within two weeks of the conclusion of the event if any damages occur. Licensee is then responsible for payment within two weeks of notification of these charges and Licensor reserves the right to charge the credit card on file if Licensee does not arrange other payment options.

13 INDEMNIFICATION:

Licensee hereby agrees to indemnify and hold harmless Licensor and its present and future members, controlling persons, directors, officers, employees and agents from any and all claims, demands, actions, causes of action, damages, expenses, losses, or liabilities arising in any way out of Licensee's use of the Alumni Center including, without limitation, any such claims, demands, actions, causes of action, damages, expenses, losses, or liabilities incurred by Licensor due to any violation of the covenants made by Licensee in Section 16 hereof.

14. INSURANCE:

During the term of this License, unless Licensor has expressly waived this requirement in writing, Licensee shall maintain public liability insurance with a limit of not less than \$1,000,000 bodily injury and property damage combined single limit each occurrence. The University of Maryland Alumni Association must be listed as an additional insured party on the certificate. Proof of insurance must be submitted a minimum of 15 days prior to the term of this license.

15. RESTRICTIONS:

Licensee shall comply with each of the following restrictions. Failure to comply with any of the following restrictions may, at Licensor's sole option, result in the immediate revocation of this License as set forth in Section 21 below:

- a. The use of flower petals, glitter, rice, confetti, birdseed, or other similar related items including smoke, fog, colored water. Open flames and taper candles are not permitted. Votive candles and hurricanes, or similarly enclosed, candles may be permitted at the

- discretion of The Riggs Alumni Center; candles may not be incorporated into floral décor for any reason. Flame candles may not be hung.
- b. Banners, signs, decorations, etc. may not be taped, glued or otherwise affixed to walls, floors, or columns and/or hung from light fixtures and ceilings. The Riggs Alumni Center will provide adequate directional signage for your event inside the building.
 - c. No Alumni Center property, fixtures or furnishings may be moved without specific written approval of the event manager.
 - d. The Riggs Alumni Center is a smoke-free environment. Smoking is permitted outdoors in designated areas only.
 - e. Gambling of any kind is prohibited.
 - f. No pets of any kind are allowed except for service animals.
 - g. Lost or misplaced items are not the responsibility of the Riggs Alumni Center.
 - h. Nothing is to be placed in the Moxley Garden fountain.
 - i. All balloons must be weighted down prior to entering event space.
 - j. Drones are not permitted on the University of Maryland campus.
 - k. The use of dry ice during an event is not permitted.
 - l. No portion of the corridors, walkways, hallways and vestibules comprising a part of the facility shall be obstructed at any time by Vendor or used for any purpose other than ingress and egress to and from the Space(s). Ingress and egress of all existing doorways and walkways must be maintained.
 - m. Fire extinguisher boxes must be accessible at all times.
 - n. Licensee, Approved Caterer and/or Vendor shall not make any changes or alterations to any part of the interior or exterior of the Space(s) or any other part of the facility.
 - o. *Capacity limitations on the spaces rented.*

ROOM	SQ FT	THEATER	RECEPTION	BANQUET	CLASSROOM	BOARDROOM
AAI Conference Room	396	30	35	30	18	16
Chaney Library	523	40	40	40	21	20
Clagett Executive Patio	1,116	--	50	40	--	--
Crist Board Room	1,149	85	85	80	50	48
Maryland Club	945	--	70	--	--	--
Brophy Lounge		--	40	--	--	--
Moxley Gardens	11,650	200	200	--	--	--
Orem Alumni Hall All	7,273	850	850	500	350	106
Orem Alumni Hall 2/3	4,815	400	450	300	200	64
Orem Alumni Hall 1/3	2,815	200	200	150	75	50

Rever Alumni Hall of Fame	2,304	150	400	120	--	--
Young Garden Terrace	2,088	100	100	80	--	--

16. CLEANING SERVICES:

Licensors are responsible for cleaning services in all common areas of the building. Licensee's caterer is responsible for the removal and disposal of all trash related to food & beverage functions. The licensee is responsible for the removal of all bulk trash during the term of the license contract. The removal of bulk trash is applicable to the ballrooms, conference rooms, pre-function areas and registration areas. Bulk trash is defined as all boxes, crates, pallets, packing materials, decorations and other items not easily removed by a standard vacuum or push broom. Such items should be removed by the end time stated on the license contract. Should licensee leave bulk trash after the contracted license time, licensors have the right to charge licensee's credit card on file for a *minimum* cleaning fee of \$300.00. Licensors will provide one trash dumpster haul per event. A typical 800 person event should be accommodated by one dumpster. Additional dumpsters or additional dumpster pulls will be billed at the prevailing rate. Cleaning and trash removal fees will be assessed if Licensors standards are not maintained and will be charged to the Licensee. Any additional cleaning that is required due to licensee's event and guests will be billed to the licensee at a rate of **\$40.00** per hour, per worker. Licensors reserve the right to charge the credit card on file after notifying Licensee of the additional cleaning required.

17. SIGNS AND BANNERS:

Interior Banners may be hung by Licensee's decoration or production company. In order for Licensors to hang banners, they must be freestanding or have grommets and cause no permanent damage to the building, its walls, floors or ceilings or Riggs IV Alumni Center Equipment. They cannot adhere to the walls, block doorways or exit signs. Locations of banners and how they are installed are subject to approval of the Licensors' Director of Sales and Marketing or Event Program Manager. Protection of the facility and safety of attendees are our primary considerations.

Exterior banners may be considered when the building is being used exclusively by one Licensee. Limited locations are available and are subject to the final approval of the Director of Sales and Marketing or Event Program Manager. Once approval has been obtained from the Director, banners may be hung by Licensee's decorator or production company. In order for Licensors to hang banners, they must have grommets and cause no permanent damage to the building, its walls, floors or ceilings or Riggs IV Alumni Center Equipment.

Signs shall be mounted and displayed appropriately. Signs cannot be taped, nailed or screwed to walls, doors, ceiling, floor, related fixtures or equipment. Signs can be placed on easels that do not block aisles, doorways or exits. Signs cannot block exit signs, emergency exits, fire alarms, or suppression equipment. Licensors can provide up to (10) easels for a fee.

18. SECURITY:

Security is required for all events serving alcohol or with 250 attendees or more. Security is also required with those events where 50 percent of attendees are minors (minors are defined as persons under the age of 18). One security guard will be required for every 150 people in attendance at the event. Security will reserve the right to bar entrance to the event or expel guests from the event as it deems necessary. A University of Maryland Police Department (UMPD) officer is required at all events with cash being exchanged. All proms that take place at the Alumni Center are required to hire at least (1) UMPD Police Officer. Licensor's primary concern is to protect the safety and security of all event guests as well as the students at the University of Maryland. Should Licensor deem that security is necessary for Licensee's event, Licensor reserves the right to require Licensee to contract additional security services through resources Licensor deems appropriate. Licensor reserves the right to determine that security is not necessary and waive the fee for Licensee, Licensee does not hold this right. Should Licensee refuse to hire the required security, Licensor reserves the right to terminate the contract and Licensee will forfeit any monies paid.

All events are subject to a security review by the University of Maryland Police Department at the recommendation of the Samuel Riggs IV Alumni Center. Information regarding University Police Department special events policies can be found at http://www.umpd.umd.edu/services/Special_Events.cfm

1. Factors: Security review recommendations will be determined on a case by case basis based upon location, event times, event history, expected attendance, ticket sales options, history of entertainer or speaker, cash sales, etc.

2. Charges: All charges for security are the responsibility of the client. The term "elected official" will normally include United States President and Vice President, Maryland Governor and Lieutenant Governor, representatives to the United States Congress or Maryland General Assembly.

3. Event Cancellation: The Event & Guest Services Office and University Police Department reserves the right to cancel any event that poses a security risk to University students, faculty, staff, facilities or equipment.

19. PHOTOGRAPHY

All photos taken at the event and shared with the Licensor are able to be utilized for Licensor's marketing purposes, unless permission is denied by the Licensee. Licensee must submit a written request asking for photos not to be used. Photos could be used in the following manner: in print materials, on the Licensor's website or social media pages. All photos will issue credit to the appropriate photographer.

20. REVOCABLE LICENSE:

This License grants the Licensee a revocable, non-transferable, non-exclusive right to use that portion of the Riggs IV Alumni Center set forth above for the specific purposes set forth above. The University of Maryland Alumni Association reserves the right to deny use or continued use of its facilities to persons or organizations not complying with the Alumni Association's policies and procedures set forth in this document or as otherwise set forth in writing and delivered to Licensee. No portion of the license fee shall be refunded to Licensee if this License is terminated as set forth above.

Please sign to acknowledge acceptance of the terms and conditions set forth herein and return with the initial payment. Reservations are not confirmed until this signed contract and initial payment are received by Licensor.

Thank you for choosing the Samuel Riggs IV Alumni Center for your event!

**Samuel Riggs IV Alumni
Center Signature**

Client Signature

Printed Name: Lindsey Wareing
Signed: 3/27/2023 at 10:32 am

Lindsey Wareing

ACCOUNT: Oak Creek Club HOA
CONTACT: TaShawn Andrews
ADDRESS: 14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
EMAIL: tandrews@oakcreekclub.com
PHONE: 301-390-1721

SALES MANAGER: Lindsey Wareing
EMAIL: riggs4events@umd.edu
PHONE: 1.301.405.9756
ADDRESS: 7801 Alumni Dr., College Park, MD
20742
PAY TO: UMD Alumni Association

[Help Center](#) > [Terms and policies](#)

Data Privacy Framework Notice

Last Updated: October 13, 2023

In this article

- [Data Privacy Framework](#)
- [Types of personal data we collect and use](#)
- [Data transfers to third parties](#)
- [Security](#)
- [Access rights](#)
- [Your choices](#)
- [Standard Contractual Clauses](#)
- [Questions or complaints](#)
- [How to contact us](#)

Data Privacy Framework

We, Eventbrite, Inc. ("Eventbrite") are committed to protecting your privacy and comply with the EU-US Data Privacy Framework, the Swiss-US Data Privacy Framework, and the UK Extension to the EU-US Data Privacy Framework (together the "Data Privacy Framework") as set forth by the US Department of Commerce regarding the collection, use and retention of personal data from European Economic Area ("EEA") member countries, the United Kingdom ("UK") and Switzerland. Eventbrite has certified that it adheres to and will abide by the Data Privacy Framework Principles of Notice, Choice, Accountability for Onward Transfer, Security, Data Integrity and Purpose Limitation, Access, and Recourse, Enforcement, and Liability.

For purposes of enforcing compliance with the Data Privacy Framework, Eventbrite is subject to the investigatory and enforcement authority of the US Federal Trade Commission.

For more information about the Data Privacy Framework, see the US Department of Commerce's Data Privacy Framework website located at: <https://www.dataprivacyframework.gov/>. To review our certification on the Data Privacy Framework list, see the US Department of Commerce's Data Privacy Framework located at: <https://www.dataprivacyframework.gov/s/participant-search>.

[Ask a question](#)

Types of personal data we collect and use

Our online [privacy policy](#) describes the categories of personal data we may receive in the United States, as well as the purposes for which we use that personal data. We will only process personal data in ways that are compatible with the purpose we collected it for, or for the purposes you later authorize. Before we use your personal data for a purpose that is materially different from the purpose we collected it for or that you later authorized, we will provide you with the opportunity to opt-out. We maintain reasonable procedures to help ensure that personal data we collect and use is reliable for its intended use, accurate, complete, and current.

Data transfers to third parties

Agents, consultants and service providers: We may share your personal data with our contractors and service providers who process personal data on behalf of Eventbrite to perform certain business-related functions. These companies include our marketing agencies, database service providers, backup and disaster recovery service providers, email service providers and others. When we engage another company to perform such functions, we may provide them with information, including personal data, in connection with their performance of such functions.

If we have received your personal data in the United States and subsequently transfer that information to a third party agent or service provider for processing, we remain responsible for ensuring that such third party agent or service provider processes your personal data to the standard required by our Data Privacy Framework commitments.

Eventbrite Group Companies: We may also share your personal data with our parent companies, subsidiaries and/or affiliates for purposes consistent with this Notice.

Business Partners: We also provide information to our channel partners, such as distributors and resellers, to fulfill product and information requests, and to provide customers and prospective customers with information about Eventbrite and its products and services.

Business Transfers: As we develop our business, we might sell or buy businesses or assets. In the event of a corporate sale, merger, reorganization, dissolution or similar event, personal data may be part of the transferred assets.

Disclosures for National Security or Law Enforcement: Under certain circumstances, we may be required to disclose your personal data in response to valid requests by public authorities, including to meet national security or law enforcement requirements.

Organizers: When you purchase tickets to, register for or donate to an event or related fundraising page on or through our services, we provide the personal data entered on the applicable event or related fundraising page to the Organizers of such event and related fundraising page.

Facebook and Other Third Party Connections: You can connect your Eventbrite account to your accounts on third party services like Facebook, in which case we may collect, use, disclose, transfer and store/retain information relating to your account with such third party services in accordance with this Notice.

Legal Requirements: We may disclose your personal data if required to do so by law in order to (for example) respond to a subpoena or request from law enforcement, a court or a government agency, or in the good faith belief that such action is necessary to

1. comply with a legal obligation,
2. protect or defend our rights, interests or property or that of third parties,
3. prevent or investigate possible wrongdoing in connection with the Services,
4. act in urgent circumstances to protect the personal safety of Users of the Services or the public, or
5. protect against legal liability.

We try to minimize disclosures of personal data as reasonably practical because we are mindful of our responsibility and potential liability in cases of onward transfers to third parties.

For further information about how we disclose your personal data, please see our online [privacy policy](#).

Security

We maintain reasonable and appropriate security measures to protect personal data from loss, misuse, unauthorized access, disclosure, alteration, or destruction in accordance with the Data Privacy Framework.

Access rights

You may have the right to access personal data that we hold about you and request that we correct, amend, delete it if it is inaccurate or processed in violation of the Data Privacy Framework. These access rights may not apply in some cases, including where providing access is unreasonably burdensome or expensive under the circumstances or where it would violate the rights of someone other than the individual requesting access. If you would like to request access to, or a correction, amendment, or deletion of your personal data, you can submit a written request to the contact information provided below. We may request specific information from you to confirm your identity. In some circumstances we may charge a reasonable fee for access to your information.

Your choices

You can request your personal data or to delete your personal data by visiting the [Eventbrite Privacy Center](#). You can also unsubscribe from our marketing communications by following the instructions or unsubscribe mechanism in the e-mail message, or by updating your email preferences located in your Account Settings.

Standard Contractual Clauses

Eventbrite uses [Standard Contractual Clauses](#) (Controller-to-Processor) as set forth in the Annex to European Commission Implementing Decision (EU) 2021/914 of June 4, 2021, as the legal mechanism for data transfers from the EU and EEA to the United States.

Questions or complaints

You can direct any questions or complaints about the use or disclosure of your personal data to us at privacy@eventbrite.com. We will investigate and attempt to resolve any complaints or disputes regarding the use or disclosure of personal data within 45 days of receiving your complaint. We have further committed to cooperate

and comply with the panel of European data protection authorities (DPAs), the [Swiss Federal Data Protection and Information Commissioner](#) and the [UK Information Commissioner](#) respectively in the resolution of any Data Privacy Framework complaints we do not otherwise satisfactorily address with you directly. Your DPA contact details can be found [here](#). Under certain conditions, more fully described on the [Data Privacy Framework](#) website, you may invoke binding arbitration when other dispute resolution procedures have been exhausted.

How to contact us

If you have any questions regarding this Notice or if you need to request access to or update, change or remove personal data that we control, you can do so by contacting privacy@eventbrite.com or by regular mail addressed to:

Eventbrite, Inc. Attn: Legal Department 95 Third Street 2nd Floor San Francisco, California, 94103 United States

Changes to this Notice

We reserve the right to amend this Notice from time to time consistent with the Data Privacy Framework’s requirements.

Still have questions?

Contact us

Use Eventbrite

- Create events
- Pricing
- Content standards
- Site status

Download apps

- Eventbrite app for iOS
- Eventbrite app for Android
- Eventbrite Organizer app

Browse resources

- Taxes
- Webinars for new organizers
- Reconvene virtual sessions for organizers

Connect with us

- Twitter
- Facebook
- Instagram
- Contact support

Oak Creek Social Committee
Board Updates
April 2024

- The Committee has begun planning for our two large signature events, Oak Creek Day (which we are planning for July 27, 2024) and the Adult Holiday Party (which we are planning for December 6, 2024 if we are able to secure the venue.) The Committee has held the first quarterly BINGO night, an Easter event, and monthly knit and crochet events. In addition to these events, the Committee is currently hoping to have the following events during the year:
 - Mother's Day jewelry making event
 - Oak Creek Storytime
 - Harvest Day event
 - Photos with Santa
 - Plus some other potential events that are being explored.

- The Committee respectfully requests the Board to vote on 3 matters during this meeting today, which include the following.
 - Venue for the Adult Holiday Party - The committee is recommending the University of Maryland Alumni Center for this event. We would like to request the approval of the contract with the venue. This venue does not provide catering in-house and a separate catering company will have to be procured. The Committee would like to highlight how difficult it was to secure a venue for the holiday party. Most venues exceeded our budget and/or were not large enough to accommodate our anticipated number of guests. We did lose a venue earlier in the year as they were not willing to hold the venue past the week of the previous Board meeting. Due to the difficulties around finding a venue, the Committee has decided to have the event on a Friday instead of a Saturday this year so that we could secure an affordable venue that meets our needs when it was available. In addition, also due to the difficulties, we respectfully request Management and the Board to aid us in providing an approved contract and deposit to the venue in an efficient manner. Please see the attached documents regarding this venue to include:
 - **Appendix A** - A detailed comparison of many venues researched by the Committee with our official recommendation, minimum estimated costs, and details on how we determined the recommended venue. This does not include an exhaustive list of all venues researched.
 - **Appendix B** - The venue contract requested to be signed as soon as possible.

- Use of Eventbrite website for event registration - We would like to request the opportunity to use Eventbrite for registration and check-in for our events that require registration. Use of this software will allow the community to save money on the creation of the registration page on Ciranet (\$75 per event on Ciranet, while eventbrite is free for events that are of no cost to attendees) and will also remove the very manual process employed by HOA Management to manage the list of respondents. HOA Management can be provided access to the eventbrite site and can remove those who are not in compliance with their HOA dues directly on the site. Furthermore, the system will provide opportunities for waitlists where people who register and cannot attend can remove themselves from the list and allow others to sign up in their place with ease. This platform also will eliminate a lot of manual processing currently employed by HOA Management, including the manual building of registration lists and manual headcounts of actual attendees. Lastly, this system provides a scanning feature which could streamline the event check-in process, making it easier, and much faster, while also preventing attendees from checking in multiple times with different people.

In a previous meeting, a question was asked about the data security of using such a platform. Information on the data security of this platform has been provided to the Board previously but can also be found attached to this update as **Appendix C** Please also note that the site has a number of varying policies that can be found on the following link:

<https://www.eventbrite.com/help/en-us/topics/terms-and-policies/>

The Committee respectfully requests that, when considering data security, the Board applies the same expectations of EventBrite, a major company that has a lot of resources dedicated to data security, to the current vendor being utilized to collect the same data.

- Committee involvement in selection of new committee members - Last year, it was discussed with the Board and HOA Management that the Committee would like to be involved in the selection of new Committee members when multiple individuals may apply for limited spots. At the time, all parties agreed that this would be the path moving forward without any concern. The reason that this request was made is because the Social Committee requires a lot of time and heavy lifting to plan various events throughout the year, with a very limited number of slots for voting members. In the past, selecting new members on a first-come first-served basis did not allow for the

most motivated individuals to be assigned to the Committee. As such, the Committee would like the opportunity to support the selection of applicants who are willing to be actively involved in Chairing events and taking on leadership positions (we have many vacant roles that were open throughout 2023 and are still open today) versus selection of the very first people to apply. Although this was agreed upon without issue during a previous Board meeting in 2023, the Committee was not able to be involved in the process recently when there were vacancies. As such, the Committee respectfully asks the Board to take a vote and confirm an approach for selecting new Committee members going forward, when future vacancies occur, where current Committee members may view the applications of applicants who are current with their HOA dues in order to select those who provide the most passionate responses with regard to their interest in joining and being active on our Committee.

Thank you in advance for your consideration of these matters.

Appendix A

Appendix A - Social Committee's Holiday Party Venue Recommendations

Committee Ranking	Venue Name	Estimated MINIMUM cost	Availability	Deposit Amount	Website	What's included	What's not included	Notes
1	Alumni Center	\$10,100	10%	\$2,525	https://www.umd.edu/central	Tables Chairs Dance floor Uplighting Beverages (4 cash bar setup, cups) 4 bartenders and 4 cashiers Security (required when there is a bar) AV Bar tabs, tips and surcharges	Graduates Covering (estimated to be \$20k to \$30k)	This venue does not provide catering (can receive \$500 discount for \$65 or \$125 alumni association membership. One member of the committee is an alum). On-site equipment rentals.
2	Venue Lost: Marriott College Park	38,700	12/7	9516.15 (due February 13, 2024)	https://www.marriott.com/usa-hotels/venues/properties/details.mi-cp-collage-park https://www.marriott.com/venues/properties/details.mi-cp-collage-park	Tables Chairs Stage F&B minimum Tableware	Uplighting Dance floor additional bar setup, bartenders, cashiers, and service personnel AV Taxes, fees and surcharges Grabatties	F&B minimum is a minimum - other costs may need to be considered, including taxes and fees, and whether the f&b minimum will provide enough food for those in attendance given the costs of the menu items at this venue. Total cost for 2023 was \$44k. Please note that the requests that are included in the contract are not inclusive of the requests that we will be making. For instance, there are 2 bartenders and 1 cashier listed as part of the contract. We hope to have 4 of each this year, however the hotel representative did not make the update to the estimated cost to include this cost. This also means that the estimated cost could exceed that of the \$44k that was incurred last year. F&B minimum is a minimum - other costs may need to be considered, including taxes and fees, and whether the f&b minimum will provide enough food for those in attendance given the costs of the menu items at this venue. Contract includes 2 bartenders, not the 4 we hope to have.
3	MGM	74,911	12/7	N/A	https://mymgm.com/hall/venue https://mymgm.com/venues/properties/details.mi-cp-collage-park https://mymgm.com/venues/properties/details.mi-cp-collage-park	Tables Chairs F&B minimum Tableware The contracted price includes an estimate of taxes, fees, and surcharges.	Uplighting Dance floor 2 bartenders AV Unsure of what fees and surcharges may or may not be included in the estimate on the contract	

Notes:

- The committee is recommending the University of Maryland Alumni Hall due to cost and value as well as availability and the ability to accommodate our expected number of guests. This venue provided a list of only 6 dates in the whole year of 2024 that it is still available, of which 1/26 is one. This demonstrates how popular this venue is and how quickly it books up. Given this, the Committee recommends that we move as quickly as possible to secure the Alumni Center before it becomes unavailable. The venue is requesting a deposit by April 15, 2024.
- All food and beverage costs are minimums and contracts are "bare bones". Once a venue is confirmed, we will work out the appropriate menu and additional necessities according to our budget, which could include service fees, taxes, and other fees. For the UMD Alumni Center, we will research the venue's approved venues and their pricing.
- If we are unable to secure the UMD Alumni Hall for the requested date, the Committee may move to have an Adult party that is equivalent to the standard for the past Adult Holiday parties, outside of the holiday timeframe.
- The Committee would like the Board to consider whether we can begin securing a vendor for holiday parties in the previous year as many venues are booked a year or more in advance. This would mean securing the venue for 2025 during the 2024 calendar year.



Oak Creek Club HOA Holiday Party Friday, December 6, 2024

BOOKING CONTRACT: 19151098

ACCOUNT: Oak Creek Club HOA

CONTACT: TaShawn Andrews

ADDRESS: 14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

EMAIL: tandrews@oakcreekclub.com

PHONE: 301-390-1721

SALES MANAGER: Lindsey Wareing

EMAIL: riggs4events@umd.edu

PHONE: 1.301.405.9756

ADDRESS: 7801 Alumni Dr., College Park, MD
20742

PAY TO: UMD Alumni Association

EVENT SUMMARY

Name	Guests	Date	Areas	Setup Start	Time	Teardown End
Oak Creek Club HOA Holiday Party	400	12/6/2024	Orem Alumni Hall and Rever Marble Hall	6:00 pm	8:00 pm - 12:00 am	1:00 am

ROOM RENTAL/PACKAGE

Qty		Price	Discount	Discount Price	Total
1	Special Event Package Friday-Sunday up to 400 Guests	\$8,500.00	\$500.00	\$8,000.00	\$8,000.00
	<u>Inclusions:</u>			(flat)	
	- (1) Room Rental of Choice				
	- LED Uplights				
	- Audiovisual equipment for slideshow/ presentation (projector and screen in room)				
	- Tables (60" round, 6' rectangular, cocktail rounds)				
	- Silver Chivari Chairs				
	- Your choice of a white dance floor OR up to 9 panels of staging.				
	- 2-hour allotment for set-up (Caterer and Decor can access Orem 3 hours in advance if space is available)), 4-hour allotment of event time, and 1-hour allotment for clean-up & breakdown.				
10	(2) Security Guard (quantity is hours for all guards)	\$50.00			\$500.00
				Total	\$8,500.00

EQUIPMENT AND AV

Qty		Price	Total
1	Heise Projector and Screen - Included in Room Rental		
1	Doetsch Projector and Screen - Included in Room Rental		
2	Orem A Projector and Screen - Included in Room Rental		
1	Rever Hall Advertising Screen - Included in Rever Room Rental		
400	Silver Chiavari Chairs - Included in package		
40	60" Round Table (Seats 8-10) - Included in Package		
27	6FT Rectangular Table (Seats 6-8) - Included in Package		
30	Cocktail Table - Included in Package		
1	White Dance Floor (Size:21x21) - Included in Package		
20	LED Uplight - Included in Package		
			Total \$0.00

BEVERAGE ORDER/CATERING

Qty		Price	Total
4	Cash Bar - (4 Hours) Event guests purchase their own beverages. Each bar requires a cashier in addition to the bar staff. Menu includes all available alcohol. <u>MENU</u> Domestic Beer: Miller Lite, Yuengling, Sam Adams Seasonal - \$7.00 Imported/Specialty Beer: Heineken, Corona, Stella Artois - \$9.00 House Wine: Canyon Road Pinot Grigio, Canyon Road Chardonnay, Copper Ridge Merlot- \$8.00 Premium Wine: Copper Ridge Pinot Grigio, Josh Chardonnay, Josh Pinot Noir, Josh Cabernet Sauvignon- \$10.00 Vodka: Belvedere Gin: Hendricks White Rum: Plantation Dark Rum: Ron Zapaca Tequila: Don Julio Scotch: MACALLAN 12yr. Whiskey: Jameson Bourbon: Woodford Reserve Cognac: Hennessy Black (Mixed Drinks- \$10.00-\$15.00) Soft Beverages: Pepsi, Diet Pepsi, Sierra Mist, Ginger Ale, Tonic, Soda Water - \$3.00 Juice: Orange, Pineapple & Cranberry Juices, Bottled Water & Voss - \$5.00		

(One bar is required per 100 guests. Bartender charged at \$50/

	hour. Cashier charged at \$25/hour.)		
20	(4) Bartender (quantity is hours for all bartenders)	\$50.00	\$1,000.00
20	(4) Cashiers (quantity is hours for all cashiers)	\$25.00	\$500.00
2	Portable Bar	\$50.00	\$100.00
		Total	\$1,600.00

BEVERAGE/BAR/CATERING NOTES

Caterer will be chosen from our list of approved caterers found [here](#). Bar services are offered through Riggs Alumni Center. Ask your Event Manager today about options!

		Total
Equipment Rentals		\$100.00
Billed Labor		\$1,500.00
Security Fees		\$500.00
Event Package		\$8,000.00
Subtotal		\$10,100.00
Sales Tax	0.0%	\$0.00
Liquor Tax	9.0%	\$0.00
Grand Total		\$10,100.00
Deposit (Due 4/15/2024)	Unpaid	\$2,525.00
2nd Non-refundable Deposit (Due 6/15/2023)	Unpaid	\$2,525.00
Amount Due		\$10,100.00

BILLING NOTES

Non-profit \$500 Package Discount Applied. Please provide proper tax documentation.



Oak Creek Club HOA Holiday Party Friday, December 6, 2024

TERMS AND CONDITIONS

The University of Maryland Alumni Association (Licensor) thanks you for choosing the Samuel Riggs IV Alumni Center to host your event. Please review your detailed event information listed below. If there are any questions or concerns, please contact your Event Manager.

TERMS OF LICENSE

1. RESERVATIONS/FIRST PAYMENT:

Rooms will be reserved on a first-received basis. Reservations are made by delivering to the Director of Sales & Marketing a fully executed license agreement accompanied by a first payment (the "First payment").

For special event package booking package a 25% non-refundable deposit is due within 48 hours of receiving the contract. The second 25% non-refundable deposit is due 30 days after signing the contract with final payment due 3 weeks before the event. For all other events a first payment equal to either (i) 50% of the license fee if (a) the license fee is equal to or greater than \$500 and (b) the date of the event is at least 30 days after the date of such submission, or (ii) 100% of the license fee if (a) the license fee is under \$500 or (b) the date of the event is less than 30 days after the date of such submission. First payment is due at time of signing the contract and is non-refundable. At this time the reservation will be complete. Final payment is due 3 weeks before event. Friday and Sunday rates are not applicable over the holiday weekend(s). This includes, but not limited to, New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

The periods surrounding all home football games, Homecoming, Maryland Day, and Commencement will be blocked out for use by the Alumni Association and released to others after the Alumni Association's schedule is completed. In general, these events are scheduled at least one year in advance. Please note licensor follows the University of Maryland holiday schedule and is closed on these dates.

2. LICENSE FEE:

If Full Day Rental: The license fee is based on a four-hour event. This block of time is for the actual event. Caterers and vendors will be admitted to the venue space two hours prior to the event for setup. Any vendors arriving early without prior approval will not be permitted into the building until their contracted time. Clean-up must be completed within one hour after the event.

If Half Day Rental: The license fee is based on a two-hour event. This block of time is for the actual event. Caterers and vendors will be admitted to the venue space one hour prior to the event for

setup. Any vendors arriving early without prior approval will not be permitted into the building until their contracted time. Clean-up must be completed within one hour after the event.

The Director of Sales & Marketing must approve additional set-up/clean-up time. *Additional event time is billed at \$350.00 per hour.* The remaining balance of the license fee (if any) is due three weeks prior to the event. License fees are subject to change from time to time; provided that any price changes will not affect any fully executed license agreement that has been delivered to your Event Manager along with the appropriate first payment. Our normal weekday event hours are 8:30 am - 5:00 pm Monday - Friday. Set-up can begin as early as 6:00 am. One (1) hour is allotted at the conclusion of the event for clean-up, not to exceed past 2:00am. *Event time stated on contract includes move in and move out times. Additional event time is billed at \$500.00 per hour if not pre-arranged.*

3. PAYMENT:

All bills are prepared by and payable to the University of Maryland Alumni Association. Payments may be made by check, money order, Visa, MasterCard, American Express or Discover. Maryland sales tax will be added to all applicable charges. Those organizations that are exempt from Maryland Sales Tax must provide a copy of their Maryland Tax Exemption Certificate to the Event Manager at the time the reservation is made. There will be a \$30 service fee for any returned checks. All final payments are due 3 weeks prior to the event date. If final payment is received later than 2 weeks in advance, payment must be in the form of a certified check, money order or credit card. All events must have a valid credit card on file with Licensor from Licensee.

- All deposits are non-refundable

- We accept Check, Money Order, Visa, MasterCard, Discover and American Express. Checks should be made payable to University of Maryland Alumni Association

4. CANCELLATIONS:

All deposits are non-refundable. In addition, if cancellations are made with less than 30 days advance notice, Licensee is liable for the remaining license fee (if any) if the space is not re-licensed prior to the event time. First payment is applied only to the original license date. Money cannot be rolled over to other events or event dates, should the Licensee cancel the contracted event. Licensor reserves the right to charge the Licensee's credit card on file for any cancellation charges, with written notice to the Licensee.

COVID (PANDEMIC) Cancellation Policy:

Our standard cancellation policy does not allow refunds on deposits and does not allow transfer of dates. However if a group is cancelling due to a worldwide, national, regional, state, and/or county pandemic and it is impossible to host the event we will issue a full refund or allow you to transfer your date. If it is improbable, meaning we can host events and you elect not to continue, for whatever reason as it relates to the pandemic, to host your event we will allow a date transfer, no refunds will be given.

5. FORCE MAJEURE:

If the Premises or any part of the Center is destroyed or damaged by an Act of God or any other cause, or if any other casualty or unforeseen occurrence renders the Center unsafe or impracticable to use, then this Agreement shall be terminated and the Licensee shall be entitled to reimbursement of the unearned portion of fees and charges for services. If any act or omission of Licensee, its agents, employees, members or invitees render the Center or any part thereof unsafe or impracticable to use then Licensee shall be liable for all fees charged hereunder as well as any and all charges, costs, claims or liabilities, direct or indirect, accrued or suffered by Licensor as a result thereof, in addition to such other damages as may result from such acts or omissions. The Samuel Riggs IV Alumni Center follows the University of Maryland inclement weather procedures. If the event is canceled due to inclement weather, Licensor will make commercially reasonable efforts to reschedule the event for another date.

6. EQUIPMENT/ANCILLARY SERVICES:

Rental equipment, chivari chairs, audio/visual aids, lecterns, LCD players, dance floors, stage, tenting and other sub-rented items etc. may be arranged through your event manager on Licensee's behalf. All ancillary items are subject to a 6% Maryland State Sales Tax. Charges will be included on the final bill. Additional charges that occur at the event will be billed within two weeks of the event. Licensee shall have two weeks after receiving such bill to make payment in full for such additional charges. In the event that Licensor does not receive such payment in full within such 2-week period, Licensee hereby authorizes and directs Licensor to charge such additional charges to the credit card account of Licensee being held pursuant to Section 13 hereof.

Vinyl dance floor wraps are permitted on our dance floor with a *\$500.00 deposit. The deposit will be returned if determined no damage has been done to the dance floor by the wrap or by wrap installers.* The University of Maryland Alumni Association must be listed as an additional insured party on the insurance certificate of the vendor/rental company that is wrapping the our dance floor. The insurance and deposit are due 3 week prior to the event date.

Visual display equipment is included in all conference rooms and will be part of Licensee's rental package. Complimentary equipment will include screens and LCD projectors. All equipment is subject to availability.

7. CATERING:

To ensure the success of your event, Licensor has pre-screened a wide range of excellent area caterers. All Licensees must contract directly with one of these required caterers for their food and non-alcoholic beverage. Licensee is not permitted to bring in outside food or beverages. If Licensor finds food from a caterer not on the approved list Licensee will be fined \$1000.00 fee directly to the credit card Licensor has on file. Wedding cake is permitted to be brought in from vendor of Licensee choosing. Additional services of linen and china/service rental needs may be booked through the caterer or another equipment provider of Licensee choosing. Alcohol must be provided by Licensor, regardless of the number of attendees.

DROP OFF CATERING

If licensee uses drop off catering service through one of the required, approved caterers a drop-off catering cleaning fee will be charged. This fee covers the disposal and cleaning of room/floor. Licensee is responsible for set up and clean up of food/beverage. All trash is to be put in provided trash receptacle by Licensee prior to leaving. If any trash is left after an event the Licensee will be charged additional cleaning costs to the credit card on file. Linens are not included. For rental information of these items please ask your event manager. Beverages must be Pepsi products.

8. ALCOHOL:

Licensee hereby covenants and agrees to ensure compliance at its event with the terms of Licensor's liquor license, a copy of which can be viewed at the offices of the Licensor, as well as all applicable alcoholic beverage laws. Licensee specifically acknowledges that (i) all persons must be at least 21 years of age to possess or consume alcohol and (ii) alcoholic beverages may not be sold or served to individuals who appear to be or are intoxicated. All alcoholic beverage services must be contracted through the Licensor. Contact your event manager for a list of options and pricing. All alcoholic beverage offerings are subject to change. Licensor assumes no responsibility for the improper and/or illegal consumption of alcoholic beverages during your event at the Alumni Center. Shots of alcohol will not be permitted during events. Alcohol is subject to a 9% Maryland State Beverage Tax. If Licensee or Licensee's guests are found bringing in outside beverages Licensor reserves the right to contact the University of Maryland Police Department and Licensee's event may be ended immediately. Licensee is also subject to a \$500 fine. Licensor will not be responsible for returning any monies paid for the event. When selecting the host bar option, a \$500 deposit is required and remaining balance is due within 72 hours of event end. (1) Cashier per bar is required for hosted and cash bar options. *Drink tickets are non-refundable and non-negotiable. Client will be charge for amount purchased. Client will be responsible for any additional fees over and beyond issued tickets.*

9. PARKING; CAMPUS CONSTRUCTION AND EVENTS:

Licensee acknowledges that the University may from time to time in the future host events or undertake construction projects on campus buildings or property surrounding the Alumni Center, including but not limited to events or construction that may restrict normal traffic routes to the Alumni Center and reduce available parking in close proximity to the Alumni Center. Licensee acknowledges that such events or construction and any resulting restrictions to traffic routes or parking availability shall not be deemed a breach by the Licensor under this Contract. It is recommended that Licensee contact Licensor prior to the Event for information regarding planned events or construction around the Alumni Center of which Licensor has received notification from the University. Please note, the campus has a security checkpoint at both entrances of campus. This security checkpoint ensures that the driver of the vehicle entering campus has a valid driver's license and asks where the participants are headed on campus. This checkpoint begins each evening at 10:00 pm.

10. ARRANGEMENT DEADLINES:

Final arrangements (Room set-up diagram, audio/visual needs, additional special arrangements) for all events must be provided to the Event Manager, in writing, no later than two weeks prior to the event for review and approval. For any events held in Orem Alumni Hall, Licensee must schedule an initial meeting with Licensor to discuss event needs at least 4 weeks prior to the event date. On site charges may be subject to changeover fee not to exceed \$500.00.

11. AMERICANS WITH DISABILITIES ACT MUTUAL COMPLIANCE:

The Licensor and Licensee shall make reasonable accommodations for guests as stated in the Americans with Disabilities Act.

12. PROPERTY DAMAGES:

Licensee is fully responsible for any damages to facility and/or equipment at the event described above. A valid credit card is required, on file with the event manager, for damages that may occur. The Licensee will be notified within two weeks of the conclusion of the event if any damages occur. Licensee is then responsible for payment within two weeks of notification of these charges and Licensor reserves the right to charge the credit card on file if Licensee does not arrange other payment options.

13 INDEMNIFICATION:

Licensee hereby agrees to indemnify and hold harmless Licensor and its present and future members, controlling persons, directors, officers, employees and agents from any and all claims, demands, actions, causes of action, damages, expenses, losses, or liabilities arising in any way out of Licensee's use of the Alumni Center including, without limitation, any such claims, demands, actions, causes of action, damages, expenses, losses, or liabilities incurred by Licensor due to any violation of the covenants made by Licensee in Section 16 hereof.

14. INSURANCE:

During the term of this License, unless Licensor has expressly waived this requirement in writing, Licensee shall maintain public liability insurance with a limit of not less than \$1,000,000 bodily injury and property damage combined single limit each occurrence. The University of Maryland Alumni Association must be listed as an additional insured party on the certificate. Proof of insurance must be submitted a minimum of 15 days prior to the term of this license.

15. RESTRICTIONS:

Licensee shall comply with each of the following restrictions. Failure to comply with any of the following restrictions may, at Licensor's sole option, result in the immediate revocation of this License as set forth in Section 21 below:

- a. The use of flower petals, glitter, rice, confetti, birdseed, or other similar related items including smoke, fog, colored water. Open flames and taper candles are not permitted. Votive candles and hurricanes, or similarly enclosed, candles may be permitted at the

- discretion of The Riggs Alumni Center; candles may not be incorporated into floral décor for any reason. Flame candles may not be hung.
- b. Banners, signs, decorations, etc. may not be taped, glued or otherwise affixed to walls, floors, or columns and/or hung from light fixtures and ceilings. The Riggs Alumni Center will provide adequate directional signage for your event inside the building.
 - c. No Alumni Center property, fixtures or furnishings may be moved without specific written approval of the event manager.
 - d. The Riggs Alumni Center is a smoke-free environment. Smoking is permitted outdoors in designated areas only.
 - e. Gambling of any kind is prohibited.
 - f. No pets of any kind are allowed except for service animals.
 - g. Lost or misplaced items are not the responsibility of the Riggs Alumni Center.
 - h. Nothing is to be placed in the Moxley Garden fountain.
 - i. All balloons must be weighted down prior to entering event space.
 - j. Drones are not permitted on the University of Maryland campus.
 - k. The use of dry ice during an event is not permitted.
 - l. No portion of the corridors, walkways, hallways and vestibules comprising a part of the facility shall be obstructed at any time by Vendor or used for any purpose other than ingress and egress to and from the Space(s). Ingress and egress of all existing doorways and walkways must be maintained.
 - m. Fire extinguisher boxes must be accessible at all times.
 - n. Licensee, Approved Caterer and/or Vendor shall not make any changes or alterations to any part of the interior or exterior of the Space(s) or any other part of the facility.
 - o. *Capacity limitations on the spaces rented.*

ROOM	SQ FT	THEATER	RECEPTION	BANQUET	CLASSROOM	BOARDROOM
AAI Conference Room	396	30	35	30	18	16
Chaney Library	523	40	40	40	21	20
Clagett Executive Patio	1,116	--	50	40	--	--
Crist Board Room	1,149	85	85	80	50	48
Maryland Club	945	--	70	--	--	--
Brophy Lounge		--	40	--	--	--
Moxley Gardens	11,650	200	200	--	--	--
Orem Alumni Hall All	7,273	850	850	500	350	106
Orem Alumni Hall 2/3	4,815	400	450	300	200	64
Orem Alumni Hall 1/3	2,815	200	200	150	75	50

Rever Alumni Hall of Fame	2,304	150	400	120	--	--
Young Garden Terrace	2,088	100	100	80	--	--

16. CLEANING SERVICES:

Licensors are responsible for cleaning services in all common areas of the building. Licensee's caterer is responsible for the removal and disposal of all trash related to food & beverage functions. The licensee is responsible for the removal of all bulk trash during the term of the license contract. The removal of bulk trash is applicable to the ballrooms, conference rooms, pre-function areas and registration areas. Bulk trash is defined as all boxes, crates, pallets, packing materials, decorations and other items not easily removed by a standard vacuum or push broom. Such items should be removed by the end time stated on the license contract. Should licensee leave bulk trash after the contracted license time, licensors have the right to charge licensee's credit card on file for a *minimum* cleaning fee of \$300.00. Licensors will provide one trash dumpster haul per event. A typical 800 person event should be accommodated by one dumpster. Additional dumpsters or additional dumpster pulls will be billed at the prevailing rate. Cleaning and trash removal fees will be assessed if Licensors standards are not maintained and will be charged to the Licensee. Any additional cleaning that is required due to licensee's event and guests will be billed to the licensee at a rate of **\$40.00** per hour, per worker. Licensors reserve the right to charge the credit card on file after notifying Licensee of the additional cleaning required.

17. SIGNS AND BANNERS:

Interior Banners may be hung by Licensee's decoration or production company. In order for Licensors to hang banners, they must be freestanding or have grommets and cause no permanent damage to the building, its walls, floors or ceilings or Riggs IV Alumni Center Equipment. They cannot adhere to the walls, block doorways or exit signs. Locations of banners and how they are installed are subject to approval of the Licensors' Director of Sales and Marketing or Event Program Manager. Protection of the facility and safety of attendees are our primary considerations.

Exterior banners may be considered when the building is being used exclusively by one Licensee. Limited locations are available and are subject to the final approval of the Director of Sales and Marketing or Event Program Manager. Once approval has been obtained from the Director, banners may be hung by Licensee's decorator or production company. In order for Licensors to hang banners, they must have grommets and cause no permanent damage to the building, its walls, floors or ceilings or Riggs IV Alumni Center Equipment.

Signs shall be mounted and displayed appropriately. Signs cannot be taped, nailed or screwed to walls, doors, ceiling, floor, related fixtures or equipment. Signs can be placed on easels that do not block aisles, doorways or exits. Signs cannot block exit signs, emergency exits, fire alarms, or suppression equipment. Licensors can provide up to (10) easels for a fee.

18. SECURITY:

Security is required for all events serving alcohol or with 250 attendees or more. Security is also required with those events where 50 percent of attendees are minors (minors are defined as persons under the age of 18). One security guard will be required for every 150 people in attendance at the event. Security will reserve the right to bar entrance to the event or expel guests from the event as it deems necessary. A University of Maryland Police Department (UMPD) officer is required at all events with cash being exchanged. All proms that take place at the Alumni Center are required to hire at least (1) UMPD Police Officer. Licensor's primary concern is to protect the safety and security of all event guests as well as the students at the University of Maryland. Should Licensor deem that security is necessary for Licensee's event, Licensor reserves the right to require Licensee to contract additional security services through resources Licensor deems appropriate. Licensor reserves the right to determine that security is not necessary and waive the fee for Licensee, Licensee does not hold this right. Should Licensee refuse to hire the required security, Licensor reserves the right to terminate the contract and Licensee will forfeit any monies paid.

All events are subject to a security review by the University of Maryland Police Department at the recommendation of the Samuel Riggs IV Alumni Center. Information regarding University Police Department special events policies can be found at http://www.umpd.umd.edu/services/Special_Events.cfm

1. Factors: Security review recommendations will be determined on a case by case basis based upon location, event times, event history, expected attendance, ticket sales options, history of entertainer or speaker, cash sales, etc.

2. Charges: All charges for security are the responsibility of the client. The term "elected official" will normally include United States President and Vice President, Maryland Governor and Lieutenant Governor, representatives to the United States Congress or Maryland General Assembly.

3. Event Cancellation: The Event & Guest Services Office and University Police Department reserves the right to cancel any event that poses a security risk to University students, faculty, staff, facilities or equipment.

19. PHOTOGRAPHY

All photos taken at the event and shared with the Licensor are able to be utilized for Licensor's marketing purposes, unless permission is denied by the Licensee. Licensee must submit a written request asking for photos not to be used. Photos could be used in the following manner: in print materials, on the Licensor's website or social media pages. All photos will issue credit to the appropriate photographer.

20. REVOCABLE LICENSE:

This License grants the Licensee a revocable, non-transferable, non-exclusive right to use that portion of the Riggs IV Alumni Center set forth above for the specific purposes set forth above. The University of Maryland Alumni Association reserves the right to deny use or continued use of its facilities to persons or organizations not complying with the Alumni Association's policies and procedures set forth in this document or as otherwise set forth in writing and delivered to Licensee. No portion of the license fee shall be refunded to Licensee if this License is terminated as set forth above.

Please sign to acknowledge acceptance of the terms and conditions set forth herein and return with the initial payment. Reservations are not confirmed until this signed contract and initial payment are received by Licensor.

Thank you for choosing the Samuel Riggs IV Alumni Center for your event!

**Samuel Riggs IV Alumni
Center Signature**

Client Signature

Printed Name: Lindsey Wareing
Signed: 3/27/2023 at 10:32 am

Lindsey Wareing

ACCOUNT: Oak Creek Club HOA
CONTACT: TaShawn Andrews
ADDRESS: 14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
EMAIL: tandrews@oakcreekclub.com
PHONE: 301-390-1721

SALES MANAGER: Lindsey Wareing
EMAIL: riggs4events@umd.edu
PHONE: 1.301.405.9756
ADDRESS: 7801 Alumni Dr., College Park, MD
20742
PAY TO: UMD Alumni Association

[Help Center](#) > [Terms and policies](#)

Data Privacy Framework Notice

Last Updated: October 13, 2023

In this article

[Data Privacy Framework](#)[Types of personal data we collect and use](#)[Data transfers to third parties](#)[Security](#)[Access rights](#)[Your choices](#)[Standard Contractual Clauses](#)[Questions or complaints](#)[How to contact us](#)

Data Privacy Framework

We, Eventbrite, Inc. ("Eventbrite") are committed to protecting your privacy and comply with the EU-US Data Privacy Framework, the Swiss-US Data Privacy Framework, and the UK Extension to the EU-US Data Privacy Framework (together the "Data Privacy Framework") as set forth by the US Department of Commerce regarding the collection, use and retention of personal data from European Economic Area ("EEA") member countries, the United Kingdom ("UK") and Switzerland. Eventbrite has certified that it adheres to and will abide by the Data Privacy Framework Principles of Notice, Choice, Accountability for Onward Transfer, Security, Data Integrity and Purpose Limitation, Access, and Recourse, Enforcement, and Liability.

For purposes of enforcing compliance with the Data Privacy Framework, Eventbrite is subject to the investigatory and enforcement authority of the US Federal Trade Commission.

For more information about the Data Privacy Framework, see the US Department of Commerce's Data Privacy Framework website located at: <https://www.dataprivacyframework.gov/>. To review our certification on the Data Privacy Framework list, see the US Department of Commerce's Data Privacy Framework located at: <https://www.dataprivacyframework.gov/s/participant-search>.

[Ask a question](#)

Types of personal data we collect and use

Our online [privacy policy](#) describes the categories of personal data we may receive in the United States, as well as the purposes for which we use that personal data. We will only process personal data in ways that are compatible with the purpose we collected it for, or for the purposes you later authorize. Before we use your personal data for a purpose that is materially different from the purpose we collected it for or that you later authorized, we will provide you with the opportunity to opt-out. We maintain reasonable procedures to help ensure that personal data we collect and use is reliable for its intended use, accurate, complete, and current.

Data transfers to third parties

Agents, consultants and service providers: We may share your personal data with our contractors and service providers who process personal data on behalf of Eventbrite to perform certain business-related functions. These companies include our marketing agencies, database service providers, backup and disaster recovery service providers, email service providers and others. When we engage another company to perform such functions, we may provide them with information, including personal data, in connection with their performance of such functions.

If we have received your personal data in the United States and subsequently transfer that information to a third party agent or service provider for processing, we remain responsible for ensuring that such third party agent or service provider processes your personal data to the standard required by our Data Privacy Framework commitments.

Eventbrite Group Companies: We may also share your personal data with our parent companies, subsidiaries and/or affiliates for purposes consistent with this Notice.

Business Partners: We also provide information to our channel partners, such as distributors and resellers, to fulfill product and information requests, and to provide customers and prospective customers with information about Eventbrite and its products and services.

Business Transfers: As we develop our business, we might sell or buy businesses or assets. In the event of a corporate sale, merger, reorganization, dissolution or similar event, personal data may be part of the transferred assets.

Disclosures for National Security or Law Enforcement: Under certain circumstances, we may be required to disclose your personal data in response to valid requests by public authorities, including to meet national security or law enforcement requirements.

Organizers: When you purchase tickets to, register for or donate to an event or related fundraising page on or through our services, we provide the personal data entered on the applicable event or related fundraising page to the Organizers of such event and related fundraising page.

Facebook and Other Third Party Connections: You can connect your Eventbrite account to your accounts on third party services like Facebook, in which case we may collect, use, disclose, transfer and store/retain information relating to your account with such third party services in accordance with this Notice.

Legal Requirements: We may disclose your personal data if required to do so by law in order to (for example) respond to a subpoena or request from law enforcement, a court or a government agency, or in the good faith belief that such action is necessary to

1. comply with a legal obligation,
2. protect or defend our rights, interests or property or that of third parties,
3. prevent or investigate possible wrongdoing in connection with the Services,
4. act in urgent circumstances to protect the personal safety of Users of the Services or the public, or
5. protect against legal liability.

We try to minimize disclosures of personal data as reasonably practical because we are mindful of our responsibility and potential liability in cases of onward transfers to third parties.

For further information about how we disclose your personal data, please see our online [privacy policy](#).

Security

We maintain reasonable and appropriate security measures to protect personal data from loss, misuse, unauthorized access, disclosure, alteration, or destruction in accordance with the Data Privacy Framework.

Access rights

You may have the right to access personal data that we hold about you and request that we correct, amend, delete it if it is inaccurate or processed in violation of the Data Privacy Framework. These access rights may not apply in some cases, including where providing access is unreasonably burdensome or expensive under the circumstances or where it would violate the rights of someone other than the individual requesting access. If you would like to request access to, or a correction, amendment, or deletion of your personal data, you can submit a written request to the contact information provided below. We may request specific information from you to confirm your identity. In some circumstances we may charge a reasonable fee for access to your information.

Your choices

You can request your personal data or to delete your personal data by visiting the [Eventbrite Privacy Center](#). You can also unsubscribe from our marketing communications by following the instructions or unsubscribe mechanism in the e-mail message, or by updating your email preferences located in your Account Settings.

Standard Contractual Clauses

Eventbrite uses [Standard Contractual Clauses](#) (Controller-to-Processor) as set forth in the Annex to European Commission Implementing Decision (EU) 2021/914 of June 4, 2021, as the legal mechanism for data transfers from the EU and EEA to the United States.

Questions or complaints

You can direct any questions or complaints about the use or disclosure of your personal data to us at privacy@eventbrite.com. We will investigate and attempt to resolve any complaints or disputes regarding the use or disclosure of personal data within 45 days of receiving your complaint. We have further committed to cooperate

and comply with the panel of European data protection authorities (DPAs), the [Swiss Federal Data Protection and Information Commissioner](#) and the [UK Information Commissioner](#) respectively in the resolution of any Data Privacy Framework complaints we do not otherwise satisfactorily address with you directly. Your DPA contact details can be found [here](#). Under certain conditions, more fully described on the [Data Privacy Framework](#) website, you may invoke binding arbitration when other dispute resolution procedures have been exhausted.

How to contact us

If you have any questions regarding this Notice or if you need to request access to or update, change or remove personal data that we control, you can do so by contacting privacy@eventbrite.com or by regular mail addressed to:

Eventbrite, Inc. Attn: Legal Department 95 Third Street 2nd Floor San Francisco, California, 94103 United States

Changes to this Notice

We reserve the right to amend this Notice from time to time consistent with the Data Privacy Framework's requirements.

Still have questions?

Contact us

Use Eventbrite

- Create events
- Pricing
- Content standards
- Site status

Browse resources

- Taxes
- Webinars for new organizers
- Reconvene virtual sessions for organizers

Download apps

- Eventbrite app for iOS
- Eventbrite app for Android
- Eventbrite Organizer app

Connect with us

- Twitter
- Facebook
- Instagram
- Contact support

Oak Creek Club Homeowners Association Facilities Committee Report

April 9, 2024

Current Committee Membership

The Facilities Committee currently has seven members:

Cynthia Whittenburg, Chair
Shani Haden, Vice Chair
Marilyn Akinfolarin, Secretary
Patricia Partee, Treasurer
Cheryl Barnes
Martazsh Henderson
Vonda Williams

The committee has two vacancies and our regularly scheduled monthly meetings are held the last Thursday of each month at 6:30 p.m. The default location for the meetings will be in person according to the Facilities Charter at the Tennis and Swim Center.

Calendar Year 2024 Key Accomplishments To-Date

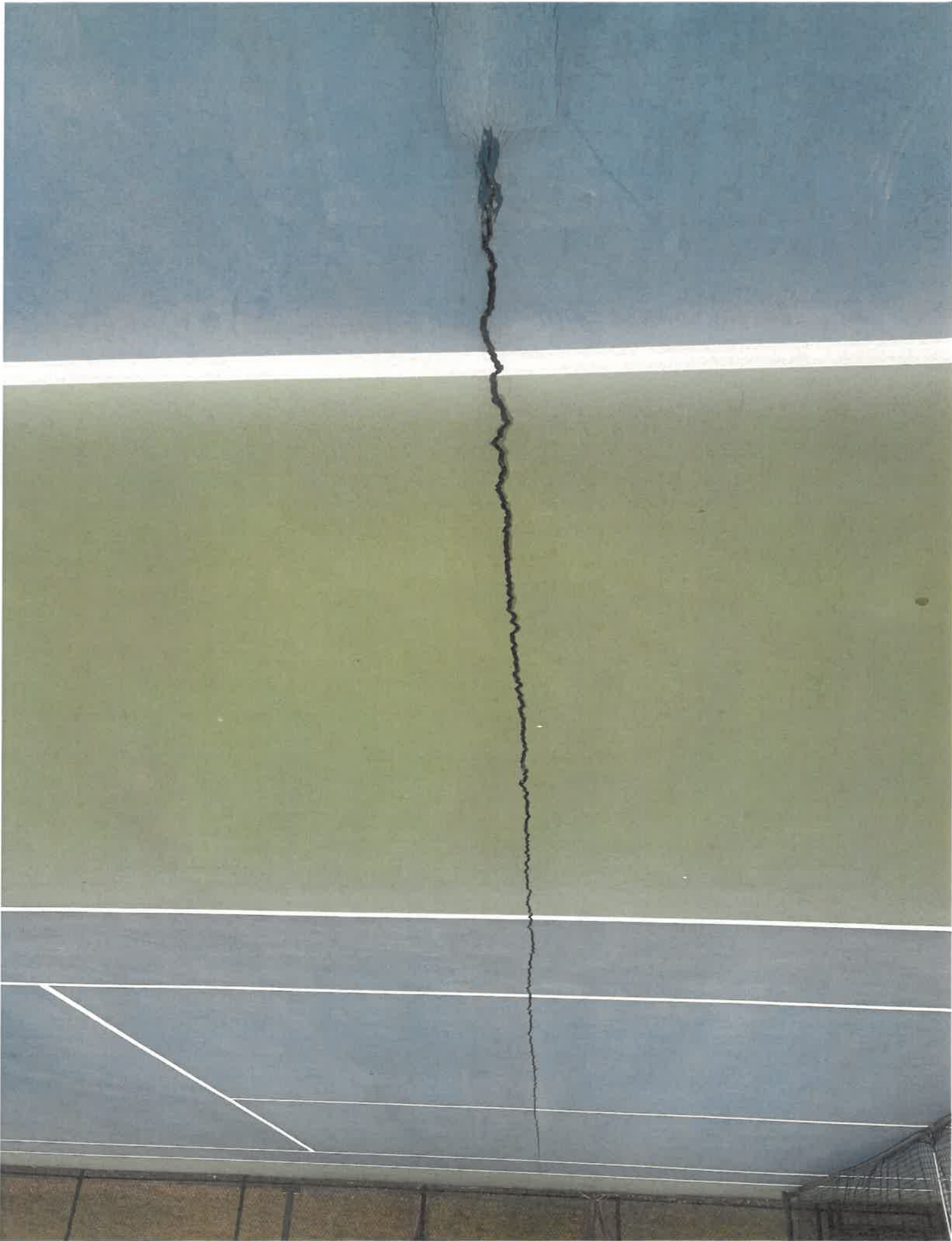
- **Tennis Courts:** The recent independent inspection performed January 2023 identified deficiencies on the tennis courts. The remaining deficiency is a significant crack in the asphalt. *(See attached photo)* The HOA management staff has indicated that it has been challenging to receive three proposals to repair the asphalt.
- **Paramus Court Tot Lot:** The Committee is presenting three items to the Board to complete the Paramus Court tot lot: sidewalk extension (addresses deficiency noted in January 20, 2023 Playground Patrols LLC inspection), fencing, and an additional piece of play equipment. *(See attached estimates)*
- **Resident Survey:** The Committee conducted and assessed a resident wide survey to determine the type of enhanced services the community would be interested in made available at Oak Creek facilities. *(See attached survey results)*
- **Tennis & Swim Center Renovation:** The \$14,000 balance due for the final design plan was remitted to McClean and Tircuit LLC in March 2024. The final design plan was approved by the Committee to be presented to the Board to presented to the Board for approval and next steps. The invoice for furnishings totals \$92,187.96. *(Attached)*
- **Tennis & Swim Center Painting:** The Building Mender LLC painting proposal *(\$12,046.25-Attached)* coordinated with the final design plan is the preferred vendor. There are four other painting proposals obtained by the HOA Management staff.
- **HOA Office Furniture:** It is noted that the office furniture of the Oak Creek management staff is in disrepair. The Committee will work within the budgetary line item available to pursue options for furniture replacement.

Upcoming Work:

- **Pool Furniture:** It has been observed that the pool furniture may need to be replaced. The Committee will fully evaluate and submit recommendations.
- **Concession Options at Community Pool:** The Committee will pursue opportunities to partner with the Oak Grove Restaurant.

Respectfully submitted by:

Cynthia F. Whittenburg, Chair









Proposal #10254

Date: 9/7/2023
PO #
Sales Rep: Jasinto Gamez

Customer:

Tamika Davis
 Community Association Management
 Professionals (CAMP)
 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Property:

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

Hardscape

HARDSCAPE IMPROVEMENTS

PARAMUS COURT TOT LOT

INSTALL a CONCRETE SLAB 12' LONG 6' WIDE 4" THICK WITH WIRE MESH
 AND REBAR 1/2" FOR BE STRONG ENOUGH
 AT THE SWALE PIPE TO PREVENT TRASH, ANIMALS AND SMALL CHILDREN ENTERERING THIS
 AREA INSTALL SIX REBAR 24"LONG BY 1/2" THICK 3 IN EACH SIDE OF THE PIPE

Misc Enhancement

Items	Quantity	Unit	Price/Unit	Price
Landscape Labor				\$2,652.34
Misc Enhancement :				\$2,652.34

PARAMUS COUTR SWALE PIPE

INSTALL 6 REBAR 1/2"

Items	Quantity	Unit	Price/Unit	Price
Landscape Labor				\$408.05
INSTALL 6 REBAR 1/2" :				\$408.05

Subtotal:	\$3,060.39
Sales Tax:	\$0.00
Project Total:	\$3,060.39

Terms & Conditions

The above quoted prices include all material and labor to complete above specified work. All paver and wall types and colors need to initial for approval before work is to begin.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS
UPON ACCEPTANCE OF PROPOSAL, please email a signed copy to
Approval@mcfallandberry.com

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you!

By _____

Jasinto Gamez

Date 9/7/2023

**McFall & Berry Landscape
Management**

By _____

Date _____

Oak Creek Club

Chesapeake Iron Works, Inc.

1761 Olive Street
Capitol Heights, MD 20743

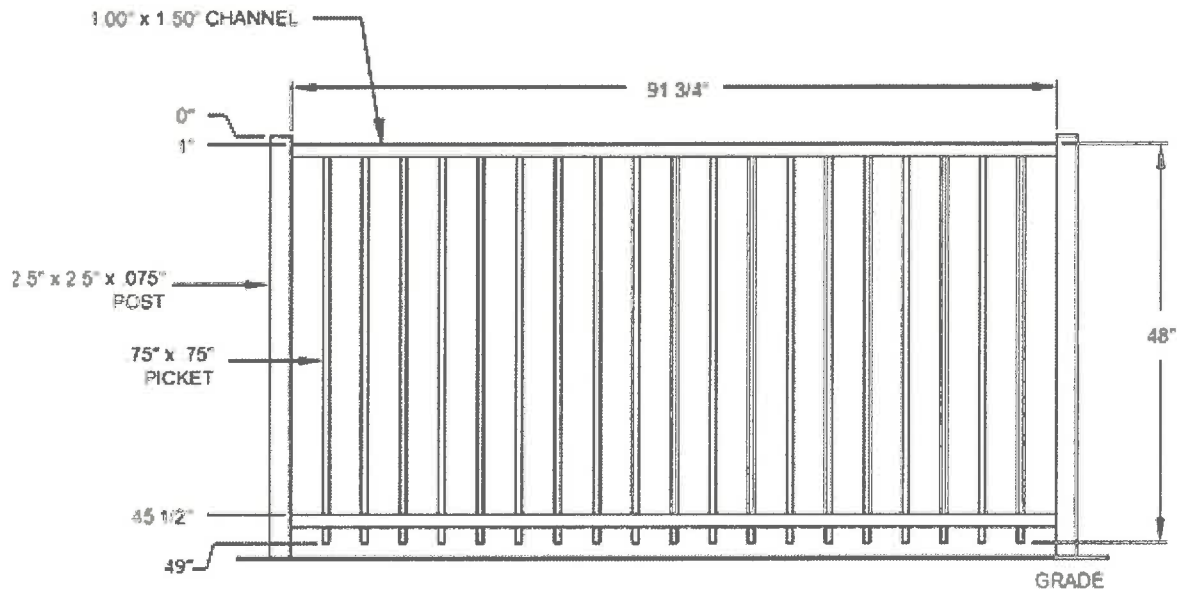
April 1, 2024

Attention: Alexis Stevenson assistantmgr@oakcreekclub.com
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

Reference: Playground on Paramus Court

We propose to furnish labor and materials to fabricate and install the following:

To provide and install approx. 265' linear feet of 48" high aluminum prefabricated fence.



Option 1 – 2 rails: \$20,379.00

All work is priced to be performed during the standard hours of Monday to Friday 7:00 am to 4:00 pm. Trained men shall do the above work with previous experience in the fabrication or installation of above work.

Location of underground utilities or obstructions that are not identified through

Chesapeake Iron Works, Inc.

1761 Olive Street
Capitol Heights, MD 20743

the local one-call services are to be marked by other. (Including Irrigation system).

CIW- would dig carefully to avoid any damages of any underground utilities, in case of any incident- CIW is not responsible for damage out of our control.

Any alterations from the attached specifications or estimated quantities involving additional costs are to be considered extra to the contract price.

CIW is not responsible for any permits.

Please note that if we are not informed on the same or the next day of any damage, CIW is not responsible for any damage.

This proposal is valid for a period of **5 days** for the purpose of acceptance: If proposal is approved after this period; price will be subject to verification for material increase?

Payment Terms: 1/3 Deposit; balance upon completion.

We reserve the right to modify this proposal if design is altered.

Thank you for the opportunity to bid this work, I look forward to hearing from you soon.

A finance charge of 1.5% per month will be assessed on past due balance.

Balance should be paid within **15 days** of completed job.

(Materials belong to CIW, until paid in full).

If balance is not paid in accordance with this agreement, purchaser agrees to all cost of collection, including court costs and attorneys' fees.

We appreciated this opportunity to bid on this project and look forward to working with you soon.

We may or may not take before and after pictures of the worksite location.

Unless specifically objected to in writing, you hereby consent to allow us to use these before and after photographs in potential future marketing materials of Chesapeake Iron Works, Inc.

Approved by: _____ Dated: _____ P.O. # _____

SUMMARY OF 2023 OAK CREEK FACILITIES SURVEY RESULTS

	YES	YES %	NO	NO%
Would You Attend Seasonal Farmers Markets In The Community?	57	88%	8	12%
Would You Attend Free Educational Seminars And Activities	55	85%	10	15%
Would You Register For Swim Lessons Line Dance Class Tennis Lessons Hand Dance Class Or Aqua Aerobics If A Fee Were Required	51	78%	14	22%
Would You Like Additional Shade Coverage At The Pool To Include Cabanas	48	74%	17	26%
Would You Like To Have An Option For Poolside Foodsnacks Available For Purchase	47	72%	18	28%
Would You Like The Option To Rent The Pool Or Pool Deck After Community Hours	45	69%	20	31%
Do You Support One Of The Tennis Courts Being Transitioned To A Pickleball Court	29	45%	36	55%
If You Have Young Children, Would You Attend Organized Gatherings At The Playground	20	31%	45	69%






Invoice: OAK-004







Oak Creek HOA
14505 Mary Bowie Parkway
upper Marlboro, MD
20774






McLean and Tircuit LLC
617 Main St.
Laurel, MD
20707




11 Mar. 2024

Item / Proposal Ref	Item	Qty	Per Unit	Amount This Invoice	Tax
03 / OAK001	ART - LB 40 x 40 Kasinda: MULTICOLOR, 40"X40"	1	\$892.40	\$892.40	S
					
04 / OAK001	ART - LB 40 x 40 Kasim: MULTICOLOR, 40"X40"	1	\$892.40	\$892.40	S
					
05 / OAK001	Winters Effect: 38.5" x 48.5"	1	\$700.00	\$700.00	S
					
COR01 / OAK001	CONSOLE: perfect for a narrow space at just nine inches deep, this four-door cabinet can provide a great presence to a hallway, dining room, or under a flat screen TV. Made of American walnut veneer and solid hardwoods, the cabinet features sculptural ombre-finished brass doors that rest on a raised Parsons foot base. Includes one adjustable shelf per interior section. 70 W X 36 H X 9 D (in)	1	\$1,891.67	\$1,891.67	S
					
COR02 / OAK001	END TABLE: Cloud Marble Top and Refined Brass Bottom, 18 in (w) x 18 in (d) x 22 in (h)	2	\$505.00	\$1,010.00	S
					

Item / Proposal Ref	Item	Qty	Per Unit	Amount This Invoice	Tax
COR03 / OAK001	BENCH 3 BACK: BENCH WITH 3 PILLOW BACKS ATTACHED. W 76 D 26 H 24	2	\$3,476.25	\$6,952.51	S
					
COR04 / OAK001	SWIVEL LOUNGE CHAIR: SWIVEL LOUNGE CHAIR, Width: 28 Height: 35 Depth: 35	4	\$1,295.30	\$5,181.21	S
					
COR05 / OAK001	CHANDELIERS: CHANDELIERS, Width/Diameter: 31.50"	3	\$1,146.67	\$3,440.01	S
					
COR06 / OAK001	FLOOR LAMP: a textured matte black steel branch structure displaying clear glass globes, planted in an antique brass chunky block foot, 66H, Shade 8H X 3 Dia. (in)	2	\$413.33	\$826.67	S
					
COR07 / OAK001	TABLE LAMP: Made of cast black man-made stone this cool space-age shape has us feeling futuristic vibes. The fabric shade is captured between a tall brass pillbox cap and brass cylindrical finial, 29H, Shade 12H X 12 Dia. (in)	2	\$198.33	\$396.67	S
					
COR08 / OAK001	MIRROR: faceted edges. Gold leaf backing on selected facets add punch, warmth, and glitz to the frame shape, Overall 44.5"W x 44.5"H x 2"D (50 lbs) Reflective area 36"L x 36"W	2	\$831.67	\$1,663.34	S
					

Item / Proposal Ref	Item	Qty	Per Unit	Amount This Invoice	Tax
COR09 / OAK001	CEILING WALLPAPER: CEILING WALLPAPER	6	\$456.66	\$2,740.01	S
					
COR10 / OAK001	HANGING WALLPAPER:	1	\$3,312.50	\$3,312.50	E
COR11 / OAK001	ESTIMATED WALLPAPER SHIPPING:	1	\$200.00	\$200.00	E
COR12 / OAK001	RUG RUNNER: RUG RUNNER SPANNING THE WHOLE CORRIDOR, ONE END TO THE OTHER	2	\$6,077.81	\$12,155.62	S
					
COR13 / OAK001	RUG RUNNER FREIGHT/DELIVERY/SPREAD:	1	\$280.00	\$280.00	E
COM01 / OAK001	TABLE: Meeting Room Leg Meeting Table with Modesty Panel, 24"X72"	5	\$500.73	\$2,503.67	S
					
COM02 / OAK001	CHAIR: Premium Metal Base Glides, Stacks 10 High, tapered front legs and swept square back legs, Silhouette Style Back, High strength steel frame, Top Rail/Hand Hold, Width: 18.5 inches, Depth: 24.5 inches, Height: 37.5 inches	50	\$485.91	\$24,295.88	S
					
CONF01 / OAK001	CONFERENCE ROOM TABLE:	1	\$2,975.01	\$2,975.01	S
					

Item / Proposal Ref	Item	Qty	Per Unit	Amount This Invoice	Tax
CONF02 / OAK001	CONFERENCE ROOM CHAIR:	6	\$662.50	\$3,975.01	S
					
EST01 / OAK001	ESTIMATED FREIGHT/DELIVERY 15%:	1	\$11,553.87	\$11,553.87	E
Subtotal:				\$87,838.45	

Subtotal:	\$87,838.45
MDST	\$4,349.51
Total:	\$92,187.96

NOTE: PAINTING BILLED SEPERATELY.

The Building Mender LLC.
 309 Tamerack Court
 Upper Marlboro MD. 20774

Estimate

Date	Estimate #
1/17/2024	1284

Darren Brown 301-785-2477

DBrown.TBM@Gmail.com

MHBR#8518

Name / Address

McLean and Tircuit. LLC
 Sherly T. Mclean
 2302 Parkside Drive
 Mitchellsville MD. 20772

Rep

D

Description	Qty	Rate	Total
14505 Mary Bowie Pkwy. HOA.. Rec. Center painting			
1. Phase 1 Painting shall include the following: A. Paint all walls, Hard ceiling, wood trim, columns and doors (door painting will only include painted room facing side of the door) the following areas to be painted in this phase includes The Main area and area past the double doors to leading to the pool, Fitness room, Conference room, Community room.		6,625.00	6,625.00
2. Phase 2 Painting Shall include: The office walls, Door and trim.		1,750.00	1,750.00
3. Phase 3 painting shall include Both Male and Female rest rooms.		1,250.00	1,250.00
4. Paint conference room tile ceiling Black		850.00	850.00
5. Incidentals including paint, covering content manipulation and cleanup.		1,571.25	1,571.25
This estimate include all Labor, paint and materials required to complete the project.			
Draw schedule:			
1st draw due prior to start of the project. \$4015.42			
2nd. draw due when main entrance hallway walls and ceiling are painted. \$6500.00			
3rd draw due at completion of the project \$1530.83			

Agreement Signature _____	Total \$12,046.25
---------------------------	--------------------------

**Oak Creek Club Homeowners Association
Committee Meeting Minutes
Thursday, March 21, 2024, @ 6:00 P.M.
Virtual**

Committee Members Present:

Jennifer Phillips
Gabrielle Powell
Doreen Adair
Jessica Hill
Letia Ballard
Sidney Nelson III
Avis Favors

Others Present:

Tashawn Andrews - CAMP

Call to Order:

Meeting called to order at 6:02 P.M.

Explanation of Virtual Meeting Protocol:

Approval of the March Meeting Minutes:

Consent Agenda:

1. Event Chair Updates
 - a. Easter Event Update - Letia Ballard
 - i. Everything purchased, DJ booked
 - ii. Volunteer call: Need a volunteer bunny and more day of volunteers (we have 3) and easter egg stuffer (1-3 or 5:30-until)
 - iii. Will send email to community to solicit volunteers
 - iv. Doreen has asked a few young people if they would be the Easter Bunny - young people have done it in the past
 - b. Holiday Party Update
 - i. Gabi reached out to U of MD and sales person is out this week
 - ii. Doreen reached out to Sunset Room (under new ownership) and a few other venues (haven't gotten back to her)
 - c. Oak Creek Day
 - i. Caterer was approved by board last meeting
 - ii. theme update
 - d. Bingo
 - i. Friday March 22
 - ii. Tia is the caller
 - iii. Everything has been purchased
 - iv. 17 RSVPd and many reached out that they are coming and didn't RSVP so expect 20+
 - e. Crochet
 - i. All positive comments
 - f. Mommy and Me Jewelry Making
 - i. May
 - ii. Inexpensive

New Business:

1. Fathers Day - Paint with Pop
 - iii. Outside event?

- iv. Will be splitting the jewelry making budget - \$250/ea
- v. 20-30 people for each event - are we going to limit registrations?
- 2. Tashawn provided updates from CAMP
 - i. CAMP Budget Discussion - Tashawn
 - 1. Update to Amazon order for Easter
 - 2. Update to bingo expenses
 - ii. Meeting minutes template was sent, should follow that to keep consistency
 - iii. Minutes are due 72 hours post meeting
 - iv. Resident forum should be added so that they can present ideas
 - v. Votes should be standardized
 - vi. Majority rules but all committee members don't need to agree on a vote but it needs to be documented
 - vii. Social committee needs to vote on vendors
 - viii. No AI/Eventbrite tabled until next meeting
 - ix. Updated committee on 2024 deadlines for board packages

Official Vote on Holiday Party Venue - U of MD Alumni Center

- 1. Jennifer: Yes
- 2. Doreen: Yes
- 3. Avis: Majority Vote/Yes
- 4. Letia: Yes
- 5. Sidney: No response
- 6. Gabi: Yes

5 votes for yes, quorum was met. The committee has voted to approve holding the 2024 Oak Creek Holiday Party at the Samuel Riggs IV Alumni Center UMD on Friday, December 6.

Resident Forum:

No comments from any homeowners.

Follow Up Items:

- 1. Gabi is awaiting the official proposal from Samuel Riggs IV Alumni Center UMD and will send package to board by deadline

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 6:58 P.M.

**Oak Creek Club Homeowners Association
ACCESS COMMITTEE MEETING**

Virtual

March 20, 2024 6:30 P.M.

Committee Members Present Remotely:

Julian Brown – Chair

Peter Smith – Vice Chair

Jonathan Newton – Committee Member (CM)

Charles Roseberry – Committee Member (CM)

Gary Yancy – Committee Member (CM)

Teika Haymon – Committee Member (CM)

Committee Members Absent:

Greg Jackson – Committee Member (CM)

Peacola Johnson – Committee Member (CM)

Others Present Remotely:

Tamika Davis – CAMP Manager

Oak Creek Residents

Call to Order:

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

Approval of February 2024 Meeting Minutes:

Acceptance of AC Meeting Minutes from February 21, 2024 were motioned for approval by CM Yancy and seconded by VC Smith. The minutes were approved accordingly.

Review of Previous Action Items 02/21/2024:

- Chairman:
 - Re-add to meeting agenda the status of the Oak Creek West Park access. – COMPLETE
 - Lead coordination efforts to have AC members meet to discuss Access Control vendor recommendation. – IN PROGRESS
- All Committee Members:
 - Discuss Access Control vendor recommendation to the Board. – IN PROGRESS
- Ms. Davis (CAMP):
 - Obtain final price points from Access Control RFP finalists. – COMPLETE
 - Coordinate Executive meeting between Board and DMV Gates on 2/27/24. – COMPLETE
 - Request/manage quotes/payments for all open and pending repairs. - COMPLETE

- Create a new template to include gate entrance access status updates on the Oak Creek website. – IN PROGRESS (expected completion by April)
- Inform all respondents for the Access Control RFP, of the AC's decision and recommendation to the Board. – PENDING

Incident Report:

Chairman provided summary of gate strikes to date, including total number, damages, money owed and money collected.

Gate Entrances Status Updates:

Chairman provided update on all gate entrances.

Vendor Updates:

Chairman provided updates for All Systems, Dunbar and DMV Gates.

Old Business:

The AC reviewed the Access Control RFP bid comparison sheet.

- A motion was made by VC Smith and seconded by CM Roseberry to recommend to the Board that Dunbar is awarded the Access Control contract for two years. The motion was approved accordingly.
- A motion was made by CM Roseberry and seconded by CM Newton to recommend to the Board that Dunbar is awarded the Entry System Refresh contract in the amount of \$309,761. The motion was approved accordingly.

New Business:

The AC discussed the requirements and concerns regarding the camera installation at Oak Creek Park West.

- Points to consider include resident privacy, power supply and location. CAMP will submit proposal requests from Dunbar and DMV Gates.

The AC discussed AC membership status.

- A committee member (Gregory Jackson) has missed three meetings in a row. The AC was in concurrence to request his resignation. Chairman Brown has the action.

Projects on Backlog:

The AC will resume actions towards the Fox Turn guardhouse initiative and new signage at the gate entrances.

Resident Forum: 20 minutes (2 minutes per person)

Comments and/or questions regarding Dunbar's performance were provided by:

- Artisha Polk, Homeowner
- Patti Dorsey, Homeowner
- Suzann King, Homeowner
- Danielle Telesford, Homeowner

Follow-up Items:

Ms. Davis / CAMP:

- Provide the AC recommendation to the Board for Access Control contract.
- Provide the AC recommendation to the Board for Entry System Refresh contract.
- Submit proposal requests to Dunbar and DMV Gates for camera installation at Oak Creek Park West entrance.
- Create a new template to include gate entrance access status updates on the Oak Creek website. – IN PROGRESS (expected completion by April)

Chairman / Access Committee:

- Reach out to inactive committee member to discuss his resignation.

Adjournment:

A motion was made to adjourn by VC Smith and seconded by CM Yancy. Chairman Brown adjourned the AC meeting at 7:47pm.

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On Site Community Manager-Community Association
Management Professionals (CAMP)

Date: Monday, March 25, 2024

Re: Ratification of the vote made on Wednesday, March 6, 2024, for DMV gate repair proposals.

Suggested Motion: "I move to ratify the vote made on Wednesday, March 6, 2024, by the Board of Directors to approve the proposed gate repair upgrades for Pine Valley, Deer Run, Deer Run Estates, and Fox Turn totaling \$59,142.06 to be expensed from Repair and Replacement reserves."

Please see the attached support for the Oak Creek Club Board of Directors vote to approve the DMV Gates repair upgrade proposals for the community gate entrances.

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Wednesday, March 6, 2024 5:48 PM
To: Tamika Davis
Cc: Remi Duyile; WARD DWIGHT; Travis Witmer; Keith Pierce
Subject: Re: DMV Gates Repair proposals

Thanks for the update, Tamika.

It looks like there was no need for the invoice that was missing from my review of the attachments in the original email.

I agree with moving forward with DMV gates and appreciate they are implementing the plan to move the gates replaced to other damaged gates. Glad to see the cost savings realized and the timely repairs at the same time.

Have a great evening!

Regards,
Jessica Hill, Secretary

On Wed, Mar 6, 2024 at 1:15 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Thank you, Remi, for providing your vote. I am still waiting on one more vote to move forward. Please be advised that DMV Gates was able to move one hydraulic gate arm from Queen Anne after the gate repair and moved it to the Deer Run Estates exit. This update changes the invoices being approved as follows. I removed the proposal for the Deer Run Estates exit.

Gate/Repair	Cost	Estimate #
Pine Valley-Swing Gate	\$9,351.00	3203
Fox Turn Exit Operator	\$9,351.00	3244
Deer Run Estates Resident Swing Gate	\$9,351.00	3243
Deer Run Exit Lane Swing Gate	\$9,351.00	3245
Deer Run Estates Barrier Arm-Visitor Lane	\$10,869.03	3241
Fox Turn Barrier Arm (Visitor)	\$10,869.03	3202
TOTAL	\$59,142.06	All estimates combined

Please let me know if you have any questions. Thank you for your responses.

Tamika Davis

From: Remi Duyile <remiduyilessa@gmail.com>
Sent: Wednesday, March 6, 2024 12:29 PM
To: Tamika Davis
Cc: WARD DWIGHT; Jess Hill; Travis Witmer; Keith Pierce
Subject: Re: DMV Gates Repair proposals

Let's move forward. I agree. Thanks

On Fri, Mar 1, 2024 at 12:20 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Thank you for being available to meet with DMV Gates and get clarity on the repair items proposed for the gate entrances. As of today, the Board approved the Deer Run visitor barrier arm on 2/16/2024 and the Queen Anne Golf gate as of 2/2/2024. One side of the Queen Anne Golf gate was repaired yesterday. The other side will be completed today. I have attached the proposals for the items needing repair for Deer Run, Deer Run Estates, Pine Valley, and Fox Turn. Attached are the following proposals and warranty information.

Deer Run Exit swing gate \$ 9,531.00.

Deer Run Estates Swing Gate \$9,351.00

Pine Valley exit Swing gate: \$9,351.00

Fox Turn Visitor Swing Gate: \$9,351.00

Deer Run Exit Bi-Fold \$ 9,351.00

Bi-Fold Total: \$46,755

2-year factory warranty and 60 day labor warranty

Deer Run Estates Resident Lane Barrier Arm \$10,869.03

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Tuesday, March 5, 2024 2:39 PM
To: Tamika Davis
Subject: Re: DMV Gates Repair proposals

Importance: High

I agree to move forward.

Keith

On Mar 5, 2024, at 2:25 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Tamika Davis
Sent: Friday, March 1, 2024 12:21 PM
To: WARD DWIGHT <Drupeward@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyiless@gmail.com>
Subject: DMV Gates Repair proposals
Importance: High

Good Afternoon Board of Directors,

Thank you for being available to meet with DMV Gates and get clarity on the repair items proposed for the gate entrances. As of today, the Board approved the Deer Run visitor barrier arm on 2/16/2024 and the Queen Anne Golf gate as of 2/2/2024. One side of the Queen Anne Golf gate was repaired yesterday. The other side will be completed today. I have attached the proposals for the items needing repair for Deer Run, Deer Run Estates, Pine Valley, and Fox Turn. Attached are the following proposals and warranty information.

Deer Run Exit swing gate \$ 9,531.00.
Deer Run Estates Swing Gate \$9,351.00

Tamika Davis

From: Dwight R. Ward <drupeward@gmail.com>
Sent: Wednesday, March 6, 2024 10:31 AM
To: Tamika Davis
Cc: Travis Witmer; Keith Pierce; Remi Duyile; Jess Hill
Subject: Re: DMV Gates Repair proposals

I'm in favor of moving forward with the proposals with the corrected amounts.

D. Ward

Sent from my iPhone

On Mar 5, 2024, at 3:19 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Received. The proposal amount typed should be \$9,351 not \$9,531. Making the total proposed \$46,755.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Tuesday, March 5, 2024 3:10 PM
To: Tamika Davis <tdavis@oakcreekclub.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; WARD DWIGHT <Drupeward@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>
Subject: RE: DMV Gates Repair proposals

I support moving forward with the DMV work but would double check the math as it's not totaling out exactly as shown.

Thank you.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Tuesday, March 5, 2024 3:10 PM
To: Tamika Davis; Keith Pierce; Remi Duyile; WARD DWIGHT; Jess Hill
Subject: RE: DMV Gates Repair proposals

I support moving forward with the DMV work but would double check the math as it's not totaling out exactly as shown.

Thank you.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

From: Tamika Davis <tdavis@oakcreekclub.com>
Sent: Tuesday, March 5, 2024 3:06 PM
To: Keith Pierce <keithpierce807@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Remi Duyile <remiduyiless@gmail.com>; WARD DWIGHT <Drupeward@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>
Subject: RE: DMV Gates Repair proposals

Received. Thanks Tamika

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com



From: Keith Pierce <keithpierce807@gmail.com>
Sent: Tuesday, March 5, 2024 2:39 PM
To: Tamika Davis <tdavis@oakcreekclub.com>

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Tuesday, March 5, 2024 2:39 PM
To: Tamika Davis
Subject: Re: DMV Gates Repair proposals
Importance: High

I agree to move forward.

Keith

On Mar 5, 2024, at 2:25 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Tamika Davis
Sent: Friday, March 1, 2024 12:21 PM
To: WARD DWIGHT <Drupeward@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>
Subject: DMV Gates Repair proposals
Importance: High

Good Afternoon Board of Directors,

Thank you for being available to meet with DMV Gates and get clarity on the repair items proposed for the gate entrances. As of today, the Board approved the Deer Run visitor barrier arm on 2/16/2024 and the Queen Anne Golf gate as of 2/2/2024. One side of the Queen Anne Golf gate was repaired yesterday. The other side will be completed today. I have attached the proposals for the items needing repair for Deer Run, Deer Run Estates, Pine Valley, and Fox Turn. Attached are the following proposals and warranty information.

Deer Run Exit swing gate \$ 9,531.00.
Deer Run Estates Swing Gate \$9,351.00



DMV Gates & Security Solutions

Business Number 888-958-5815

202-505-4647

www.dmvgates.com

office@dmvgates.com

ESTIMATE

EST3245

DATE

Feb 21, 2024

TOTAL

USD \$9,351.00

TO

Oak Creek/Tamika Davis

14505 Mary Bowie Pkwy

Upper Marlboro, MD

20774

(917) 808-0998

manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Deer Run Exit Lane Bifold - Heavy Duty Dual Swing Gate Operator Replacement	\$8,821.70	1	\$8,821.70

The Procurement and Installation of One (1) Lift Master Commercial Grade Dual Swing Gate Operator

The LiftMaster Commercial Grade Dual Swing Gate Operator is a powerful and reliable swing gate operator designed for residential and commercial use. It features a commercial-duty cast aluminum housing and UL usage classification for added durability and safety. Additionally, the operator is solar-ready and comes with a smart solar panel kit that uses the sun to power the operator, making it an ultra-reliable system that delivers power when and where you need it most.

Includes:

Two (2) Arms

Four (4) Arm Brackets

One (1) Control Box

One (1) Monitored Photoeyes with Reflectors

Two (2) Batteries 7ah

One (1) Built-in receiver

Two (2) Warning Signs

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

Three (3) Remotes

Housing: Commercial-Duty Cast Aluminum
 UL Usage Classification: I, II, III, and IV
 Actuator Arm Weight: 35 lbs.
 Standard Control Box Weight: 13 lbs. Monitored Safety Inputs: 3 Main Board, 3 Optional Expansion Board
 Security+ 2.0 On-Board Radio Receiver: Supports up to 50 Remote Controls (Unlimited with 811LMX/813LMX)
 LED Diagnostic Display: Simplifies Installation and Troubleshooting
 Programmable Auxiliary Relays: Make Adding Additional Features Easy
 Homelink Compatible: Version 4.0 or Higher
 Dimensions : 21.00" x 17.22" x 6.19"
 Commercial-Grade Design

Two (2) Years Manufacturer Warranty

Include Labor & Installation:

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

SUBTOTAL	\$8,821.70
TAX (6%)	\$529.30
TOTAL	USD \$9,351.00

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

Dwight Ward
Dwight Ward *Dark Creek*
HJA

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

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't

hesitate to reach out for additional details and information.



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3202

DATE
Feb 5, 2024

TOTAL
USD \$10,869.03

TO
Oak Creek/Tamika Davis

803 Rexford Wy,
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Fox Turn - Barrier Arm Gate Operator Replacement w/ LED Arm The Procurement and Installation of One (1) Liftmaster MEGA ARM TOWER - High-Performance DC	\$10,253.80	1	\$10,253.80

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

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet. The product complies with UL® 325 and UL 991 standards, including Class I, II, III, and IV classifications.

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

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

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

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

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

Product Details

Exclusive patented design with 3" round flat sides

IP68 rated, waterproof LED lights

Operating temperature: -13°F - +140°F

LED operating voltage: 12VDC

LED Type: 3528 IP68 Silica gel filled

Power: 14.4W / 4 meter roll

Safety and Security

Include Labor & Installation:

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

Notes:

We strongly suggest replacing the entire system rather than just 3/4 different parts, as replacing only parts of it may lead to recurring problems.

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

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

Dwight Welf
Dwight Welf
Oak Creek
HOA

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

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



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3241

DATE
Feb 21, 2024

TOTAL
USD \$10,869.03

TO

Oak Creek/Tamika Davis

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

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

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

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet.
The product complies with UL® 325 and UL 991 standards, including

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

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

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

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

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

Product Details

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

Include Labor & Installation:

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

Notes:

We strongly suggest replacing the entire system rather than just 3/4 different parts, as replacing only parts of it may lead to recurring

DESCRIPTION	RATE	QTY	AMOUNT
problems.			
			SUBTOTAL \$10,253.80
			TAX (6%) \$615.23
			TOTAL USD \$10,869.03

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

Dwight Wood
Dwight Wood *Oak Creek*
HJA

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

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



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3203

DATE
Feb 5, 2024

TOTAL
USD \$9,351.00

TO

Oak Creek/Tamika Davis

14120 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Pine Valley - Heavy Duty Dual Swing Gate Operator Replacement The Procurement and Installation of One (1) Lift Master Heavy Duty Dual Swing Gate Operator	\$8,821.70	1	\$8,821.70

The LiftMaster Heavy Duty Dual Swing Gate Operator is a powerful and reliable swing gate operator designed for residential and light commercial use. It features a commercial-duty cast aluminum housing and UL usage classification for added durability and safety. The operator comes with a standard control box that includes two 7Ah batteries for seamless access during power outages. The system also includes a pre-motion warning alarm that activates three seconds prior to gate motion, synchronized close for simultaneous gate closure, and monitored safety inputs for added security. The operator is compatible with up to 50 remote controls and has a programmable auxiliary relay for easy addition of extra features. Additionally, the operator is solar-ready and comes with a smart solar panel kit that uses the sun to power the operator, making it an ultra-reliable system that delivers power when and where you need it most.

Housing: Commercial-Duty Cast Aluminum
UL Usage Classification: I, II, III, and IV
Actuator Arm Weight: 35 lbs.
Standard Control Box Weight: 13 lbs. (Includes 2 7Ah Batteries)

DESCRIPTION	RATE	QTY	AMOUNT
Pre-Motion Warning Alarm: Activates On-Board Alarm 3 Seconds Prior to Gate Motion Synchronized Close: Simultaneously Closes Gates Monitored Safety Inputs: 3 Main Board, 3 Optional Expansion Board Security+ 2.0 On-Board Radio Receiver: Supports up to 50 Remote Controls (Unlimited with 811LMX/813LMX) LED Diagnostic Display: Simplifies Installation and Troubleshooting Programmable Auxiliary Relays: Make Adding Additional Features Easy Homelink Compatible: Version 4.0 or Higher Dimensions : 21.00" x 17.22" x 6.19" Commercial-Grade Design			

Two (2) Years Manufacturer Warranty

Include Labor & Installation:

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

Notes:

We strongly suggest replacing the entire system rather than just 3/4 different parts, as replacing only parts of it may lead to recurring problems.

SUBTOTAL	\$8,821.70
TAX (6%)	\$529.30
TOTAL	USD \$9,351.00

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

Dwight Wood
Dwight Wood
Oak Creek
HOA

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty

surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

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



**DMV Gates & Security
Solutions**

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE

EST3243

DATE

Feb 21, 2024

TOTAL

USD \$9,351.00

TO

Oak Creek/Tamika Davis

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Deer Run Estate - Resident Lane Bifold - Heavy Duty Dual Swing Gate Operator Replacement The Procurement and Installation of One (1) Lift Master Commercial Grade Dual Swing Gate Operator	\$8,821.70	1	\$8,821.70

The LiftMaster Commercial Grade Dual Swing Gate Operator is a powerful and reliable swing gate operator designed for residential and commercial use. It features a commercial-duty cast aluminum housing and UL usage classification for added durability and safety. Additionally, the operator is solar-ready and comes with a smart solar panel kit that uses the sun to power the operator, making it an ultra-reliable system that delivers power when and where you need it most.

Includes:

- Two (2) Arms
- Four (4) Arm Brackets
- One (1) Control Box
- One (1) Monitored Photoeyes with Reflectors
- Two (2) Batteries 7ah
- One (1) Built-in receiver
- Two (2) Warning Signs

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

Three (3) Remotes

Housing: Commercial-Duty Cast Aluminum
 UL Usage Classification: I, II, III, and IV
 Actuator Arm Weight: 35 lbs.
 Standard Control Box Weight: 13 lbs. Monitored Safety Inputs: 3 Main Board, 3 Optional Expansion Board
 Security+ 2.0 On-Board Radio Receiver: Supports up to 50 Remote Controls (Unlimited with 811LMX/813LMX)
 LED Diagnostic Display: Simplifies Installation and Troubleshooting
 Programmable Auxiliary Relays: Make Adding Additional Features Easy
 Homelink Compatible: Version 4.0 or Higher
 Dimensions : 21.00" x 17.22" x 6.19"
 Commercial-Grade Design

Two (2) Years Manufacturer Warranty

Include Labor & Installation:

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

SUBTOTAL	\$8,821.70
TAX (6%)	\$529.30
TOTAL	USD \$9,351.00

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

Dwight Wood
 Dwight Wood oakCreek HOA

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

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't

hesitate to reach out for additional details and information.



DMV Gates & Security Solutions

Business Number 888-958-5815

202-505-4647

www.dmvgates.com

office@dmvgates.com

ESTIMATE

EST3244

DATE

Feb 21, 2024

TOTAL

USD \$9,351.00

TO

Oak Creek/Tamika Davis

14505 Mary Bowie Pkwy

Upper Marlboro, MD

20774

(917) 808-0998

manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Fox Turn Exit Bifold - Heavy Duty Dual Swing Gate Operator Replacement The Procurement and Installation of One (1) Lift Master Commercial Grade Dual Swing Gate Operator	\$8,821.70	1	\$8,821.70

The LiftMaster Commercial Grade Dual Swing Gate Operator is a powerful and reliable swing gate operator designed for residential and commercial use. It features a commercial-duty cast aluminum housing and UL usage classification for added durability and safety. Additionally, the operator is solar-ready and comes with a smart solar panel kit that uses the sun to power the operator, making it an ultra-reliable system that delivers power when and where you need it most.

Includes:

- Two (2) Arms
- Four (4) Arm Brackets
- One (1) Control Box
- One (1) Monitored Photoeyes with Reflectors
- Two (2) Batteries 7ah
- One (1) Built-in receiver
- Two (2) Warning Signs
- Three (3) Remotes

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

Housing: Commercial-Duty Cast Aluminum
 UL Usage Classification: I, II, III, and IV
 Actuator Arm Weight: 35 lbs.
 Standard Control Box Weight: 13 lbs. Monitored Safety Inputs: 3 Main Board, 3 Optional Expansion Board
 Security+ 2.0 On-Board Radio Receiver: Supports up to 50 Remote Controls (Unlimited with 811LMX/813LMX)
 LED Diagnostic Display: Simplifies Installation and Troubleshooting
 Programmable Auxiliary Relays: Make Adding Additional Features Easy
 Homelink Compatible: Version 4.0 or Higher
 Dimensions : 21.00" x 17.22" x 6.19"
 Commercial-Grade Design

Two (2) Years Manufacturer Warranty

Include Labor & Installation:

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

SUBTOTAL	\$8,821.70
TAX (6%)	\$529.30
TOTAL	USD \$9,351.00

Dwight Wood
Dwight Wood Oak Creek
 HOA

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

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

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

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association
Management Professionals (CAMP)

Date: Monday, March 25, 2024

Re: Ratification of the vote made on Friday, February 2, 2024, for the DMV gate repair upgrade proposal for Queen Anne Golf Gates.

Suggested Motion: "I move to ratify the vote made on Friday, February 2, 2024, by the Board of Directors to approve the DMV proposal to repair the Queen Anne Golf gate totaling \$18,020 to be expensed from Repair and Replacement reserves."

Please see the attached support for the Oak Creek Club Board of Directors vote to approve the DMV Gates Queen Anne golf gate repair proposal.

Tamika Davis

From: Dwight R. Ward <drupeward@gmail.com>
Sent: Friday, February 2, 2024 4:57 PM
To: Tamika Davis
Cc: Jess Hill; Keith Pierce; Travis Witmer; Remi Duyile
Subject: Re: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

I'm in agreement to move forward with this work.

D. Ward

Sent from my iPhone

On Jan 31, 2024, at 12:57 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

I requested proposals from USCI and Gate Logics on January 10th and January 18th. Both companies still need to provide them. DMV Gates recommended replacing these as they go out because they don't have a good life expectancy. Gate Logics also mentioned this issue with the hydraulic gate arms at their site visit. Unless the Board wants to change everything at once, which I do not recommend. The Access Committee has discussed the different gate vendors but hasn't provided any recommendations because they are in the Access Control Contract RFP process. I met with the Access committee chair today regarding the gate management vendor and provided updates to the committee request. The access committee feels an immediate need to get someone here to maintain the gates until the Board decides who to move forward with. As it stands today, DMV gates have been the most responsive. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Wednesday, January 31, 2024 9:43 AM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Remi Duyile <remiduyilessa@gmail.com>

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Wednesday, January 31, 2024 4:11 PM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Travis Witmer; Remi Duyile
Subject: Re: FW: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

Hi Tamika,

Thanks for the update. With the information provided to my questions, I agree to move forward with the proposal.

Have a great afternoon!

Regards,
Jessica

On Wed, Jan 31, 2024 at 12:57 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

I requested proposals from USCI and Gate Logics on January 10th and January 18th. Both companies still need to provide them. DMV Gates recommended replacing these as they go out because they don't have a good life expectancy. Gate Logics also mentioned this issue with the hydraulic gate arms at their site visit. Unless the Board wants to change everything at once, which I do not recommend. The Access Committee has discussed the different gate vendors but hasn't provided any recommendations because they are in the Access Control Contract RFP process. I met with the Access committee chair today regarding the gate management vendor and provided updates to the committee request. The access committee feels an immediate need to get someone here to maintain the gates until the Board decides who to move forward with. As it stands today, DMV gates have been the most responsive. Thanks, Tamika.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

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

On Tue, Jan 30, 2024 at 5:01 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the attached proposal for the Golf Swing gates at Queen Anne. DMV Gates offers an alternative to the current hydraulic gate arms Oak Creek has. The lift master arm is a solar option. This recommendation comes after assessing the gates and finding a more durable option than hydraulic gate arms with hydraulic fluid. DMV Gates recommends switching to these operators for the Bi-Fold gates as they go out for a longer life expectancy for the equipment.

DMV Gates completed two services at Oak Creek for a damaged transponder reader at Deer Run Estates and a damaged camera pole hit at Deer Run. Repairs were completed the following day after the request and required no wait time for equipment. The project manager inspected the work with me on the same day.

Note the proposed operator is compatible with Oak Creek's current system. The Gate Operator has a 2-year Manufacturer Warranty and a 60-day Labor Installation Warranty. Please let me know how you would like to proceed. Thanks, Tamika.

Please let me know how you would like to proceed.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

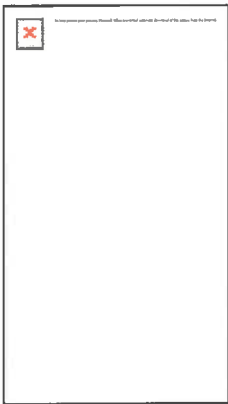
Upper Marlboro, MD 20774

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

Tamika Davis

From: Remi Duyile <remiduyilessa@gmail.com>
Sent: Sunday, February 4, 2024 11:15 AM
To: Jess Hill
Cc: Keith Pierce; Tamika Davis; Travis Witmer; WARD DWIGHT
Subject: Re: FW: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

Let's proceed with work , we have sufficient details . Thanks. Remi



Remi Duyile

Author | International Speaker | Empowerment Coach | Strategic Consultant

<http://www.remispeaks.com>

(240)-604-1000 or (1800)-614-8061

info@remispeaks.com

CONNECT ON SOCIAL MEDIA

<https://www.facebook.com/theremispeaks>

<https://www.twitter.com/theremispeaks>

<https://www.instagram.com/theremispeaks>

<https://www.theremispeaks.tumblr.com>

<https://www.youtube.com/user/remiduyile>

#RiseRestoreandShine

#Remispeaks



From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Wednesday, January 31, 2024 9:43 AM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Remi Duyile <remiduyilesssa@gmail.com>
Subject: Re: FW: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

Hi Tamika,

Thanks for the information. Did we get other quotes for these walking gates? What would be the plan to put install them at each gate to ensure uniformity?

Which committee would be responsible for this installation? Access Control? Have they been included in the process?

Just making sure we are consistent with the procurement/vendor selection process and the appropriate committees are included in the proposal/selection process to make the necessary decisions and recommendations to the Board.

Thanks in advance for your assistance.

Have a great day!

Regards,

Jessica

On Tue, Jan 30, 2024 at 5:01 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

From: office@dmvgates.com <office@dmvgates.com>

Sent: Monday, January 29, 2024 9:46 AM

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: Michael Peretz <Michael@dmvgates.com>; DMV Customer Service <Service@dmvgates.com>; Andres Betancourt <andres@dmvgates.com>

Subject: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement

Dear Ms. Davis,

I hope this email finds you well.

Attached is our Estimate for the **Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement**.

Below you will also find our **Company Video Introduction**.

We look forward to working with you on this project.

Feel free to contact us if you have any questions or concerns.

Respectfully,

 Company Introduction - DMV Gates & Security Solutions.mp4

--

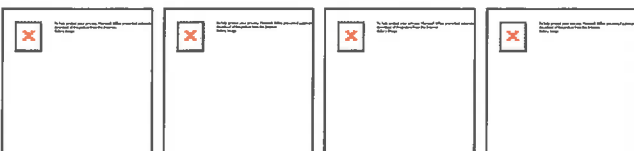


Resh Valencia

Asst. General Manager
DMV Gates and Security Solutions

TF: [888-958-5815](tel:888-958-5815) | **O:** [202-505-4445](tel:202-505-4445) | **D:** [202-505-4471](tel:202-505-4471)

office@dmvgates.com | www.dmvgates.com



Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Tuesday, January 30, 2024 9:29 PM
To: Tamika Davis
Cc: WARD DWIGHT; Jess Hill; Travis Witmer; Remi Duyile
Subject: Re: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

I think we should proceed.

Keith

Sent from my iPhone

On Jan 30, 2024, at 4:01 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the attached proposal for the Golf Swing gates at Queen Anne. DMV Gates offers an alternative to the current hydraulic gate arms Oak Creek has. The lift master arm is a solar option. This recommendation comes after assessing the gates and finding a more durable option than hydraulic gate arms with hydraulic fluid. DMV Gates recommends switching to these operators for the Bi-Fold gates as they go out for a longer life expectancy for the equipment.

DMV Gates completed two services at Oak Creek for a damaged transponder reader at Deer Run Estates and a damaged camera pole hit at Deer Run. Repairs were completed the following day after the request and required no wait time for equipment. The project manager inspected the work with me on the same day.

Note the proposed operator is compatible with Oak Creek's current system. The Gate Operator has a 2-year Manufacturer Warranty and a 60-day Labor Installation Warranty. Please let me know how you would like to proceed. Thanks, Tamika.

Please let me know how you would like to proceed.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3177

DATE
Jan 24, 2024

TOTAL
USD \$18,020.00

TO

Oak Creek/Tamika Davis

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(301) 390-1721/ (917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement The Procurement and Installation of Two (2) Lift Master Light Commercial Grade Dual Swing Gate Operators	\$8,500.00	2	\$17,000.00

The LiftMaster Light Commercial Grade Dual Swing Gate Operator is a powerful and reliable swing gate operator designed for residential and light commercial use. It features a commercial-duty cast aluminum housing and UL usage classification for added durability and safety. Additionally, the operator is solar-ready and comes with a smart solar panel kit that uses the sun to power the operator, making it an ultra-reliable system that delivers power when and where you need it most.

Includes:

- Four (4) Arms
- Eight (8) Arm Brackets
- Two (2) Control Box
- Two (2) Monitored Photoeyes with Reflectors
- Four (4) Batteries 7ah
- Two (2) Built-in receiver
- Four (4) Warning Signs

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

Housing: Commercial-Duty Cast Aluminum
UL Usage Classification: I, II, III, and IV
Actuator Arm Weight: 35 lbs.
Standard Control Box Weight: 13 lbs. Monitored Safety Inputs: 3 Main Board, 3 Optional Expansion Board
Security+ 2.0 On-Board Radio Receiver: Supports up to 50 Remote Controls (Unlimited with 811LMX/813LMX)
LED Diagnostic Display: Simplifies Installation and Troubleshooting
Programmable Auxiliary Relays: Make Adding Additional Features Easy
Homelink Compatible: Version 4.0 or Higher
Dimensions : 21.00" x 17.22" x 6.19"
Commercial-Grade Design

Two (2) Years Manufacturer Warranty

Include Labor & Installation:

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

Notes:

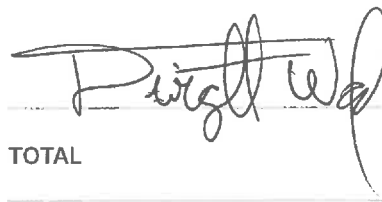
Electrical from existing point.

When installing dual swing gate automation, it is essential to establish communication between both gate arms for automation. This necessitates the discreet routing of wires from both sides. To achieve this, we carefully cut into the asphalt, conceal the wires within, and patch it back.

SUBTOTAL	\$17,000.00
TAX (6%)	\$1,020.00

HOA BOD
President

TOTAL



USD \$18,020.00

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

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

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

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Tuesday, January 30, 2024 9:29 PM
To: Tamika Davis
Cc: WARD DWIGHT; Jess Hill; Travis Witmer; Remi Duyile
Subject: Re: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

I think we should proceed.

Keith

Sent from my iPhone

On Jan 30, 2024, at 4:01 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the attached proposal for the Golf Swing gates at Queen Anne. DMV Gates offers an alternative to the current hydraulic gate arms Oak Creek has. The lift master arm is a solar option. This recommendation comes after assessing the gates and finding a more durable option than hydraulic gate arms with hydraulic fluid. DMV Gates recommends switching to these operators for the Bi-Fold gates as they go out for a longer life expectancy for the equipment.

DMV Gates completed two services at Oak Creek for a damaged transponder reader at Deer Run Estates and a damaged camera pole hit at Deer Run. Repairs were completed the following day after the request and required no wait time for equipment. The project manager inspected the work with me on the same day.

Note the proposed operator is compatible with Oak Creek's current system. The Gate Operator has a 2-year Manufacturer Warranty and a 60-day Labor Installation Warranty. Please let me know how you would like to proceed. Thanks; Tamika.

Please let me know how you would like to proceed.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Wednesday, January 31, 2024 4:11 PM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Travis Witmer; Remi Duyile
Subject: Re: FW: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

Hi Tamika,

Thanks for the update. With the information provided to my questions, I agree to move forward with the proposal.

Have a great afternoon!

Regards,
Jessica

On Wed, Jan 31, 2024 at 12:57 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

I requested proposals from USCI and Gate Logics on January 10th and January 18th. Both companies still need to provide them. DMV Gates recommended replacing these as they go out because they don't have a good life expectancy. Gate Logics also mentioned this issue with the hydraulic gate arms at their site visit. Unless the Board wants to change everything at once, which I do not recommend. The Access Committee has discussed the different gate vendors but hasn't provided any recommendations because they are in the Access Control Contract RFP process. I met with the Access committee chair today regarding the gate management vendor and provided updates to the committee request. The access committee feels an immediate need to get someone here to maintain the gates until the Board decides who to move forward with. As it stands today, DMV gates have been the most responsive. Thanks, Tamika.

Tamika Davis, CMCA®

On-Site Community Manager -- (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

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

Tamika Davis

From: Remi Duyile <remiduyilessa@gmail.com>
Sent: Tuesday, January 30, 2024 11:08 PM
To: Keith Pierce
Cc: Tamika Davis; WARD DWIGHT; Jess Hill; Travis Witmer
Subject: Re: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

Let's proceed. Thanks Remi

On Tue, Jan 30, 2024 at 9:28 PM Keith Pierce <keithpierce807@gmail.com> wrote:
I think we should proceed.

Keith

Sent from my iPhone

On Jan 30, 2024, at 4:01 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the attached proposal for the Golf Swing gates at Queen Anne. DMV Gates offers an alternative to the current hydraulic gate arms Oak Creek has. The lift master arm is a solar option. This recommendation comes after assessing the gates and finding a more durable option than hydraulic gate arms with hydraulic fluid. DMV Gates recommends switching to these operators for the Bi-Fold gates as they go out for a longer life expectancy for the equipment.

DMV Gates completed two services at Oak Creek for a damaged transponder reader at Deer Run Estates and a damaged camera pole hit at Deer Run. Repairs were completed the following day after the request and required no wait time for equipment. The project manager inspected the work with me on the same day.

Note the proposed operator is compatible with Oak Creek's current system. The Gate Operator has a 2-year Manufacturer Warranty and a 60-day Labor Installation Warranty. Please let me know how you would like to proceed. Thanks, Tamika.

Tamika Davis

From: Dwight R. Ward <drupeward@gmail.com>
Sent: Friday, February 2, 2024 4:57 PM
To: Tamika Davis
Cc: Jess Hill; Keith Pierce; Travis Witmer; Remi Duyile
Subject: Re: Oak Creek/Tamika Davis - Estimate for Queen Anne Turn Entrance - Golf Cart Swing Gates Operators Replacement (Board Action Needed)

I'm in agreement to move forward with this work.

D. Ward

Sent from my iPhone

On Jan 31, 2024, at 12:57 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

I requested proposals from USCI and Gate Logics on January 10th and January 18th. Both companies still need to provide them. DMV Gates recommended replacing these as they go out because they don't have a good life expectancy. Gate Logics also mentioned this issue with the hydraulic gate arms at their site visit. Unless the Board wants to change everything at once, which I do not recommend. The Access Committee has discussed the different gate vendors but hasn't provided any recommendations because they are in the Access Control Contract RFP process. I met with the Access committee chair today regarding the gate management vendor and provided updates to the committee request. The access committee feels an immediate need to get someone here to maintain the gates until the Board decides who to move forward with. As it stands today, DMV gates have been the most responsive. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Wednesday, January 31, 2024 9:43 AM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Remi Duyile <remiduyiless@gmail.com>

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association Management Professionals (CAMP)

Date: Monday, March 25, 2024

Re: Ratification of the vote made on Wednesday, February 21, 2024, to approve the Paradise Pools White coating proposals for the Main and the Wading Pool.

Suggested Motion: "I move to approve the vote made on Wednesday, February 21, 2024, to approve the Paradise Pools white coating proposal in the amount of \$62,500 for the Main pool and the wading pool to be expensed from Repairs & Replacement reserves."

On average white coating should be done every 8 to 10 years. Paradise Pools provides a twelve-month warranty for workmanship and materials used for this project.

For reference, the 2023 PM Plus reserve study has identified White Coating as a necessary expense for 2023 or 2024. This repair is budgeted to be completed in 2024 and expensed from repairs and replacement reserves.

As of February 29, 2024, there was a remaining balance of \$2,397,988 remaining in repairs and replacement reserves.

Management Recommendation as of 2/13/2024: Management recommends proceeding with the Paradise Pools white coating proposal for both the Main Pool and the wading pool.

Tamika Davis

From: Dwight Ward <drupeward@gmail.com>
Sent: Wednesday, February 21, 2024 7:11 AM
To: Tamika Davis
Cc: Jess Hill; Travis Witmer; Remi Duyile; Keith Pierce; Moriah Benjamin; Susan Blackburn; TaShawn Andrews
Subject: Re: White Coating Update to the Board of Directors

I'm in agreement with proceeding with this project.

On Wed, Feb 14, 2024 at 4:36 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

For reference, the white coating was prioritized to be completed after the coping and tile were board-approved and completed in April of 2023.

2022 Note from Paradise Pools

Both pools appear to have original tile, coping, and caulk. Over the years, raw materials begin to deteriorate after exposure to the outdoor elements. This spring, 2022, Paradise Pool Service performed remedial repairs to bring pools up to code and pass the pre-opening inspection. Due to fluctuating pricing, this proposal is valid for 30 days. We recommend completing the service in the fall of 2022 or as soon as the weather breaks in the spring of 2023 to avoid delays in opening on Memorial Day Weekend.

They also stated the typical pool has the white coating applied approximately every eight years. Pools should be inspected every 3-5 times after the white coating has been applied to identify areas where the white coating has potentially unbonded. Once it has become unbonded, it is not recommended to continue white coating over the unbonded areas, and the contractor will not warranty the white coating if the unbonded layers are not removed first.

There is no way to inspect the pool with water in it. It has to be inspected with the pool empty. Hence, the attached pictures are from 2022, when the pool was emptied to complete the coping and tile. The pool cannot be inspected for areas where it is unbonded while water is in the pool as the plaster (white coating) is hydrated. This can be a costly, unexpected expense for the Board when they are in the process of opening the pool.

Should I be requesting the pool cover be removed and the pool drained for an inspection by the Board?

Regarding the budgeted amount for the pool management contract, proposals were provided to the Budget and Finance Committee in July of 2023 in preparation for the 2024 budget preparation before the budget was approved. I obtain proposals every year before budget prep to have rough or exact numbers for the budget. At that time, there were no requests from the Board of Directors, Finance Committee, or Facilities Committee to bid out the contract. \$62,270 was the budget number input into the 2024 Budget spreadsheet draft for approval by the Committee and Board based on the

Tamika Davis

From: Remi Duyile <remiduyiless@gmail.com>
Sent: Friday, February 16, 2024 3:39 PM
To: Tamika Davis
Cc: WARD DWIGHT; Jess Hill; Travis Witmer; Keith Pierce; Moriah Benjamin; Susan Blackburn; TaShawn Andrews
Subject: Re: White Coating Update to the Board of Directors

Thanks Tamika for the pictures, I am in agreement with the coating. Best , Remi

On Wed, Feb 14, 2024 at 4:36 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

For reference, the white coating was prioritized to be completed after the coping and tile were board-approved and completed in April of 2023.

2022 Note from Paradise Pools

Both pools appear to have original tile, coping, and caulk. Over the years, raw materials begin to deteriorate after exposure to the outdoor elements. This spring, 2022, Paradise Pool Service performed remedial repairs to bring pools up to code and pass the pre-opening inspection. Due to fluctuating pricing, this proposal is valid for 30 days. We recommend completing the service in the fall of 2022 or as soon as the weather breaks in the spring of 2023 to avoid delays in opening on Memorial Day Weekend.

They also stated the typical pool has the white coating applied approximately every eight years. Pools should be inspected every 3-5 times after the white coating has been applied to identify areas where the white coating has potentially unbonded. Once it has become unbonded, it is not recommended to continue white coating over the unbonded areas, and the contractor will not warranty the white coating if the unbonded layers are not removed first.

There is no way to inspect the pool with water in it. It has to be inspected with the pool empty. Hence, the attached pictures are from 2022, when the pool was emptied to complete the coping and tile. The pool cannot be inspected for areas where it is unbonded while water is in the pool as the plaster (white coating) is hydrated. This can be a costly, unexpected expense for the Board when they are in the process of opening the pool.

Should I be requesting the pool cover be removed and the pool drained for an inspection by the Board?

Regarding the budgeted amount for the pool management contract, proposals were provided to the Budget and Finance Committee in July of 2023 in preparation for the 2024 budget preparation before the budget was approved. I obtain proposals every year before budget prep to have rough or exact numbers for the budget. At that time, there were no requests from the Board of Directors, Finance Committee, or Facilities Committee to bid out the contract. \$62,270 was the budget number input into the 2024 Budget spreadsheet draft for approval by the Committee and Board based on the

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Friday, February 16, 2024 9:29 AM
To: Tamika Davis
Cc: WARD DWIGHT; Travis Witmer; Remi Duyile; Keith Pierce; Moriah Benjamin; Susan Blackburn; TaShawn Andrews
Subject: Re: White Coating Update to the Board of Directors

Hi Tamika,

Thanks for the additional information.

I agree with moving forward with the white coating process of the pool.

Have a great day!

Regards,
Jessica Hill, Secretary

On Wed, Feb 14, 2024 at 4:36 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:
Good Afternoon, Oak Creek Club Board of Directors,

For reference, the white coating was prioritized to be completed after the coping and tile were board-approved and completed in April of 2023.

2022 Note from Paradise Pools

Both pools appear to have original tile, coping, and caulk. Over the years, raw materials begin to deteriorate after exposure to the outdoor elements. This spring, 2022, Paradise Pool Service performed remedial repairs to bring pools up to code and pass the pre-opening inspection. Due to fluctuating pricing, this proposal is valid for 30 days. We recommend completing the service in the fall of 2022 or as soon as the weather breaks in the spring of 2023 to avoid delays in opening on Memorial Day Weekend.

They also stated the typical pool has the white coating applied approximately every eight years. Pools should be inspected every 3-5 times after the white coating has been applied to identify areas where the white coating has potentially unbonded. Once it has become unbonded, it is not recommended to continue white coating over the unbonded areas, and the contractor will not warranty the white coating if the unbonded layers are not removed first.

There is no way to inspect the pool with water in it. It has to be inspected with the pool empty. Hence, the attached pictures are from 2022, when the pool was emptied to complete the coping and tile. The pool cannot be inspected for areas where it is unbonded while water is in the pool as the plaster (white coating) is hydrated. This can be a costly, unexpected expense for the Board when they are in the process of opening the pool.

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Friday, February 16, 2024 12:22 PM
To: Keith Pierce; Tamika Davis
Cc: Dwight Ward; Jess Hill; Remi Duyile; Moriah Benjamin; Susan Blackburn; TaShawn Andrews
Subject: RE: White Coating Update to the Board of Directors

Thanks Tamika,
Agree to proceed with the coating as proposed

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Thursday, February 15, 2024 1:23 PM
To: Tamika Davis (Oak Creek Property Manager) <tdavis@oakcreekclub.com>
Cc: Dwight Ward <Drupeward@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Remi Duyile <remiduyiless@gmail.com>; Moriah Benjamin <assistantmgr@oakcreekclub.com>; Susan Blackburn <sblackburn@gocampmgmt.com>; TaShawn Andrews <tandrews@oakcreekclub.com>
Subject: Re: White Coating Update to the Board of Directors
Importance: High

I agree with the recommendation to do the coating.

Keith

On Feb 14, 2024, at 4:36 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

For reference, the white coating was prioritized to be completed after the coping and tile were board-approved and completed in April of 2023.

2022 Note from Paradise Pools

Both pools appear to have original tile, coping, and caulk. Over the years, raw materials begin to deteriorate after exposure to the outdoor elements. This

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Thursday, February 15, 2024 1:23 PM
To: Tamika Davis
Cc: Dwight Ward; Jess Hill; Travis Witmer; Remi Duyile; Moriah Benjamin; Susan Blackburn; TaShawn Andrews
Subject: Re: White Coating Update to the Board of Directors
Importance: High

I agree with the recommendation to do the coating.

Keith

On Feb 14, 2024, at 4:36 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

For reference, the white coating was prioritized to be completed after the coping and tile were board-approved and completed in April of 2023.

2022 Note from Paradise Pools

Both pools appear to have original tile, coping, and caulk. Over the years, raw materials begin to deteriorate after exposure to the outdoor elements. This spring, 2022, Paradise Pool Service performed remedial repairs to bring pools up to code and pass the pre-opening inspection. Due to fluctuating pricing, this proposal is valid for 30 days. We recommend completing the service in the fall of 2022 or as soon as the weather breaks in the spring of 2023 to avoid delays in opening on Memorial Day Weekend.

They also stated the typical pool has the white coating applied approximately every eight years. Pools should be inspected every 3-5 times after the white coating has been applied to identify areas where the white coating has potentially unbonded. Once it has become unbonded, it is not recommended to continue white coating over the unbonded areas, and the contractor will not warranty the white coating if the unbonded layers are not removed first.

There is no way to inspect the pool with water in it. It has to be inspected with the pool empty. Hence, the attached pictures are from 2022, when the pool was emptied to complete the coping and tile. The pool cannot be inspected for areas where it is unbonded while water is in the pool as the plaster (white coating) is hydrated. This can be a costly, unexpected expense for the Board when they are in the process of opening the pool.

Should I be requesting the pool cover be removed and the pool drained for an inspection by the Board?

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Thursday, February 15, 2024 1:19 PM
To: Tamika Davis
Subject: Re: White Coating Update to the Board of Directors

I recommend we proceed with the coating.

Keith

On Feb 15, 2024, at 1:01 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Mr. Pierce can you provide your recommendation in your response for this? Thanks Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Wednesday, February 14, 2024 4:37 PM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: Dwight Ward <Drupeward@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Remi Duyile <remiduyilessa@gmail.com>; Moriah Benjamin <assistantmgr@oakcreekclub.com>; Susan Blackburn <sblackburn@gocampmgmt.com>; TaShawn Andrews <tandrews@oakcreekclub.com>
Subject: Re: White Coating Update to the Board of Directors
Importance: High

Thanks for the information!

Keith

On Feb 14, 2024, at 4:36 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

Late in the last pool season, we received several complaints about pool patrons' feet being scratched at the bottom of the pool.

Please let me know if you need anything additional to help with the decision to whitecoat the pool. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Tamika Davis
Sent: Thursday, June 29, 2023 4:46 PM
To: Tyrone Jackson <tyrone@paradisepoolservicellc.com>; Edward Garcia <ed@paradisepoolservicellc.com>
Cc: Alexis Stevenson <assistantmgr@oakcreekclub.com>
Subject: White Coat Proposal Needed

Good Afternoon,
Can I get a proposal for white coating for both pools? I am working on the 2024 Budget. A few homeowners have complained about adding the wading pool, specifically scratching the kid's feet. If you have any additional 2024 pool recommendations, please forward them before 8/1/2023. Thanks, Tamika

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

<white coat needed 2024 3.jpg><White coat needed 2024 5.jpg><White Coat needed 2024 2.jpg><white coat needed 2024 1.jpg>

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association Management Professionals (CAMP)

Date: Friday, March 29, 2024

Re: Ratification of the vote made on Friday, February 16, 2024, for the Deer Run visitor lane Barrier arm and LED.

Suggested Motion: "I move to ratify the vote made on Friday, February 16, 2024, by the Board of Directors to approve the estimate for replacing the Deer Run visitor lane barrier arm in the amount of \$10,869.03, Deer Run visitor lane barrier arm in the amount of \$10,869.03 to be expensed from Repair and Replacement reserves."

Please see the attached support for the Oak Creek Club Board of Directors vote to approve the DMV Gates proposal for the Deer Run visitor lane barrier LED arm.

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Friday, February 16, 2024 12:01 PM
To: Tamika Davis; WARD DWIGHT; Keith Pierce; Remi Duyile; Jess Hill
Subject: RE: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt (Board Action Needed)

Thanks Tamika.

I support moving forward with DMV's proposal for this repair.

Do you have a contact at BGE to send the invoice to for reimbursement?

Thanks.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

From: Tamika Davis <tdavis@oakcreekclub.com>
Sent: Thursday, February 15, 2024 4:58 PM
To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyiless@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Jess Hill <jessica.hillocc@gmail.com>
Subject: FW: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt (Board Action Needed)
Importance: High

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached proposal to replace the missing visitor gate arm at Deer Run. BGE damaged this gate arm. Once approved, we will provide the invoice for payment. Please let me know if it is okay to proceed with this estimate. As of 1/31/2024, there was a balance of \$2,407,884 in repair and replacement reserves. Please let me know if you have any questions to help with your decision. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com

Tamika Davis

From: Tamika Davis
Sent: Friday, February 16, 2024 3:11 PM
To: Jess Hill
Cc: WARD DWIGHT; Keith Pierce; Remi Duyile; Travis Witmer
Subject: RE: FW: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt (Board Action Needed)
Attachments: 5-Year Limited Warranty Gate Operator.pdf
Importance: High

Good Afternoon, Jessica,

There is a five-year limited warranty for the equipment. Please see the attached warranty specifics for the operator and arm. This gate arm was broken early last week. DMV gates gave a four-week turnaround after receipt of the signed proposal and 50 % deposit. There has been no communication to the entire community yet. We have spoken with homeowners directly affected by this gate being damaged and witnesses. BGE damaged the gate. We already have an incident report. BGE has been in contact with the management team and is waiting for the invoice to be provided once I have the approval of the Board. Once the proposal is approved, we can provide a better ETA to the community on when this repair will be completed. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com



From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Friday, February 16, 2024 9:17 AM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Travis Witmer <twitmer@woodlawllc.com>
Subject: Re: FW: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt (Board Action Needed)

Hi Tamika,

I am in favor of proceeding with the proposal for the Deer Run - Barrier Arm w/LED Replacement, Arm Hardware Kit & DKS Motor Belt.

Is there a warranty on the parts? I see there is a 60-day warranty on the labor, but nothing listed on the actual barrier arm.

From: office@dmvgates.com <office@dmvgates.com>

Sent: Thursday, February 15, 2024 4:27 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: Michael Peretz <Michael@dmvgates.com>; DMV Customer Service <Service@dmvgates.com>; Andres Betancourt <andres@dmvgates.com>

Subject: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt

Dear Ms. Davis,

I hope this email finds you well.

Attached is our Estimate for the **Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt**.

Below you will also find our **Company Video Introduction**.

We look forward to working with you on this project.

Feel free to contact us if you have any questions or concerns.

Respectfully,

 Company Introduction - DMV Gates & Security Solutions.mp4

--

Thanks,



Resh Valencia

Asst. General Manager
DMV Gates and Security Solutions

TF: [888-958-5815](tel:888-958-5815) | O: [202-505-4445](tel:202-505-4445) | D: [202-505-4471](tel:202-505-4471)

office@dmvgates.com | www.dmv gates.com

Tamika Davis

From: Dwight R. Ward <drupeward@gmail.com>
Sent: Wednesday, February 21, 2024 6:57 AM
To: Tamika Davis
Cc: Keith Pierce; Remi Duyile; Travis Witmer; Jess Hill
Subject: Re: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt (Board Action Needed)

I recommend proceeding with this repair, as presented.

D. Ward
Sent from my iPhone

On Feb 15, 2024, at 4:57 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached proposal to replace the missing visitor gate arm at Deer Run. BGE damaged this gate arm. Once approved, we will provide the invoice for payment. Please let me know if it is okay to proceed with this estimate. As of 1/31/2024, there was a balance of \$2,407,884 in repair and replacement reserves. Please let me know if you have any questions to help with your decision. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: office@dmvgates.com <office@dmvgates.com>
Sent: Thursday, February 15, 2024 4:27 PM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: Michael Peretz <Michael@dmvgates.com>; DMV Customer Service <Service@dmvgates.com>; Andres Betancourt <andres@dmvgates.com>
Subject: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt

Dear Ms. Davis,

I hope this email finds you well.

Tamika Davis

From: Remi Duyile <remiduyilessa@gmail.com>
Sent: Friday, February 16, 2024 3:28 PM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Travis Witmer; Jess Hill
Subject: Re: FW: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt (Board Action Needed)

Hello Tamika,

Let's go ahead with the gate arm replacement. and reimbursement.

Best Regards

Remi

On Thu, Feb 15, 2024 at 4:57 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached proposal to replace the missing visitor gate arm at Deer Run. BGE damaged this gate arm. Once approved, we will provide the invoice for payment. Please let me know if it is okay to proceed with this estimate. As of 1/31/2024, there was a balance of \$2,407,884 in repair and replacement reserves. Please let me know if you have any questions to help with your decision. Thanks, Tamika.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

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

manager@oakcreekclub.com

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Friday, February 16, 2024 2:32 PM
To: Jess Hill
Cc: Tamika Davis; Dwight Ward; Remi Duyile; Travis Witmer
Subject: Re: Oak Creek/Tamika Davis - Estimate for Deer Run - Barrier Arm w/ LED Replacement, Arm Hardware Kit & DKS Motor Belt (Board Action Needed)

I recommend proceeding with the arm.

Keith

On Feb 16, 2024, at 9:17 AM, Jess Hill <jessica.hillocc@gmail.com> wrote:

Hi Tamika,

I am in favor of proceeding with the proposal for the Deer Run - Barrier Arm w/LED Replacement, Arm Hardware Kit & DKS Motor Belt.

Is there a warranty on the parts? I see there is a 60-day warranty on the labor, but nothing listed on the actual barrier arm.

As a point of reference, how long has it been damaged? Do you have an estimate of when the repairs will be completed? Has there been any communication to the community regarding this issue? If not, when would that messaging be scheduled?

Finally, how was the gate damaged and do we expect to be reimbursed or is this normal wear and tear?

Thanks in advance.

Have a great day!

Regards,
Jessica Hill, Secretary

On Thu, Feb 15, 2024 at 4:57 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached proposal to replace the missing visitor gate arm at Deer Run. BGE damaged this gate arm. Once approved, we will provide the invoice for payment. Please let me know if it is okay to proceed with this estimate. As of 1/31/2024, there



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3205

DATE
Feb 5, 2024

TOTAL
USD \$10,869.03

TO

Oak Creek/Tamika Davis

14300 Turner Wootton Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

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

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

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet.
The product complies with UL® 325 and UL 991 standards, including

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

Class I, II, III, and IV classifications.
 Recommended capacities include a maximum arm length of 9–17 ft. with Aluminum or PVC arms and a cycle limit of 6,000/day.
 The barrier arm material is made of aluminum.
 The operating voltage is 12VDC.
 The lamp type used is LED 2528 IP68 Silica Gel Filled.
 The color of the lamp is red/white.
 The power consumption is 14.4 W/m.
 The product is UL Listed under UL 325 and UL 991—Class I, II, III, and IV.
 It comes with a 6-month limited warranty.

Power:
 The product is designed for 120V applications, with an optional 220V power supply.
 The accessory power is 24VDC with a rating of 500 mA.
 It features a 24VDC/800 RPM continuous-duty motor, equivalent to 1/2 HP.
 The gear reduction is provided by a 60:1 reducer in a synthetic oil bath.
 The chassis is made of powder-coated 1/4 inch material.

Additional Features:
 It has a battery backup system that can support up to 900 cycles.
 The barrier arm length can be extended up to 17 ft.
 SAMS (Sequenced Access Management System) is included to provide control between the barrier and slide/swing gate operator, optimizing traffic flow.
 Surge suppression is implemented to provide industrial surge and lightning protection.
 Magnetic limit sensors are designed specifically for high-cycle applications.
 The smooth start/stop operation helps extend the life of the operator.

Accessories:
 RGL24LY Traffic Light
 LED Barrier Arm for exceptional visibility
 Connected Access Portal for cloud-based, credentialed access control

Warranty of 10 Years for Aluminum Frame and 2 Years for parts.

Include Labor & Installation:

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

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

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

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

Product Details

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

Include Labor & Installation:

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

Notes:

We strongly suggest replacing the entire system rather than just 3/4 different parts, as replacing only parts of it may lead to recurring

DESCRIPTION	RATE	QTY	AMOUNT
problems.			
SUBTOTAL			\$10,253.80
TAX (6%)			\$615.23
TOTAL			USD \$10,869.03

Thank You for Reviewing our Estimate.

Your Security is Our Priority!

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

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

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association Management Professionals (CAMP)

Date: Friday, March 29, 2024

Re: Ratification of the vote made on Tuesday, March 5, 2024, for Republic Services Contract.

Suggested Motion: "I move to ratify the vote made on Tuesday, March 5, 2024, by the Board of Directors to approve the Republic Services waste removal proposal for the Swim and Tennis Center in the amount of \$219.26 monthly for 36 months to be expensed from Trash Removal (amenity center)."

On February 16, 2024, Waste Management notified the management team that they would terminate their trash removal contract for Oak Creek Club Homeowners Association effective March 16, 2024, due to a restructuring within the Regional District of Southern MD boundary and will no longer service in this area.

Please see the attached support for the Oak Creek Club Board of Directors vote to approve the Republic Services trash removal contract for the Swim and Tennis Center.

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Tuesday, March 5, 2024 2:35 PM
To: Jess Hill; Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Remi Duyile
Subject: RE: Waste Management Termination notice

I support moving forward with Republic Services as proposed.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Monday, March 4, 2024 9:42 AM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Remi Duyile <remiduyiless@gmail.com>
Subject: Re: Waste Management Termination notice

Hello Tamika,

I agree with moving forward with the once-per-week proposal from Republic Services.

Have a great day!

Regards,
Jessica Hill, Secretary

On Thu, Feb 22, 2024 at 11:15 AM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

On February 16, 2024, Waste Management notified the management team that **effective March 16, 2024**, they will no longer provide trash pick-up service at the Club House. This termination will not affect the community as Prince George's County provides the community trash removal. Currently, waste management picks up the trash and recycling every Friday at the clubhouse for an estimated cost of between \$760.00 and \$790 monthly for picking up three trash totes and 1 recycling tote. There is an

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Monday, March 4, 2024 9:42 AM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Travis Witmer; Remi Duyile
Subject: Re: Waste Management Termination notice

Hello Tamika,

I agree with moving forward with the once-per-week proposal from Republic Services.

Have a great day!

Regards,
Jessica Hill, Secretary

On Thu, Feb 22, 2024 at 11:15 AM Tamika Davis <tdavis@oakcreekclub.com> wrote:
Good Afternoon, Oak Creek Club Board of Directors,

On February 16, 2024, Waste Management notified the management team that **effective March 16, 2024**, they will no longer provide trash pick-up service at the Club House. This termination will not affect the community as Prince George's County provides the community trash removal. Currently, waste management picks up the trash and recycling every Friday at the clubhouse for an estimated cost of between \$760.00 and \$790 monthly for picking up three trash totes and 1 recycling tote. There is an additional cost of \$182.00 for additional pick-ups requested. With this said, I have reached out to Goode Trash Companies, WB Waste Solutions, and Republic Services. I am still waiting for a response from Goode trash companies, and WB Waste informed me that they cannot provide a small service like this in this area. I have received a proposal from Republic Services attached.

Republic Services can provide this service for the clubhouse for Once-a-week pick-up at an estimated cost of \$219.26 or \$391.30 for twice-a-week pick-up. This cost does not include the one-time setup fee and any applicable taxes or local fees. If approved by the Board of Directors, the term of this agreement will be 36 months. Unless otherwise specified, this agreement, if approved, will automatically renew after 36 months unless either party gives written notice of termination to the other at least 60 days but not more than 180 days before the end of the current term. Please let me know if you have any questions and advise on how you would like to proceed. Thanks, Tamika.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

Tamika Davis

From: Dwight R. Ward <drupeward@gmail.com>
Sent: Tuesday, February 27, 2024 4:06 PM
To: Tamika Davis
Cc: Keith Pierce; Travis Witmer; Remi Duyile; Jess Hill
Subject: Re: Waste Management Termination notice

I'm in agreement with contracting with the contract option for services once a week.

*I'm guessing we could upgrade to a higher frequency and more containers, if needed.

D. Ward
Sent from my iPhone

On Feb 22, 2024, at 11:15 AM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

On February 16, 2024, Waste Management notified the management team that **effective March 16, 2024**, they will no longer provide trash pick-up service at the Club House. This termination will not affect the community as Prince George's County provides the community trash removal. Currently, waste management picks up the trash and recycling every Friday at the clubhouse for an estimated cost of between \$760.00 and \$790 monthly for picking up three trash totes and 1 recycling toter. There is an additional cost of \$182.00 for additional pick-ups requested. With this said, I have reached out to Goode Trash Companies, WB Waste Solutions, and Republic Services. I am still waiting for a response from Goode trash companies, and WB Waste informed me that they cannot provide a small service like this in this area. I have received a proposal from Republic Services attached.

Republic Services can provide this service for the clubhouse for Once-a-week pick-up at an estimated cost of \$219.26 or \$391.30 for twice-a-week pick-up. This cost does not include the one-time setup fee and any applicable taxes or local fees. If approved by the Board of Directors, the term of this agreement will be 36 months. Unless otherwise specified, this agreement, if approved, will automatically renew after 36 months unless either party gives written notice of termination to the other at least 60 days but not more than 180 days before the end of the current term. Please let me know if you have any questions and advise on how you would like to proceed. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Tuesday, February 27, 2024 4:17 PM
To: Tamika Davis
Cc: Dwight Ward; Travis Witmer; Remi Duyile; Jess Hill
Subject: Re: Waste Management Termination notice
Importance: High

Good afternoon Tamika,
I agree with moving forward with your proposal especially since there has been no response from the other vendors with our time restraint.

Keith

On Feb 22, 2024, at 11:15 AM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

On February 16, 2024, Waste Management notified the management team that **effective March 16, 2024**, they will no longer provide trash pick-up service at the Club House. This termination will not affect the community as Prince George's County provides the community trash removal. Currently, waste management picks up the trash and recycling every Friday at the clubhouse for an estimated cost of between \$760.00 and \$790 monthly for picking up three trash totes and 1 recycling tote. There is an additional cost of \$182.00 for additional pick-ups requested. With this said, I have reached out to Goode Trash Companies, WB Waste Solutions, and Republic Services. I am still waiting for a response from Goode trash companies, and WB Waste informed me that they cannot provide a small service like this in this area. I have received a proposal from Republic Services attached.

Republic Services can provide this service for the clubhouse for Once-a-week pick-up at an estimated cost of \$219.26 or \$391.30 for twice-a-week pick-up. This cost does not include the one-time setup fee and any applicable taxes or local fees. If approved by the Board of Directors, the term of this agreement will be 36 months. Unless otherwise specified, this agreement, if approved, will automatically renew after 36 months unless either party gives written notice of termination to the other at least 60 days but not more than 180 days before the end of the current term. Please let me know if you have any questions and advise on how you would like to proceed. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com



WM
Capitol Market Area
625 Cherrington Parkway
Moon Township, PA 15108

February 16, 2024

Oak Creek HOA
14505 Mary Bowie Pkwy
Upper Marlboro, MD 20774

Dear Oak Creek HOA,

Thank you for being a Waste Management customer and for choosing our company to provide you with your waste service needs.

This letter is to provide you with a 30-day notice that effective **3/16/2024**, Waste Management will no longer provide waste service to your community.

We will remove any Waste Management containers on your property on your last service day, 3/15/2024. Please leave the containers at the curb for retrieval.

Please accept our apology for any inconvenience this may have caused. We truly appreciate you doing business with Waste Management.

If you have any questions, please contact capitolhoa@wm.com, or for your convenience, call Saralynn Hartzell at 724-996-7857.

Thank you,

WM

Our services in your area will cease as of **March 16th, 2024**.

We apologize for any inconvenience this transition may cause as you switch service providers.

It has been our pleasure to service your area. I will be revising an official letter to send to you on Monday or Tuesday. Please email or call with any questions during the transition.

Thank you,

Saralynn Hartzell
Open Market Resi Manager
Capitol Market Area

T: 724.996.7857
625 Cherrington Parkway
Moon Twp., PA 15108



Access WM 24/7
with My WM



Tamika Davis

From: Hartzell, Saralynn <shartze1@wm.com>
Sent: Friday, February 16, 2024 5:27 PM
To: Tamika Davis
Cc: Capitol HOA Email Team
Subject: WM Service Termination Notice

RE: Customer ID: 00012-46556-03006

Dear Tamika,

Waste Management of Maryland (“WM”) has appreciated the opportunity to service your community for trash collection. However, due to a restructuring within the Regional District of Southern MD boundary, WM will no longer provide residential service to households in Oak Creek HOA.

Our services in your area will cease as of **March 16th, 2024**.

We apologize for any inconvenience this transition may cause as you switch service providers.

It has been our pleasure to service your area. I will be revising an official letter to send to you on Monday or Tuesday. Please email or call with any questions during the transition.

Thank you,

Saralynn Hartzell

Open Market Resi Manager
Capitol Market Area

T: 724.996.7857
625 Cherrington Parkway
Moon Twp., PA 15108



Access WM 24/7
with [My WM](#)



Tamika Davis

From: Boyd, Stephen <SBoyd4@republicservices.com>
Sent: Wednesday, February 21, 2024 3:20 PM
To: Tamika Davis
Subject: Updated Quotes - Republic Services
Attachments: Documents-A910775934_for_Oak_Creek_Club_HOA.pdf; Documents-A910776071_for_Oak_Creek_Club_HOA.pdf

Hi Tameka,

It was a pleasure speaking with you again! After checking the initial quote, I noticed it was for only one 96 gallon can. No worries as I have attached the two quotes requested for pick up once and twice a week.

Each quote has 3 units all 96-gallon toters with two trash and one recycling. If you have any questions or would like to see a different combination of quotes, please feel free to let me know.

Also, as promised, my direct line is 240-484-5076. If you have any quick questions that you prefer to text, please feel free to do so.

Hope to speak with you soon,

Many thanks,

Stephen Boyd

Account Executive

300 Ritchie Rd
Capitol Heights, MD 20743
e sboyd4@republicservices.com
c 240-484-5076
w www.RepublicServices.com



Sustainability in Action



We appreciate customer feedback. Please leave us a [Google review here](#).



PROPOSAL

2/21/2024

Tameka Davis
 14505 Mary Bowie Pkwy
 14505 Mary Bowie Pkwy
 Upper Marlboro, MD20774
 Quote: A910776071

Oak Creek Club HOA:

Below is our proposal of recommended services, customized for your business needs identified during our discussions. If you ever need additional services, or just need an extra pickup, please give us a call at 301-336-1000. It's that easy.

Service Details

SMALL CONTAINERS			
Equipment Qty/Type/Size:	2 - 96 Gallon Containers	Base Rate:	\$156.00 per month
Frequency:	2/Week		
Material Type:	Solid Waste		
<hr/>			
Equipment Qty/Type/Size:	1 - 96 Gallon Containers	Base Rate:	\$110.50 per month
Frequency:	2/Week		
Material Type:	Recycling		

Estimated Monthly Amount *

Small Container Base Rates	\$266.50
1 - Recycling Processing Charge**	\$4.70
Total Fuel/ Environmental Recovery Fees**	\$114.15
Administrative Fee**	\$5.95
Total Estimated Amount	\$391.30

One Time Charges

Delivery Charge Subtotal	\$150.00
Valued Customer Discount - Delivery	-\$37.50
Total Fuel/ Environmental Recovery Fees**	\$46.34
Total One-Time Amount	\$158.84

Stephen Boyd
 Republic Services

SBoyd4@republicservices.com
www.republicservices.com

* The Total Estimated Amount is merely an estimate of your typical monthly invoice amount without one-time start-up charges (e.g., delivery). It does not include any applicable taxes or local fees, which would be additional charges on your invoice.

**FRF, RPC, ERF and ADMIN: The Fuel Recovery Fee (FRF) and the Recycling Processing Charge (RPC) are variable charges that change monthly. For more information on the FRF, RPC, Environmental Recovery Fee (ERF) and Administrative Fee, please visit www.republicservices.com/customer-support/fee-disclosures. The proposed rates above are valid for 30 days. This proposal is not a contract or agreement or an offer to enter into a contract or agreement. The purpose of this proposal is to set forth the proposed framework of service offerings and rates and fees for those offerings. Any transaction based upon this proposal is subject to and conditioned upon the execution by both parties of Republic Services' Customer Service Agreement.

Customer Service Agreement



SITE LOCATION	
SITE NAME	14505 Mary Bowie Pkwy
ADDRESS	14505 Mary Bowie Pkwy
CITY	Upper Marlboro, MD
STATE	
SUITE	
ZIP CODE	20774
TEL. NO.	(301) 390-1721
FAX NO.	
AUTHORIZED BY	Tameka Davis
TITLE	
CONTACT	Tameka Davis
TITLE	

INVOICE TO	
CUSTOMER NAME	Oak Creek Club HOA
ATTN	Tameka Davis
ADDRESS	14505 Mary Bowie Pkwy
CITY	Upper Marlboro, MD
STATE	
ZIP CODE	20774
TEL. NO.	(301) 390-1721
FAX NO.	

AGREEMENT NUMBER A910776071

ACCOUNT NUMBER 411

EMAIL : manager@oakcreekclub.com

N/O	CONT. GRP	TYPE	SIZE	C	QTY	ACCT. TYPE	C/O	SERV. FREQUENCY	EST. LIFTS	S	P.O. REQ	RECP. REQ	L/F CODE	OPEN/ CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	SUPPLEMENTAL CHARGES	TC/RC CMP
N		CA	.48Yd(s)	N	2	P	N	4/1W				N	FT00	4/11/2024		\$156.00	\$217.08			Delivery \$50.00 Exchange \$50.00 Extra Yds \$95.04 Relocate \$230.04 Removal \$50.00	
N		RC	.48Yd(s)	N	1	P	N	2/1W				N	FTRS	4/11/2024		\$110.50	\$217.08			Delivery \$50.00 Exchange \$50.00 Extra Yds \$95.04 Relocate \$230.04 Removal \$50.00 Contaminated \$55.00	

The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer.

BFJ Waste Services, LLC DBA Allied Waste Services of Washington, Calvert Trash, Republic Services of Washington Metro
HEREINAFTER REFERRED TO AS THE "COMPANY"

BY : [Redacted]

(AUTHORIZED SIGNATURE)

(AUTHORIZED SIGNATURE)

TITLE: [Redacted]

CUSTOMER NAME (PLEASE PRINT)

TITLE: [Redacted]

See reverse for Terms and Conditions

COMMENTS:
 Valued Customer Discount - Delivery for 2 containers CA .48 yard - \$25.00
 Valued Customer Discount - Delivery for 1 container RC .48 yard - \$12.50
Delivery Notes:

Safety: No Safety Concerns

Fuel Recovery Fee - Yes, Environmental Recovery Fee - Yes, Administrative Fee - Yes



PROPOSAL

2/21/2024

Tameka Davis
 14505 Mary Bowie Pkwy
 14505 Mary Bowie Pkwy
 Upper Marlboro, MD20774
 Quote: A910775934

Oak Creek Club HOA:

Below is our proposal of recommended services, customized for your business needs identified during our discussions. If you ever need additional services, or just need an extra pickup, please give us a call at 301-336-1000. It's that easy.

Service Details

SMALL CONTAINERS

Equipment Qty/Type/Size:	2 - 96 Gallon Containers	Base Rate:	\$85.00 per month
Frequency:	1/Week		
Material Type:	Solid Waste		
Equipment Qty/Type/Size:	1 - 96 Gallon Containers	Base Rate:	\$62.00 per month
Frequency:	1/Week		
Material Type:	Recycling		

Estimated Monthly Amount *

Small Container Base Rates	\$147.00
1 - Recycling Processing Charge**	\$2.35
Total Fuel/ Environmental Recovery Fees**	\$63.96
Administrative Fee**	\$5.95
Total Estimated Amount	\$219.26

One Time Charges

Delivery Charge Subtotal	\$150.00
Valued Customer Discount - Delivery	- \$37.50
Total Fuel/ Environmental Recovery Fees**	\$46.34
Total One-Time Amount	\$158.84

Stephen Boyd
 Republic Services

SBoyd4@republicservices.com
www.republicservices.com

* The Total Estimated Amount is merely an estimate of your typical monthly invoice amount without one-time start-up charges (e.g., delivery). It does not include any applicable taxes or local fees, which would be additional charges on your invoice.

**FRF, RPC, ERF and ADMIN: The Fuel Recovery Fee (FRF) and the Recycling Processing Charge (RPC) are variable charges that change monthly. For more information on the FRF, RPC, Environmental Recovery Fee (ERF) and Administrative Fee, please visit www.republicservices.com/customer-support/fee-disclosures. The proposed rates above are valid for 30 days. This proposal is not a contract or agreement or an offer to enter into a contract or agreement. The purpose of this proposal is to set forth the proposed framework of service offerings and rates and fees for those offerings. Any transaction based upon this proposal is subject to and conditioned upon the execution by both parties of Republic Services' Customer Service Agreement.

Customer Service Agreement



SITE LOCATION	
SITE NAME	14505 Mary Bowie Pkwy
ADDRESS	14505 Mary Bowie Pkwy
CITY	Upper Marlboro, MD
STATE	
SUITE	
ZIP CODE	20774
TEL. NO.	(301) 390-1721
FAX NO.	
AUTHORIZED BY	Tameka Davis
TITLE	
CONTACT	Tameka Davis
TITLE	

INVOICE TO	
CUSTOMER NAME	Oak Creek Club HOA
ATTN	Tameka Davis
ADDRESS	14505 Mary Bowie Pkwy
CITY	Upper Marlboro, MD
STATE	
ZIP CODE	20774
TEL. NO.	(301) 390-1721 FAX NO.

AGREEMENT NUMBER A910775934

ACCOUNT NUMBER 411

EMAIL : manager@oakcreekclub.com

N/O	CONT. GRP	TYPE	SIZE	C	QTY	ACCT. TYPE	C/O	SERV. FREQUENCY	EST. LIFTS	S	P.O. REQ	RECPT. REQ	L/F CODE	OPEN CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	SUPPLEMENTAL CHARGES	TC/RC CMP
N		CA	.48Yd(s)	N	2	P	N	2/1W			N	N	FT00	4/11/2024		\$85.00	\$217.08			Delivery \$50.00 Exchange \$50.00 Extra Yds \$95.04 Relocate \$230.04 Removal \$50.00	
N		RC	.48Yd(s)	N	1	P	N	1/1W			N	N	FTRS	4/11/2024		\$62.00	\$217.08			Delivery \$50.00 Exchange \$50.00 Extra Yds \$95.04 Relocate \$230.04 Removal \$50.00 Contaminated \$55.00	

BFI Waste Services, LLC DBA Allied Waste Services of Washington, Calvert Trash, Republic Services of Washington Metro
HEREINAFTER REFERRED TO AS THE "COMPANY"

The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer.

BY : _____
(AUTHORIZED SIGNATURE)

BY : _____
(AUTHORIZED SIGNATURE)

TITLE: _____ DATE OF AGREEMENT _____

TITLE: _____ DATE OF AGREEMENT _____

See reverse for Terms and Conditions

.48Yd(s) - Recycling Processing Charge - Yes;
COMMENTS:
Valued Customer Discount - Delivery for 2 containers CA .48 yard - \$25.00
Valued Customer Discount - Delivery for 1 container RC .48 yard - \$12.50
Delivery Notes:

Safety: No Safety Concerns

Fuel Recovery Fee - Yes, Environmental Recovery Fee - Yes, Administrative Fee - Yes

TERMS AND CONDITIONS

1. **AGREEMENT.** This Customer Service Agreement consists of the service details above, including the Comments ("Service Details"), and these Terms and Conditions with respect to the Services covered by such franchise agreement, the terms and conditions in the franchise agreement shall control.
2. **RESPONSIBLE PARTY.** "Company" is the entity identified in the Service Details. Company is an individual operating subsidiary of Republic Services, Inc. Republic Services, Inc. itself does not perform the waste services and does not contract with customers. Accordingly, all obligations to you rest solely with Company and not with its parent company. All Services hereunder will be managed, performed, and billed for by Company, except to the extent Company may subcontract certain Services to its affiliates or subcontractors, as needed.
3. **TERM (SCHEDULED AND ON-CALL SERVICES).** FOR ALL SCHEDULED AND ON-CALL SERVICES, THE INITIAL TERM OF THIS AGREEMENT SHALL BEGIN ON THE DATE WHEN SERVICE COMMENCES AND CONTINUE FOR 36 MONTHS; UNLESS OTHERWISE SPECIFIED, THIS AGREEMENT SHALL AUTOMATICALLY AND SUCCESSIVELY RENEW FOR 36 MONTHS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS, BUT NOT MORE THAN 180 DAYS, BEFORE THE END OF THE THEN-CURRENT TERM.
4. **TERM (TEMPORARY SERVICES).** FOR ALL TEMPORARY SERVICES, THE TERM SHALL BEGIN ON THE EFFECTIVE DATE AND CONTINUE THROUGH THE FINAL LIFT OF THE TEMPORARY CONTAINER(S).
5. **DEFINITIONS.** "Waste" means any waste material that fully conforms to the description of such Waste in this Agreement and its approved waste profile, manifest or other waste documentation. "Non-Conforming Waste" means any waste material not expressly included within the scope of this Agreement, waste material that does not conform to its waste documentation, waste material that is not acceptable at the intended disposal or recycling facility, and/or Waste placed in a container intended for a different type of Waste (such as solid waste in a container for Recyclables). "Recyclables" means material that Company determines can be recycled such as aluminum, used beverage containers, cardboard (free of wax), ferrous metal cans, mixed office paper, newspaper, and plastic containers.
6. **SCOPE OF SERVICES; TITLE; NON-CONFORMING WASTE.** Customer grants to Company the exclusive right to perform the services set forth in the Service Details ("Services"), and Company agrees to furnish such Services in compliance with all applicable international, federal, state, or local laws or regulations ("Applicable Law"). Customer represents and warrants that all material to be collected under this Agreement shall be only acceptable Waste. Customer agrees not to deposit, or permit the deposit for collection of, any Non-Conforming Waste. Title to and liability for any Non-Conforming Waste shall remain with Customer and shall at no time pass to Company regardless of whether physical possession of Non-Conforming Waste has passed to Company. Company shall acquire title to conforming Waste when collected or received by Company. If Company determines that any Waste is Non-Conforming Waste, it will have the right to reject, revoke acceptance of, or determine alternative disposal for, such Non-Conforming Waste and convey it to Customer or another location. In such event Customer will pay Contractor's reasonable costs for the handling, analysis, transportation, repackaging, and time involved in returning such Non-Conforming Waste to Customer or other location or arranging for alternative disposal.
7. **PAYMENT AND CHARGES.** Customer shall pay Company all rates, fees, taxes, and other amounts payable under this Agreement for the Services ("Charges") within 20 days after the date of Company's invoice. Any invoiced amounts not received by their due date are subject to a late payment fee, and any payment returned for insufficient funds is subject to an insufficient funds fee, both in an amount at Company's discretion up to the maximum amount allowed by Applicable Law. Customer acknowledges that any late or insufficient funds fees charged by Company are not to be considered a penalty or interest but are a reasonable charge for late or insufficient payments. Unless otherwise agreed, Customer shall pay administrative fees ("ADMIN"), fuel recovery fees ("FRF") environmental recovery fees ("ERF") and a recycling processing charge ("RPC") in the amounts shown on each of Company's invoices, which fees Company may change from time to time by showing the amount on Customer's invoice (additional information regarding these fees is available on Company's website at: www.republicservices.com/customer-support/fee-disclosures). ADMIN, FRF, ERF and RPC are not associated with any explicit cost to service Customer's account; but are designed to help Company recover certain costs across its business and achieve an acceptable operating margin. If applicable, Company may impose additional Charges at its prevailing rates for extra service, extra yards, minimum lift, contamination, service attempts and container delivery, relocation, removal and exchange, and other additional services not listed in the Service Details. If Company becomes concerned about Customer's creditworthiness and/or Customer makes any late payment, Company may require Customer to pay a deposit in an amount equal to two months' Charges under this Agreement if allowed by Applicable Law. The rates set forth in the Service Details do not include taxes or franchise and/or local fees, which shall be separately itemized on Customer's invoice where applicable.
8. **ADJUSTMENTS TO CHARGES.** Notwithstanding any information contained in the Service Details, Company may, from time to time by notice to Customer (on its invoice), add a surcharge, fee or increase any Charges provided in this Agreement to account for: (a) increased Company costs due to uncontrollable events including, but not limited to, changes in Applicable Laws, imposition of taxes, fees or surcharges, or acts of God such as fires, weather, diseases, strikes or terrorism; (b) increased Company costs as measured by the most recently trailing 12-months' average in the Consumer Price Index for All Urban Consumers (Waste, Sewer and Trash Collection Services) U.S. City Average, as published by the United States Department of Labor, Bureau of Statistics; (c) increased disposal or processing costs; (d) increased transportation costs; (e) increased fuel costs; (f) costs or fees due to the inclusion of Non-Conforming Waste and/or contamination; (g) decreased value of Recyclables or changes in commodity markets; or (h) actual Services or equipment that differ from those listed in the Service Details (all of the foregoing are "Required Adjustments"). Subject to any Comments in the Service Details, Company may also increase Charges at any time and for any other reason by notice to Customer (on its invoice) and with Customer's consent ("Agreed Adjustments"), which consent may be evidenced verbally, in writing, or by the parties' actions and practices. Unless specified otherwise in Company's notice, all adjustments to charges shall be treated as Agreed Adjustments. Within 30 days of receiving notice of an Agreed Adjustment, Customer may object to the adjustment by calling Customer Service. If Customer does not object to an Agreed Adjustment within 30 days and continues to receive and pay for Services, then Customer shall be deemed to have consented to the Agreed Adjustment by its actions.
9. **SERVICE CHANGES.** The parties may change the type, size or amount of equipment, the type or frequency of Service, and correspondingly the Charges by mutual agreement, which may be evidenced verbally, in writing, by payment of the invoice, or by the parties' actions and practices. In the event there are changes to Services and/or Charges, or Customer changes its Site Location within the area in which Company provides collection and disposal (or processing) services, the parties agree that this Agreement shall continue in full force and effect as so adjusted.
10. **RESPONSIBILITY FOR EQUIPMENT; ACCESS.** Any equipment furnished by Company shall remain Company's property. Customer shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Company's handling of the equipment). Customer shall use the equipment only for its proper and intended purpose, shall not overload (by weight or volume), move, or alter the equipment, and shall not allow the equipment to be used for any purpose by any person or entity other than Customer's employees without Company's prior written consent. If a Company container is moved from Customer's Site Location by anyone other than Company, Customer agrees to pay Company \$250 per moved container, which amount is a reasonable estimate of the damage Company will incur from the unauthorized moving of its container. After the Initial Term, Company may increase the fee for the unauthorized moving of its container at its discretion. Customer shall provide safe, unobstructed access to the equipment on the scheduled collection day. Company may charge an additional fee for any additional collection service required by Customer's failure to provide access. Company shall not be responsible for any damages to Customer's pavement, curbing, or other driving surfaces resulting from Company providing service at Customer's Site.
11. **COMPANY INDEMNIFICATION. COMPANY SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS CUSTOMER FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, SUITS, PENALTIES, FINES, REDEMPTION COSTS, AND LIABILITIES (INCLUDING COURT COSTS AND REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES") TO THE EXTENT ARISING FROM COMPANY'S NEGLIGENCE, WILLFUL MISCONDUCT, OR BREACH OF THIS AGREEMENT.**
12. **CUSTOMER INDEMNIFICATION. CUSTOMER SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS TO THE FULLEST EXTENT PERMITTED BY LAW COMPANY, ITS PARENT, AND CORPORATE AFFILIATES FROM AND AGAINST ANY AND ALL LOSSES TO THE EXTENT ARISING FROM CUSTOMER'S NEGLIGENCE, WILLFUL MISCONDUCT, PROVISION OF NON-CONFORMING WASTE, AND CUSTOMER'S USE, OPERATION, OR POSSESSION OF COMPANY'S EQUIPMENT. THE OBLIGATIONS SET FORTH IN SECTIONS 11 AND 12 SHALL SURVIVE THE EXPIRATION AND/OR TERMINATION OF THIS AGREEMENT.**
13. **SUSPENSION; TERMINATION.** If any amount due from Customer is not paid within 60 days after the date of Company's invoice, Company may, without notice and without terminating this Agreement, suspend collecting and disposing of Waste until Customer has paid such amount to Company. If Company suspends service, Customer shall pay Company a service interruption fee in an amount determined by Company in its discretion up to the maximum amount allowed by Applicable Law. Either party may terminate this Agreement upon 30 days prior written notice to the other party if the other party breaches a material obligation of the Agreement (including non-payment) and fails to cure such breach within 10 days after receiving written notice of the breach. Company may terminate this Agreement for its convenience upon 30 days prior written notice to Customer.

14. LIQUIDATED DAMAGES. If Customer terminates this Agreement before its expiration for any reason other than Company's breach (or if Company terminates this Agreement due to Customer's non-payment), Customer shall pay Company an amount equal to the average Charges from Customer's last 6 invoices multiplied by the lesser of (a) six months or (b) the number of months remaining in the Term. Customer acknowledges that in the event of such a termination, actual damages to Company would be uncertain and difficult to ascertain, such amount is the best, reasonable and objective estimate of the actual damages to Company, such amount does not constitute a penalty, and such amount is reasonable under the circumstances. Any amount payable under this paragraph shall be in addition to amounts already owing under this Agreement.

15. RIGHT OF FIRST REFUSAL. Customer agrees to notify Company in writing of any offer that Customer receives from any third party relating to the provision of the Services during any term of this Agreement ("Offer") and agrees to give Company the right of first refusal and reasonable opportunity to match such Offer prior to acceptance.

16. COMMUNICATIONS. To ensure timely and accurate receipt of communications, all communications to Company regarding this Agreement and/or the Services must come directly from Customer. Customer acknowledges that Company will not accept any communications from any third parties acting as the Customer's agent or representative (absent proof of medical necessity as reasonably determined by Company). All notices to Company pertaining to this Agreement shall be sent via email to contractnotice@republicservices.com. If (and only if) Customer does not have access to email, written notice shall be provided via certified mail to: Republic Services, Attn: Customer Contracts, 18500 N. Allied Way, Phoenix, AZ 85054. Any notices received from Customer will be deemed effective no less than 60 days from the date received by Company.

17. DISPUTE RESOLUTION-ARBITRATION; CLASS ACTION WAIVER. (a) Except for Excluded Claims (defined below), Customer and Company agree that any and all claims between them arising out of or related to this Agreement, whether based in contract, law or equity or alleging any other legal theory, or arising in connection with or after the termination of this Agreement, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules with a single arbitrator, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. (b) Customer and Company agree that under no circumstances, whether in arbitration or otherwise, may Customer bring any claim against Company, or allow any claim that Customer may have against Company to be asserted, as part of a consolidated or representative basis or otherwise aggregated with claims brought by, or on behalf of, any other entity or person, including other customers of Company or its parent or corporate affiliates. (c) The following claims constitute "Excluded Claims" and are not subject to mandatory binding arbitration: (i) either party's claims against the other in connection with bodily injury or real property damage; (ii) claims for indemnity pursuant to the Indemnification Section of this Agreement; and (iii) Company's claims against Customer for collection or payment of Charges, damages (liquidated or otherwise), or any other amounts due or payable to Company by Customer under this Agreement.

18. MISCELLANEOUS. (a) This Agreement shall be governed by and construed in accordance with the internal laws of the State where the Services are provided, without giving effect to any conflict of law provision. (b) This Agreement represents the entire agreement between the parties and supersedes all prior agreements, whether written or verbal, that may exist between the parties for the same Services. (c) Except for Customer's obligation to pay amounts due to Company, any failure or delay in performance due to contingencies beyond a party's reasonable control, including strikes, riots, terrorist acts, compliance with Applicable Laws or governmental orders, fires and acts of God, shall not constitute a breach of this Agreement. (d) Company shall have no confidentiality obligation with respect to any Waste or Recyclables. (e) Company may assign this Agreement without Customer's consent. This Agreement shall be binding upon and inure solely to the benefit of the parties and their permitted successors and assigns. (f) If any provision of this Agreement is declared invalid or unenforceable, it shall be modified so as to be valid and enforceable but so as most nearly to retain the intent of the Parties. If such modification is not possible, such provision shall be severed from this Agreement. In either case, the validity and enforceability of the remaining provisions of this Agreement shall not in any way be affected thereby. (g) Failure or delay by either party to enforce any provision of this Agreement will not be deemed a waiver of future enforcement of that or any other provision. (h) If any litigation or arbitration is commenced under this Agreement, the successful party shall be entitled to recover, in addition to such other relief as the court may award, its reasonable attorneys' fees, expert witness fees, litigation and arbitration related expenses, and court or other costs incurred in such litigation, arbitration or proceeding. (i) Customer and Company agree that electronic signatures are valid and effective, and that an electronically stored copy of this Agreement constitutes proof of the signature and contents of this Agreement, as though it were an original.

The following Terms and Conditions apply to Customer only if Customer is receiving the applicable Service from Company.

19. CONTAINER REFRESH. If the Services include Container Refresh, Customer is limited to one (1) exchange of each participating container every 12 months of paid enrollment; any additional exchange is subject to Company's standard container exchange fee. Customer agrees that during any enrollment year in which Customer receives an exchange under the program, any request by Customer to cancel Container Refresh will not be effective until Customer completes payment for 12 consecutive months of enrollment in the program. The Charge for Container Refresh will be itemized on Customer's invoice, which Charge may be changed by Company by showing the amount of the new Charge on Customer's invoice. Company reserves the right to suspend or cancel the Container Refresh program at any time.

20. RECYCLABLES. If the Services include recycling, Customer shall comply with all Applicable Laws regarding the separation of solid waste from Recyclables and not place items in any recycling container that may make the Recyclables unsuitable for recycling or decrease the value of the Recyclables. Customer agrees that Company in its sole discretion may determine whether any load of Recyclables is contaminated and may refuse to collect it or may collect it but charge Customer for any additional costs, fees or surcharges associated with sorting, processing, contamination, transportation, and/or disposal.

21. ROLL-OFF. Republic may charge rent or a minimum lift charge if a roll-off container is not lifted or hauled at least once per month. The following additional terms shall apply to any roll-off service: (a) Company will not accept: white goods, tires, drums, paint, solvents, chemicals, or other such materials that would be considered flammable or explosive, or other materials not permitted to be disposed of at the designated disposal facility. (b) If the roll-off is loaded with extremely heavy material, such as block concrete, asphalt, dirt or roofing material, such material must be evenly distributed at the bottom of the roll-off, shall not exceed 3 feet in depth and shall not exceed 10 tons in weight. (c) Customer shall not load materials above the top of the roll-off. (d) Customer shall close and latch the back door of the roll-off before service. The driver cannot load a roll-off with an open or unlatched back door. (e) If Company is unable to safely haul a roll-off, Customer shall off-load the impermissible overage or type of materials or otherwise improve any conditions necessary to enable safe hauling. Customer will be charged a dry run fee for each attempted trip where hauling does not occur. (f) If Company hauls an overloaded roll-off, Customer shall be responsible for all service charges based on the actual tonnage hauled, plus any tickets, fines, penalties, or damages incurred by Republic due to the overweight container.

22. EQUIPMENT RENTAL. Rented equipment shall remain at Customer's Site, except when handled by Company. Customer shall not make any changes, alterations, additions, or improvements in or to the equipment or move or relocate the equipment without Company's prior written consent. Customer shall allow Company and/or its designee to enter the Site to examine or inspect the equipment, perform preventative maintenance and repairs, or for any other purpose permitted by this Agreement. Company has the right, at any time and at its sole discretion, to substitute the equipment for similar equipment of make and size, or of a make and size that provides for more efficient or economical service.

MAINTENANCE. Company shall maintain the equipment in good operating condition and make repairs necessitated only by normal wear and tear. Customer shall be responsible for repairs, replacement parts, and labor necessitated by abuse or negligent operation or care of the equipment. Once installed, Customer shall have the care, custody, and control of the equipment. Customer assumes all risks of loss, damage, destruction or interference with the use of, and accepts responsibility for, the equipment and the supervision and operation of the equipment, accessories and contents during the term of this Agreement. Company will not be responsible for installation of utility service necessary to operate the equipment or any utility service charges attributable to the equipment's operation. If electrical or any other installation requirements are not satisfied prior to delivery of the equipment, Company may charge Customer all costs incurred by Company for its inability to complete the installation of the equipment. Customer shall be responsible for (a) connecting the equipment to the electrical service and any other utility services in conformance with all applicable building and zoning codes and regulations, (b) providing the necessary electrical power to operate the equipment, and (c) all costs of electrical wiring, and/or other utility hook-up and inspection thereof necessary for use of the equipment.

CUSTOMER'S OBLIGATIONS. Customer shall operate the equipment solely for its intended purpose and in strict conformance with this Agreement and the manufacturers and Company's instructions. Customer shall comply with all reporting and operating requirements related to the operation, maintenance, and management of the equipment as required by Company or as otherwise mandated by Applicable Law. Any Site-related licenses and permits concerning the equipment shall be obtained and maintained by Customer at Customer's sole cost and expense. Customer shall take all action necessary to ensure that the equipment is not abused, misused, or otherwise harmed by Customer or its employees, agents, and representatives or any other persons. Customer shall immediately notify Company of any damage to the equipment, or any injuries relating to the use or operation of the equipment. Customer shall keep the equipment free from any and all liens and claims and shall not do or permit any act whereby Company's title or rights might be encumbered or impaired. **If this Agreement is terminated early for any reason, in addition to the Liquidated Damages, Customer shall also reimburse Company for any fabrication, configuration, installation and de-installation costs, including, but not limited to, labor costs, incurred in placing and removing the equipment from Customer's Site.**

DISCLAIMER OF WARRANTIES; DAMAGES. COMPANY MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE, AND COMPANY HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES THEREFOR. COMPANY EXPRESSLY DISCLAIMS ALL INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES ARISING IN CONNECTION WITH THIS AGREEMENT OR THE EQUIPMENT.

INCLUDING, WITHOUT LIMITATION, LOST SALES AND PROFITS AND OTHER BUSINESS INTERRUPTION DAMAGES, EVEN IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND WITHOUT REGARD TO THE NATURE OF THE CLAIM OR THE UNDERLYING THEORY OR CAUSE OF ACTION (WHETHER IN CONTRACT, TORT, OR OTHERWISE), AND CUSTOMER HEREBY EXPRESSLY WAIVES AND RELEASES COMPANY FROM AND AGAINST ANY SUCH DAMAGES.

23. ELECTRONIC MATERIAL AND/OR BULB & BATTERY RECYCLING SERVICES. Electronic Material Services and/or Bulb & Battery Recycling Services are provided only within the continental United States (not available in Alaska or Hawaii). Company or its subcontractor shall collect, transport, or receive via mail, treat, recycle, and/or dispose of Electronic Material and/or Bulbs & Batteries as provided in the Service Details. Customer acknowledges and understands that due to a variety of factors, including without limitation market conditions and processing costs, some or all of the Electronic Material and Bulbs & Batteries may be disposed of in a disposal facility and not recycled. Weights and/or unit counts of all Electronic Material and Bulbs & Batteries shall be determined upon receipt by Company or its subcontractor. All references to "Company" in this section of the Agreement shall also include Company's subcontractor(s).

ADDITIONAL DEFINITIONS. The following additional definitions apply to the recycling of Electronic Material and Bulbs & Batteries only:

"Bulbs & Batteries" means those materials included in the Environmental Protection Agency's Universal Waste regulations set forth in 40 C.F.R. 273, including bulbs, batteries, TSCA-exempt ballasts and non-PCB ballasts, lamps, and other mercury-containing items and materials.

"Electronic Material" consists of any video display devices (CRT or flat panel), computers, servers, laptops, tablets, cell phones, and other electronics that are not excluded by these provisions relating to Electronic Material Services. Electronic Material does not include any solid waste, non-electronic Recyclable Material or Excluded Waste.

"Excluded Waste" means any material other than Electronic Material or Bulbs & Batteries. Electronic Material and Bulbs & Batteries may not be commingled with Bulbs & Batteries for a Bulb & Battery Recycling Service. The Electronic Material will be treated as Excluded Waste, and vice versa.

BOX MAIL-BACK SERVICES (Electronic Material and Bulbs & Batteries). In connection with Box Mail-Back Services, the following additional terms shall apply:

Pre-Payment; No Refunds. Payment for Box Mail-Back Services is made in advance and will not be refunded for any reason after a box has been shipped to Customer. If Customer returns an unused box, Customer will be responsible for its shipping cost plus a restocking fee.

Expiration of Boxes. Each box must be received by Company or its subcontractor within 1 year from the date of order (the "Expiration Date"). With respect to Electronic Material, the Expiration Date can be extended an additional year for a fee of 50% of the original box price. Company has no obligation after the Expiration Date to process materials sent in for recycling and may return such materials to Customer at Customer's expense.

Safe Packaging Obligation. Customer is responsible for complying with all packaging (including safely packaging contents), sealing, and shipping instructions included with each box.

Electronic Material Specifications. With respect to Electronic Material Box Mail-Back Services, Company reserves the right to bill additional amounts for any of the following: (i) any box exceeding its specified maximum weight; (ii) shipping materials in the wrong box or mixing materials in a box; (iii) shipping materials that require additional labor for unpacking or disassembly; (iv) processing electronics containing wood; (v) additional shipping charges beyond the amounts prepaid for any prepaid label; and/or (vi) return shipping charges for any Excluded Waste or boxes received with expired labels.

Bulbs & Batteries Specifications. With respect to Bulb & Battery Recycling Box Mail-Back Services, Company reserves the right to bill additional amounts for any of the following: (i) any box exceeding its specified maximum weight; (ii) shipping materials in the wrong box or mixing materials in a box; (iii) shipping materials that require additional labor for unpacking or disassembly; (iv) additional shipping charges beyond the amounts prepaid for any prepaid label; and/or (v) return shipping charges for any Excluded Waste or boxes with expired labels received by Company.

PACK-UP & PICK UP SERVICES (Electronic Material and Bulbs & Batteries). In connection with Pack Up & Pick Up Services, the following additional terms shall apply:

Safe Packaging Obligation. Customer is responsible for complying with all safety, packaging, sealing, and loading/palletizing instructions (including removing materials from their original packaging and/or not individually wrapping all materials) included with each order and shall ensure such is completed prior to the scheduled pickup date.

Electronic Material Specifications. With respect to Electronic Material Pack-Up and Pick-Up Services, Customer shall ensure that Electronic Material is sorted into the following categories: (1) video display devices (CRT); (2) video display devices (flat panel); (3) computers; (4) laptops, tablets, cell phones; and (5) all other Electronic Material. A full list of items that fall into each of these categories is available upon request. If the Electronic Material is not properly sorted, is not removed from its original packaging, and/or is not properly loaded and palletized, additional fees will apply.

FULL SERVICE (Electronic Material). There is a minimum charge for Full Service. For loads of Electronic Material up to 466 pounds, the minimum charge for Full Service will be \$660. For loads of Electronic Material over 466 pounds, the charge for Full Service will be the weight of the load multiplied by the per pound charge quoted in the Service Details.

CUSTOMER'S INITIAL: _____

DATE: _____

TERMS AND CONDITIONS

- 1. AGREEMENT.** This Customer Service Agreement consists of the service details above, including the Comments ("Service Details"), and these Terms and Conditions (together, the "Agreement"). If Customer's Site is located within a franchised service area and the Terms and Conditions in this Agreement conflict with the applicable franchise agreement with respect to the Services covered by such franchise agreement, the terms and conditions in the franchise agreement shall control.
- 2. RESPONSIBLE PARTY.** "Company" is the entity identified in the Service Details. Company is an individual operating subsidiary of Republic Services, Inc. Republic Services, Inc. itself does not perform the waste services and does not contract with customers. Accordingly, all obligations to you rest solely with Company and not with its parent company. All Services hereunder will be managed, performed, and billed for by Company, except to the extent Company may subcontract certain Services to its affiliates or subcontractors, as needed.
- 3. TERM (SCHEDULED AND ON-CALL SERVICES).** FOR ALL SCHEDULED AND ON-CALL SERVICES, THE INITIAL TERM OF THIS AGREEMENT SHALL BEGIN ON THE DATE WHEN SERVICE COMMENCES AND CONTINUE FOR 36 MONTHS, UNLESS OTHERWISE SPECIFIED. THIS AGREEMENT SHALL AUTOMATICALLY AND SUCCESSIVELY RENEW FOR 36 MONTHS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS, BUT NOT MORE THAN 180 DAYS, BEFORE THE END OF THE THEN-CURRENT TERM.
- 4. TERM (TEMPORARY SERVICES).** FOR ALL TEMPORARY SERVICES, THE TERM SHALL BEGIN ON THE EFFECTIVE DATE AND CONTINUE THROUGH THE FINAL LIFT OF THE TEMPORARY CONTAINER(S).
- 5. DEFINITIONS.** "Waste" means any waste material that fully conforms to the description of such Waste in this Agreement and its approved waste profile, manifest or other waste documentation. "Non-Conforming Waste" means any waste material not expressly included within the scope of this Agreement, waste material that does not conform to its waste documentation, waste material that is not acceptable at the intended disposal or recycling facility, and/or Waste placed in a container intended for a different type of Waste (such as solid waste in a container for Recyclables). "Recyclables" means material that Company determines can be recycled such as aluminum, used beverage containers, cardboard (free of wax), ferrous metal cans, mixed office paper, newspaper, and plastic containers.
- 6. SCOPE OF SERVICES; TITLE; NON-CONFORMING WASTE.** Customer grants to Company the exclusive right to perform the services set forth in the Service Details ("Services"), and Company agrees to furnish such Services in compliance with all applicable international, federal, state, or local laws or regulations ("Applicable Law"). Customer represents and warrants that all material to be collected under this Agreement shall be only acceptable Waste. Customer agrees not to deposit, or permit the deposit for collection of, any Non-Conforming Waste. Title to and liability for any Non-Conforming Waste shall remain with Customer and shall at no time pass to Company regardless of whether physical possession of Non-Conforming Waste has passed to Company. Company shall acquire title to conforming Waste when collected or received by Company. If Company determines that any Waste is Non-Conforming Waste, it will have the right to reject, revoke acceptance of, or determine alternative disposal for, such Non-Conforming Waste and convey it to Customer or another location. In such event Customer will pay Contractor's reasonable costs for the handling, analysis, transportation, repackaging, and time involved in returning such Non-Conforming Waste to Customer or other location or arranging for alternative disposal.
- 7. PAYMENT AND CHARGES.** Customer shall pay Company all rates, fees, taxes, and other amounts payable under this Agreement for the Services ("Charges") within 20 days after the date of Company's invoice. Any invoiced amounts not received by their due date are subject to a late payment fee, and any payment returned for insufficient funds is subject to an insufficient funds fee, both in an amount at Company's discretion up to the maximum amount allowed by Applicable Law. Customer acknowledges that any late or insufficient funds fees charged by Company are not to be considered a penalty or interest but are a reasonable charge for late or insufficient payments. Unless otherwise agreed, Customer shall pay administrative fees ("ADMIN"), fuel recovery fees ("FRF") environmental recovery fees ("ERF") and a recycling processing charge ("RPC") in the amounts shown on each of Company's invoices, which fees Company may change from time to time by showing the amount on Customer's invoice (additional information regarding these fees is available on Company's website at: www.republicservices.com/customer-support/fee-disclosures). ADMIN, FRF, ERF and RPC are not associated with any explicit cost to service Customer's account but are designed to help Company recover certain costs across its business and achieve an acceptable operating margin. If applicable, Company may impose additional Charges at its prevailing rates for extra service, extra yards, minimum lift, contamination, service attempts and container delivery, relocation, removal and exchange, and other additional services not listed in the Service Details. If Company becomes concerned about Customer's creditworthiness and/or Customer makes any late payment, Company may require Customer to pay a deposit in an amount equal to two months' Charges under this Agreement if allowed by Applicable Law. The rates set forth in the Service Details do not include taxes or franchise and/or local fees, which shall be separately itemized on Customer's invoice where applicable.
- 8. ADJUSTMENTS TO CHARGES.** Notwithstanding any information contained in the Service Details, Company may, from time to time by notice to Customer (on its invoice), add a surcharge, fee or increase any Charges provided in this Agreement to account for: (a) increased Company costs due to uncontrollable events including, but not limited to, changes in Applicable Laws, imposition of taxes, fees or surcharges, or acts of God such as fires, weather, disease, strikes or terrorist; (b) increased Company costs as measured by the most recently trailing 12-months' average in the Consumer Price Index for All Urban Consumers Master, Sewer and Trash Collection Services) U.S. City Average, as published by the United States Department of Labor, Bureau of Statistics; (c) increased disposal or processing costs; (d) increased transportation costs; (e) increased fuel costs; (f) costs or fees due to the inclusion of Non-Conforming Waste and/or contamination; (g) decreased value of Recyclables or changes in commodity markets; or (h) actual Services or equipment that differ from those listed in the Service Details (all of the foregoing are "Required Adjustments"). Subject to any Comments in the Service Details, Company may also increase Charges at any time and for any other reason by notice to Customer (on its invoice) and with Customer's consent ("Agreed Adjustments"), which consent may be evidenced verbally in writing, or by the parties' actions and practices. Unless specified otherwise in Company's notice, all adjustments to Charges shall be treated as Agreed Adjustments. Within 30 days of receiving notice of an Agreed Adjustment, Customer may object to the adjustment by calling Customer Service. If Customer does not object to an Agreed Adjustment within 30 days and continues to receive and pay for Services, then Customer shall be deemed to have consented to the Agreed Adjustment by its actions.
- 9. SERVICE CHANGES.** The parties may change the type, size or amount of equipment, the type or frequency of Service, and correspondingly the Charges by mutual agreement, which may be evidenced verbally in writing, by payment of the invoice, or by the parties' actions and practices. In the event there are changes to Services and/or Charges, or Customer changes its Site Location within the area in which Company provides collection and disposal (or processing) services, the parties agree that this Agreement shall continue in full force and effect as so adjusted.
- 10. RESPONSIBILITY FOR EQUIPMENT; ACCESS.** Any equipment furnished by Company shall remain Company's property. Customer shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Company's handling of the equipment). Customer shall use the equipment only for its proper and intended purpose, shall not overload (by weight or volume), move, or alter the equipment, and shall not allow the equipment to be used for any purpose by any person or entity other than Customer's employees without Company's prior written consent. If a Company container is moved from Customer's Site Location by anyone other than Company, Customer agrees to pay Company \$250 per moved container, which amount is a reasonable estimate of the damage Company will incur from the unauthorized moving of its container. After the Initial Term, Company may increase the fee for the unauthorized moving of its container at its discretion. Customer shall provide safe, unobstructed access to the equipment on the scheduled collection day. Company may charge an additional fee for any additional collection service required by Customer's failure to provide access. Company shall not be responsible for any damages to Customer's pavement, curbing, or other driving surfaces resulting from Company providing service at Customer's Site.
- 11. COMPANY INDEMNIFICATION. COMPANY SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS CUSTOMER FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, SUITS, PENALTIES, FINES, REMEDIATION COSTS, AND LIABILITIES (INCLUDING COURT COSTS AND REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES") TO THE EXTENT ARISING FROM COMPANY'S NEGLIGENCE, WILLFUL MISCONDUCT OR BREACH OF THIS AGREEMENT.**
- 12. CUSTOMER INDEMNIFICATION. CUSTOMER SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS TO THE FULLEST EXTENT PERMITTED BY LAW COMPANY, ITS PARENT, AND CORPORATE AFFILIATES FROM AND AGAINST ANY AND ALL LOSSES TO THE EXTENT ARISING FROM CUSTOMER'S NEGLIGENCE, WILLFUL MISCONDUCT, PROVISION OF NON-CONFORMING WASTE, AND CUSTOMER'S USE, OPERATION, OR POSSESSION OF COMPANY'S EQUIPMENT. THE OBLIGATIONS SET FORTH IN SECTIONS 11 AND 12 SHALL SURVIVE THE EXPIRATION AND/OR TERMINATION OF THIS AGREEMENT.**
- 13. SUSPENSION-TERMINATION.** If any amount due from Customer is not paid within 60 days after the date of Company's invoice, Company may, without notice and without terminating this Agreement, suspend collecting and disposing of Waste until Customer has paid such amount to Company. If Company suspends service, Customer shall pay Company a service interruption fee in an amount determined by Company in its discretion up to the maximum amount allowed by Applicable Law. Either party may terminate this Agreement upon 30 days prior written notice to the other party if the other party breaches a material obligation of the Agreement (including non-payment) and fails to cure such breach within 10 days after receiving written notice of the breach. Company may terminate this Agreement for its convenience upon 30 days prior written notice to Customer.

14. LIQUIDATED DAMAGES. If Customer terminates this Agreement before its expiration for any reason other than Company's breach (or if Company terminates this Agreement due to Customer's non-payment), Customer shall pay Company an amount equal to the average Charges from Customer's last 6 invoices multiplied by the lesser of (a) six months or (b) the number of months remaining in the Term. Customer acknowledges that in the event of such a termination, actual damages to Company would be uncertain and difficult to ascertain, such amount is the best, reasonable and objective estimate of the actual damages to Company, such amount does not constitute a penalty, and such amount is reasonable under the circumstances. Any amount payable under this paragraph shall be in addition to amounts already owing under this Agreement.

15. RIGHT OF FIRST REFUSAL. Customer agrees to notify Company in writing of any offer that Customer receives from any third party relating to the provision of the Services during any term of this Agreement ("Offer") and agrees to give Company the right of first refusal and reasonable opportunity to match such Offer prior to acceptance.

16. COMMUNICATIONS. To ensure timely and accurate receipt of communications, all communications to Company regarding this Agreement and/or the Services must come directly from Customer. Customer acknowledges that Company will not accept any communications from any third parties acting as the Customer's agent or representative (absent proof of medical necessity as reasonably determined by Company). All notices to Company pertaining to this Agreement shall be sent via email to contractnotice@republicservices.com. If (and only if) Customer does not have access to email, written notice shall be provided via certified mail to: Republic Services, Attn: Customer Contracts, 18500 N. Allied Way, Phoenix, AZ 85054. Any notices received from Customer will be deemed effective no less than 60 days from the date received by Company.

17. DISPUTE RESOLUTION-ARBITRATION; CLASS ACTION WAIVER. (a) Except for Excluded Claims (defined below), Customer and Company agree that any and all claims between them arising out of or related to this Agreement, whether based in contract, law or equity or alleging any other legal theory, or arising in connection with or after the termination of this Agreement, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules with a single arbitrator, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. (b) Customer and Company agree that under no circumstances, whether in arbitration or otherwise, may Customer bring any claim against Company, or allow any claim that Customer may have against Company, on a consolidated or representative basis or otherwise aggregated with claims brought by, or on behalf of, any other entity or person, including other customers of Company or its parent or corporate affiliates. (c) The following claims constitute "Excluded Claims" and are not subject to mandatory binding arbitration: (i) either party's claims against the other in connection with bodily injury or real property damage; (ii) claims for indemnity pursuant to this Agreement; (iii) Agreement; and (iii) Company's claims against Customer for collection or payment of Charges, damages (liquidated or otherwise), or any other amounts due or payable to Company by Customer under this Agreement.

18. MISCELLANEOUS. (a) This Agreement shall be governed by and construed in accordance with the Internal laws of the State where the Services are provided, without giving effect to any conflict of law provision. (b) This Agreement represents the entire agreement between the parties and supersedes all prior agreements, whether written or verbal, that may exist between the parties for the same Services. (c) Except for Customer's obligation to pay amounts due to Company, any failure or delay in performance due to contingencies beyond a party's reasonable control, including strikes, riots, terrorist acts, compliance with Applicable Laws or governmental orders, fires and acts of God, shall not constitute a breach of this Agreement. (d) Company shall have no confidentiality obligation with respect to any Waste or Recyclables. (e) Company may assign this Agreement without Customer's consent. This Agreement shall be binding upon and inure solely to the benefit of the parties and their permitted successors and assigns. (f) If any provision of this Agreement is declared invalid or unenforceable, it shall be modified so as to be valid and enforceable but so as most nearly to retain the intent of the Parties. If such modification is not possible, such provision shall be severed from this Agreement. In either case, the validity and enforceability of the remaining provisions of this Agreement shall not in any way be affected thereby. (g) Failure or delay by either party to enforce any provision of this Agreement will not be deemed a waiver of future enforcement of that or any other provision. (h) If any litigation or arbitration is commenced under this Agreement, the successful party shall be entitled to recover, in addition to such other relief as the court may award, its reasonable attorneys' fees, expert witness fees, litigation and arbitration related expenses, and court or other costs incurred in such litigation, arbitration or proceeding. (i) Customer and Company agree that electronic signatures are valid and effective, and that an electronically stored copy of this Agreement constitutes proof of the signature and contents of this Agreement, as though it were an original.

The following Terms and Conditions apply to Customer only if Customer is receiving the applicable Service from Company.

19. CONTAINER REFRESH. If the Services include Container Refresh, Customer is limited to one (1) exchange of each participating container every 12 months of paid enrollment; any additional exchange is subject to Company's standard container exchange fee. Customer agrees that during any enrollment year in which Customer receives an exchange under the program, any request by Customer to cancel Container Refresh will not be effective until Customer completes payment for 12 consecutive months of enrollment in the program. The Charge for Container Refresh will be itemized on Customer's invoice, which Charge may be changed by Company by showing the amount of the new Charge on Customer's invoice. Company reserves the right to suspend or cancel the Container Refresh program at any time.

20. RECYCLABLES. If the Services include recycling, Customer shall comply with all Applicable Laws regarding the separation of solid waste from Recyclables and not place items in any recycling container that may make the Recyclables unsuitable for recycling or decrease the value of the Recyclables. Customer agrees that Company in its sole discretion may determine whether any load of Recyclables is contaminated and may refuse to collect it or may collect it but charge Customer for any additional costs, fees or surcharges associated with sorting, processing, contamination, transportation, and/or disposal.

21. ROLL-OFF. Republic may charge rent or a minimum lift charge if a roll-off container is not lifted or hauled at least once per month. The following additional terms shall apply to any roll-off service: (a) Company will not accept: white goods, tires, drums, paint, solvents, chemicals, or other such materials that would be considered flammable or explosive, or other materials not permitted to be disposed of at the designated disposal facility. (b) If the roll-off is loaded with extremely heavy material, such as block concrete, asphalt, dirt or roofing material, such material must be evenly distributed at the bottom of the roll-off; shall not exceed 3 feet in depth, and shall not exceed 10 tons in weight. (c) Customer shall not load materials above the top of the roll-off. (d) Customer shall close and latch the back door of the roll-off before service. The driver cannot load a roll-off with an open or unlatched back door. (e) If Company is unable to safely haul a roll-off, Customer shall off-load the impermissible overage or type of materials or otherwise improve any conditions necessary to enable safe hauling. Customer will be charged a dry run fee for each attempted trip where hauling does not occur. (f) If Company hauls an overloaded roll-off, Customer shall be responsible for all service charges based on the actual tonnage hauled, plus any tickets, fines, penalties, or damages incurred by Republic due to the overweight container.

22. EQUIPMENT RENTAL. Rented equipment shall remain at Customer's Site, except when handled by Company. Customer shall not make any changes, alterations, additions, or improvements in or to the equipment or move or relocate the equipment without Company's prior written consent. Customer shall allow Company and/or its designee to enter the Site to examine or inspect the equipment, perform preventative maintenance and repairs, or for any other purpose permitted by this Agreement. Company has the right, at any time and at its sole discretion, to substitute the equipment for similar equipment of make and size, or of a make and size that provides for more efficient or economical service.

MAINTENANCE. Company shall maintain the equipment in good operating condition and make repairs necessitated only by normal wear and tear. Customer shall be responsible for repairs, replacement parts, and labor necessitated by abuse or negligent operation or care of the equipment. Once installed, Customer shall have the care, custody, and control of the equipment. Customer assumes all risks of loss, damage, destruction or interference with the use of, and accepts responsibility for, the equipment and the supervision and operation of the equipment, accessories and contents during the term of this Agreement. Company will not be responsible for installation of utility service necessary to operate the equipment or any utility service charges attributable to the equipment's operation. If electrical or any other installation requirements are not satisfied prior to delivery of the equipment, Company may charge Customer all costs incurred by Company for its inability to complete the installation of the equipment. Customer shall be responsible for (a) connecting the equipment to the electrical service and any other utility services in conformance with all applicable building and zoning codes and regulations, (b) providing the necessary electrical power to operate the equipment, and (c) all costs of electrical wiring, and/or other utility hook-up and inspection thereof necessary for use of the equipment.

CUSTOMER'S OBLIGATIONS. Customer shall operate the equipment solely for its intended purpose and in strict conformance with this Agreement and the manufacturers and Company's instructions. Customer shall comply with all reporting and operating requirements related to the operation, maintenance, and management of the equipment as required by Company or as otherwise mandated by Applicable Law. Any Site-related licenses and permits concerning the equipment shall be obtained and maintained by Customer at Customer's sole cost and expense. Customer shall take all action necessary to ensure that the equipment is not abused, misused, or otherwise harmed by Customer or its employees, agents, and representatives or any other persons. Customer shall immediately notify Company of any damage to the equipment, or any injuries relating to the use or operation of the equipment. Customer shall keep the equipment free from any and all liens and claims and shall not do or permit any act whereby Company's title or rights might be encumbered or impaired. If this Agreement is terminated early for any reason, in addition to the Liquidated Damages, Customer shall also reimburse Company for any fabrication, configuration, installation and de-installation costs, including, but not limited to, labor costs, incurred in placing and removing the equipment from Customer's Site.

DISCLAIMER OF WARRANTIES; DAMAGES. COMPANY MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE, AND COMPANY HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES THEREFOR. COMPANY EXPRESSLY DISCLAIMS ALL INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES ARISING IN CONNECTION WITH THIS AGREEMENT OR THE EQUIPMENT.

INCLUDING, WITHOUT LIMITATION, LOST SALES AND PROFITS AND OTHER BUSINESS INTERRUPTION DAMAGES, EVEN IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND WITHOUT REGARD TO THE NATURE OF THE CLAIM OR THE UNDERLYING THEORY OR CAUSE OF ACTION (WHETHER IN CONTRACT, TORT, OR OTHERWISE), AND CUSTOMER HEREBY EXPRESSLY WAIVES AND RELEASES COMPANY FROM AND AGAINST ANY SUCH DAMAGES.

23. ELECTRONIC MATERIAL AND/OR BULB & BATTERY RECYCLING SERVICES. Electronic Material Services and/or Bulb & Battery Recycling Services are provided only within the continental United States (not available in Alaska or Hawaii). Company or its subcontractor shall collect, transport, or receive via mail, treat, recycle, and/or dispose of Electronic Material and/or Bulbs & Batteries as provided in the Service Details. Customer acknowledges and understands that due to a variety of factors, including without limitation market conditions and processing costs, some or all of the Electronic Material and Bulbs & Batteries may be disposed of in a disposal facility and not recycled. Weights and/or unit counts of all Electronic Material and Bulbs & Batteries shall be determined upon receipt by Company or its subcontractor. All references to "Company" in this section of the Agreement shall also include Company's subcontractor(s).

ADDITIONAL DEFINITIONS. The following additional definitions apply to the recycling of Electronic Material and Bulbs & Batteries only:

"Bulbs & Batteries" means those materials included in the Environmental Protection Agency's Universal Waste regulations set forth in 40 C.F.R. 273, including bulbs, batteries, TSCA-exempt ballasts and non-PCB ballasts, lamps, and other mercury-containing items and materials.

"Electronic Material" consists of any video display devices (CRT or flat panel), computers, servers, laptops, tablets, cell phones, and other electronics that are not excluded by these provisions relating to Electronic Material Services. Electronic Material does not include any solid waste, non-electronic Recyclable Material or Excluded Waste.

"Excluded Waste" means any material other than Electronic Material or Bulbs & Batteries. Electronic Material and Bulbs & Batteries may not be commingled. If Electronic Material is commingled with Bulbs & Batteries for a Bulb & Battery Recycling Service, the Electronic Material will be treated as Excluded Waste, and vice versa.

BOX MAIL-BACK SERVICES (Electronic Material and Bulbs & Batteries). In connection with Box Mail-Back Services, the following additional terms shall apply:

Pre-Payment; No Refunds. Payment for Box Mail-Back Services is made in advance and will not be refunded for any reason after a box has been shipped to Customer. If Customer returns an unused box, Customer will be responsible for its shipping cost plus a restocking fee.

Expiration of Boxes. Each box must be received by Company or its subcontractor within 1 year from the date of order (the "Expiration Date"). With respect to Electronic Material, the Expiration Date can be extended an additional year for a fee of 50% of the original box price. Company has no obligation after the Expiration Date to process materials sent in for recycling and may return such materials to Customer at Customer's expense.

Safe Packaging Obligation. Customer is responsible for complying with all packaging (including safety packaging contents), sealing, and shipping instructions included with each box.

Electronic Material Specifications. With respect to Electronic Material Box Mail-Back Services, Company reserves the right to bill additional amounts for any of the following: (i) any box exceeding its specified maximum weight; (ii) shipping materials in the wrong box or mixing materials in a box; (iii) shipping materials that require additional labor for unpacking or disassembly; (iv) processing electronics containing wood; (v) additional shipping charges beyond the amounts prepaid for any prepaid label; and/or (vi) return shipping charges for any Excluded Waste or boxes received with expired labels.

Bulbs & Batteries Specifications. With respect to Bulb & Battery Recycling Box Mail-Back Services, Company reserves the right to bill additional amounts for any of the following: (i) any box exceeding its specified maximum weight; (ii) shipping materials in the wrong box or mixing materials in a box; (iii) shipping materials that require additional labor for unpacking or disassembly; (iv) additional shipping charges beyond the amounts prepaid for any prepaid label; and/or (v) return shipping charges for any Excluded Waste or boxes with expired labels received by Company.

PACK-UP & PICK UP SERVICES (Electronic Material and Bulbs & Batteries). In connection with Pack Up & Pick Up Services, the following additional terms shall apply:

Safe Packaging Obligation. Customer is responsible for complying with all safety, packaging, sealing, and loading/palletizing instructions (including removing materials from their original packaging and/or not individually wrapping all materials) included with each order and shall ensure such is completed prior to the scheduled pickup date.

Electronic Material Specifications. With respect to Electronic Material Pack-Up and Pick-Up Services, Customer shall ensure that Electronic Material is sorted into the following categories: (1) video display devices (CRT); (2) video display devices (flat panel); (3) computers; (4) laptops, tablets, cell phones; and (5) all other Electronic Material. A full list of items that fall into each of these categories is available upon request. If the Electronic Material is not properly sorted, is not removed from its original packaging, and/or is not properly loaded and palletized, additional fees will apply.

FULL SERVICE (Electronic Material). There is a minimum charge for Full Service. For loads of Electronic Material up to 466 pounds, the minimum charge for Full Service will be \$660. For loads of Electronic Material over 466 pounds, the charge for Full Service will be the weight of the load multiplied by the per pound charge quoted in the Service Details.

CUSTOMER'S INITIAL: [REDACTED]

DATE: [REDACTED]

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association Management Professionals (CAMP)

Date: Monday, March 25, 2024

Re: Approval of Committee Volunteer Form(s)

Suggested Motion: "I move to approve Pamela Rachal to the Elections Committee, and Denise Milligan to the Facilities Committee."

Please see the attached forms for committee appointments for the members below.

- Denise Milligan- Facilities Committee
- Pamela Rachal- Elections Committee

Management has verified that the members requesting to be volunteers are in good standing with the Association.

Management recommends the approval of all requests above.

Committee Volunteer Form Request for Appointment

Name: Denise Milligan

Address: 13603 Hebron Lane

Contact Information
Phone/E-Mail: 301.257.7303 | COGITO19@GMAIL.COM

Committee of Interest: Facilities Committee

Personal or professional information you would like to share which might assist the Board in the appointment process such as length of residence in Oak Creek, related experience or training, service on other committees, etc.

Members of the Board,

Please be advised of my aspiration to volunteer as a member of the facilities committee of the Oak

Creek community. My husband and I have purchased a combination of three homes in the community

since 2007. As legacy stakeholders, we are committed to the quality, and sustainability of the community and

are committed to seeing it continue to thrive.

In my professional career as a practice manager working with executives and partners of a leading

global law firm, I have honed my reputation and abilities to recommend strategic solutions that

enhance operational and management effectiveness. I hold a Master of Business Administration with

core competencies in financial management, risk management, and project management, among others.

My track record of driving efficiency and quality across business through establishing standards and controls

makes me well-equipped to offer valuable contributions as a member of the Oak Creek Facilities Committee.

Thank you for volunteering!

Tamika Davis

From: Denise Milligan <cogito19@gmail.com>
Sent: Monday, March 25, 2024 4:04 PM
To: management@oakcreek.com; Tamika Davis; Karina Haley; Moriah Benjamin
Subject: Volunteer Committee Form
Attachments: Facilities Committee Form.pdf

Management,

Please see the attached form to be submitted before the April 9, 2024, Executive Board meeting for consideration.

Please do not hesitate to contact me with any questions.

Sincerely,
Denise Milligan

**Committee Volunteer Form
Request for Appointment**

Pamela Rachal

550 Bolin Terrace

201-681-1153

pmr829@gmail.com

Committee of Interest: Elections

I have been a member of the Oak Creek community since 2010. Over the years, I have attended the various candidate forums (whether live or via Zoom), voted consistently, and have participated in counting ballots (live and during the pandemic).

Professionally, I am an executive coach, organizational development consultant, and leadership trainer. Before shifting careers, I spent over 25 years in marketing and advertising with top agencies and global companies managing cross-functional teams and projects. My contributions to Oak Creek include being a member of the Social Committee and one of the first members of the Communications Committee, where I served as the chair for two years.

I am interested in being a part of this committee because I believe that there is an opportunity to improve our elections process – from before the call for candidates through the announcement of the winners, and beyond. I think we all recognize that the pandemic forced Oak Creek to use new technologies and approaches to manage our elections. Now that we are post pandemic, we have the opportunity to modernize our processes and review and consider updating our bylaws to ensure we are using best practices in HOA elections.

I bring an understanding of how our HOA functions, a historical perspective of our community with an eye to the future, and a commitment to continued excellence in our community. I look forward to being a part of the Elections committee.

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association
Management Professionals (CAMP)

Date: Tuesday, March 26, 2024

Re: Elections Committee Charter

Suggested Motion: "I move to approve the Elections Committee Charter in accordance with Article 7 of the Oak Creek Club Bylaws and Article 5, section 5.3, section C of the Articles of Incorporation."

Attached is a copy of the draft Elections Committee Charter to provide guidance to the 2024 Elections Committee.

Purpose

The purpose of the Elections Committee is to develop and administer election procedures approved by the Board of Directors.

Appointment and Terms:

Elections Committee members will be appointed annually. The Committee shall consist of one Board member whose term is not expiring and at least two other persons who are not Board members. Owners may not serve on more than one committee.

Management Recommendation: Management recommends enacting an Elections Committee as proposed in the Oak Creek Club governing documents for the upcoming 2024 election.

**OAK CREEK CLUB HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION
ELECTIONS COMMITTEE CHARTER**

WHEREAS, Article 4, Section 4.1 of the Bylaws grants the Board of Directors all the powers and duties necessary for the administration of the affairs of the Association; and,

WHEREAS, Article 5, Section 5.3 (c) of the Articles of Incorporation calls for the establishment of an Elections Committee;

NOW THEREFORE, be it resolved that an Elections Committee shall be established that shall function in accordance with the procedures set forth below:

DUTIES AND RESPONSIBILITIES

The purpose of the Elections Committee shall be to develop election procedures and administer such procedures as are approved by the Board providing for election of directors by ballot of the owners at annual meetings and, where appropriate, special meetings.

The Board may assign the committee with other specific tasks from time to time as it deems appropriate. The committee is solely advisory in nature and has no authority to act on behalf of the Association unless specifically authorized by the Board of Directors. The committee has no authority to expend or commit funds of the Association or to direct or otherwise represent the Association with service providers.

ELIGIBILITY

Committee members must be Oak Creek Club HOA homeowners in good standing. Good standing is defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

APPOINTMENT AND TERMS

Committee members shall be appointed annually by the Board and shall consist of one Board member whose term is not then expiring and at least two (2) other persons who are not Board members. Available committee seats shall be advertised at least 30 days prior to appointment. Recruitment of candidates may be done through newsletters, email, websites, or other means deemed appropriate by the Board. Interested homeowners shall submit a written request for appointment to the General Manager, including any personal or professional information (e.g., related experience or training, service on other committees, etc.) which might assist the Board in the appointment process. The Board shall strive to ensure that owners of varying home types and locations are represented on the committee. Committee members in good standing are eligible for reappointment. Owners may not serve on more than one committee at a time. There shall not be more than one owner of a household serving on a committee at the same time.

COMMUNICATIONS

In the interest of ensuring strong communication between the Board and the committee, it is expected that the committee Chairperson, or their designee, shall attend each regularly scheduled business meeting of the Board. At least five business days prior to the Board meetings, the committee Chairperson shall provide the GM a typed report summarizing committee actions, including recommendations, updates on the status of pending tasks, and requests for assistance from the Board. This report will be included in the Board meeting package. The Chairperson, or their designee, shall be available at the Board meetings to answer questions.

The committee Chairperson is expected to maintain regular communications with the Board and the General Manager. When appropriate, the committee shall provide accurate and timely information about its activities for publication on the Association's website, and other communication vehicles, including email. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Tamika Davis, On-Site Community Manager-
Community Association Management Professionals (CAMP)

Date: Wednesday, March 27, 2024

Re: Review of proposals for Asphalt repairs on Shannock Lane and the Swim and Tennis Center parking lot.

Suggested Motion: "I move to approve the American Striping invoice in the amount of \$14,717 for asphalt repairs on Shannock Lane and in the Swim and Tennis Center parking lot to be expensed from Repair & Replacement Reserves."

Attached are four proposals and pictures for asphalt repairs needed in the swim and tennis center parking lot and on Shannock Lane:

Finley Asphalt proposed the following:

- Shannock Lane repair for one area of concern using rubberized crack filler, \$7,500, with a 2-year warranty.
- Complete milling, paving, and striping for the Swim & Tennis center parking lot for \$61,856. This service also has a two-year warranty.
- Swim & Tennis center parking lot repair only in the amount of \$4,744.

American Striping proposed the following:

- Asphalt repairs for one area of Shannock Lane in the amount of \$4,237 and asphalt patches for the swim and tennis center parking lot in the amount \$3,500 making the total invoice amount for both repairs \$14,717. American Striping offers a one-year warranty on their repairs.
- Complete milling, paving, and striping for the Swim & Tennis Center parking lot in the amount of \$61,124. One year warranty.

Management Recommendation:

Management recommends proceeding with the American Striping asphalt repair proposals and prioritizing the milling and paving for the Swim & Tennis Center parking lot for 2025. Shannock Lane is a relatively new street in Oak Creek Club and is in good condition. This repair will resolve the issue with the crack in the street and does not require a complete milling and paving overlay at this time.

As of 2/29/2024, the remaining balance was \$2,397,998 in Repair & Replacement Reserves and \$1,018,865 in the Operating Reserve.

The latest reserve study conducted in June 2023 has identified maintenance costs for asphalt for the clubhouse parking lot in the amount of \$11,520 for 2023 and \$48,680 for a pavement overlay in 2025. In addition, the reserve study has also identified pavement maintenance costs for Players View (Shannock Lane) for 2023 in the amount of \$20,590 and \$48,680 for pavement overlay, with an estimated completion of 2025.

Shanrock Kane

PAVEMENT®
MAINTENANCE & RECONSTRUCTION

2023 AWARDS

CONTRACTOR OF THE YEAR



Proposal Number

01925-1

**Oak Creek Club
Homeowners
Association**

14505 Mary Bowie Pkwy
Upper Marlboro, MD, 20774

Client

Community Association
Management Professionals (CAMP)
4114 Legato Rd #suite 200 suite 200
Fairfax, VA

Contact

tdavis@oakcreekclub.com
Tamika Davis

3/14/2024

Oak Creek Club HOA

Office Info

contactus@finleyasphalt.com
703-293-5169

Relationship Manager

joe@finleyasphalt.com
301-276-1506 Cell

Address

PO Box 1710
Manassas, VA
20108



Proposal Number

01925-1

Prepared for: Community Association Management
Professionals (CAMP)

PROPOSAL

Dear Tamika Davis,

Thank you for the opportunity to provide a proposal for our services. If you have any questions, please do not hesitate to contact me.

Please click the following link below: to view/print/save your proposal.

If you have difficulties clicking the link, copy and paste this link into your browser address bar.

Best Regards,

Joe Wolfrey

Relationship Manager

Finley Asphalt & Concrete

<https://www.finleyasphalt.com/>



Proposal Number

01925-1

Prepared for: Community Association Management
Professionals (CAMP)

PROPOSAL

HOT POUR RUBBERIZED CRACK FILLING

The work zone(s) will be barricaded with any of the following; orange cones, yellow caution tape, orange barrels, or message boards, for public safety during the project. All cones will be removed after work is completed, the new material has cured properly, and it is safe for public usage.

Clean dirt, loose gravel, and weeds from cracks in preparation to apply a hot-rubberized non-tracking sealant

We will apply a hot pour rubberized crack sealer in the cracks, leaving a 2"-3" wide band covering the width of the crack.

This cost item includes crack filling up to 35 linear feet of straight running linear cracks.

Crack Sealing shall be limited to 1/4" to 1" in width only. This item does not guarantee that all cracks will be filled.

Notes:

- Cracks will be filled to a depth of approximately 1/8" above the existing pavement elevation. Future settlement may occur with cracks wider than 1/4 inch wide. However, the cracks will remain protected from the intrusion of water. FAC will not return to fill any settled cracks.
- Cracks with water "leeching" through, from the sub-surface, will not be able to be filled with crack filler. We recommend repairing the area, to properly address the source of the water problem, prior to crack filling.
- The linear footage specified in this proposal will be applied throughout the proposed work area at the contractor's discretion. FAC will focus on the widest and worst cracks, up to 1" in width.

Excludes:

- Filling of "Alligator" cracked areas, filling of cracks which have been filled in the past and are still adequately filled, backer rods, notifying tenants of scheduled work, posting notices (unless otherwise agreed upon), or towing of vehicles.

Price: \$1,500.00



Proposal Number

01925-1

Prepared for: Community Association Management
Professionals (CAMP)

INFRARED PAVEMENT REPAIR

Infrared asphalt repair is a method where existing asphalt is heated and sprayed with a rejuvenator.

All areas of repair will be swept or blown clean removing all loose aggregate, sand, and water.

We have identified **1** area(s) in need of repair, consisting of approximately **25** square yards of area requiring infrared pavement repair.

The surface area will be heated to 325 degrees for approximately 5-10 minutes depending on the depth, time of year, and existing aggregate (typically 1 to 3 inches).

Once the repair area has been heated, it will be raked to remove failed aggregate and a rejuvenator will be applied to replenish lost oils due to oxidation.

Additional material will be applied to the area, while raking and grading it to the proper level, then compacted with a multi-ton vibratory roller and/or vibratory plate.

Barricading: Generally, after a period of approx 30 minutes the areas where the infrared repair has taken place can be reopened to traffic.

The infrared of existing asphalt involves the use of heavy trucks and equipment. Small scrapes, scuffs, and chips of the existing asphalt and concrete are expected and considered a normal practice. FAC will not be required to remove, replace, or repair any minor damage.

Price: \$6,000.00

TOTAL PRICE OF THIS PROPOSAL AS PRESENTED:

\$7,500.00



Proposal Number

01925-1

Prepared for: Community Association Management Professionals (CAMP)

AGREEMENT

The Unit Rates applicable to the categories of work to be performed pursuant to this Agreement are based on the material costs and published indexes as of the date of this Proposal. Purchaser acknowledges that if the above-listed items increase by the date all work under the contract is completed, the Unit Rates applicable to the categories of work to be performed under the Proposal shall be adjusted. The adjusted Unit Rates shall be committed and paid by the purchaser as though a written change order were approved and signed by both parties. Finley Asphalt & Concrete proposes to furnish material and labor to perform the work outlined herein for the sum of:

\$7,500.00, SEVEN THOUSAND, FIVE HUNDRED DOLLARS AND ZERO CENTS

Payment is to be made as follows: • 100% upon completion

This proposal is valid for thirty (30) days from the date written above. The proposal is subject to the terms and conditions enclosed, attached, and/or on the backside of the proposal.

This proposal contains confidential information belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this proposal is strictly prohibited. If you have received this proposal in error, please immediately notify us by telephone to arrange for the return of the original documents to us.

Sincerely,

Joe Wolfrey, Relationship Manager
joe@finleyasphalt.com
Cell: 301-276-1506

I/we hereby acknowledge that I/we have thoroughly read the entire proposal including; scope(s) of work, pricing for each scope(s), exclusions, customers' responsibilities, terms, and conditions, of this proposal and authorize Finley Asphalt and Concrete to proceed with the work as identified in this proposal/contract, with my signature. I understand that no work will be performed, by Finley Asphalt and Concrete, until a fully ratified contract, by both parties, is agreed upon and signed.

I/we understand that if any additional work is required, other than stated in this proposal/contract, a "Change Order" must accompany this proposal, before proceeding with additional work. Note: Please see all attachments and "terms and conditions" that may pertain to aspects of this project.

Note: If the customer provides their own contract, this entire proposal and "terms and conditions" MUST be included, as an exhibit, in their contract.

Purchaser: _____ Title: _____

Printed Name: _____ Date: _____



Proposal Number

01925-1

Prepared for: Community Association Management
Professionals (CAMP)

TERMS & CONDITIONS

The following terms and conditions are between Finley Asphalt & Concrete, a Pave America company, (Contractor or FAC) and the purchaser (The person, company, or agent who executes the proposal)

Due to a volatile market (labor, oil, inflation, sudden material cost increases), if prices escalate for any event or reason beyond Contractor's control, Finley Asphalt and Concrete is entitled to an equitable adjustment in the contract sum.

FAC will typically arrive at the project site by 7 AM. It is the responsibility of the owner, or manager, to notify tenants, postal service, trash service, etc., of the proposed work dates and times. FAC recommends that the tow truck is on-site, or on standby, to relocate any vehicles out of the work area so that the work can progress without delay. NOTE: Should FAC crews be delayed for more than one hour, after the agreed-upon start time, additional fees may apply to the customer.

Public Utilities: FAC will contact Miss Utility to locate and mark all public utilities, prior to commencing work that involves intrusive sub-base work.

Private Utilities: It is the customer's responsibility to contract before any work is performed by FAC, to have all private utilities (i.e; private lighting, irrigation, etc.) identified and marked for identification. NOTE: FAC will be held harmless for any damage caused to private utilities not identified and marked, prior to our arrival.

The customer agrees to pay the contractor within 30 days after the invoice for payment has been delivered. Any amounts past due, after 30 days from the invoice date, are subject to a 1.5% per month late charge, which the customer agrees to pay. If full payment including late charges has not been received within 60 days, the account will be turned over for collection, and the customer agrees to pay for all collection fees, including attorney costs, court costs, and any other collection costs incurred by the contractor.

If, while performing the contracted work, FAC, Inc. encounters undesirable sub-grade/sub-base material, FAC, Inc. will notify the customer of the issues encountered and will provide an estimated cost to repair. If the purchaser declines the corrective work and directs FAC, Inc. to proceed with the asphalt or concrete installation, FAC, Inc will not be held responsible for the structural integrity of the area(s) and the warranty will be voided.

If unsuitable materials are encountered (I.E. paving fabric, contaminated materials, etc.) and deemed by the contractor or supplier as unacceptable to be delivered to the originally desired location for disposal, the material will be transported to a dump site and the customer agrees to pay all associated costs for the trucking and disposal.

When paving handicapped parking areas, FAC will pave per the existing elevations, slopes, and conditions, unless otherwise instructed by the customer or specified in the proposal. FAC will not be responsible for any handicapped parking areas that exceed ADA guidelines if the customer instructs FAC to pave areas regardless of guidelines.

FAC will not be responsible for any standing water in areas with fixed structures (Bordering Concrete), or existing layouts, that have less than a 2% slope.

FAC, Inc. will make every effort to replace any existing speed bumps or install new speed bumps, with a 1" variance in height.



Proposal Number

01925-1

Prepared for: Community Association Management Professionals (CAMP)

FAC, Inc. will not be responsible for any damage to new asphalt, concrete, or seal coat, which may be caused by loads in excess of design capacity, graffiti, tire tracks, and animal or human footprints.

FAC, Inc. will not be responsible for any delays in construction caused by weather, acts of God, delays in transportation, fuel or raw material shortages, plant failures, or any other circumstances beyond our control.

General exclusions unless stated in the proposal: Further undercut of the existing sub-base material, new stone sub-base, thermoplastic striping, posting of notices, towing of vehicles, engineering, third-party testing, private utility location, bonds, permits, fees, or anything other than the services listed in the proposal.

This work requires the use of heavy trucks and equipment. FAC, Inc. will not be held responsible for the repair or replacement of lawns, existing asphalt or concrete, utilities, etc. caused by heavy construction equipment required to carry out the work as described in the proposal.

Upon driving on your new asphalt parking lot, whether seal coated or newly paved, we recommend avoiding turning your wheels, unless your car is in motion. The new asphalt will still be in a curing phase and the friction from turning your wheels, while in place, may cause "scuffing" and/or turn marks. These scuffs and turn marks will eventually fade as they blend in with the surrounding surfaces over time. Therefore, FAC, Inc. does not classify "scuffing or turn marks" as "warranty repairs".

NOTE: Scraping and/or power-washing painted fire lane curbs will not completely remove all existing debris or flaking paint. Unless paint/debris is removed via hydro/sand blasting, FAC is not responsible for future flaking or peeling of painted fire lane curbs.

FAC, Inc. Standard Warranty is for a two-year period. This warranty covers material and workmanship only. Any claims for warranty work must be submitted to FAC, Inc. in writing via email to "contactus@finleyasphalt.com" within 24 months of the work being completed. This warranty does not in any way cover "unforeseen parking lot damage" outside of normal parking lot usage. (I.E. Unreasonable use, construction traffic, cranes, emergency vehicles, utility repairs, sub-base failure, petroleum/chemical spills, acts of God, etc.). Striping is included in this warranty as long as the new asphalt and concrete are allowed to cure for 30 days prior to the paint installation. Performance of warranty work will not constitute a warranty extension. NOTE: Seal Coating, Crack Filling, and Fire Lane Painting are excluded from the warranty coverage.

Credit Card Payments: FAC will accept VISA credit card payments only, when using credit to pay for an outstanding invoice. Please note: Any balances over \$10,000, will include a 4% fee, which will be added to the outstanding balance, for accepting a credit card payment.

Vehicle Towing: FAC requires that the customer have the work zone completely vacant, of vehicles, upon our arrival at the job site. The customer is responsible for having any stranded vehicles towed out of the work area, at the customer's expense, within 1 hour of the agreed-upon start time.

NOTE: If in the event the customer fails to have all vehicles moved from the work zone, FAC may contract to have any stranded vehicles towed, at the customer's expense, and the customer agrees to reimburse FAC, Inc. for any such towing/relocation expenses.



Proposal Number

01925-1

Prepared for: Community Association Management
Professionals (CAMP)



14008 Shannock Lane



Proposal Number

01925-1

Prepared for: Community Association Management
Professionals (CAMP)



small pothole swim and tennis center parking lot



Proposal Number

01925-1

Prepared for: Community Association Management
Professionals (CAMP)



swim and tennis center parking lot 5 24 2023

PAVEMENT®

MAINTENANCE & RECONSTRUCTION

2023 AWARDS

CONTRACTOR OF THE YEAR



ASPHALT & CONCRETE

Proposal Number

1022-1

Oak Creek Club

14505 Mary Bowie Pkwy
Upper Marlboro, MD, 20774

Client

Oak Creek Club
14505 Mary Bowie Pkwy
Upper Marlboro, MD

Contact

admin@oakcreekclub.com
Alexis Stevenson

3/21/2024

Oak Creek Club Swim and Tennis Center Parking Lot
Proposal

Office Info

contactus@finleyasphalt.com
703-293-5169

Relationship Manager

joe@finleyasphalt.com
301-276-1506 Cell

Address

PO Box 1710
Manassas, VA
20108



Proposal Number

1022-1

Prepared for: Oak Creek Club

PROPOSAL

Dear Alexis Stevenson,

Thank you for the opportunity to provide a proposal for our services. If you have any questions, please do not hesitate to contact me.

Please click the following link below: to view/print/save your proposal.

If you have difficulties clicking the link, copy and paste this link into your browser address bar.

Best Regards,

Joe Wolfrey

Relationship Manager

Finley Asphalt & Concrete

<https://www.finleyasphalt.com/>



Proposal Number

1022-1

Prepared for: Oak Creek Club

PROPOSAL

ASPHALT MILL & PAVE | 2" DEPTH

The area under consideration for new asphalt surface consists of approximately **3,611** square yards.

The work zone(s) will be barricaded with any of the following; orange cones, yellow caution tape, orange barrels, or message boards, for public safety during the project. All cones will be removed after work is completed, the new material has cured properly, and it is safe for public use. Note: This item does not include traffic control of moving vehicles.

We will mill (remove) the existing asphalt to a depth of **2.00"** and haul all debris offsite for recycling.

The milled surface of the existing pavement will be cleaned, if milling to existing asphalt, with any of the following; sweeper trucks, mechanical brooms, or power blowers.

After the milled surface has been cleaned, we will apply CRS-1 tack coat at a rate of .05 to .10 gallons per square yard, if milling to existing asphalt. The tack coat will ensure that the new layer of asphalt adheres to the existing asphalt properly.

We will supply and install a new **2.00"** average depth of 9.5mm surface course asphalt.

All asphalt material will be supplied by a state-approved asphalt producer.

The asphalt will be compacted with machine vibratory rollers, to achieve maximum density.

Please note, this project will be performed over the course of approximately -day(s).

Excludes:

- Undercut of the sub-base material, stone, striping, concrete work, signage, towing of vehicles, traffic control, notifying tenants of pending work, permits, fees, bonds, engineering, testing, inspections, nights or weekend work, or anything other than those services listed above.

Notes:

- If the customer has wire looping to control gates or barricade arms, within the existing asphalt, it is the customer's responsibility to inform FAC if the wire looping is to be removed or avoided during replacement of the existing asphalt. If the wire looping is to be avoided, the asphalt within the area will not be replaced. FAC will not replace any wire looping.
- The milling & paving of existing asphalt involves the use of heavy trucks and equipment. Small scrapes, scuffs, and chips of the existing asphalt and concrete are expected and considered a normal practice. FAC will not be required to remove, replace, or repair any minor damage.

THIS SCOPE OF WORK INCLUDES A 2-YEAR WARRANTY

Price: \$57,776.00



Proposal Number

1022-1

Prepared for: Oak Creek Club

PAVEMENT MARKINGS

The work zone(s) will be barricaded with any of the following; orange cones, yellow caution tape, orange barrels, or message boards, for public safety during the project. All cones will be removed after work is completed, the new material has cured properly, and it is safe for public usage. Note: This item does not include traffic control of moving vehicles.

We will work with the customer to provide a plan that will provide the least amount of disruption, as possible.

We will layout and stripe the designated areas, to match all existing markings or plans, and colors, with traffic-rated latex paint.

Note: We may elect to stripe the following day, prior to the re-opening of the parking lot.

Excludes: Painting of fire lane curbs, crack filling, reflective beads, or thermoplastic striping.

Existing parking lines can only be painted or repainted if they are accessible by the line striping machine.

Note: If a new layout of striping is to be applied, the customer must provide the new layout plan, before a contract is signed and work begins. Additional fees may apply for any changes to the striping layout.

120	Parking Bays (New Layout)
60	Wheel Stop Removal & Re-Setting (Existing)

Price: \$4,080.00

TOTAL PRICE OF THIS PROPOSAL AS PRESENTED:

\$61,856.00



Proposal Number

1022-1

Prepared for: Oak Creek Club

AGREEMENT

The Unit Rates applicable to the categories of work to be performed pursuant to this Agreement are based on the material costs and published indexes as of the date of this Proposal. Purchaser acknowledges that if the above-listed items increase by the date all work under the contract is completed, the Unit Rates applicable to the categories of work to be performed under the Proposal shall be adjusted. The adjusted Unit Rates shall be committed and paid by the purchaser as though a written change order were approved and signed by both parties. Finley Asphalt & Concrete proposes to furnish material and labor to perform the work outlined herein for the sum of:

\$61,856.00, SIXTY-ONE THOUSAND, EIGHT HUNDRED FIFTY-SIX DOLLARS AND ZERO CENTS

Payment is to be made as follows: • 100% upon completion

This proposal is valid for thirty (30) days from the date written above. The proposal is subject to the terms and conditions enclosed, attached, and/or on the backside of the proposal.

This proposal contains confidential information belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this proposal is strictly prohibited. If you have received this proposal in error, please immediately notify us by telephone to arrange for the return of the original documents to us.

Sincerely,

Joe Wolfrey, Relationship Manager

joe@finleyasphalt.com

Cell: 301-276-1506

I/we hereby acknowledge that I/we have thoroughly read the entire proposal including; scope(s) of work, pricing for each scope(s), exclusions, customers' responsibilities, terms, and conditions, of this proposal and authorize Finley Asphalt and Concrete to proceed with the work as identified in this proposal/contract, with my signature. I understand that no work will be performed, by Finley Asphalt and Concrete, until a fully ratified contract, by both parties, is agreed upon and signed.

I/we understand that if any additional work is required, other than stated in this proposal/contract, a "Change Order" must accompany this proposal, before proceeding with additional work. Note: Please see all attachments and "terms and conditions" that may pertain to aspects of this project.

Note: If the customer provides their own contract, this entire proposal and "terms and conditions" MUST be included, as an exhibit, in their contract.

Purchaser: _____ Title: _____

Printed Name: _____ Date: _____



Proposal Number

1022-1

Prepared for: Oak Creek Club

TERMS & CONDITIONS

The following terms and conditions are between Finley Asphalt & Concrete (Contractor) and the purchaser (The person, company, or agent who executes the proposal)

Due to a volatile market (labor, oil, inflation, sudden material cost increases), if prices escalate for any event or reason beyond Contractor's control, Finley Asphalt and Concrete is entitled to an equitable adjustment in the contract sum.

FAC will typically arrive at the project site by 7 AM. It is the responsibility of the owner, or manager, to notify tenants, postal service, trash service, etc., of the proposed work dates and times. FAC recommends that the tow truck is on-site, or on standby, to relocate any vehicles out of the work area so that the work can progress without delay. NOTE: Should FAC crews be delayed for more than one hour, after the agreed-upon start time, additional fees may apply to the customer.

Public Utilities: FAC will contact Miss Utility to locate and mark all public utilities, prior to commencing work that involves intrusive sub-base work.

Private Utilities: It is the customer's responsibility to contract before any work is performed by FAC, to have all private utilities (i.e; private lighting, irrigation, etc.) identified and marked for identification. NOTE: FAC will be held harmless for any damage caused to private utilities not identified and marked, prior to our arrival.

The customer agrees to pay the contractor within 30 days after the invoice for payment has been delivered. Any amounts past due, after 30 days from the invoice date, are subject to a 1.5% per month late charge, which the customer agrees to pay. If full payment including late charges has not been received within 60 days, the account will be turned over for collection, and the customer agrees to pay for all collection fees, including attorney costs, court costs, and any other collection costs incurred by the contractor.

If, while performing the contracted work, FAC, Inc. encounters undesirable sub-grade/sub-base material, FAC, Inc. will notify the customer of the issues encountered and will provide an estimated cost to repair. If the purchaser declines the corrective work and directs FAC, Inc. to proceed with the asphalt or concrete installation, FAC, Inc will not be held responsible for the structural integrity of the area(s) and the warranty will be voided.

If unsuitable materials are encountered (I.E. paving fabric, contaminated materials, etc.) and deemed by the contractor or supplier as unacceptable to be delivered to the originally desired location for disposal, the material will be transported to a dump site and the customer agrees to pay all associated costs for the trucking and disposal.

When paving handicapped parking areas, FAC will pave per the existing elevations, slopes, and conditions, unless otherwise instructed by the customer or specified in the proposal. FAC will not be responsible for any handicapped parking areas that exceed ADA guidelines if the customer instructs FAC to pave areas regardless of guidelines.

FAC will not be responsible for any standing water in areas with fixed structures (Bordering Concrete), or existing layouts, that have less than a 2% slope.

FAC, Inc. will make every effort to replace any existing speed bumps or install new speed bumps, with a 1" variance in height.



Proposal Number

1022-1

Prepared for: Oak Creek Club

FAC, Inc. will not be responsible for any damage to new asphalt, concrete, or seal coat, which may be caused by loads in excess of design capacity, graffiti, tire tracks, and animal or human footprints.

FAC, Inc. will not be responsible for any delays in construction caused by weather, acts of God, delays in transportation, fuel or raw material shortages, plant failures, or any other circumstances beyond our control.

General exclusions unless stated in the proposal: Further undercut of the existing sub-base material, new stone sub-base, thermoplastic striping, posting of notices, towing of vehicles, engineering, third-party testing, private utility location, bonds, permits, fees, or anything other than the services listed in the proposal.

This work requires the use of heavy trucks and equipment. FAC, Inc. will not be held responsible for the repair or replacement of lawns, existing asphalt or concrete, utilities, etc. caused by heavy construction equipment required to carry out the work as described in the proposal.

Upon driving on your new asphalt parking lot, whether seal coated or newly paved, we recommend avoiding turning your wheels, unless your car is in motion. The new asphalt will still be in a curing phase and the friction from turning your wheels, while in place, may cause "scuffing" and/or turn marks. These scuffs and turn marks will eventually fade as they blend in with the surrounding surfaces over time. Therefore, FAC, Inc. does not classify "scuffing or turn marks" as "warranty repairs".

NOTE: Scraping and/or power-washing painted fire lane curbs will not completely remove all existing debris or flaking paint. Unless paint/debris is removed via hydro/sand blasting, FAC is not responsible for future flaking or peeling of painted fire lane curbs.

FAC, Inc. Standard Warranty is for a two-year period. This warranty covers material and workmanship only. Any claims for warranty work must be submitted to FAC, Inc. in writing via email to "contactus@finleyasphalt.com" within 24 months of the work being completed. This warranty does not in any way cover "unforeseen parking lot damage" outside of normal parking lot usage. (I.E. Unreasonable use, construction traffic, cranes, emergency vehicles, utility repairs, sub-base failure, petroleum/chemical spills, acts of God, etc.). Striping is included in this warranty as long as the new asphalt and concrete are allowed to cure for 30 days prior to the paint installation. Performance of warranty work will not constitute a warranty extension. NOTE: Seal Coating, Crack Filling, and Fire Lane Painting are excluded from the warranty coverage.

Credit Card Payments: FAC will accept VISA credit card payments only, when using credit to pay for an outstanding invoice. Please note: Any balances over \$10,000, will include a 4% fee, which will be added to the outstanding balance, for accepting a credit card payment.

Vehicle Towing: FAC requires that the customer have the work zone completely vacant, of vehicles, upon our arrival at the job site. The customer is responsible for having any stranded vehicles towed out of the work area, at the customer's expense, within 1 hour of the agreed-upon start time.

NOTE: If in the event the customer fails to have all vehicles moved from the work zone, FAC may contract to have any stranded vehicles towed, at the customer's expense, and the customer agrees to reimburse FAC, Inc. for any such towing/relocation expenses.



Proposal Number

1022-1

Prepared for: Oak Creek Club



Mill & Overlay Map

PAVEMENT
MAINTENANCE & RECONSTRUCTION
2023 AWARDS

CONTRACTOR OF THE YEAR



Proposal Number

695-1

Oak Creek Club

14505 Mary Bowie Pkwy
Upper Marlboro, MD, 20774

Client

Oak Creek Club
14505 Mary Bowie Pkwy
Upper Marlboro, MD

Contact

tdavis@oakcreekclub.com
Tamika Davis

3/25/2024

Oak Creek Club - Infrared Asphalt Repairs (2 EA)

Office Info

contactus@finleyasphalt.com
703-293-5169

Relationship Manager

joe@finleyasphalt.com
301-276-1506 Cell

Address

PO Box 1710
Manassas, VA
20108



Proposal Number

695-1

Prepared for: Oak Creek Club

PROPOSAL

Dear Tamika Davis,

Thank you for the opportunity to provide a proposal for our services. If you have any questions, please do not hesitate to contact me.

Please click the following link below: to view/print/save your proposal.

If you have difficulties clicking the link, copy and paste this link into your browser address bar.

Best Regards,

Joe Wolfrey

Relationship Manager

Finley Asphalt & Concrete

<https://www.finleyasphalt.com/>



Proposal Number

695-1

Prepared for: Oak Creek Club

PROPOSAL

INFRARED PAVEMENT REPAIR

Infrared asphalt repair is a method where existing asphalt is heated and sprayed with a rejuvenator.

All areas of repair will be swept or blown clean removing all loose aggregate, sand, and water.

We have identified 2 area(s) in need of repair, consisting of approximately square yards of area requiring infrared pavement repair.

The surface area will be heated to 325 degrees for approximately 5-10 minutes depending on the depth, time of year, and existing aggregate (typically 1 to 3 inches).

Once the repair area has been heated, it will be raked to remove failed aggregate and a rejuvenator will be applied to replenish lost oils due to oxidation.

Additional material will be applied to the area, while raking and grading it to the proper level, then compacted with a multi-ton vibratory roller and/or vibratory plate.

Barricading: Generally, after a period of approx 30 minutes the areas where the infrared repair has taken place can be reopened to traffic.

The infrared of existing asphalt involves the use of heavy trucks and equipment. Small scrapes, scuffs, and chips of the existing asphalt and concrete are expected and considered a normal practice. FAC will not be required to remove, replace, or repair any minor damage.

Price: **\$4,744.00**

TOTAL PRICE OF THIS PROPOSAL AS PRESENTED:

\$4,744.00



Proposal Number

695-1

Prepared for: Oak Creek Club

AGREEMENT

The Unit Rates applicable to the categories of work to be performed pursuant to this Agreement are based on the material costs and published indexes as of the date of this Proposal. Purchaser acknowledges that if the above-listed items increase by the date all work under the contract is completed, the Unit Rates applicable to the categories of work to be performed under the Proposal shall be adjusted. The adjusted Unit Rates shall be committed and paid by the purchaser as though a written change order were approved and signed by both parties. Finley Asphalt & Concrete proposes to furnish material and labor to perform the work outlined herein for the sum of:

\$4,744.00, FOUR THOUSAND, SEVEN HUNDRED FORTY-FOUR DOLLARS AND ZERO CENTS

Payment is to be made as follows: • 100% upon completion

This proposal is valid for thirty (30) days from the date written above. The proposal is subject to the terms and conditions enclosed, attached, and/or on the backside of the proposal.

This proposal contains confidential information belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this proposal is strictly prohibited. If you have received this proposal in error, please immediately notify us by telephone to arrange for the return of the original documents to us.

Sincerely,

Joe Wolfrey, Relationship Manager
joe@finleyasphalt.com
Cell: 301-276-1506

I/we hereby acknowledge that I/we have thoroughly read the entire proposal including; scope(s) of work, pricing for each scope(s), exclusions, customers' responsibilities, terms, and conditions, of this proposal and authorize Finley Asphalt and Concrete to proceed with the work as identified in this proposal/contract, with my signature. I understand that no work will be performed, by Finley Asphalt and Concrete, until a fully ratified contract, by both parties, is agreed upon and signed.

I/we understand that if any additional work is required, other than stated in this proposal/contract, a "Change Order" must accompany this proposal, before proceeding with additional work. Note: Please see all attachments and "terms and conditions" that may pertain to aspects of this project.

Note: If the customer provides their own contract, this entire proposal and "terms and conditions" MUST be included, as an exhibit, in their contract.

Purchaser: _____ Title: _____

Printed Name: _____ Date: _____



Proposal Number

695-1

Prepared for: Oak Creek Club

TERMS & CONDITIONS

The following terms and conditions are between Finley Asphalt & Concrete (Contractor) and the purchaser (The person, company, or agent who executes the proposal)

Due to a volatile market (labor, oil, inflation, sudden material cost increases), if prices escalate for any event or reason beyond Contractor's control, Finley Asphalt and Concrete is entitled to an equitable adjustment in the contract sum.

FAC will typically arrive at the project site by 7 AM. It is the responsibility of the owner, or manager, to notify tenants, postal service, trash service, etc., of the proposed work dates and times. FAC recommends that the tow truck is on-site, or on standby, to relocate any vehicles out of the work area so that the work can progress without delay. NOTE: Should FAC crews be delayed for more than one hour, after the agreed-upon start time, additional fees may apply to the customer.

Public Utilities: FAC will contact Miss Utility to locate and mark all public utilities, prior to commencing work that involves intrusive sub-base work.

Private Utilities: It is the customer's responsibility to contract before any work is performed by FAC, to have all private utilities (i.e; private lighting, irrigation, etc.) identified and marked for identification. NOTE: FAC will be held harmless for any damage caused to private utilities not identified and marked, prior to our arrival.

The customer agrees to pay the contractor within 30 days after the invoice for payment has been delivered. Any amounts past due, after 30 days from the invoice date, are subject to a 1.5% per month late charge, which the customer agrees to pay. If full payment including late charges has not been received within 60 days, the account will be turned over for collection, and the customer agrees to pay for all collection fees, including attorney costs, court costs, and any other collection costs incurred by the contractor.

If, while performing the contracted work, FAC, Inc. encounters undesirable sub-grade/sub-base material, FAC, Inc. will notify the customer of the issues encountered and will provide an estimated cost to repair. If the purchaser declines the corrective work and directs FAC, Inc. to proceed with the asphalt or concrete installation, FAC, Inc will not be held responsible for the structural integrity of the area(s) and the warranty will be voided.

If unsuitable materials are encountered (I.E. paving fabric, contaminated materials, etc.) and deemed by the contractor or supplier as unacceptable to be delivered to the originally desired location for disposal, the material will be transported to a dump site and the customer agrees to pay all associated costs for the trucking and disposal.

When paving handicapped parking areas, FAC will pave per the existing elevations, slopes, and conditions, unless otherwise instructed by the customer or specified in the proposal. FAC will not be responsible for any handicapped parking areas that exceed ADA guidelines if the customer instructs FAC to pave areas regardless of guidelines.

FAC will not be responsible for any standing water in areas with fixed structures (Bordering Concrete), or existing layouts, that have less than a 2% slope.

FAC, Inc. will make every effort to replace any existing speed bumps or install new speed bumps, with a 1" variance in height.



Proposal Number

695-1

Prepared for: Oak Creek Club

FAC, Inc. will not be responsible for any damage to new asphalt, concrete, or seal coat, which may be caused by loads in excess of design capacity, graffiti, tire tracks, and animal or human footprints.

FAC, Inc. will not be responsible for any delays in construction caused by weather, acts of God, delays in transportation, fuel or raw material shortages, plant failures, or any other circumstances beyond our control.

General exclusions unless stated in the proposal: Further undercut of the existing sub-base material, new stone sub-base, thermoplastic striping, posting of notices, towing of vehicles, engineering, third-party testing, private utility location, bonds, permits, fees, or anything other than the services listed in the proposal.

This work requires the use of heavy trucks and equipment. FAC, Inc. will not be held responsible for the repair or replacement of lawns, existing asphalt or concrete, utilities, etc. caused by heavy construction equipment required to carry out the work as described in the proposal.

Upon driving on your new asphalt parking lot, whether seal coated or newly paved, we recommend avoiding turning your wheels, unless your car is in motion. The new asphalt will still be in a curing phase and the friction from turning your wheels, while in place, may cause "scuffing" and/or turn marks. These scuffs and turn marks will eventually fade as they blend in with the surrounding surfaces over time. Therefore, FAC, Inc. does not classify "scuffing or turn marks" as "warranty repairs".

NOTE: Scraping and/or power-washing painted fire lane curbs will not completely remove all existing debris or flaking paint. Unless paint/debris is removed via hydro/sand blasting, FAC is not responsible for future flaking or peeling of painted fire lane curbs.

FAC, Inc. Standard Warranty is for a two-year period. This warranty covers material and workmanship only. Any claims for warranty work must be submitted to FAC, Inc. in writing via email to "contactus@finleyasphalt.com" within 24 months of the work being completed. This warranty does not in any way cover "unforeseen parking lot damage" outside of normal parking lot usage. (I.E. Unreasonable use, construction traffic, cranes, emergency vehicles, utility repairs, sub-base failure, petroleum/chemical spills, acts of God, etc.). Striping is included in this warranty as long as the new asphalt and concrete are allowed to cure for 30 days prior to the paint installation. Performance of warranty work will not constitute a warranty extension. NOTE: Seal Coating, Crack Filling, and Fire Lane Painting are excluded from the warranty coverage.

Credit Card Payments: FAC will accept VISA credit card payments only, when using credit to pay for an outstanding invoice. Please note: Any balances over \$10,000, will include a 4% fee, which will be added to the outstanding balance, for accepting a credit card payment.

Vehicle Towing: FAC requires that the customer have the work zone completely vacant, of vehicles, upon our arrival at the job site. The customer is responsible for having any stranded vehicles towed out of the work area, at the customer's expense, within 1 hour of the agreed-upon start time.

NOTE: If in the event the customer fails to have all vehicles moved from the work zone, FAC may contract to have any stranded vehicles towed, at the customer's expense, and the customer agrees to reimburse FAC, Inc. for any such towing/relocation expenses.



2023-06-29_7-35-34



Proposal Number

695-1

Prepared for: Oak Creek Club



20230518_104551

Locatoin #1



Proposal Number

695-1

Prepared for: Oak Creek Club



Clubhouse parking lot 6 28 2023 1

Location #2



American Paving & Striping

10701 Lanham Severn Road
Lanham, MD 20706

Proposal

Contact

Jodi Cohen
jodi@americanpavingandstriping.com
+1(202) 437-4797

Attention:

Tamika Davis

Oak Creek
14505 Mary Bowie Pkwy
Upper Marlboro, MD 20774

manager@oakcreekclub.com
(917) 808-0998

Estimate name

Oak Creek Club Pool Lot

Estimate ID

2024-0641-002

Payment Terms

Project Location

14505 Mary Bowie Pkwy
Upper Marlboro, MD 20774

Bid date

Oct 30, 2023

Project name

Oak Creek Club Pool Lot

Expires

Dec 24, 2023

Bid Items

Item #	Product	Units	Cost	Extended price
1	Milling with Trucking Remove asphalt surface with milling machine at a depth of 2"	2485 sy	\$0.00	\$0.00
2	2 inch Asphalt Paving 2,485SY * Clean surface * Apply tack coat liquid asphalt to subsurface * Install 2" hot mix asphalt in one lift and compact by machine * Clean area and remove debris * Area should remain closed for 12 hours to allow asphalt to properly cure			\$58,874.00
3	Repaint Pavement Markings as is AP&S will repaint all pavement markings as previous layout			\$2,250.00

Bid Total: **\$61,124.00**

File Attachments



Conditions

Payment Terms

All payments due 30 days after invoicing. Late fees of 1.5% per month may be charged for past due amounts, charged on the first past due day.

Striping Extra Mobilization

An additional fee of \$750 may be charged for additional mobilizations caused by work areas not be ready for work.

Paving Extra Mobilization

An additional charge of \$3500 may be charged for extra mobilizations required as a result of works orders not being ready as scheduled.

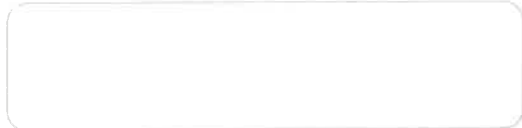
Signatures

Accepted By

Oak Creek

manager@oakcreekclub.com

(917) 808-0998



Tamika Davis

Accepted By

Jodi Cohen

jodi@americanpavingandstriping.com

+1(202) 437-4797



Jodi Cohen

Mar 13, 2024



American Paving & Striping
10701 Lanham Severn Road
Lanham, MD 20706

Proposal

Contact

Jodi Cohen
jodi@americanpavingandstriping.com
+1(202) 437-4797

Attention:

Tamika Davis

Oak Creek
14505 Mary Bowie Pkwy
Upper Marlboro, MD 20774

manager@oakcreekclub.com
(917) 808-0998

Estimate name

Oak Creek Club Pool Lot

Estimate ID

2024-0641-003

Payment Terms

Project Location

14505 Mary Bowie Pkwy
Upper Marlboro, MD 20774

Bid date

Mar 29, 2024

Project name

Oak Creek Club Pool Lot Patch

Expires

Apr 29, 2024

Bid Items

Item #	Product	Extended price
Pool Lot	Asphalt Patches Provide all labor, materials, and supervision to perform the following: Asphalt Repairs Remove and replace 1 area(s) totaling 3 sq. yds. of failed pavement using hot plant mix asphalt. <input checked="" type="checkbox"/> Damaged area perimeter to be cut by saw for straight edges <input checked="" type="checkbox"/> Damaged asphalt removed to a depth of 8 inches and debris hauled from site <input checked="" type="checkbox"/> Inspect sub surface to ensure proper foundation. Advise if additional work is required to foundation to support new asphalt (additional costs may incur should subsurface be found in bad condition) <input checked="" type="checkbox"/> Install 4 of new hot asphalt in two lifts and compact by machine. <input checked="" type="checkbox"/> Roll to firm and level surface. <input checked="" type="checkbox"/> Apply hot joint sealant to all new edges. <input checked="" type="checkbox"/> Clean area and remove all debris and work materials.	\$3,500.00
Shannock	Asphalt Patches Provide all labor, materials, and supervision to perform the following: Location as follows: 14008 Asphalt Repairs Remove and replace 1 areas totaling 36 sq. yds. of failed pavement using hot plant mix asphalt.	\$4,237.00

- Damaged area perimeter to be cut by saw for straight edges
- Damaged asphalt removed to a depth of 4 inches and debris hauled from site
- Inspect sub surface to ensure proper foundation. Advise if additional work is required to foundation to support new asphalt (additional costs may incur should subsurface be found in bad condition)
- Install 4" of new hot asphalt in two lifts and compact by machine.
- Roll to firm and level surface.
- Apply hot joint sealant to all new edges.
- Clean area and remove all debris and work materials.

Shannock

Asphalt Patches

\$6,980.00

Provide all labor, materials, and supervision to perform the following:

Locations as follows:

- 14001
- 14005
- 14006

Asphalt Repairs Remove and replace 3 areas totaling 72 sq. yds. of failed pavement using hot plant mix asphalt.

- Damaged area perimeter to be cut by saw for straight edges
- Damaged asphalt removed to a depth of 4 inches and debris hauled from site
- Inspect sub surface to ensure proper foundation. Advise if additional work is required to foundation to support new asphalt (additional costs may incur should subsurface be found in bad condition)
- Install 4" of new hot asphalt in two lifts and compact by machine.
- Roll to firm and level surface.
- Apply hot joint sealant to all new edges.
- Clean area and remove all debris and work materials.

Bid Total: **\$14,717.00**

File Attachments







Conditions

Paving Extra Mobilization

An additional charge of \$3500 may be charged for extra mobilizations required as a result of works orders not being ready as scheduled.

Payment Terms

All payments due 30 days after invoicing. Late fees of 1.5% per month may be charged for past due amounts, charged on the first past due day.

Striping Extra Mobilization

An additional fee of \$750 may be charged for additional mobilizations caused by work areas not be ready for work.

General Site Conditions

- * All work locations are available as scheduled.
- * Barricading: It is the customers responsibility to make sure all barricades remain effective after our crews leave the job site.
- * Our proposal is based upon having continuous, unrestricted access to the site and our work area.
- * It is the customers responsibility to have all vehicles, dumpsters, containers, and any other items removed from the lot and work area prior to commencement of work.
- * It is the customers responsibility to notify tenants, landscapers, movers, garbage disposal companies, and to turn off sprinklers,etc. and notify all that vehicles will NOT be permitted in the work zone while work is in progress and

during the required cure time thereafter.

* All towing is to be coordinated by the client and at the clients expense.

* AP&S is not responsible for uncontrollable or unforeseen events such as acts of God, adverse weather conditions, riots, unusual delays in transportations, shortages of asphalt, concrete or other materials, intervening acts of third parties, unavoidable casualties, etc.

* The Client must provide AP&S an onsite area to stage equipment and park service vehicles.

* If work is unable to begin at the agreed upon time due to vehicles, dumpsters, or other obstacles on the property, the client will be billed \$300.00 per each hour AP&S is forced to sit idle.

* Heavy equipment and trucks will be required to complete this work; APS cannot guarantee the structural integrity of pavement and structures surrounding the work zone and is not responsible for damage to pavement area due to insufficient access roads.

* The use of ANY de-icing chemicals on new concrete immediately voids all warranties.

* Fuel Surcharge: APS reserves the right to charge a fuel surcharge not to exceed \$25 per vehicle deployed when fuel charges surpass \$3 per gallon (MD average).

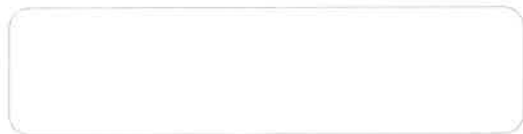
Signatures

Accepted By

Oak Creek

manager@oakcreekclub.com

(917) 808-0998



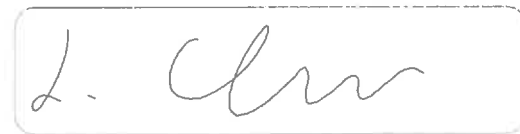
Tamika Davis

Accepted By

Jodi Cohen

jodi@americanpavingandstriping.com

+1(202) 437-4797



Jodi Cohen

Mar 27, 2024



American Paving & Striping

10701 Lanham Severn Road
Lanham, MD 20706

Proposal

Contact

Jodi Cohen
jodi@americanpavingandstriping.com
+1(202) 437-4797

Attention:

Tamika Davis

Oak Creek
14505 Mary Bowie Pkwy
Upper Marlboro, MD 20774

manager@oakcreekclub.com
(917) 808-0998

Estimate name

Oak Creek Club Pool Lot

Estimate ID

2024-0641-003

Payment Terms

Project Location

14505 Mary Bowie Pkwy
Upper Marlboro, MD 20774

Bid date

Mar 29, 2024

Project name

Oak Creek Club Pool Lot Patch

Expires

Apr 29, 2024

Bid Items

Item #	Product	Extended price
Pool Lot	Asphalt Patches Provide all labor, materials, and supervision to perform the following: Asphalt Repairs Remove and replace 1 area(s) totaling 3 sq. yds. of failed pavement using hot plant mix asphalt. <input checked="" type="checkbox"/> Damaged area perimeter to be cut by saw for straight edges <input checked="" type="checkbox"/> Damaged asphalt removed to a depth of 8 inches and debris hauled from site <input checked="" type="checkbox"/> Inspect sub surface to ensure proper foundation. Advise if additional work is required to foundation to support new asphalt (additional costs may incur should subsurface be found in bad condition) <input checked="" type="checkbox"/> Install 4 of new hot asphalt in two lifts and compact by machine. <input checked="" type="checkbox"/> Roll to firm and level surface. <input checked="" type="checkbox"/> Apply hot joint sealant to all new edges. <input checked="" type="checkbox"/> Clean area and remove all debris and work materials.	\$3,500.00
Shannock	Asphalt Patches Provide all labor, materials, and supervision to perform the following: Location as follows: 14008 Asphalt Repairs Remove and replace 1 areas totaling 36 sq. yds. of failed pavement using hot plant mix asphalt.	\$4,237.00

- ☒ Damaged area perimeter to be cut by saw for straight edges
- ☒ Damaged asphalt removed to a depth of 4 inches and debris hauled from site
- ☒ Inspect sub surface to ensure proper foundation. Advise if additional work is required to foundation to support new asphalt (additional costs may incur should subsurface be found in bad condition)
- ☒ Install 4" of new hot asphalt in two lifts and compact by machine.
- ☒ Roll to firm and level surface.
- ☒ Apply hot joint sealant to all new edges.
- ☒ Clean area and remove all debris and work materials.

Shannock

Asphalt Patches

\$6,980.00

Provide all labor, materials, and supervision to perform the following:

Locations as follows:

- 14001
- 14005
- 14006

Asphalt Repairs Remove and replace 3 areas totaling 72 sq. yds. of failed pavement using hot plant mix asphalt.

- ☒ Damaged area perimeter to be cut by saw for straight edges
- ☒ Damaged asphalt removed to a depth of 4 inches and debris hauled from site
- ☒ Inspect sub surface to ensure proper foundation. Advise if additional work is required to foundation to support new asphalt (additional costs may incur should subsurface be found in bad condition)
- ☒ Install 4" of new hot asphalt in two lifts and compact by machine.
- ☒ Roll to firm and level surface.
- ☒ Apply hot joint sealant to all new edges.
- ☒ Clean area and remove all debris and work materials.

Bid Total: **\$14,717.00**

File Attachments







Conditions

Paving Extra Mobilization

An additional charge of \$3500 may be charged for extra mobilizations required as a result of works orders not being ready as scheduled.

Payment Terms

All payments due 30 days after invoicing. Late fees of 1.5% per month may be charged for past due amounts, charged on the first past due day.

Striping Extra Mobilization

An additional fee of \$750 may be charged for additional mobilizations caused by work areas not be ready for work.

General Site Conditions

- * All work locations are available as scheduled.
- * Barricading: It is the customers responsibility to make sure all barricades remain effective after our crews leave the job site.
- * Our proposal is based upon having continuous, unrestricted access to the site and our work area.
- * It is the customers responsibility to have all vehicles, dumpsters, containers, and any other items removed from the lot and work area prior to commencement of work.
- * It is the customers responsibility to notify tenants, landscapers, movers, garbage disposal companies, and to turn off sprinklers,etc. and notify all that vehicles will NOT be permitted in the work zone while work is in progress and

during the required cure time thereafter.

* All towing is to be coordinated by the client and at the clients expense.

* AP&S is not responsible for uncontrollable or unforeseen events such as acts of God, adverse weather conditions, riots, unusual delays in transportations, shortages of asphalt, concrete or other materials, intervening acts of third parties, unavoidable casualties, etc.

* The Client must provide AP&S an onsite area to stage equipment and park service vehicles.

* If work is unable to begin at the agreed upon time due to vehicles, dumpsters, or other obstacles on the property, the client will be billed \$300.00 per each hour AP&S is forced to sit idle.

* Heavy equipment and trucks will be required to complete this work; APS cannot guarantee the structural integrity of pavement and structures surrounding the work zone and is not responsible for damage to pavement area due to insufficient access roads.

* The use of ANY de-icing chemicals on new concrete immediately voids all warranties.

* Fuel Surcharge: APS reserves the right to charge a fuel surcharge not to exceed \$25 per vehicle deployed when fuel charges surpass \$3 per gallon (MD average).

Signatures

Accepted By

Oak Creek

manager@oakcreekclub.com

(917) 808-0998



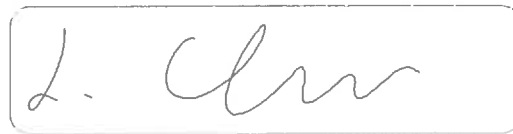
Tamika Davis

Accepted By

Jodi Cohen

jodi@americanpavingandstriping.com

+1(202) 437-4797



Jodi Cohen

Mar 27, 2024







Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Moriah Benjamin, On-Site Assistant Community Manager- Community Association Management Professionals (CAMP)

Date: Wednesday, March 27, 2024

Re: Entry monument sign masonry and paint repairs.

Suggested Motion: "I move to approve D&D Brick & Masonry's proposal for brick and paint repairs for six monument signs, totaling \$6,000.00 to be expensed from Repair and Replacement reserves."

Please see the attached proposals for monument sign masonry repairs and painting at 6 gate entrances.

The scope of work for each proposal is to replace and repair loose and cracked mortar and damaged and missing bricks. The scope of work also includes cleaning and painting.

Maryland Stone & Masonry Repair (Shady Side, MD): Proposed removal of loose mortar, infill joints, parge matching mortar, sponge finish, and painting existing letters totaling \$4,850. Offers a one-year warranty.

D & D Brick & Masonry (Waldorf, MD): Proposed brick and mortar repairs and paint for the amount of \$6,000.00. D & D masonry offers a 5-year warranty on workmanship and coating.

Simpson Unlimited Inc. (Manassas VA): Proposed the removal of deteriorated mortar, cleaning, and paint in the amount of \$9,421.00 (up to 152 Sq Ft. per sign). Offers a one-year labor warranty.

Ev-Air-Tight (Hyattsville, MD): Proposed tuckpointing, brick replacement, and re-coating for six monument signs totaling \$27,000. They offer a one-year labor warranty and a 5-year coating warranty.

Management Recommendation: Management recommends proceeding with D & D Brick & Masonry for masonry and paint repairs at the six gate entrances. The Main Gate, Deer Run, and Deer Run Estates monument signs need the most repairs. This enhancement will improve the entrances' curb appeal.

As of 02/29/2024, there was a remaining balance of \$2,397,988 in repair and replacement reserves.



D&D Brick and Masonry

Dashawn Cummings
 9360 Medfield ct
 3017102149
 ddsasonryrepair@gmail.com

ESTIMATE

EST0053

DATE

Mar 31, 2024

TOTAL

USD \$6,000.00

TO

Oak Creek Club

14505 Mary Bowie Parkway Upper Marlboro, MD 20774
 tdavis@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
OAK CREATED ENTRANCE SIGNS (Brick/Mortar repair)	\$750.00	6	\$4,500.00

Set up on each entrance sign to grind out and repoint loose, cracked, damaged, or missing mortar joints with close matching mortar. We will also repair any loose bricks on each sign. Clean all spots where repairs were made with muriatic acid. Clean up and haul away all trash and debris.

PAINT BEHIND ENTRANCE SIGN LETTERS	\$250.00	6	\$1,500.00
------------------------------------	----------	---	------------

Tape the letters on each sign to protect them from paint. Paint behind letters on each sign back to original beige color. Clean up and haul away all trash and debris.

Job is estimated to take 2-3 days

Price includes all materials

(Each sign has around the same amount of repair work that needs to be done. So we gave the same flat rate for all of them)

TOTAL

USD \$6,000.00

Please leave a rating/review on
<https://q.co/kgs/S2R5em>

We accept Cash, Card, check and direct deposit 3.5% fee is added with Card payment. First deposit must be paid at least 2 days before work is started to give time for payment to clear. Final payment must be paid no more than 2 days after work is completed.

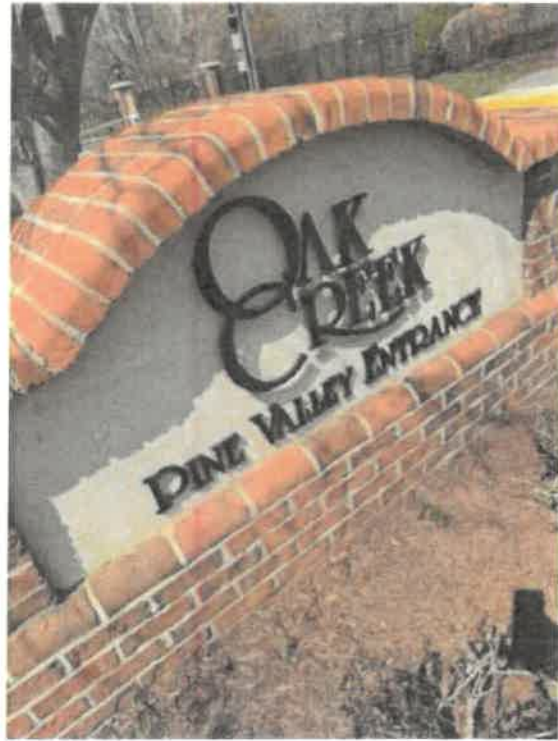
The price of the job will be broken up into 2 deposits. 1/2 when the job is started and the final half when the job is completed. (Price includes all materials)

We ask that property owner provides water and electricity. D&D Brick and Masonry LLC is liable for the entire scope work and any potential damage done to home while performing the work.

All work is Guaranteed for 5 years. We also cover any major cracks, deterioration and failing structures that wasn't caused by the customer. We will come by to fix it free of charge.

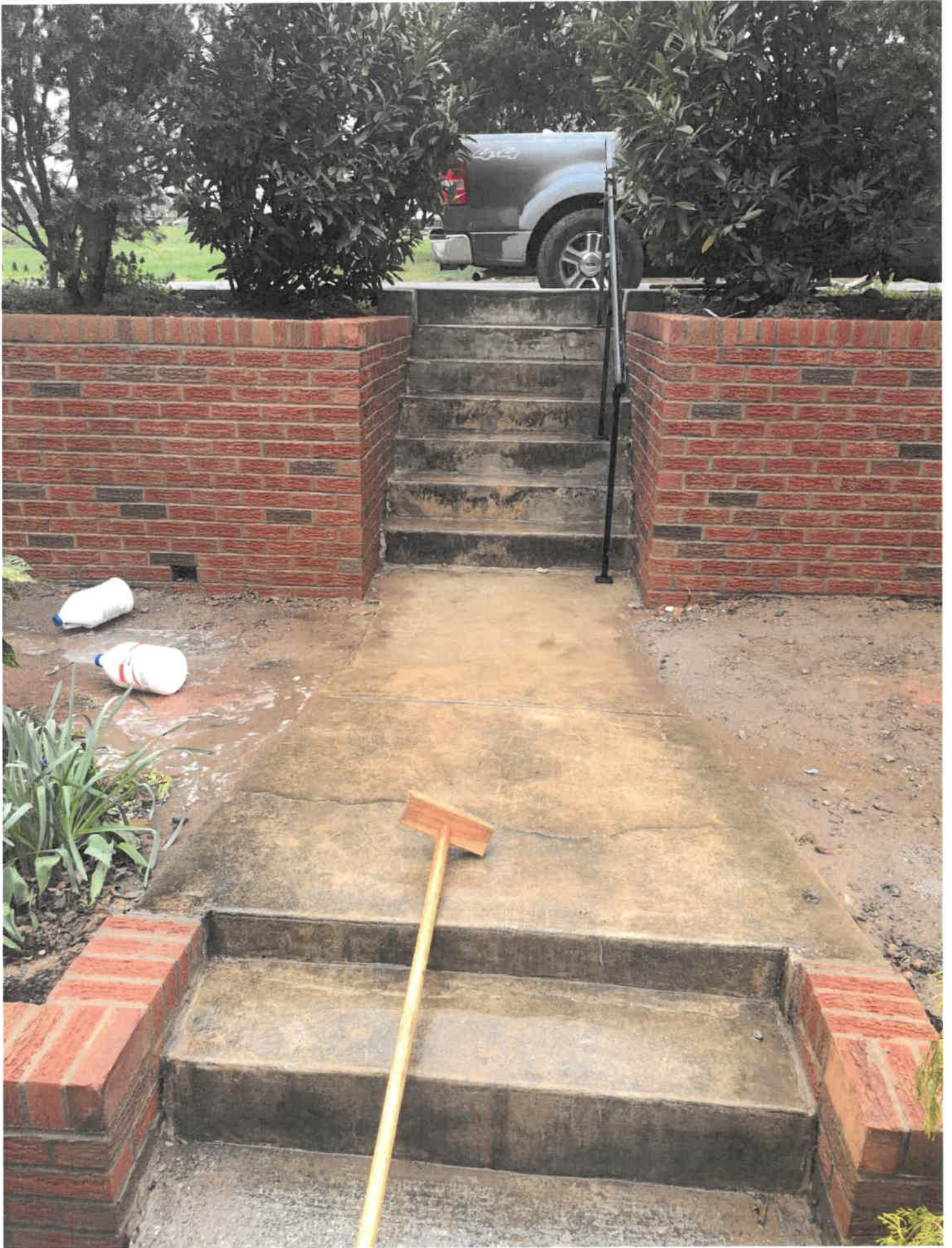






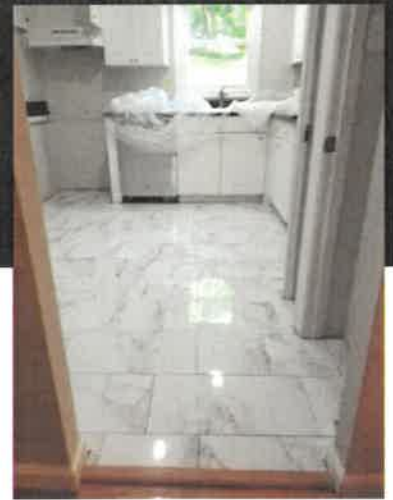














March 29, 2023

Oak Creek Club Homeowners Association
 14505 Mary Bowie Pwy
 Bowie, MD 20774

Attention: Tamika Davis, On-Site Community Manager

RE: Entrance Sign Rehabilitation

Dear Tamika:

Thank you for the opportunity to offer our price for work at the referenced project. We hereby offer to provide all necessary labor, material, equipment, and insurance to perform the work described.

The following work items are included in our proposal:

General Requirements	Mobilization, conduct pre-condition survey, protect work zones, install basic safety control measures, demobilization	1	LS
Tuckpointing	Remove and replace existing masonry mortar joints with new mortar (106sf per sign)	6	EA
Brick replacement	Remove and replace existing deteriorated brick with new brick, locally sourced, matched as close as possible. Allowance is 2 brick per sign. Each additional brick will be replaced at a unit price of \$30 per brick.	12	AL
Re-coating	Remove, salvage and reinstall existing sign lettering. Re-charge, prime and re-coat with two (2) top coats the existing CMU entrance sign (excludes letting). Color to match existing as close as possible. (90sf per sign)	6	EA

Our price for this work is

- \$3,600.00 per sign for tuckpointing and brick replacement
- \$1,680.00 per sign for re-coating
- \$27,000 total for all work items for all six (6) signs identified

Clarifications:

- EAT authorized to park work trucks at the side of the driveway adjacent to the sign where work is performed
- Oak Creek Club to provide use of restrooms at the clubhouse during working hours

RE: Entrance Sign Rehabilitation

Inclusions/Exclusions:

This proposal may be withdrawn by us if not accepted within 30 days.

All work shall be done between 7:00 am and 5:00 pm, Monday through Friday. All debris shall be removed from the jobsite and all work areas cleaned daily. You are to provide water, 110-volt and 208-volt electric power, access to work area and parking for our service vehicles.

Any alterations or deviations from the above-described work which involve extra costs will be performed upon execution of a written change order.

Permits and associated costs are not included in this proposal. If permits are required, they can be provided at an additional charge based on costs plus 10% overhead plus 10% profit.

The work proposed herein is based upon visual inspection and owner-provided information. No destructive inspections were made in which hidden conditions might be revealed. We cannot accept responsibility for unknown conditions that necessitate a change in the scope of work proposed.

If multiple scopes of work are presented in this proposal with individual prices for each scope, the prices quoted represent the value of each scope of work relative to the sum of all scopes presented. If individual scopes are chosen, we reserve the right to increase the price of the scope(s) of work accepted.

We are responsible for disposal of debris generated from our work. Costs incurred for the disposal of other debris left on site or in our containers will be passed on to the owner.

Terms: Net 30 days; 1 1/2% per month service charge on all accounts past 30 days. Any costs associated with the collection of delinquent accounts, including but not limited to attorney's fees, incurred by Ev-Air-Tight, LLC during the process of securing payment for services rendered will be the responsibility of the buyer.

If you have any questions, please do not hesitate to call our office.

Thank you for this opportunity to offer our service.

Yours very truly,

EV-AIR-TIGHT LLC

Rich Cassagnol

Rich Cassagnol
Vice President

ACCEPTANCE

Ev-Air-Tight LLC

8516 Rainswood Drive, Hyattsville, MD 20785 / (301) 209-9320 / evairtight.com

RE: Entrance Sign Rehabilitation

The above prices, work descriptions, conditions and terms are satisfactory and hereby accepted. You are authorized to perform the work as described. Payment will be made as outlined above.

Authorized Signature

Printed Name

Title

Date

Celebrating 100 Years



SERVICE CAPABILITIES

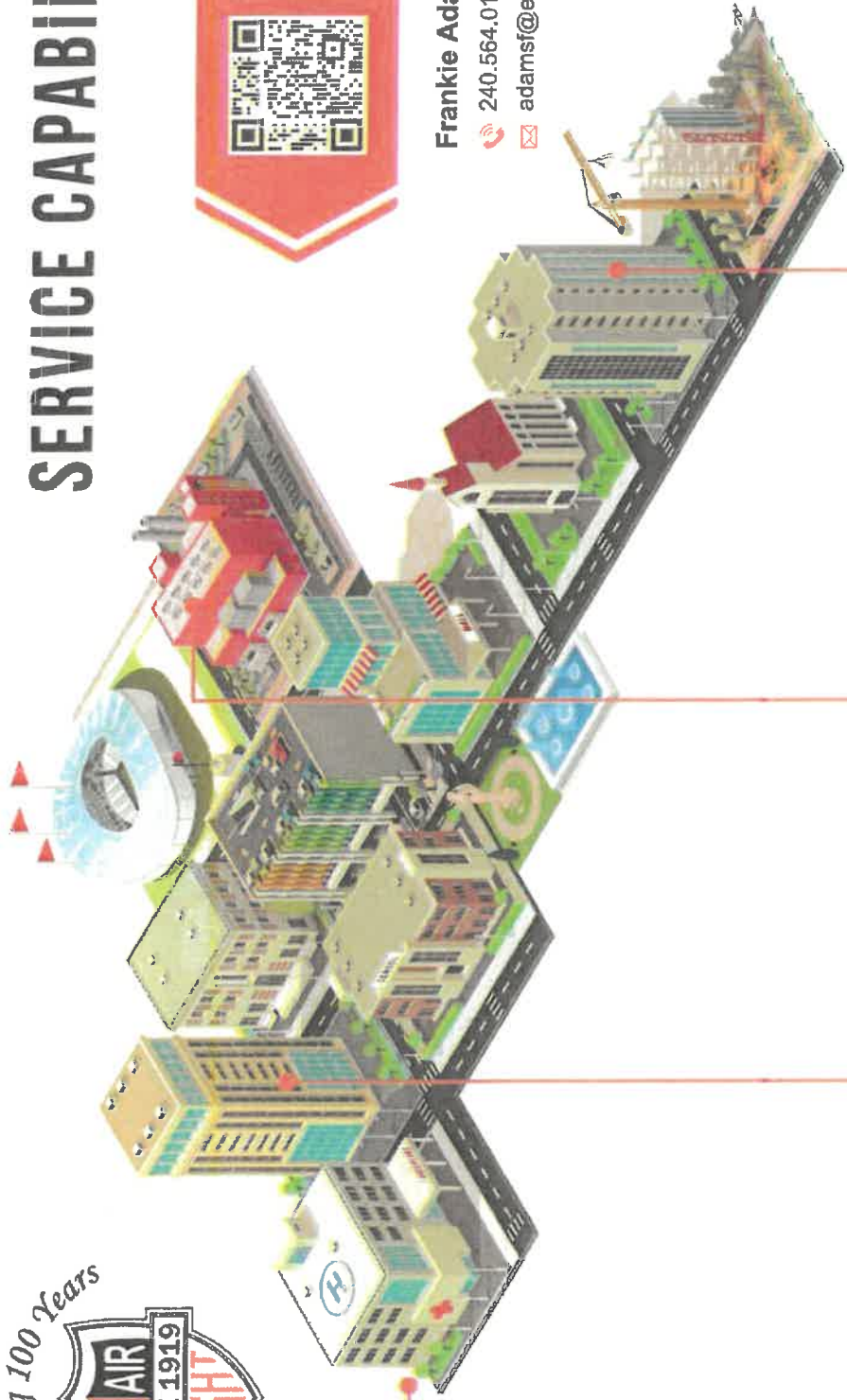


SCAN TO
REQUEST
A QUOTE!

Frankie Adams

240.564.0106

adamsf@evairtight.com



Concrete

- Balconies
- Carbon Fiber
- Coatings
- Coating Removal
- Garages
- Pavers
- Post Tension Protection
- Preservation
- Retaining Walls
- Shot Blasting
- Structural Repairs
- Trip Hazards

Facade

- Balconies
- Caulking
- Cleaning
- Coatings
- EIFS & Stucco
- Historic
- Masonry Repair
- Pointing
- Power Washing
- Railings
- Siding
- Wood

Roofing

- Built-Up Membrane
- Emergency Roof Repairs
- EPDM
- Green Roofing
- Gutters
- IRMA
- Metal Roofing
- Modified Bitumen
- Replacement
- Roof Anchors
- Shingles
- TPO

Waterproofing

- Below-Grade
- Coatings
- Drainage Systems
- Expansion Joints
- Hot Rubberized Asphalt
- Injection Grouting
- Leak Investigations
- Plazas
- Planters
- Rapid Curing Systems
- Sealants
- Thru-Wall Flashing

301.209.9320 | info@evairtight.com | www.evairtight.com

Celebrating 100 Years



WATERPROOFING & RESTORATION

Protect your property with a single-source solution for all your waterproofing & restoration needs. Our tailored solutions meet your specific needs, budget & timeline.

“ They provide practical solutions and a high level of service whether the project is a one-day repair or more complex.”

-Steve Colangelo, The Donohoe Companies, Inc.

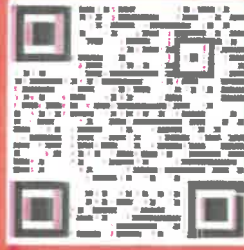
“ EV-Air-Tight was a natural choice to repair this historic property. Their experience, expertise, and professionalism were unparalleled.”

-Donna Detweiler, Commercial Real Estate Manager

“ EV-Air-Tight has worked for us for more than two decades. They are focused on long-term relationships, fair pricing, and excellent quality.”

-Robert Sandler, Bernstein Management Corp.

**SCAN TO REQUEST
A QUOTE!**



301.209.9320 | evairtight.com

The Ev-Air-Tight Difference



- **History** – What began as a four man start up in 1919 has grown to now employ 300 plus employees in a multi-billion-dollar industry. This multi-generational company is a leader in the commercial full-service concrete, facade, roofing, and waterproofing fields and has a reputation for quality workmanship with honesty and integrity as its cornerstones.
- **Commitment** – We continue to place our highest values on safety, quality of work, professionalism, reliability, and integrity. We deliver and stand behind the absolute highest quality of professional repairs for our customers and engineers.
- **Dedication** – We pride ourselves on constantly improving our means, methods, and efficiencies, and leadership remains easily accessible to all clients. Through managed growth, Ev-Air-Tight continues to serve condominiums, property managers, asset managers, and structural engineers with a culture of reliability and respect.
- **Partnership** – We hold in the highest regard our relationships with our customers, employees, engineers, and other work partners. We have a uniquely designed process to integrate you into our service systems.

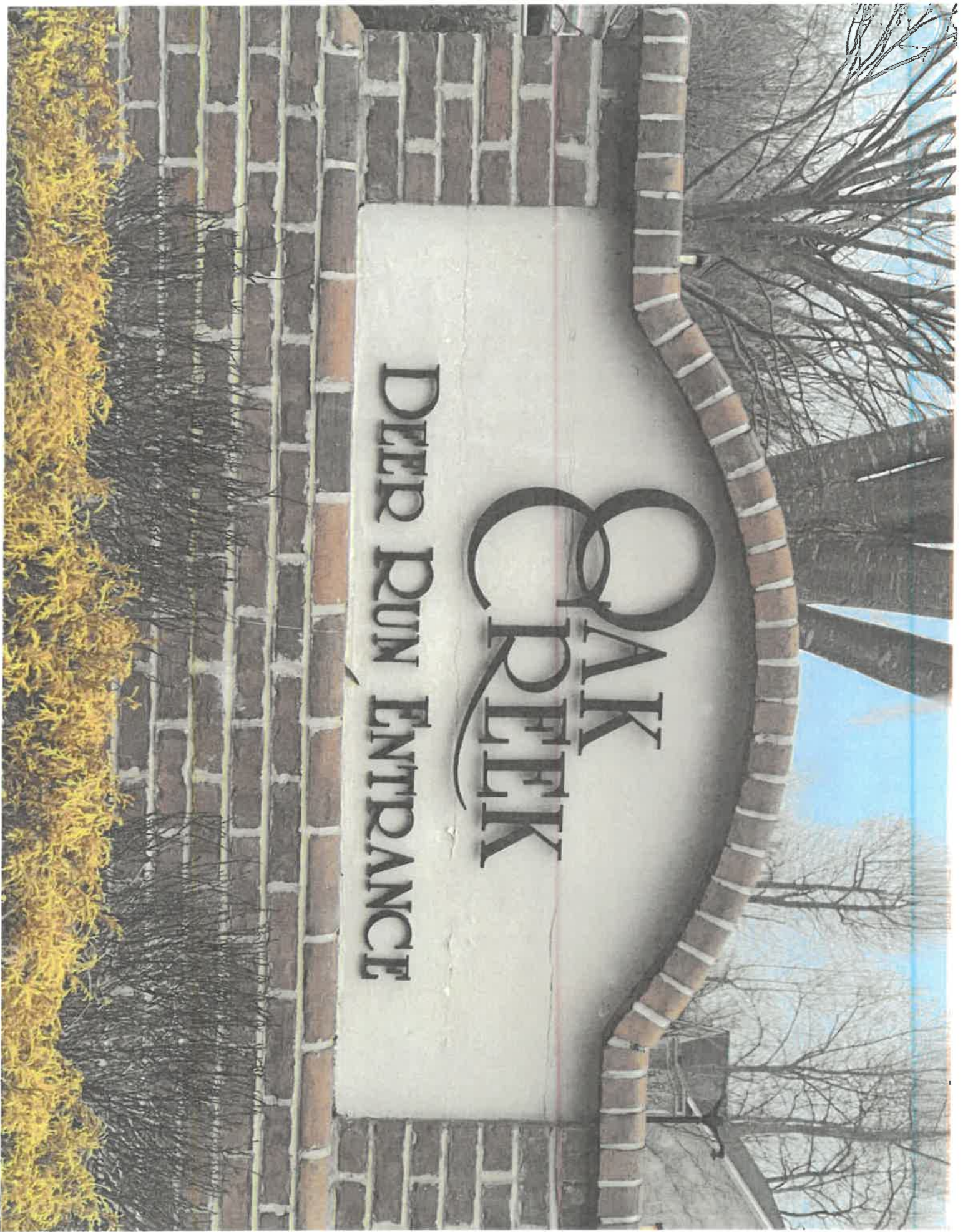


CALL US TODAY
TO EXPERIENCE THE DIFFERENCE
Frankie Adams
(240) 564-0106

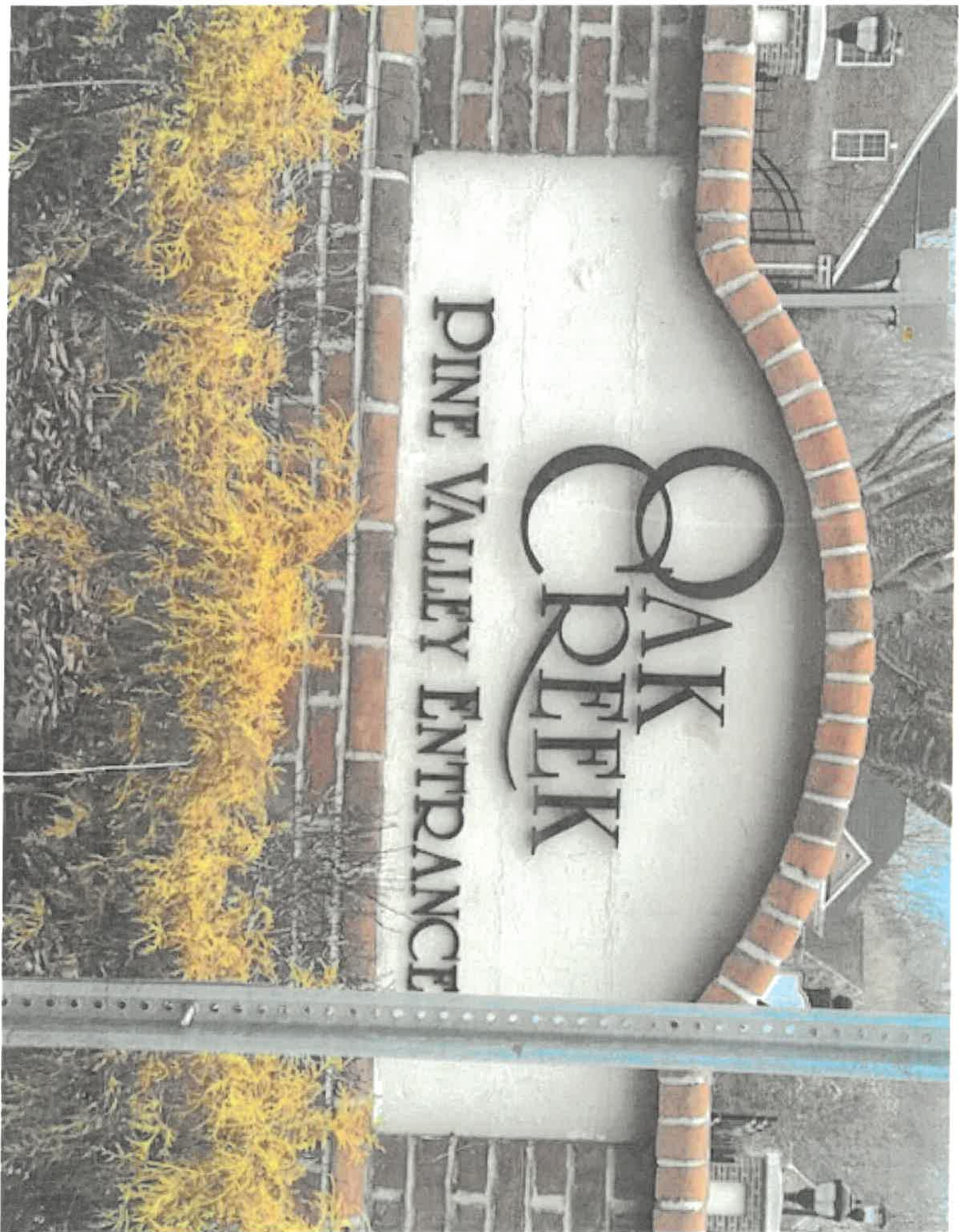
- SINCE 1919 -

DEER RUN ENTRANCE

OAK CREEK



OAK
CREEK
PINE VALLEY ENTRANCE





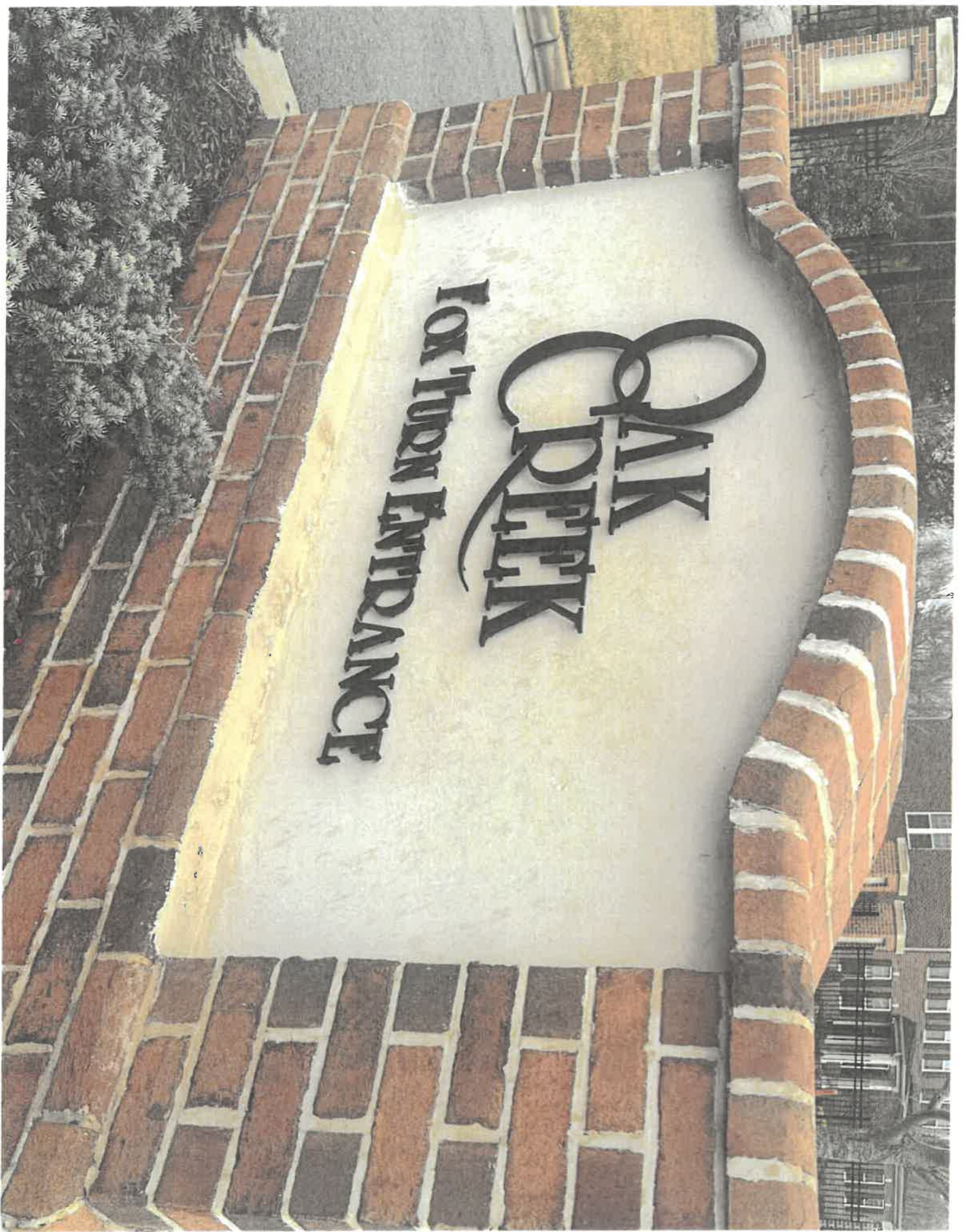
OAK
CREEK
MAIN ENTRANCE







**OAK
CREEK**
FOX TOWN ENTRANCE





BIM BOM
The Home Brewery



LEADING THE INDUSTRY

March 29, 2024

Oak Creek Club HOA
Attn: TaShawn Andrews
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

RE: Repairs at six (6) monuments Oak Creek HOA

TaShawn,

In accordance with your request, we respectfully submit our proposal for the above-referenced project. Simpson Unlimited Inc will furnish all insurance, materials, equipment, labor, and supervision to perform the following scope of work.

Scope of work

- Mobilize material and equipment to the job site.
- At 6 individual entrance monuments, Saw-cut and remove cracked and or deteriorated mortar joints. (Up to 152 square feet). Most of the repairs are at top of monument. See attached photos for limits of work.
- Clean joints using water. Install new mortar sand mix. (Up to 152square feet). Match as close as possible to existing.
- Clean any excess mortar from brick.
- Reset loose bricks. (Up to 3 each).
- Using abrasive wheels, grind off existing loose paint on monument signs. (Up to 75 square feet).
- Demobilize and remove all job-related debris from site.

Total Price: \$6,496.00.00

Add Alternate:

- Remove and reinstall signage. (Up to 6 monuments).

Add Alternate price: \$ 1,415.00.

Add Alternate:

- Apply 2 coats new exterior grade masonry, stucco And brick paint to monument signs. (Up to 6 monuments). Color to be selected by management.

Add Alternate price: \$1,510.00

Unit Cost

Tuck-pointing \$5.00 per linear foot.
Brick replacement \$38 each

Note:

- The above cost is based on entering into a standard AIA contract, signed proposal, and or an agreeable service contract.
- No permits included in the above price.
- Work will be performed during normal business hours 7:00 am - 5:00 pm.
- Management company to provide onsite storage.

Owner or owners' Representative sign to accept

Date

Respectfully,

Simpson Unlimited, Inc.

David Summers

David Summers/Estimator

Commercial Roofing • Masonry & Concrete Restoration • Waterproofing



Valspar® Masonry, Stucco & Brick Paint + Primer

No. 752600 Series

GENERAL DESCRIPTION

Valspar® Masonry, Stucco & Brick Paint + Primer is an Interior/Exterior coating that protects against chalking, alkali, and efflorescence. Plus, it gives a mold, mildew & algae-resistant coating. Ready in 2 hours, Rain-Ready Technology® guards the freshly painted surface from runs, blisters, or water marks once rain showers begin. This product may be applied to a surface with a pH of 6 to 10.

PRODUCT FEATURES

- Protects against chalking, alkali, and efflorescence
- Excellent hide, adhesion, and water repellence
- Provides a mold, mildew & algae-resistant coating
- Fade Resistant
- Dual Purpose (INT/EXT)
- 100% acrylic
- Lifetime Limited Warranty
- Can be applied over surfaces with a pH up to 10. If your pH is above 10 (hot stucco), use the Valspar® Masonry & Stucco Primer/Conditioner

RECOMMENDED USES

- Masonry
- Stucco
- Brick
- CMU
- Cement composition siding

SHIPPING AND PACKAGING

Freight Classification: Paint or paint related material. Protect from freezing.

Packaging:

Gallon – 4 per carton

5-gallon pail

Case Weight: 40 – 47 lbs.

COMPOSITION

	Base and Fill Levels (oz/gal)
Ultra-White (752678, 752676)	126
Base 4 (752680, 752677)	116

APPLICATION

Paint only when paint, surface, and air temperatures are 50–90 °F (10–32 °C) during application and drying time. New masonry surfaces must be cured at least 30 days before painting. The pH must be 10 or lower. For pH higher than 10, refer to system recommendations. Stir paint thoroughly. Intermix containers to ensure uniform color. Apply with a premium-quality roller, premium-quality synthetic brush or airless sprayer. Always paint back into freshly painted areas and end up at a door, window, or outer edge. Clean up with warm, soapy water. No reduction necessary.

Airless Spray:

Pressure: 2000 PSI

Tip: 0.015–0.019"

Brush: premium-quality synthetic brush

Roller: premium-quality roller cover

SYSTEM

RECOMMENDATIONS

Previously Painted Surfaces:

Self-Priming

1-2 Coats: Valspar® Masonry, Stucco & Brick Paint

New Masonry Substrates (pH above 10-hot stucco):

1 Coat: Valspar® Masonry & Stucco

Primer/Conditioner

1-2 Coats: Valspar® Masonry, Stucco & Brick Paint

Certain deep or bright colors may require an additional coat for complete hide. Surface conditions and application technique may impact coverage.

PRODUCT SPECIFICATIONS

Vehicle Type: Acrylic

Pigment Type: Titanium Dioxide

Viscosity: 100-106 KU

Sheen: 0-5 units @ 60°

Flashpoint: N/A

VOC: < 50 g/L – 0.42 lb/gal as per 40 CFR 59.406

Volume Solids: 35.6%

Weight Solids: 50.0%

Weight Per Gallon: 11.03 Lb/gal

Practical Coverage: Covers approximately up to 400sq. ft. per gallon (37 m2 per 3.78 L) depending on surface porosity. No reduction necessary.

Recommended Film Thickness:

4.0 mil Wet 1.5 mil Dry

Dry Time @ 77 °F and 50% Relative Humidity

To The Touch: 1 hour

Recoat: 4 hours

Application Temperature: 50–90 °F (10–32 °C)

*Data reported is typical of Ultra White and will vary by color and batch.

CERTIFICATIONS

Current as of: 10/13/2022

MPI #	N/A
MPI GPS 1	N/A
MPI GPS 2	N/A
LEED (US)	Yes

REGULATORY COMPLIANCE

Current as of: 10/20/2022

SCAQMD	Yes
CARB 2000 SCM	Yes
CARB 2007 SCM	Yes
OTC/LADCO	Yes
US National	Yes

STORAGE AND DISPOSAL

Do not freeze. Keep container closed when not in use. Do not transfer contents to other containers for storage or disposal. In case of spillage, absorb with inert material such as sand or kitty litter.

Dispose of contaminated absorbent, container and/or unused contents in accordance with local, state, and federal regulations.

Valspar® Masonry, Stucco & Brick Paint + Primer

No. 752600 Series

SURFACE PREPARATION

General:

Read the Lead Warning paragraph. Thoroughly clean the surface and allow to dry. Remove all dirt, dust, chalk, rust, grease, wax, and mildew. Patch all cracks with appropriate patching compound. Remove any powdery dust and efflorescence and prime with this product. Efflorescence is caused by water entry within the wall itself. If efflorescence is present, find the source of water entry (cracked parapet cap tiles, open joints, or cracks, etc.) and repair before painting.

Concrete/Masonry/Stucco: Must be clean, dry, thoroughly cured and in good condition. Soft concrete or masonry surfaces should be primed with this product.

Concrete Block/Cinder Block: Fill the pores of bare concrete block with a latex block filler, then topcoat. Do not use block filler as the sole exterior finish. Block filler must always be top coated on exterior uses.

Previously Painted Surfaces: Power wash or scrape off loose and peeling paint. Then spot prime peeled areas with this product. Thoroughly remove surface chalk by vigorous washing and rinse surface well.

Clean Mildew from the Surface:

Mildew is a fungus that looks like dirt but won't wash off. Mildew must be removed before painting, or it will grow through any new coat of paint. To remove mildew or suspected mildew, scrub surface before painting with a commercial mildew remover or a solution of 1-part liquid chlorine bleach to 3 parts water. Rinse thoroughly. Avoid contact with skin and eyes. Protect skin and eyes by wearing rubber gloves and eye goggles when working with bleach solution.

LEAD WARNING

WARNING! If you scrape, sand or remove old paint, you may release lead dust. **LEAD IS TOXIC. EXPOSURE TO LEAD DUST CAN CAUSE SERIOUS ILLNESS, SUCH AS BRAIN DAMAGE, ESPECIALLY IN CHILDREN. PREGNANT WOMEN SHOULD ALSO AVOID EXPOSURE.** Wear a NIOSH-approved respirator to control lead exposure. Clean up carefully with a HEPA vacuum and a wet mop. Before you start, find out how to protect yourself and your family by contacting the National Lead Information Hotline at 1-800-424-LEAD or log on to www.epa.gov/lead.

MANUFACTURER'S LIFETIME LIMITED WARRANTY

If this product, when applied according to product application instructions, to a properly prepared exterior residential surface, peels or blisters, for as long as you own your residence, Valspar shall, upon presentation of proof-of-purchase to the store where the product was purchased, either replace an equivalent quantity of product sufficient to repair the peeling or blistering free of charge or refund the original purchase price. This warranty shall not apply to any defect or damage resulting from improper surface preparation, structural defects, failure of a previous paint or improper application of the product. This is your sole remedy under this warranty. This warranty is made to the original residential consumer paint purchaser and is not transferable. **THIS WARRANTY EXCLUDES (1) LABOR OR COSTS ASSOCIATED WITH LABOR FOR THE APPLICATION OR REMOVAL OF ANY PRODUCT, AND (2) ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES.** Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state. Valsparpaint.com/1-877-VALSPAR.

CAUTIONS

Contains Crystalline Silica. Use only with adequate ventilation. To avoid overexposure, open windows and doors or use other means to ensure fresh air entry during application and drying. If you experience eye watering, headaches, or dizziness, increase fresh air, or wear respiratory protection (**NIOSH approved**) or leave the area. Adequate ventilation required when sanding or abrading the dried film. If adequate ventilation cannot be provided wear an approved particulate respirator (**NIOSH approved**). Follow respirator manufacturer's directions for respirator use. Avoid contact with eyes and skin. Wash hands after using. Keep container closed when not in use. Do not transfer contents to other containers for storage. **FIRST AID:** In case of eye contact, flush thoroughly with large amounts of water. Get medical attention if irritation persists. If swallowed, call Poison Control Center, hospital emergency room, or physician immediately. **DELAYED EFFECTS FROM LONG TERM OVEREXPOSURE.** Abrading or sanding of the dry film may release crystalline silica which has been shown to cause lung damage and cancer under long term exposure. **WARNING:** This product contains chemicals known to the State of California to cause cancer and birth defects or other reproductive harm. **DO NOT TAKE INTERNALLY. KEEP OUT OF THE REACH OF CHILDREN.**

For additional safety and chronic health hazard information, refer to the Material Safety Data Sheet for this product.

The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative to obtain the most recent Product Data Sheet.

Cleveland, OH 44115
888.313.5569
valsparpaint.com
Revised: 10/20/22
VALMSB

Maryland Stone Masonry & Repair
 1292 Steamboat Rd
 Shady Side, MD 20764
 Phone:(443)699-6284
 Contact:Andrew Carrubba
 Email:Marylandstonemasonry@gmail.com

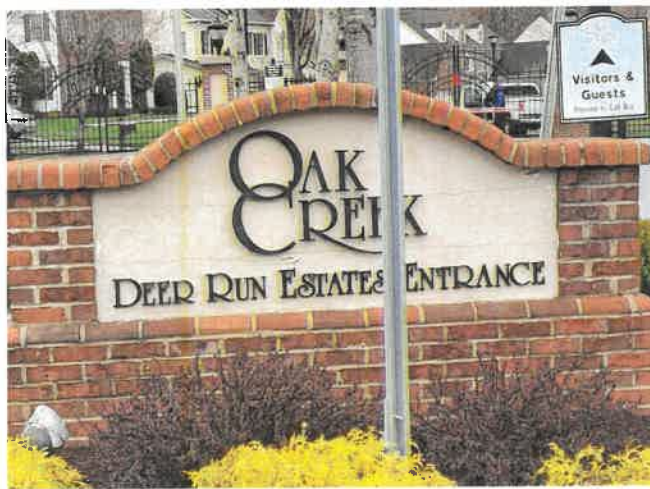


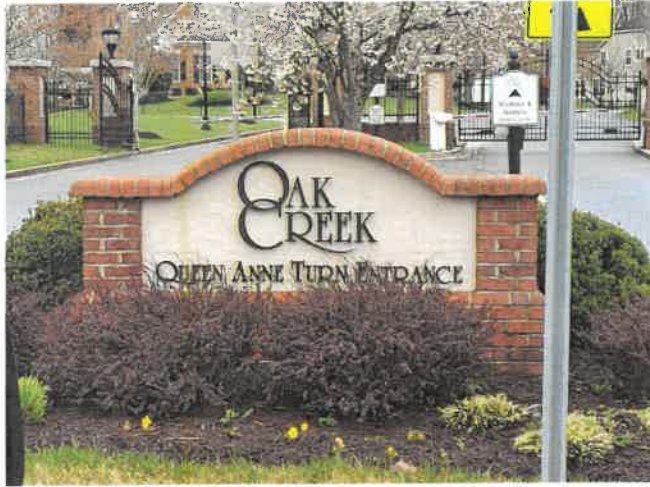
Customer Address
 CAMP Tamika Davis
 manager@oakcreekclub.com

Job Site Address
 14505 Mary Bowie Pk Way
 Bowie, MD

Quote #: 471
 Date: Apr 2, 2024

Description	Total
Entrance sign repair x(6)	
- Match existing mortar color	
- Remove any loose mortar debris	
- Protect letters of signage x(6)	
- Infill joints necessary	
- Parge matching mortar to each sign fascade, Parge x(6) entrance signs	
- Sponge finish x(6) signs	
- Paint existing letters of signage	
Total	\$4,850.00







State of Maryland license #02810976

Terms and Conditions

Scope of Work: Maryland stone & masonry will provide services as described in the attached quote. Maryland stone & masonry will provide all services, materials, labor, tools, and equipment needed for completion of services.

Payment Terms: A down payment of 33% is due upon acceptance of quote. The balance of the contract is due the day of project completion.

Change Order: Any deviation from the above quote involving a change in the scope of work or any additional costs will be executed only with a written change order signed and dated by both Maryland stone & masonry and Customer.

Warranty: Maryland stone & masonry warrants all work will be performed in a good and workmanlike manner. Any warranties for parts or materials are subject to manufacturer terms on such products.

Conditions: This proposal is valid for 30 days. Maryland stone & masonry reserves the right to withdraw this proposal or re-quote the project if contract acceptance is beyond 30 days.

Name

Date

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Tamika Davis, On-Site Community Manager-
Community Association Management Professionals (CAMP)

Date: Thursday, March 28, 2024

Re: ADT Security proposal

Suggested Motion: "I move to approve the ADT Security proposal for alarm monitoring for the management office in the amount of \$263.94 to be expensed from Repairs & Maintenance (amenity center)."

Please see the attached ADT Security proposal for the management office.

This proposal includes 24-hour monitoring, one office panel, and motion sensors inside the management office. After savings and promotional discounts, the total cost for the installation and equipment is \$263.94.

Management's Recommendation: Management recommends proceeding with the installation of the ADT Security system proposed for inside the management office to improve the security of the Association's confidential information and property.

As of 2/29/2024, Repairs & Maintenance (Amenity Center) had \$83,312 remaining. The approved 2024 budget amount for this GL Code is \$89,325.

Tamika Davis

From: ADT Security Services <adt@t.adt.com>
Sent: Thursday, March 28, 2024 2:24 PM
To: Tamika Davis
Subject: Your ADT Security Proposal

What you love is one of a kind. Your protection should be too.

(443) 852-4611



Dear Tamika Davis,

Thank you for choosing ADT. Below is our proposal based on your business security needs as we discussed. Your new system will help you protect the business you have worked so hard to build and will allow you to add even more features in the future! I look forward to setting up your installation. If you have any questions or concerns, please contact me.

Sincerely,
Tom Flanagan



6-month money-back guarantee

Your satisfaction is our #1 priority. Get all installation and monitoring fees refunded if ADT can't resolve your system or service concerns.*

*Certain restrictions may apply. See terms and conditions [here](#).

Proposal

Tamika Davis
14505 Mary Bowie Pkwy
Upper Marlboro, MD 20774

ID: 119117542
Expires: 4/27/2024

Your Security Specialist

Tom Flanagan
t: (443) 852-4611
e: tomflanagan@adt.com

Area Manager

Andrew Shiflett
t: (301) 830-3105
e: andrewshiflett@adt.com

Your Customized ADT Smart and Secure Plan

Command Security Solution	Install	Monthly
---------------------------	---------	---------

HERE'S YOUR SYSTEM

1 [HVP 8001 BUSI] - Interactive: Command 7in Touchscreen	\$549.00	\$52.99
---	----------	---------

1	[BUNDLE] - RF: 2 White Contacts, 1 Motion	\$0.00	\$0.00
2	[SIXCTA] - Door/Window Contact, 2-way Encrypted Wireless, White		
1	[SIXPIRA] - Motion Detector, 2-way Encrypted Wireless		
1	[AIOGENPAN] - Command 7in Touchscreen	\$0.00	\$0.00
1	[CELLGUARD] - LTE Plug-in Radio Module, AT&T or Verizon Carrier version	\$0.00	\$0.00
System Plan Subtotal		\$549.00	\$0.00

HERE'S YOUR ADDED TECH

1	[SIXPIRA] - Motion Detector, 2-way Encrypted Wireless	\$100.00	\$0.00
System & Added Tech Subtotal		\$649.00	\$0.00

ACTIVATION + PERMIT FEES

1	[APERMIT] - Municipal Police/Alarm Use Permit - Customer Responsibility	\$0.00	\$0.00
Activation + Permit Fees Subtotal		\$0.00	\$0.00

REAL PROTECTION SERVICES

1	[HVP 8001 BUSI] - Interactive: Command 7in Touchscreen [SMB Control Smart]	\$0.00	\$52.99
Real Protection Services Subtotal		\$0.00	\$52.99

ADDITIONAL SAVINGS & DISCOUNTS

1	\$400 Off Command Premise Control	(\$400.00)	(\$0.00)
Subtotal after savings & discounts		\$249.00	\$52.99

Total

Estimated Taxes	\$14.94	\$2.76
Total after savings & discounts	\$263.94	\$55.75

Payment options

Pay all at once

\$263.94

1 payment

*With 36 month monitoring contract. Early termination fees apply. For terms and pricing, [click here](#).

Monthly Monitoring Fee

\$ 55.75 /mo*

Let's get your installation scheduled!
Call or email Tom Flanagan.

(443) 852-4611

tomflanagan@adt.com



*Financing available for equipment and installation costs only. Financing available for well-qualified borrowers at 0% Annual Percentage Rate for a minimum of \$ up to a max limit of \$ for each approved application. First payment due upon equipment installation and subsequent payments in equal monthly installments for the term selected. 12, 24, 36, & 60- month terms available. Full remaining balance for equipment and installation due immediately upon termination of the related ADT services for ADT-provided financing. Third party financing options available for well-qualified borrowers. Not available in Puerto Rico.

To ensure you receive future ADT communications, please add adt@t.adt.com to your address book.

©2024 ADT LLC. All rights reserved. ADT, the ADT logo, (800) ADT-ASAP and the product/service names listed in this document are marks and/or registered marks. Unauthorized use is strictly prohibited. Third-party marks are the property of their respective owners. License information available at www.ADT.com/legal or by calling (800) ADT-ASAP. CA ACO7155, 974443, PPO120288, 11157-99; MA 7242C; NC Licensed by the Alarm Systems Licensing Board of the State of North Carolina; 2736-CSA, 2381-CSA; NY 12000305615, 12000261120; PA 090797; MS 15019511.



Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association Management Professionals-(CAMP)

Date: Monday, March 25, 2024

Re: Main Gate Pillar Light

Suggested Motion: "I move to approve the Weisman Electric proposal to replace the pillar light at the Main Gate in the amount of \$3,600, to be expensed from Repairs & Replacement Reserves."

Attached are two proposals for replacing the Main Gate pillar light. Three were requested, but Chesapeake Iron declined to provide pricing. The previous light fixture fell off the resident lane's brick pillar. This damage was due to wear and tear and age, not vehicle damage.

Critical Peake Electrical Services, Hanover, MD: Proposed a comparable HADCO light fixture and installation at a total cost of \$5,229. Critical Peake proposes a 4–8-week lead time for delivery once the order is placed. One year warranty. We have obtained proposals from Critical Peake previously, but the association has chosen to move forward with a different vendor.

Weisman Electric Co. Annapolis MD: Proposed a comparable HADCO light fixture and installation at a total cost of \$3,600. Weisman Electric estimates a 4–6-week lead time for delivery, with a one-year warranty on all labor and materials supplied by Weisman Electric.

Management Recommendation: Management recommends proceeding with the Weisman Electric proposal to replace the missing Main Gate pillar light. Weisman Electric is the current electrical service provider for Oak Creek Club.

As of February 29, 2024, there was \$2,397,388 remaining in Repair and Replacement reserves.



Weisman Electric Co.
42 Hudson St Ste 102, Annapolis, Maryland 21401-8537 United States
(410) 266-3522

BILL TO

Oak Creek Club HOA
C/O CiraConnect #PO Box 702348
Dallas, TX 75370-2348 USA

ESTIMATE
35787678

ESTIMATE DATE
Mar 06, 2024

JOB ADDRESS

Oak Creek Club HOA
14505 Mary Bowie Pkwy #Derek Wilson
Upper Marlboro, MD 20774 United States

Job: 58803

ESTIMATE DETAILS

OAK CREEK - MAIN GATE PILLAR LIGHT: Scope of Work:

We propose to furnish all labor and materials necessary to wire/ install the following:

- Replace broken pillar light fixture and base at the Main Entrance

Terms and Conditions:

- This contract is limited to the items and quantities as listed above; any additional work will be charged accordingly as an extra.
- This contract excludes all painting, patching and fire stopping.
- This contract excludes the upgrade of pre-existing conditions to meet current code requirements unless otherwise stated.
- One-year warranty on all labor and material supplied by WEC.
- Private Utilities are the sole responsibility of property owner to inform, locate, and mark for WEC prior to work starting.
- This proposal does not include an electrical permit.
- This contract is valid for 30 days.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and / or specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of (\$ 3,600.00) with 1/3 deposit payment due upon acceptance of proposal. Credit card payments over \$1,000 will be charged 5% processing fee. Balance paid at job completion. A 3% interest charge applies to all balances over (30) days.

Respectfully Submitted: Weisman Electric Co. Inc.

Per: Casey Weisman

Date: (03/05/24)

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory, and I personally guarantee payment. Weisman Electric Co. is authorized to do the work as specified with payments to be made as outlined above. Upon customer's acceptance below, this shall become a binding contract and shall constitute the entire agreement between all parties. I agree to pay all reasonable attorney fees and court cost required for collection of this contract.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
CONTRACT C	CONTRACT COMMERCIAL	1.00	\$3,600.00	\$3,600.00

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$3,600.00
TOTAL	\$3,600.00

Thank you for choosing Weisman Electric Co.

CUSTOMER AUTHORIZATION

The summary above is furnished by Weisman Electric Co. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Sign here

Date



Project: _____
 Location: _____
 Cat.No: _____
 Type: _____
 Lamps: _____ Qty: _____
 Notes: _____

Ordering guide

Adapters & Accessories

Example: M0004-A

Product Code	Description	Finish
Photocells	M0004	Button Eye Photocell - 120V
	M0005	Button Eye Photocell - 208V, 240V
Receptacles	M0006	Single weatherproof outlet receptacle for round posts
	M0007	Single weatherproof outlet receptacle for flat surface mounting
Ladder Rest	M0012	Ladder Rest - fits 3" O.D. posts, has extended 3" tenon
Pier Base	M0080	9-1/2" dia. Single pier base w/3" O.D. tenon, 7" bolt circle
Post Adapters	M0090	Post Adapter - 4" O.D. post fitter w/3" O.D. fixture tenon

M0004



M0005



M0006



M0007



M0012



M0080



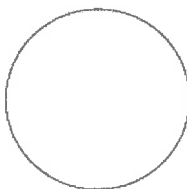
M0090



Standard Colors



A
Black



B
White



G
Verde



H
Bronze



J
Green

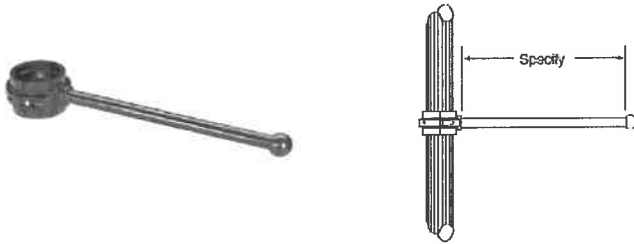
Hadco Accessories

Banner Arm Bracket

Example: BA31A18B-A

Product Code	Pole Diameter	# of Arms	Material	Length	Finial	Finish
BA Banner Arm Bracket	3" 4" 5"	1 One 2 Two at 180°	A Aluminum	18" 24" 30"	B Ball	A Black B White G Verde H Bronze J Green

Note: Order (2) Per Pole, or (1) Per Pole with (1) Tie-Down Bracket for Triangle banners.



Tie Down Bracket

Example: TD32-H

Product Code	Pole Diameter	# of Arms	Finish
TD Tie Down Bracket	3" 4" 5"	1 One 2 Two at 180°	A Black B White G Verde H Bronze J Green



Flag Holder Bracket

Example: FHB411-A

Product Code	Pole Diameter	# of Arms	Length	Finish
FHB Flag Holder Bracket	4" 5"	1 One 2 Two at 180°	12"	A Black B White G Verde H Bronze J Green



Hadco Accessories

Flower Pot Bracket

Example: FPB4212-B

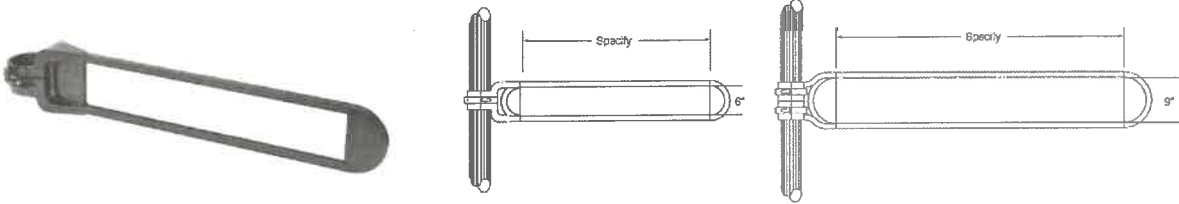
Product Code	Pole Diameter	# of Arms	Length	Finish
FPB Flower Pot Bracket	4"	1 One	12"	A Black
	5"	2 Two at 180°		B White
				G Verde
				H Bronze
				J Green



Street Sign Holder

Example: SS5942-A

Product Code	Pole Diameter	Sign Height	Sign Length	Finish
SS Street Sign Holder	4" 5"	6"	24"	A Black
		9"	30"	B White
			36"	G Verde
			42"	H Bronze
				J Green



Hadco Accessories

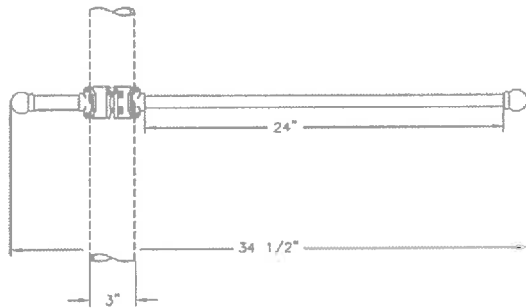
Banner Arm Style 39

Example: 39-3-18-A

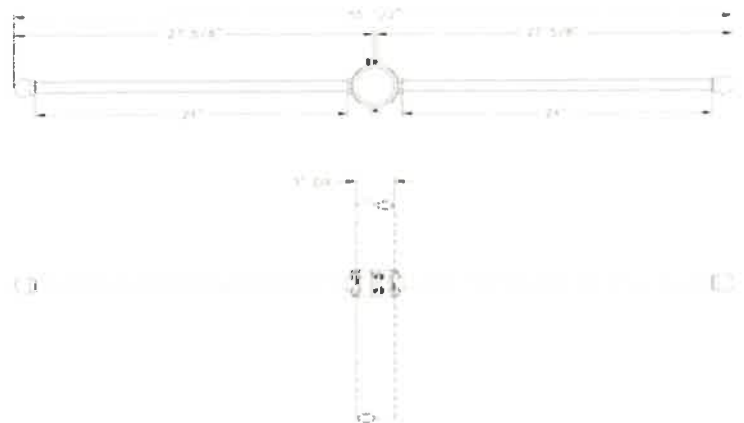
Product Code	Length (Banner Width)	Finish
39-3 Banner Arm Style 39, Single, 3" Round Pole	18"	A Black
39-4 Banner Arm Style 39, Single, 4" Round Pole	24"	B White
39-5 Banner Arm Style 39, Single, 5" Round Pole	30"	G Verde
39DBL-3 Banner Arm Style 39, Double, 3" Round Pole	36"	H Bronze
39DBL-4 Banner Arm Style 39, Double, 4" Round Pole		J Green
39DBL-5 Banner Arm Style 39, Double, 5" Round Pole		

Note: Order (2) Per Pole, or (1) Per Pole with (1) Tie-Down Bracket for Triangle banners.

39-3



39DBL-3

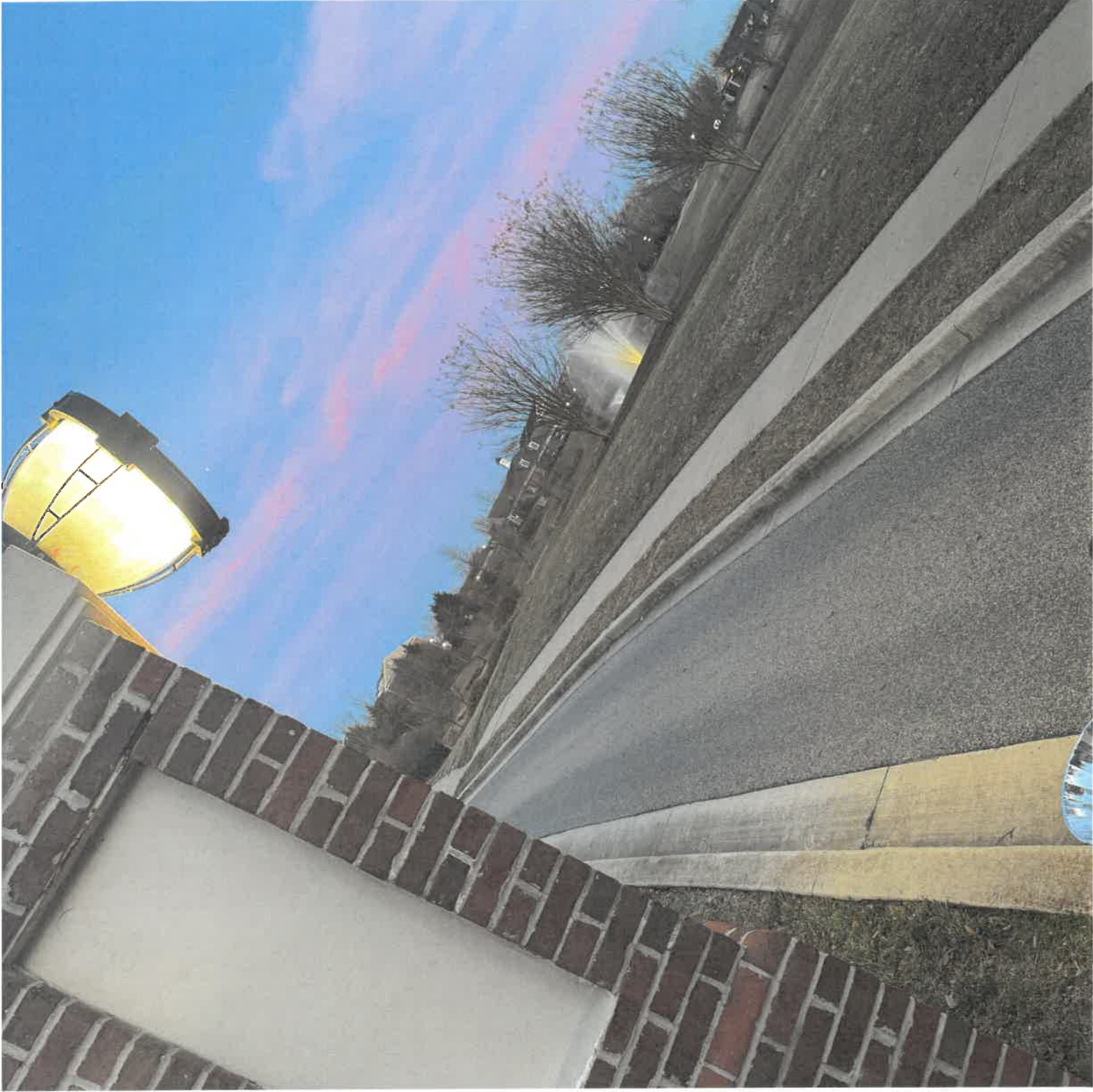


© 2021 Signify Holding. All rights reserved. The information provided herein is subject to change, without notice. Signify does not give any representation or warranty as to the accuracy or completeness of the information included herein and shall not be liable for any action in reliance thereon. The information presented in this document is not intended as any commercial offer and does not form part of any quotation or contract, unless otherwise agreed by Signify.

Signify North America Corporation
200 Franklin Square Drive,
Somerset, NJ 08873
Telephone 855-488-2216

Signify Canada Ltd.
281 Hillmount Road,
Markham, ON, Canada L6C 2S3
Telephone 800-668-9008

All trademarks are owned by Signify Holding or their respective owners.



HADCO

by  Signify

Urban

Refractive globe with Lumilock
LED engine GX4

RL34/RL54 Post Top



Whether you are looking to beautify or add a sense of security and well-being to your outdoor space, the highly configurable Hadco LED refractive post tops paired with the latest LumiLock light engine GX4 will definitely help you achieve your goals. A multitude of exterior luminaire styles allow you to create promenades and areas exuding timeless, historical charm both day and night. The configurable LED light engine GX4 is an ideal alternative to HID sources, providing you with significant energy savings, and more choices for light levels, optics and controls. Includes Service Tag, Hadco's innovative way to provide assistance throughout the life of the product.

Project: _____
 Location: _____
 Cat. No: _____
 Type: _____
 Lamps: _____ Qty: _____
 Notes: _____

Ordering guide

Example: RL34 A A B A 1 A S N R7 W A 3 N N N SP1

Series	Pod	Roof	Cage	Finial	Fastener	Finish	Optic	Pod Photo Control (location inside of pod)
RL34 Wide Body Type 3	A Octagonal style	A Victorian	B' Cage for wide body globe	A	1 Hex head	A Black	S Short	E 120 VAC Button Eye
RL54 Wide Body Type 5	B Round fitter with scalloped petals	B Acorn	E Band for wide body globe	B	2 Allen head	B White	W Wide	H 208/240/277 Button Eye
	H Round contemporary	C Tall	F Band for wide body globe	C ²		G Verde		R ³ 3 Pin Receptacle
	L Round fluted long	D Short	G' Cage for wide body globe	D ²		H Bronze		N None
	T Decorative leaf with scalloped petals	G Adams	I' Cage for wide body globe	E ²		J Green		
			J' Cage for wide body globe	F				
			N None	G				
				H				
				N None				

Optional programs								
Future Proof Photo Control	Color Temp	Voltage	Drive Current	Integral Control Options	Option 1	Option 2	Option 3	Surge Protection
R5 ¹ 45 pin receptacle on the engine	W 3000K N 4000K	A 120-277 VAC	2 ⁷ 200mA 3 350mA 4 450mA 5 ⁷ 530mA	Dynadimmer ^{5,8} DA 4 Hrs 25% Reduction DB 4 Hrs 50% Reduction DC 4 Hrs 75% Reduction DD 6 Hrs 25% Reduction DE 6 Hrs 50% Reduction DF 6 Hrs 75% Reduction DG 8 Hrs 25% Reduction DH 8 Hrs 50% Reduction DJ 8 Hrs 75% Reduction DL ⁶ DALI S ⁹ FAWS Switch N None	AST ⁵ Adjustable start up time N None	CLO ⁵ Constant light output N None	OTL ⁵ Over the life N None	SP1 10kV/10kA Surge Protector SP2 ⁶ 20kV/10kA Surge Protector
R7 ³ 47 pin receptacle on the engine		B 347-480 VAC						
N None								

- 1 Not available with A pod.
- 2 Not available with B Roof.
- 3 Use of photoelectric cell (pod photo control (R) only) or shorting cap is required to ensure proper illumination. When R, R5, R7 options are selected, product will ship with shorting cap(s) installed.
- 4 Only available with A & B clear roof options. Not available with drive currents 4 or 5. RL 34 or 54 with S optic only available with A roof.
- 5 Optional Dynadimmer dimming schedules, DALI, AST, CLO, and OTL not available with 347-480 VAC.
- 6 When SP2 option is selected, luminaire will be fitted with SP2 instead of SP1.
- 7 Not available with B 347-480 voltage.
- 8 Not available with R5 or R7.
- 9 FAWS not available with CLO.



RL34/RL54 Refractive Globe with Lumilock LED engine GX4

Wide Body Type 3 - Acrylic Roof

Short

Wide

Catalog Logic	LED QTY	System Current (mA)	Color Temperature	Avg System Wattage ¹ (W)	Lumen Output	Efficacy (Lm/W)	BUG rating	Lumen Output	Efficacy (Lm/W)	BUG rating
RL34-A-x-W-2	64	200	3000	39	5866	149	B2-U5-G3	5801	148	B2-U5-G3
RL34-A-x-W-3	64	350	3000	69	9900	143	B2-U5-G4	9789	142	B2-U5-G4
RL34-A-x-W-4	64	450	3000	88	12099	138	B3-U5-G5	11965	137	B3-U5-G4
RL34-A-x-W-5	64	530	3000	104	14060	135	B3-U5-G5	13903	133	B3-U5-G5

Wide Body Type 3 - Metal Roof

Short

Wide

Catalog Logic	LED QTY	System Current (mA)	Color Temperature	Avg System Wattage ¹ (W)	Lumen Output	Efficacy (Lm/W)	BUG rating	Lumen Output	Efficacy (Lm/W)	BUG rating
RL34-D-x-W-2	64	200	3000	39	3986	101	B1-U3-G3	3899	99	B1-U3-G3
RL34-D-x-W-3	64	350	3000	69	6725	97	B2-U4-G3	6583	95	B2-U3-G3
RL34-D-x-W-4	64	450	3000	88	8220	94	B2-U4-G4	8042	92	B2-U3-G4
RL34-D-x-W-5	64	530	3000	104	9553	92	B3-U4-G4	9352	90	B3-U4-G4

Wide Body Type 5 - Acrylic Roof

Short

Wide

Catalog Logic	LED QTY	System Current (mA)	Color Temperature	Avg System Wattage ¹ (W)	Lumen Output	Efficacy (Lm/W)	BUG rating	Lumen Output	Efficacy (Lm/W)	BUG rating
RL54-A-x-W-2	64	200	3000	39	5806	149	B2-U5-G3	5628	144	B3-U5-G2
RL54-A-x-W-3	64	350	3000	69	9755	142	B3-U5-G3	9604	140	B3-U5-G3
RL54-A-x-W-4	64	450	3000	87	11817	136	B3-U5-G4	11739	135	B4-U5-G3
RL54-A-x-W-5	64	530	3000	104	13743	133	B3-U5-G4	13659	132	B4-U5-G3

Wide Body Type 5 - Metal Roof

Short

Wide

Catalog Logic	LED QTY	System Current (mA)	Color Temperature	Avg System Wattage ¹ (W)	Lumen Output	Efficacy (Lm/W)	BUG rating	Lumen Output	Efficacy (Lm/W)	BUG rating
RL54-D-x-W-2	64	200	3000	39	4106	105	B2-U3-G2	3871	99	B3-U3-G2
RL54-D-x-W-3	64	350	3000	69	6697	98	B3-U4-G3	6534	95	B3-U3-G3
RL54-D-x-W-4	64	450	3000	87	8184	94	B3-U4-G3	7982	92	B3-U3-G3
RL54-D-x-W-5	64	530	3000	104	9462	91	B3-U4-G3	9281	89	B4-U4-G3

Wide Body Type 3 - Acrylic Roof

Short

Wide

Catalog Logic	LED QTY	System Current (mA)	Color Temperature	Avg System Wattage ¹ (W)	Lumen Output	Efficacy (Lm/W)	BUG rating	Lumen Output	Efficacy (Lm/W)	BUG rating
RL34-A-x-N-2	64	200	4000	39	6335	161	B2-U5-G3	6266	159	B2-U5-G3
RL34-A-x-N-3	64	350	4000	69	10696	155	B2-U5-G4	10577	153	B2-U5-G4
RL34-A-x-N-4	64	450	4000	88	13066	149	B3-U5-G5	12921	148	B3-U5-G5
RL34-A-x-N-5	64	530	4000	104	15194	146	B3-U5-G5	15026	144	B3-U5-G5

Wide Body Type 3 - Metal Roof

Short

Wide

Catalog Logic	LED QTY	System Current (mA)	Color Temperature	Avg System Wattage ¹ (W)	Lumen Output	Efficacy (Lm/W)	BUG rating	Lumen Output	Efficacy (Lm/W)	BUG rating
RL34-D-x-N-2	64	200	4000	39	4304	110	B1-U3-G3	4230	108	B2-U3-G3
RL34-D-x-N-3	64	350	4000	69	7268	105	B2-U4-G4	7141	103	B2-U3-G3
RL34-D-x-N-4	64	450	4000	88	8878	101	B3-U4-G4	8723	100	B3-U4-G4
RL34-D-x-N-5	64	530	4000	104	10322	99	B3-U5-G4	10143	97	B3-U4-G4

Due to rapid and continuous advances in LED technology, LED luminaire data is subject to change without notice and at the discretion of Philips.

Lumen output by optic type will vary slightly. See IES files and specification sheets when available. All technical data is subject to change.

Lumen values based on photometric tests performed in compliance with IESNA LM-79.

Note: Some data may be scaled based on tests of similar, but not identical, luminaires.

RL34/RL54 Refractive Globe with Lumilock LED engine GX4

Wide Body Type 5 - Acrylic Roof

Short

Wide

Catalog Logic	LED QTY	System Current (mA)	Color Temperature	Avg System Wattage ¹ (W)	Lumen Output	Efficacy (Lm/W)	BUG rating	Lumen Output	Efficacy (Lm/W)	BUG rating
RL54-A-x-N-2	64	200	4000	39	6274	161	B3-U5-G3	6082	156	B3-U5-G2
RL54-A-x-N-3	64	350	4000	69	10542	154	B3-U5-G4	10379	152	B3-U5-G3
RL54-A-x-N-4	64	450	4000	87	12770	147	B3-U5-G4	12686	146	B4-U5-G3
RL54-A-x-N-5	64	530	4000	104	14852	143	B3-U5-G4	14760	142	B4-U5-G4

Wide Body Type 5 - Metal Roof

Short

Wide

Catalog Logic	LED QTY	System Current (mA)	Color Temperature	Avg System Wattage ¹ (W)	Lumen Output	Efficacy (Lm/W)	BUG rating	Lumen Output	Efficacy (Lm/W)	BUG rating
RL54-D-x-N-2	64	200	4000	39	4286	110	B2-U3-G2	4164	106	B3-U3-G2
RL54-D-x-N-3	64	350	4000	69	7236	105	B3-U4-G3	7030	102	B3-U3-G3
RL54-D-x-N-4	64	450	4000	87	8839	101	B3-U4-G3	8588	99	B4-U4-G3
RL54-D-x-N-5	64	530	4000	104	10279	99	B3-U4-G4	9986	96	B4-U4-G3

Due to rapid and continuous advances in LED technology, LED luminaire data is subject to change without notice and at the discretion of Hadco.

Lumen output by optic type will vary slightly. See IES files and specification sheets when available. All technical data is subject to change.

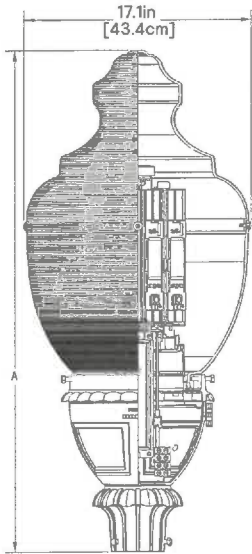
Lumen values based on photometric tests performed in compliance with IESNA LM-79.

Note: Some data may be scaled based on tests of similar, but not identical, luminaires.

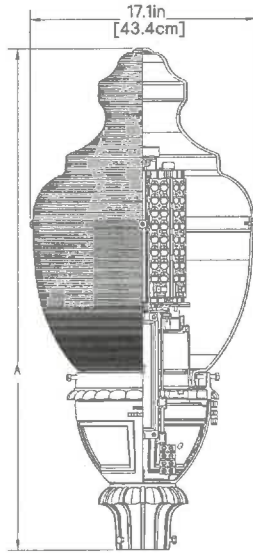
RL34/RL54 Refractive Globe with Lumilock LED engine GX4

Dimensions

RL34 - Type 3

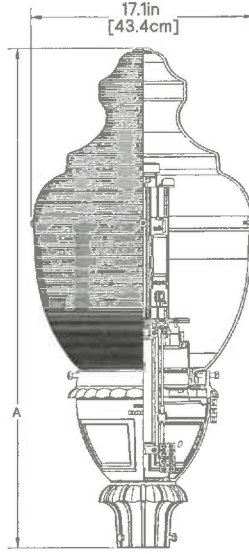


RL34BANNxxW configuration shown

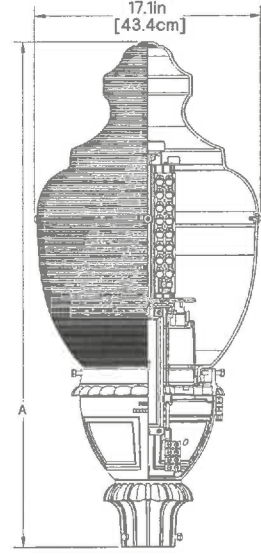


RL34BANNxxS configuration shown

RL54 - Type 5



RL54BANNxxW configuration shown



RL54BANNxxS configuration shown

Roof	Dimension "A"	
	(in)	(cm)
A Victorian	37.9	96.3
B Acorn	34.4	87.3
C Tall	36.3	92.2
D Short	32.0	81.3
G Adams	35.7	90.7

EPA: 2.08 sq. ft. (Varies depending on options selected)
Weight: 55lbs (maximum)

Dimensions will vary when other pod, cage and brim options are specified.
 See specification text on pages 5 and 6 for option dimensions.

Housing Options

Fitter/Pod Options



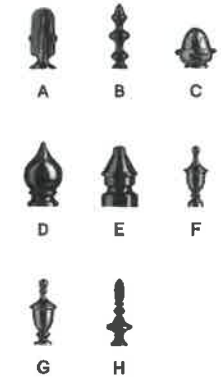
Roof Options



Cage/Band Options



Finial Options



RL34/RL54 Refractive Globe with Lumilock LED engine GX4

Predicted Lumen Depreciation Data

Predicted performance derived from LED manufacturer's data and engineering design estimates, based on IESNA LM-80 methodology. Actual experience may vary due to field application conditions. L70 is the predicted time when LED performance depreciates to 70% of initial lumen output. Calculated per IESNA TM21-11. Published L70 hours limited to 6 times actual LED test hours.

Driver mA	Optic	Ambient Temperature °C	Calculated L70 Hours	L70 per TM-21 (Hours)	Lumen Maintenance % at 60,000 hrs
530	Wide	25	>85,000	>60,000 hours	>88%
530	Short	25	>100,000	>54,000 hours	>98%
450	Wide	25	>100,000	>60,000 hours	>93%
450	Short	25	>100,000	>54,000 hours	>98%
350	Wide	25	>100,000	>60,000 hours	>94%
350	Short	25	>100,000	>54,000 hours	>98%
200	Wide	25	>100,000	>60,000 hours	>94%
200	Short	25	>100,000	>54,000 hours	>98%

Field Adjustable Wattage (FAWS) Multiplier Chart

All 350, 450, and 530 mA Configurations

FAWS Position	Typical Delivered Lumens Multiplier	Typical System wattage and typical current
1	0.30	0.28
2	0.53	0.48
3	0.62	0.56
4	0.73	0.67
5	0.78	0.73
6	0.83	0.78
7	0.87	0.85
8	0.91	0.89
9	0.95	0.93
10	1.00	1.00

All 200mA Configurations

FAWS Position	Typical Delivered Lumens Multiplier	Typical System wattage and typical current
1	0.30	0.35
2	0.50	0.55
3	0.59	0.62
4	0.69	0.72
5	0.77	0.80
6	0.83	0.85
7	0.88	0.90
8	0.93	0.92
9	0.96	0.97
10	1.00	1.00

RL34/RL54 Refractive Globe with Lumilock LED engine GX4

Specifications

Housing

Optional Pods:

A: Octagonal style fitter is constructed of die-cast 360 aluminum alloy with bottom-hinged door providing 135° entry into the fitter assembly for easy access to the electrical components. Accepts standard HADCO Twistlock ballast assemblies. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle or optional button eye photocell. Easy access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 10-3/4" and width is 10-1/4".

B: Round fitter with scalloped petals is constructed of die-cast 360 aluminum alloy with side-hinged door providing 180° entry into the fitter assembly for easy access to the electrical components. Accepts standard HADCO Twistlock ballast assemblies. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle or optional button eye photocell. Easy access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 12-1/4" and width is 11-1/2".

H: Round contemporary fitter is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Accepts standard HADCO Twistlock ballast assemblies. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle or optional internal button eye photocell. Easy access to photocell through tool-less door on pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 10" and width is 10".

L: Round fluted long fitter is constructed of 356 HM High-Strength, Low-Copper cast aluminum with a side-hinged door providing entry into the fitter assembly for easy access to the electrical components. Accepts standard Hadco Twistlock ballast assemblies. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle or button eye photocell. Tool-less access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes three 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering the ballast compartment. Globe is attached using four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). Pod height is 12-1/2" and width is 10-3/4".

T: Decorative Leaf fitter with scalloped petals is constructed of 356 HM High-Strength, Low-Copper cast aluminum with side-hinged door providing 180° entry into the fitter assembly for easy access to the electrical components. Accepts standard HADCO Twistlock ballast assemblies. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle or optional button eye photocell. Easy access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 15-1/4" and width is 11-1/2".

Roof

A: Victorian style roof is clear injection molded U.V. stabilized acrylic with 99 horizontal prisms for a soft, even glow. 13" height and 16-1/2" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required.

B: Acorn style roof is clear injection molded U.V. stabilized acrylic with 74 horizontal prisms for a soft, even glow. 9-1/2" height and 16-3/4" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required.

C: Roof is 0.060" thick spun aluminum. 12" height and 17" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required.

D: Roof is 0.090" thick spun aluminum. 8-1/2" height and 16-1/2" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required.

G: Roof is 0.080" thick spun aluminum. 10-1/2" height and 16-3/4" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required.

Cage

B: Cage for Wide body globes (16-1/2" dia.) is constructed of die-cast 360 aluminum alloy. Cage has 4 legs each with square decorative flower block. Solid rectangular band around top of cage. Height of cage is 15" and width of cage is 20". Finish is polyester thermoset powdercoat. (NOTE : Cannot be used with "A" Pod.)

E: Band for Wide body globes (16-1/2" dia.) is architectural slotted aluminum. Supported at 4 points by cast aluminum square flower blocks. **F:** Band for Wide body globes (16-1/2" dia.) is architectural slotted aluminum supported at 4 points by cast aluminum round flower blocks.

G: Cage for Wide body globes (16-1/2" dia.) is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Arched, decorative legs are welded to form a one-piece unit. Height of cage is 13" and width of cage is 18-1/2". (NOTE : Cannot be used with "A" Pod.)

I: Cage for Wide body globes (16-1/2" dia.) is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Cage has 2 curved legs. Solid fluted band around top of cage. Height of cage is 14-1/2" and width of cage is 19-3/4". (NOTE: Cannot be used with "A" Pod.)

J: Cage for Wide body globes (16-1/2" dia.) is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Cage has 4 curved legs. Solid fluted band around top of cage. Height of cage is 14-1/2" and width of cage is 19-3/4". (NOTE : Cannot be used with "A" Pod.)

RL34/RL54 Refractive Globe with Lumilock LED engine GX4

Specifications (continued)

Finials

All finials are cast aluminum mounted with 1/4-20 stainless steel threaded studs. Standard finial finish will match fixture finish as specified. Finish is thermoset powdercoat. (NOTE : C, D, and E finials are not available with "B" Roof.)

Fasteners

Used to secure post fitter to post tenon and globe to globe holder.

- 1: Hex Head Bolts: Black cadmium stainless steel.
- 2: Allen Head Bolts: Black cadmium stainless steel.

Light engine

GX4 is composed of four main components: Heat Sink, LED, Optical System, and Driver. Electrical components are RoHS compliant.

Entire luminaire is rated for operation in ambient temperature of -40°C / -40°F up to +40°C / +104°F. B Voltage configurations rated for operation in ambient temperature of -40°C / -40°F up to +35°C / +95°F.

LED & Optics

Composed of 64 high power LEDs. LED board substrate is MCPCB (Metal Core Printed Circuit Board), designed to minimize thermal resistance from LED junction to heat sinks. Color temperature as per ANSI/NEMA bin Neutral White, 4000 Kelvin nominal (3985K+ / 275K or 3710K to 4260K) or Warm White, 3000 Kelvin nominal (3045K +/- 175K or 2870K to 3220K), CRI 70 Min. 75 Typical.

(W) Wide and (S) Short Optic choices are available. Both optics are made of optical grade PC and have been optimized to achieve maximum spacing, target lumens, and a superior lighting uniformity.

Wide Optics – Superior performance and light level uniformity for applications where typical pole spacing is approximately six times mounting height of luminaire.

Short Optics – Superior performance and light level uniformity for applications where typical pole spacing is approximately five times mounting height of luminaire. Provides higher illumination levels under pole area, ideal for increased security and applications requiring superior facial recognition.

Type 3 and Type 5 distribution choices are available.

LEDs and optics (S) Short or (W) Wide form an IP66 light engine to ensure complete environmental protection against water and dust ingress and corrosion, critical to long term LED reliability. All wiring is full copper, with 105C rated insulation. LED modules are secured to heatsinks using #8 stainless steel hardware, guaranteeing construction rigidity and vibration resistance.

Heat sinks

LED Engine construction consists of four 6063-T5 aluminum heat sinks, clear anodized to MIL-A-8625 specifications for excellent corrosion resistance and surface finish. Fin spacing has been optimized for maximum convective heat transfer under natural convection conditions, maximizing LED life and efficiency. Heat sinks provide greater than 700 sq. in. of convective surface area total, ensuring proper junction temperature control, lumen maintenance, and system reliability. Extruded heatsinks meet or exceed tolerances as specified by AEC (Aluminum Extruders Council) standards and have been designed to provide superior surface flatness, ensuring excellent contact between heatsinks and LEDs. Product does not use any cooling device with moving parts (passive cooling only).

Heat sinks are secured using galvanized steel brackets and stainless steel hardware to provide additional corrosion resistance.

Globe Assembly

Wide body globe is constructed of clear injection-molded U.V. stabilized acrylic. A two-piece (Globe and Roof) slipfit, 1/2" overlap, design utilizes nutserts and stainless steel fasteners, which eliminates a "butt-glue" seam appearance. The optical section of the globe has a neck opening of 7-3/8" and an outside neck diameter of 8". Globe (less the roof) has a 12-7/8" height and 16-3/4" width at the top with 98 horizontal prisms and 360 highly polished vertical prisms.

Driver

Driver comes standard with 0-10V dimming capability. High power factor of 95%. Electronic driver, operating range 50/60 Hz. Auto adjusting universal voltage input from 120 to 277 VAC rated for both application line to line or line to neutral, Class I, THD of 20% max. Driver operating ambient temperature range is -40F (-40C) to +130F (+55C). Certified in compliance to UL1310 cULus requirement (dry and damp location). Assembled on a LumiLock twistlock removable cover with Tyco quick disconnect plug resisting to 221°F (105°C). The current supplying the LEDs will be reduced by the driver if the driver experiences internal overheating as a protection to the LEDs and the electrical components. Output is protected from short circuits, voltage overload and current overload. Automatic recovery after correction. Standard built in driver surge protection of 2.5kV (min).

Driver Options

AST: Pre-set driver for progressive start-up of the LED module(s) to optimize energy management and enhance visual comfort at start-up.

CLO: Pre-set driver to manage the lumen depreciation by adjusting the power given to the LEDs offering the same lighting intensity during the entire lifespan of the LED module.

OTL: Pre-set driver to signal end of life of the LED module(s) for better fixture management.

Dimming Options

DA: 4 Hrs 25% Reduction

DB: 4 Hrs 50% Reduction

DC: 4 Hrs 75% Reduction

DD: 6 Hrs 25% Reduction

DE: 6 Hrs 50% Reduction

DF: 6 Hrs 75% Reduction

DG: 8 Hrs 25% Reduction

DH: 8 Hrs 50% Reduction

DJ: 8 Hrs 75% Reduction

DALL: Pre-set driver compatible with DALL logarithmic control system.

FAWS

Field Adjustable Wattage Selector, pre-set to the highest position, can be easily switched in the field to the required position. This reduces total luminaire wattage consumption and reduces the light level – see the FAWS multiplier chart for more details.

Note: It is not recommended to use FAWS with other dimming or controls; if you do, set the switch to position 10 (maximum output) to enable the other dimming or controls. Switching FAWS to any position other than 10 will disable the other dimming or controls.

Future Proof Photo Control Options

R5 – Receptacle with 5 pins enabling dimming. Can be used with a twist lock node or a shorting cap. Will ship with a shorting cap installed for this product. Remove shorting cap when you are ready to install your node.

R7 – Receptacle with 7 pins enabling dimming and additional functionality (to be determined). Can be used with a twist lock node or a shorting cap. Will ship with a shorting cap installed for this product. Remove shorting cap when you are ready to install your node.

RL34/RL54 Refractive Globe with Lumilock LED engine GX4

Specifications (continued)

Scenarios	Pod Photo Control Options	Future Proof Photo Control Options
Scenario 1: Basic Level of Controls only	Choose E, H or R options	Choose None
Scenario 2: Network Control Solutions are being used immediately on this project	Choose None	Choose R5 or R7 (will ship with a shorting cap for you to remove and replace with your node)
Scenario 3: You would like the product to be future proof because one day you will use a networked lighting controls system. You also require the use of a basic photo control system now to turn your lights on and off	Choose E, H or R depending on your requirements	Choose R5 or R7 (will ship with a shorting cap for you to remove and replace with your node, then move the shorting cap to the pod receptacle). If you used a button eye, disconnect the button eye.

Surge Protection

Surge protector tested in accordance with ANSI/IEEE C62.45 per ANSI/IEEE C62.41.2 Scenario I Category C High Exposure 10kV/10kA waveforms for Line Ground, Line Neutral and Neutral Ground, and in accordance with U.S. DOE (Department of Energy) MSSLC (Municipal Solid State Street Lighting Consortium) model specification for LED roadway luminaires electrical immunity requirements for High Test Level 10kV / 10kA. Option for SP2 20kV/10kA.

Finish

Color in accordance with the AAMA 2603 standard. Application of polyester powder coat paint (4 mils/100 microns) with ± 1 mils / 24 microns of tolerance. The Thermosetting resins provides a discoloration resistant finish in accordance with the ASTM D2244 standard, as well as luster retention in keeping with the ASTM D523 standard and humidity proof in accordance with the ASTM D2247 standard. The surface treatment achieves a minimum of 2000 hours for salt spray resistant finish in accordance with testing performed and per ASTM B117 standard.

Luminaire Useful Life

Refer to IES files for energy consumption and delivered lumens for each option. Based on ISTMT in situ thermal testing in accordance with UL1598 and UL8750, using LM-80 data from LED manufacturers and engineering prediction methods, the luminaire useful life is expected to reach 100,000+ hours with >L70 lumen maintenance @ 25°C. 530mA configurations with short optics expected to reach 95,000+ hours with >L70 lumen maintenance @ 25°C. 530mA configurations with wide optics expected to reach >75,000 hours with >L70 lumen maintenance @ 25°C.

Luminaire useful life accounts for LED lumen maintenance and additional factors, including LED life, driver life, PCB substrate, solder joints on/off cycles and burning hours for nominal applications. Lifetime statements do not include the use of controls, including networked controllers.

LED products manufacturing standard

The electronic components sensitive to electrostatic discharge (ESD) such as light emitting diodes (LEDs) are assembled in compliance with IEC61340 5 1 and ANSI/ESD S20.20 standards so as to eliminate ESD events that could decrease the useful life of the product.

Quality Control

The manufacturer must provide a written confirmation of its ISO 9001 2008 and ISO 14001 2004 International Quality Standards Certification.

Vibration Resistance

Meets the ANSI C136.31 2001, American National Standard for Roadway Luminaire Vibration specifications for Normal Applications.

Service Tag

Each individual luminaire is uniquely identifiable, thanks to the Service tag application. With a simple scan of a QR code, placed inside the luminaire, you gain instant access to the luminaire configuration, making installation and maintenance operations faster and easier, no matter what stage of the luminaire's lifetime. Just download the APP and register your product right away.

For more details visit: philips.com/servicetag

Certifications and Compliance

cETL listed to Canadian safety standards for wet locations. Manufactured to ISO 9001:2008 Standards. UL8750 and UL1598 compliant. ETL listed to U.S. safety standards for wet locations. LM80 & LM79 tested. IP Rating: IP66 sealed light engine. The LED driver is IP66 rated. LED luminaires are Design Lights Consortium qualified.

Warranty

5 year extended warranty.

See signify.com/warranties for details and restrictions.



© 2023 Signify Holding. All rights reserved. The information provided herein is subject to change, without notice. Signify does not give any representation or warranty as to the accuracy or completeness of the information included herein and shall not be liable for any action in reliance thereon. The information presented in this document is not intended as any commercial offer and does not form part of any quotation or contract, unless otherwise agreed by Signify.

Signify North America Corporation
400 Crossing Blvd, Suite 600
Bridgewater, NJ 08807
Telephone: 855-486-2216

Signify Canada Ltd.
281 Hillmount Road
Markham, ON, Canada L6C 2S3
Telephone: 800-666-9008

All trademarks are owned by Signify Holding or their respective owners.

Tamika Davis

From: TaShawn Andrews
Sent: Friday, March 22, 2024 4:08 PM
To: Tamika Davis
Subject: FW: Regarding Quote no. 10061 for Replace light fixture at OCC HOA - 14505 Mary Bowie Parkway - Attention: TaShawn Andrews
Attachments: Quote_No_10061.pdf

Good afternoon, Tamika,

I've attached the Main Gate Light Pillar estimate from Critical Peake Electric Service.

Kindly,

TaShawn Andrews
Covenants Administrator
Oak Creek Club HOA
tandrews@oakcreekclub.com
301-390-1721

From: Brian Tacka <BTacka@CriticalPeake.com>
Sent: Friday, March 22, 2024 3:13 PM
To: TaShawn Andrews <tandrews@oakcreekclub.com>
Cc: RNokes@Criticalpeake.com; CRowland@Criticalpeake.com; BTacka@CriticalPeake.com
Subject: Regarding Quote no. 10061 for Replace light fixture at OCC HOA - 14505 Mary Bowie Parkway - Attention: TaShawn Andrews

Hi TaShawn,

Here is the proposal to replace the broken post top light fixture with the same identical HADCO light fixture. Please let me know if you have any questions, and I hope you have a nice weekend.

Thank you,
Brian Tacka
Project Manager - MD
Ph: 877-247-9767 | [www: www.CriticalPeake.com](http://www.CriticalPeake.com)





Critical Peake Services
980 Mercantile Drive Suite A
Hanover, Maryland 21076

Email: Request@CriticalPeake.com
On the Web: www.CriticalPeake.com
By Phone: 877-247-9767

Quotation No. 10061

Customer Order No.
Valid for 30 days

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

Site: OCC HOA - 14505 Mary Bowie
Parkway

Site Contact: TaShawn Andrews

Salesperson: Brian Tacka

Date: 3/22/2024

Replace light fixture - 8181 - Electrical

Total:

Critical Peake Services Proposes to supply the necessary labor and material to perform the customer accepted scope of work as outlined below:

Install (1) HADCO 912401051894 post top globe light fixture head to replace the previous HADCO 912401051894 that was damaged.

Make wiring terminations, install new LED lamp and test for proper operation.

*Proposal assumes existing wiring is in good condition and does not need to be repaired or replaced.

*There is a 4-8 week lead time for fixture delivery once the order is placed.

Agreed to by:

Date: _____

Signature is agreement to the above scope, terms and conditions; for the price below. Any deviation of, or addition to, the above scope will result in a change order at additional charge. Any change order will be presented for approval prior to the commencement of any related change order work.



Critical Peake Services
980 Mercantile Drive Suite A
Hanover, Maryland 21076

Email: Request@CriticalPeake.com
On the Web: www.CriticalPeake.com
By Phone: 877-247-9767

Quotation No. 10061

Customer Order No.
Valid for 30 days

Total For All Above: **\$5,299.00**

Terms are 1/3 down and Progressive Billing at the discretion of Critical Peake Services.

Please contact us if you have any questions regarding this quote.

Brian Tacka



Critical Peake Services
980 Mercantile Drive Suite A
Hanover, Maryland 21076

Email: Request@CriticalPeake.com
On the Web: www.CriticalPeake.com
By Phone: 877-247-9767

Quotation No. 10061

Customer Order No.
Valid for 30 days

NOTES, TERMS AND CONDITIONS

1. Critical Peake Services, LLC is not responsible for any charge that could be made by ANY Utility Company (Power, Water, etc.) in connection with this work. Such charges, if any, will be contracted directly between the Customer and the Utility. Any special arrangements for appointments should be made directly between the Customer and Power Company. Therefore, payment of contract shall not be delayed for unfinished work by any Utility.
2. We are not responsible for damage to plaster, concrete or drywall as caused by the normal course of the specified installation.
3. The specified installation is priced specifically without changes. Should the customer make or require changes, we reserve the right to either invoice the entire project on a time and material basis or submit change orders for the deviations from the specified scope.
4. Unless specified otherwise, the pricing is based on performing the scope as described during our normal, regular time business hours of 7:30am to 4:00pm. Should the Customer require the work to be performed outside of those hours, additional charges will be incurred.
5. Excessive delays caused by the customer will be billed on a Time and Material basis at prevailing rates.
6. This contract is entered into solely between Critical Peake Services, LLC and the Customer specified in the contract as "To:". Payment is the direct responsibility of the Customer as such. Payment shall not be delayed due to pending third party payments or delayed electrical inspections.
7. Materials and equipment supplied by Critical Peake Services, LLC and delivered to the Work Location become the responsibility of the Customer upon such delivery. Ownership of these materials and equipment remains with Critical Peake Services, LLC until final payment is received in full.
8. Failure to pay in accordance with the provisions of this Quotation contract will result in all collections and attorney's fees being transferred to the Customer and a acceptable debt owed to Critical Peake Services, LLC; to be paid as well.
9. Permitting referred to on page is for electrical permits only. Any building permits or other types of permits are not included in this scope and if necessary, will be an additional charge.
10. It is the customer's responsibility to have someone on site to meet any electrical inspector or Utility company representative if advised so by a Critical Peake Services, LLC representative.
11. The Quotation Price does not include repairs or upgrades to existing equipment, wiring, existing code violations, or devices other than stated above.
12. If required, patching, painting, or repair of drywall, concrete, tile or macadam is to be performed by others and is not included in the Quotation Price.
13. Critical Peake Services, LLC. is not responsible for any existing code violations.
14. If trenching or boring is involved, any obstructions encountered may require an additional charge to remove or to relocate trench.
15. The Quotation Price does not include any applicable charges related to unforeseen conditions or delays.
16. For underground work, the Quotation Price does not include location or repairs of any private utilities such as irrigation lines that may be damaged by us during our work. It is the customer's responsibility to have these marked prior to our work being performed.
17. Any landscape, lawn or decoration repair is to be done by others and not included in the Quotation Price.
18. The Quotation Price is valid for 18 days. After 18 days a re-quote may be necessary based on changing material prices.
19. A Late Payment charge of 2% per month (24% per Annum) will be charge on all invoices over 30 days past due.

MEMORANDUM

TO: Board of Directors
Oak Creek Club HOA

FROM: Tamika Davis, On Site Community Manager-
Community Association Management Professionals (CAMP)

DATE: March 19, 2024

RE: Contract Bid Recommendation

As there has been considerable discussion recently regarding contract bids, we would like to recommend that the Board consider the following criteria and determine which contracts if any are to be bid, and on what timetable. Oak Creek has the following four large contracts:

Access Control/Dunbar \$712,860 30 Day Notice

We are currently reviewing bids for the access control contract. This will be on the Board agenda in April.

Management Services/CAMP \$381,180 90 Day Notice

The management contract with CAMP expires in December 2025 but may be terminated by either party at any time with or without cause upon 90-day notice.

Landscaping/McFall & Berry \$191,244 60 Day Notice

The landscape contract with McFall & Berry expires at the end of 2024 so action on this contract will be required this year.

Gate Maintenance/DMV Gates Interim Agreement Currently in Place

DMV Gates are currently in a thirty-sixty/day assessment period prior to providing pricing for gate maintenance. The prior service provider contract price was \$130,825. This will be on the Board agenda in April if the assessment period is concluded in time.

This is the last year of a three-year contract with Paradise Pools. We recommend that the staff and the Facilities Committee evaluate their performance this pool season and make a recommendation regarding a bid in September. The remaining service providers at Oak Creek are on short-term agreements that can be terminated at any time.

When considering whether to go out for a competitive bid on these large service contracts, the Board should consider performance, tenure, price, and timing.

- Selecting a new contractor whose product is unknown is a risk factor.
- Tenure translates to knowledge of the work requirements and the community. A change in vendors can mean a steep learning curve for a new team.

- Periodically testing the market on price is advisable, but you should not risk losing a superior product for minor savings.
- Bidding large contracts takes considerable time and interferes with routine operations. Space out your contract bids so they can be handled in stride by the management team, and the management staff has time to help transition to a new contractor.
- The Board needs to consider additional factors that come into play when bidding for management services. The current management team, if included on the bidders list, cannot manage the bid process for the Association. The Board needs to create a committee to manage the bid process or take on that responsibility themselves. To allow for a 90-day transition period (an absolute must for a community of your size), a final decision about a management service provider needs to be made at least 120 days prior to the expiration of the contract.
- Industry professionals including attorneys, audit firms, management teams and reserve study experts are highly specialized service providers. Long term relationships in these fields are common in the homeowner association industry because of the advisory and/or fiduciary nature of the service they provide.
- If the Association goes out to bid too frequently, or if they go out to bid and repeatedly select the incumbent service provider, vendors will be reluctant to provide bids in the future. For this reason, we do not recommend that the Board establish a fixed requirement to bid out contracts on a predetermined schedule. We recommend that the Board make judgement calls about service providers when and if they have good reason to do so.

Recommendation:

The community is currently in the bid process for Access Control and Gate Maintenance. Those bids should be concluded in the near term. If there is a change in these contracts, the management team will have the remainder of the year to get them up to speed. If there is no change in these contracts, we can focus on the landscape contract.

The landscape contract expires at the end of 2024. It is my understanding that last year the Grounds Committee did not recommend going out to bid. However, the Board may wish to consider a bid this year. If that bid results in a change in service providers, the management team will have next year to get them up to speed.

If the Board decides to seek bids for management services, we recommend that they do so next year for a 1/1/2026 start date.

We appreciate your consideration of our recommendations and look forward to your deliberations.

Memorandum

To: Oak Creek Club Facilities Committee

From: Tamika Davis; On Site Community Manager-Community Association Management Professionals (CAMP)

Date: Wednesday, April 3, 2024

Re: Paramus Court Tot Lot Additional Playground Equipment

Suggested Motion: "I move to approve the purchase and installation of the additional seesaw for the Paramus Court Tot Lot in the amount of \$5,613.68 to be expensed from Repairs and Maintenance (General)."

This recommendation follows the November 2023 request from the Facilities Committee to add additional equipment after several site visits. The Committee did not solicit additional proposals from other companies because the existing equipment was installed in 2022 by the Playground specialists.

Playground Specialist Inc. proposes a cost of \$5,613.68 to install the additional seesaw.

Warranties:

1. Steel support posts, stainless steel hardware clamps, deck hangers, and cast aluminum parts are covered if Oak Creek owns the product.
2. There is a 25-year warranty on Spring Mates aluminum castings.
3. Steel decks, stairs, and rails have a 15-year warranty and recycled plastic lumber.
4. There is a 10-year warranty on fiberglass signage, accessible swing seats, and reinforced concrete products.
5. 5-year warranty on steel-reinforced fitting and connections, Play Simple play structures, and Border timbers.
6. There is a 3-year warranty on steel coil springs and circuit boards.
7. 1-year warranty on electronic-based products, swing chains, galvanized swing hardware rubber bumper, and swing sets.

As of February 2024, YTD \$6,444 has been expensed from Repairs and Maintenance (General). There is \$51,156 remaining for the year. This improvement is not a budgeted expense for 2024.

Management Recommendation: Management recommends approving the Facilities Committee's request to add a seesaw to the Paramus Court tot lot. The Committee has been actively working to ensure this lot is consistent with the other two.



Playground Specialists Inc
 29 Apples Church Road
 Thurmont, MD 21788
 (800) 385-0075
 www.playspec.com

ADDRESS
 OAK CREEK CLUB
 ATTN: ALEXIS STEVENSON
 14505 MARY BOWIE PKWY
 UPPER MARLBORO, MD 20774

SHIP TO
 OAK CREEK CLUB
 C/O PLAYGROUND
 SPECIALISTS

Proposal 30016C

DATE 02/22/2024

SALES REP
 DAVE SMITH

TYPE	QTY	RATE	AMOUNT
GRADING CUT OUT EXISTING RUBBER TO PREP FOR NEW SEESAW - HAUL OFF ALL MATERIALS	1	800.00	800.00
PLAYWORLD EQUIPMENT ZZXX0650 - WAVE RIDER SEESAW	1	2,409.00	2,409.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICE ABOVE	1	-231.00	-231.00
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	1,085.00	1,085.00
PLAYSPEC RAINBOW PATCH 25 SQ FT 2" PLAYSPEC RAINBOW BONDED RUBBER PLUS 1.5" PAD	25	35.00	875.00
STONE COMPACTED # 57 STONE FOR RUBBER BASE	1	195.00	195.00

RUBBER NOTE
 CONTRACTOR NOT RESPONSIBLE FOR SECURITY AND VANDALISM DURING RUBBER INSTALLATION AND CURING TIME

UTILITIES NOTE
 ALL PRIVATE UTILITIES TO BE MARKED BY OTHERS PRIOR TO INSTALLATION. CONTRACTOR NOT RESPONSIBLE FOR ANY DAMAGE TO UNMARKED OR INCORRECTLY MARKED UNDERGROUND UTILITY LINES

*50% deposit required. Balance due net 30	SUBTOTAL	5,133.00
*3% service charge for all credit card payments.	TAX (6%)	130.68
*Pricing only guaranteed for 30 days unless specified above.	SHIPPING	350.00
*Absolutely no engineering, permit fees, bonding, or additional insurance included in above pricing unless specified on line item.		
*Additional mobilization, poor soils, limited access, or utility issues may result in change orders.		
*Standard lead times always apply. Contact sales agent for		

details.

**Sign and return when approved. Thank you!

TOTAL

\$5,613.68

Accepted By

Accepted Date

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association Management Professionals (CAMP)

Date: Tuesday, April 2, 2024

Re: Access Control Contract

Suggested Motion: "I move to approve the Dunbar Security Solutions contract renewal for two years at \$712,861.26 annually, to be expensed from Security and Patrols."

The Management team and Access Committee began the RFP process for the Oak Creek Club Access Control contract on November 1, 2023. The RFP request was sent to nine Access Control companies. The following companies responded to the RFP.

- Allied Universal
- APC Hospitality
- Dunbar Security Solutions
- Iron Press
- Masters Security
- Planned Companies
- Watkins Security

Seven site visits were conducted by the RFP respondents accompanied by the management team and Access Committee members between November 2023 and February 2024. Access and Technology options were discussed during these site visits.

Committee Recommendation: The Access Committee recommends renewing the Access Control contract with Dunbar Security Solutions for two years while the recommended technology upgrades are complete. The committee concluded that the current access technology needs to be upgraded for any Access Control company to provide a higher level of service for community access.

Management Recommendation: Management also recommends renewing Dunbar Security Solutions for a two-year term to allow necessary technology upgrades to be completed.

Oak Creek Club has expensed \$128,062 YTD for Security and Patrols. The approved budget amount for 2024 is \$712,860. Dunbar Security Solutions has agreed to keep the annual pricing the same as approved for the wage increase in 2022 for the two-year renewal.



SERVICE AGREEMENT

This SERVICE AGREEMENT is made this **03/26/2024** by and between **Dunbar Security Solutions, Inc., 235 Schilling Circle, Suite 109 Hunt Valley MD 21031** ("Dunbar") and **Oak Creek Club Homeowners Association** ("the Client"). This SERVICE AGREEMENT shall supersede and replace all prior agreements and understandings, oral or written, between Dunbar and Client.

Dunbar and the Client hereby agree as follows:

- 1. Security Services** – Dunbar shall furnish the Client with such number of security guards and equipment at the location(s), day(s) and hours set forth herein, and such greater or lesser numbers of security guard(s), day(s) or hours, as shall be mutually agreed upon in writing (the "Services").

Location		
14505 Mary Bowie Parkway, Upper Marlboro, MD 20774		

Position:	Monthly:	Annual:
Site Manager	\$ 6,144.91	\$ 73,738.97
Access Specialist	\$ 37,875.58	\$ 454,506.94
Fox Turn Coverage*	\$ 10,748.47	\$ 128,981.70
Sales Tax (6%)	\$ 3,286.14	\$ 39,433.66
Second Patrol Vehicle	\$ 1,350.00	\$ 16,200.00
Grand Total	\$ 59,405.11	\$ 712,861.26

*Fox Turn Coverage assumes (12) hours of coverage daily. Fox Turn Coverage is Optional

- 2. Service Fees** – For the Services, Client agrees to pay Dunbar without set off or deduction of any kind, nature or description, the fees calculated at the following rates:

****Additional coverage constitutes any requests for extended coverage that are not specified in the service agreement and/or is made with less than 72 hours' notice.***

- 3. **Equipment** – Dunbar shall furnish the following equipment: Site smartphone and (2) marked patrol vehicles. The Dunbar Technology Suite – eTime, eReport, eTour and eSupervisor at no additional cost.
- 4. **Term** – The services shall commence 04/01/2024 and shall continue in effect until 03/31/2026, unless either party gives written notice within sixty (60) days.
- 5. **Terms & Conditions** – The attached Terms and Conditions are made as part of this Agreement.

WITNESS the signatures of the undersigned as of the date first above written.

DUNBAR PROTECTIVE SERVICES

CLIENT

By: Andrew Maggio
Chief Operating Officer

By:

SIGNATURE

SIGNATURE

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

Terms and Conditions

1. **Services.** Dunbar shall furnish security guards as determined by the parties (the "Guards"). The Guard furnished shall perform the following general duties, where applicable:
 - (A) Guard shall make regularly scheduled tours of the premises, checking gates, doors, windows and lights and registering such tours, if provided.
 - (B) Report to the representatives designated by the Client, or local police if applicable, any unusual incidents or hazardous conditions as soon as practicable.
 - (C) Submit a written report covering incidents or hazardous conditions in the Guard's logbook at the conclusion of each tour.
 - (D) Perform other duties in accordance with written instructions as agreed upon between Dunbar and Client. Guards shall neither make application for warrants of arrests nor sign complaints against any person, firm, or organization.
2. **Increase in Number of Guards.** Dunbar agrees that it will use its best reasonable efforts to provide such additional Guards as may be required by the Client to maintain order by reason of a strike by Client's employees, civil disturbance, or any situation requiring an increase in the number of Guards assigned to the location at such rates as shall be mutually agreed upon between the Client and Dunbar.
3. **Warranties. Dunbar warrants that, in performing the Services:**
 - (A) The Services will be performed in an efficient manner and in accordance with industry standards.
 - (B) Dunbar has full power and authority to enter into and perform this Agreement.

THE WARRANTIES MADE IN THIS AGREEMENT SHALL BE IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. EXCEPT AS EXPRESSLY PROVIDED HEREIN, EACH PARTY HEREBY DISCLAIMS ANY AND ALL WARRANTIES TO THE OTHER PARTY OR ANY THIRD PARTY, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, NEITHER PARTY SHALL, UNDER ANY CIRCUMSTANCES, BE LIABLE TO THE OTHER PARTY FOR LOST PROFITS, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, OR INDIRECT DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE SERVICES. IN NO EVENT SHALL DUNBAR'S LIABILITY TO CLIENT, WHETHER BASED ON AN ACTION OR CLAIM IN CONTRACT, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE AND, TO THE EXTENT PERMITTED BY LAW, STRICT LIABILITY) OR OTHERWISE, ARISING OUT OF OR RELATED TO THIS AGREEMENT, EXCEED THE AMOUNTS PAID BY CLIENT TO VENDOR HEREUNDER.

4. **Change in Charges for Services.** In the event of any change in any federal, state or municipal law or regulation resulting in any change in the hours of service, rates of pay, working conditions or costs of performance of services provided under this Agreement, Dunbar shall notify the Client in writing of the change in the rates to be charged the Client hereunder and the effective date of the change. The Client shall pay such additional charges. Dunbar may change the rates for Services from time to time upon sixty (60) days' written notification to Client.
5. **Holiday Billing Rate.** Unless otherwise indicated herein, holidays will be billed at time and one half the normal billing rate. Holidays are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas.
6. **Invoices and Payment.** Invoices will be mailed or delivered to the Client at the address stated herein and are payable to Dunbar upon receipt. A service charge of one- and one-half percent (1.5%) per month of the amount unpaid, or such lesser rate as allowed by law, is due and payable to Dunbar on all invoices not paid in full within 60 days of the invoice date.
7. **Limitation of Liability.** Dunbar is not an insurer or guarantor of the security of Client's property or person. The fees payable to Dunbar under this Agreement are based upon the cost of the services rendered, and it is understood and agreed that such fees are not related to the value of Client's property, the property of others, or the safety and freedom from harm to Client or its employees or to any other person from any means, methods or persons. In addition, Dunbar assumes no responsibility or liability to the Client or others for the actions of Dunbar's Guards while under the supervision and direction of the Client or Client's agents.

8. **Insurance.** Dunbar agrees to purchase and maintain the following insurance coverage:
- (A) Workers' Compensation Insurance covering all persons employed by Dunbar engaged in the furnishing of Services under this Agreement including employer's liability coverage with statutory limits.
 - (B) Commercial general liability coverage for bodily injury and property damage liability to third parties with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
 - (C) Comprehensive automobile liability affording coverage for Dunbar owned, non-owned, and hired vehicles with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
 - (D) Umbrella liability for bodily injury or property damage arising from Dunbar's operations with limits of at least \$10 million per occurrence.
9. **Non-solicitation.** Client agrees that it will not, during the term of this Agreement and for a period of at least one (1) year after termination of this Agreement, hire for its own employment any persons employed by Dunbar in the performance of this Agreement.
10. **Termination.**
- (A) Either party may terminate this Agreement immediately upon written notice to the other party if (i) a petition is filed either by or against the other party in any bankruptcy or insolvency proceeding; (ii) the other party shall breach any material provision of this Agreement and fails to cure such breach within 15 days of receipt of written notice of such breach; (iii) if the other party fails to pay amounts due by such party according to payment terms.
 - (B) In the event of termination, Client shall pay Dunbar for all Services performed prior to the date of termination.
11. **Confidentiality.**
- (A) Dunbar may have access to confidential and proprietary information of Client ("Confidential Information"). Dunbar shall treat the Confidential Information in a confidential manner, will not use any of the Confidential Information for any purpose not expressly contemplated by this Agreement and will not disclose the Confidential Information to third parties without the express written consent of Client.
 - (B) Dunbar's obligation of confidentiality shall not apply to information which (i) is or becomes publicly available by other than by a breach hereof; (ii) is known to or in the possession of Dunbar at the time of disclosure; (iii) is developed by Dunbar independently of any disclosures previously made by Client; (iv) is required to be disclosed by order of a court of competent jurisdiction, administrative agency or governmental body, or by subpoena, summons or other legal process, or by law, rule or regulation, or by applicable regulatory or professional standards, provided that with respect to any such request for disclosure, Dunbar shall provide Client with notice of any such request for disclosure prior to disclosure by Dunbar.
12. **Force Majeure.** No failure, delay or default in performance of any obligation of a party to this Agreement shall constitute an event of default or breach, to the extent that such failure to perform, delay or default arises out of a cause, existing or future, beyond the control and without negligence of the party otherwise chargeable with failure, delay or default; including, but not limited to: action or inaction of governmental, civil or military authority; fire; strike, lockout or other labor dispute; flood; war; acts of public enemies; riot; theft; earthquake, natural disaster or acts of God; or the act, negligence or default of the other party.
13. **Independent Contractors.** The relationship of Dunbar and its Guards to Client shall be that of independent contractor. Nothing herein shall be deemed or construed to create a joint venture, partnership, agency or employee/employer relationship between the parties, and Dunbar and the Guards shall not be entitled to any wages or benefits accorded to employees of Client.

- 14. Miscellaneous.** This Agreement (i) constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations and agreements between the parties with respect to such subject matter; (ii) shall be governed by and construed in accordance with the laws of the State of Maryland, without regard to its conflict of law's provisions; (iii) may only be amended by written agreement of the parties, dated after the date hereof; and (iv) shall be binding upon the successors and permitted assigns of the parties, provided that neither party may assign or delegate any portion of this Agreement without the prior written consent of the other party. No waiver of any provision of this Agreement shall be effective unless it is expressly set forth in writing and then only for that occurrence. If any term or provision of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity illegality or unenforceability shall not affect, impair or invalidate any other term or provision herein, and such remaining terms and provisions shall remain in full force and effect. The parties consent to the exclusive jurisdiction of the United States District Court for the District of Maryland and the Circuit Court for Baltimore County, Maryland in connection with any disputes, claims or actions arising out of or under this Agreement. The prevailing party in such action shall be entitled to an award of its reasonable attorneys' fees and costs of such suit, including expert witness fees. The parties hereto hereby waive any right to trial by jury in matters arising out of this Agreement. DUNBAR AND CLIENT HEREBY SPECIFICALLY ACKNOWLEDGE THE AFORESAID WAIVER OF RIGHT TO JURY TRIAL.
- 15. Notices.** Any notice, request, instruction, or other document to be given to any party hereunder shall be in writing and delivered (a) personally, (b) by e-mail, (c) by a recognized overnight courier service which guarantees overnight delivery or (d) registered or certified mail, to:

Dunbar Security Solutions Andrew Maggio Chief Operating Officer 235 Schilling Circle Suite 109 Hunt Valley, MD 21031	Oak Creek Club Homeowners Association 14505 Mary Bowie Parkway Upper Marlboro, Maryland 20774
---	---

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association Management Professionals (CAMP)

Date: Tuesday, April 2, 2024

Re: Technology Upgrades

Suggested Motion: "I move to approve the Dunbar Security Solution proposal for the Cell Gate intercom upgrades in the amount of \$110,956.59 to be expensed from Repair & Replacement Reserves. I also move to approve the Avigilon camera upgrade proposal in the amount of \$197,773.54 to be expensed from Repair & Replacement Reserves."

Dunbar Security Solutions recommended Cell Gate as the intercom solution for the gate entrances to replace the current Door King system. Cell Gate is non-proprietary and will be owned by Oak Creek Club once installed. It provides more storage space per unit and is cloud-based. The current Door King Intercoms are almost at their capacity of 8,000 entries.

Intercom entry counts as of 4/2/2024:

Bolin Terrace: 7939

Deer Run: 7984

Deer Run Estates: 7986

Pine Valley: 7974

Queen Anne: 7986

Fox Turn: 7980

Main Gate: 7983

Installing the Cell Gate intercoms will allow the Association to eliminate the Dwelling Live guest management system, which costs \$499.64 monthly. The estimated monthly cost for the Cell Gate/My Q cloud is \$340.00. The cloud fee can also be paid in one annual payment. Please note the installation cost does not cover any permits related to the installation. Cell Gate is a Liftmaster product. The recently updated barrier arms and swing gate operators are also Lift Master. Dunbar estimates it will take about three months to get the systems up and running. During installation, the management team and a Cell Gate or Dunbar rep will provide a training session for the community to use this new access system if approved.

Dunbar Security Solutions also recommended a camera upgrade for all the gates. The upgraded cameras have an upgraded license plate reader (**LPR**) to capture the license plate tag clearly and provide an image of all vehicles entering and exiting the community. Oak Creek Club currently only has a tag reader at the entry lanes. These cameras also have an option to search by vehicle color. There are also programming

options for the cameras to begin recording in the event of the sound of a scream, crash, or tire screech. There are other sound options. This cloud will hold footage for 60 days instead of 30 days with the current Door King System.

Dunbar Security Solutions has also proposed that Avigilon cameras replace the Truvision cameras at each gate entrance. To improve visibility and the management and access control teams' ability to capture incidents and tag numbers clearly for reimbursement requests and insurance claims. There is currently an Avigilon camera inside of the guardhouse. The scope of work proposed for camera installation is as follows:

Dunbar will install an Avigilon Alta Cloud-Based Camera System. The breakdown is listed below:

Main Gate

- Replace 9 cameras
- 2 4K (8MP) bullet cameras
- 7 5MP bullet cameras
- The current 3 analog cameras will be converted to IP using coax converters.

Clubhouse

- Replace 6 analog cameras with new 5MP dome cameras using IP over coax converters.

Pine Valley

- Replace 6 total cameras.
- Install 2 4K (8MP) bullet cameras with LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The POE switch and converters will run back to environmental box

Deer Run Estates

- Replace 6 total cameras.
- Install 2 4K (8MP) bullet cameras with LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The POE switch and converters will run back to environmental box

Deer Run

- Replace 6 total cameras
- Install 2 4K (8MP) bullet cameras LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters

-The POE switch and converters will run back to environmental box

Fox Turn

-Replace 8 total cameras

-Install 2 4K (8MP) bullet cameras with LPR

-Install 6 5MP bullet cameras which will be converted to IP using IP over coax converters

-The POE switch and converters will run back to environmental box

Mary Bowie

-Install 2 4K (8MP) bullet cameras with LPR

Queen Anne

-Replace 6 total cameras

-Install 2 4K (8MP) bullet cameras with LPR

-Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters

-The POE switch and converters will run back to environmental box

Committee Recommendation: The Access Committee recommends proceeding with the Cell Gate intercom installation for all the gate entrances and pedestrian gates. The Committee also recommends the Avigilon camera upgrade to help with capturing data for gate incidents, damage, and future access needs.

Management Recommendation: Management recommends proceeding with the Cell Gate intercom upgrade for the gate entrances. This upgrade will resolve programming and store issues that we are currently experiencing. The upgrade will also provide a modernized gate management system and allow the Association to move away from the Dwelling Live platform. Management also supports the committee recommendation to upgrade the camera systems to ensure Access Control and the management team has full visibility at the gate entrances and clubhouse.

After researching other entry system options (i.e., Kastle, an Allied proprietary software, Butterfly XM), the management team and the Access Committee proposed these recommendations.

As of February 29, 2024, there was \$2,397,988 remaining in Repair & Replacement Reserves.



SECURITY SYSTEMS PROPOSAL

Presented To:
Tamika Davis, CMCA
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association

Presented By:
Connor O'Malley
Director of Sales
Dunbar Security Solutions

April 3, 2024

April 3, 2024

Tamika Davis, CMCA
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

Dear Tamika,

Dunbar Security Solutions is pleased to submit our proposal to upgrade the camera system and entry systems for Oak Creek Club in Upper Marlboro, MD.

Headquartered in Hunt Valley, Maryland with satellite offices and service branches in Greenbelt, Maryland as well as Virginia Beach, Virginia, Dunbar is a full-service security organization with expertise in all corners of the security industry. Our Security Solutions team is devoted to creating customized plans that integrate security personnel services and electronic security systems to give our clients 360-degree protection and the ability to respond to threats swiftly and effectively. Our standard is unmatched in quality and consistency and our strength is fortified by decades of experience in providing industry defining security solutions.

Since our inception in 1923, Dunbar has been committed to safeguarding physical assets against constantly evolving threats. Our generations of experience and decades of in-depth industry knowledge have positioned our team to design and develop a premier security solution that is custom tailored to fit your organization's needs. We are excited for this opportunity to propose a comprehensive security systems solution as part of your overall security strategy.

Thank you for your time and consideration. We look forward to working with you.

Sincerely,

Connor O'Malley

Connor O'Malley
Director of Sales
Dunbar Security Solutions

Table of Contents

Company History & Organization	4
The Dunbar Difference	4
Statement of Qualifications	5
A History of Home-Grown Security, Loyalty and Protection	5
Our Security Systems	5
How DSS Manages the Process	6
Scope of Services	7
Dunbar Recommended System Components & Pricing	9
Installation	11
Installation Assumptions	11
Attachment A – Avigilon Alta (Ava) 8MP and 5MP Bullet Camera	12
Attachment B – Avigilon Alta (Ava) Compact 5MP Dome Camera	14
Attachment C – CellGate WXL	16
Attachment D – CellGate W480	18
Attachment E – CellGate OmniPoint Gateway & EPM	20
Parts and Labor Warranty	22
Parts and Labor Warranty Exclusions	22

Company History & Organization

At Dunbar Security Solutions (“Dunbar”) safeguarding physical assets against constantly evolving threats is built into everything that we do. Since our inception in 1923, Dunbar has been delivering high quality security services by leveraging a combination of talented personnel, advanced technology, and industry best practices. As a privately held, family run organization, our team has the clemency to craft security solutions that are flexible and adaptable to any business model. We consult with each client to understand their enterprise in its entirety and assess where potential vulnerabilities lie. We then tailor a solution to fit the organization’s specific security needs and equip it with best-in-class technology to monitor and manage the assigned personnel and systems that we put in place. While each solution is unique, they all share one important quality: our full commitment to providing the best-in-class products and services to protect our clients’ valuables, increase their returns on investment and decrease their costs and risks.

Today’s ever-evolving security threat landscape requires organizations to be prepared for anything and Dunbar is uniquely positioned to meet that challenge. Dunbar is committed to delivering enhanced protection to commercial, industrial and government organizations by providing cutting-edge security products and central monitoring support. The very presence of our security systems deters criminals from approaching, while our 24/7 central monitoring support ensures that someone is always on call and is prepared to respond appropriately and effectively in an emergency situation.

The Dunbar Difference

Dunbar recognizes that each of our clients has unique security needs that require equally unique security solutions. That’s why we partner with our customers to create solutions tailored to fit each organization. By partnering with Dunbar Security Solutions, our clients become more effective, more efficient, and most importantly—more secure—throughout their daily operations.

Our powerful security offerings are backed by nearly a century of reliable, high quality service, made possible by our firm commitment to our customers, our personnel, and our continuing investment in innovation. Dunbar’s multifaceted security expertise allows us to see potential threats from every angle and provide protection that’s unparalleled in the industry. Our mission is to be the best in the market by providing our clients with excellence and expert leadership. Dunbar is dedicated to delivering top quality, cost - effective security solutions to our clients with the establishment of strong partnerships built on trust and integrity.

Statement of Qualifications

A History of Home-Grown Security, Loyalty and Protection

Dunbar Security Solutions developed from the Dunbar Cash Vault Service, which provided client locations with alarm system components, surveillance systems and access control systems. Dunbar monitors alarm and fire systems from our own Central Monitoring Station. We are required by our national bank clients and US government agencies, such as the Federal Reserve Bank, to provide quality and reliable security systems to ensure the safety and protection of cash. We have chosen security systems that are approved by the government and our system component hardware and software are backwards and forwards compatible. This means that locations monitored by Dunbar are supported with equipment that seamlessly functions whether the installation was ten years ago or ten days ago. Dunbar has taken this experience and brought it to commercial space.

Our Security Systems

We combine integrated, comprehensive solutions with around-the-clock monitoring from our certified Monitoring Center to protect our clients from every angle. Our security systems are customizable to fit any space or environment and can integrate with your general security strategy to deter potential intruders before they even attempt to gain access to your facility. Choosing Dunbar as a security systems provider is choosing professional and responsible service coupled with the right balance of security, convenience, and value.

Our Solutions Offerings:

- **Access Control** – We know that easy, accessible control over who can enter and exit doors, elevators, garages, and other points of entry goes a long way toward helping you achieve the right balance of security and convenience. Our integrated access systems can be customized to fit any space or environment to provide your organization with continuous protection.
- **Video Surveillance** – Our North American manufactured, best-in-class technology utilizes an IP-based video surveillance system and high-resolution video cameras that record and archive critical footage, giving you the ability to assess, analyze and capture workplace incidents as well as identify potential threats before putting yourself or others in harm's way.
- **Intrusion Detection** – Our intrusion detection systems integrate with your general security system to deter potential intruders before they even attempt to gain access to your facility. These detection systems are fully customizable and offer performance abilities way beyond traditional lock-and-key systems, in terms of both protection and value.
- **Monitoring Services** – Our 24/7 Central Monitoring Station provides unparalleled, around-the-clock- alarm monitoring, providing you with the peace of mind to stop worrying about your security systems and start focusing on what really matters to growing your business.

How DSS Manages the Process

Our deliverables include project management from either a direct manager or technical lead depending on the size of the project. This process starts with a site survey and preparation of a proposal that line items the components and services to be performed along with an optional supporting service contract. Installation will commence no more than 45 days from a client's acceptance of a proposed order. This time period affords us the time and opportunity to order components, schedule an installation team, meet with the client to review expectations of both parties and ensure that all elements for a successful installation are in place.

Scope of Services

CCTV

Dunbar is proposing to upgrade the current camera system at Oak Creek Club to an Avigilon Alta cloud-based camera system. That installation will include the following:

Main Gate

- Replace 9 cameras
- 2 4K (8MP) bullet cameras
- 7 5MP bullet cameras
- The current 3 analog cameras will be converted to IP using coax converters

Clubhouse

- Replace 6 analog cameras with new 5MP dome cameras using IP over coax converters

Pine Valley

- Replace 6 total cameras.
- Install 2 4K (8MP) bullet cameras with LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Deer Run Estates

- Replace 6 total cameras.
- Install 2 4K (8MP) bullet cameras with LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Deer Run

- Replace 6 total cameras
- Install 2 4K (8MP) bullet cameras LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Fox Turn

- Replace 8 total cameras
- Install 2 4K (8MP) bullet cameras with LPR
- Install 6 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Mary Bowie

- Install 2 4K (8MP) bullet cameras with LPR

Queen Anne

- Replace 6 total cameras
- Install 2 4K (8MP) bullet cameras with LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Entry Systems

Dunbar is proposing to upgrade the entry systems throughout the Oak Creek community. As part of this installation, Dunbar will replace the entry system units with new Cellgate WXL entry systems at the following gate locations:

- Main Gate
- Pine Valley
- Deer Run Estates
- Deer Run
- Fox Turn
- Queen Anne

In addition, Dunbar will also install 10 of the W480 Cellgate units at the pedestrian gates, 8 OMNI Point EPM's, and a multi-door controller to cover the current readers on the property.

Dunbar Recommended System Components & Pricing

CCTV

QTY	MANUFACTURER	DESCRIPTION	PRICE
14	Avigilon Alta	Bullet Tele Black 4K 60 Days Storage	\$ 28,162.68
29	Avigilon Alta	Bullet Tele Black 5MP 60 Days Storage	\$ 40,240.98
41	Avigilon Alta	Conduit Back Box	\$ 5,084.82
41	Avigilon Alta	Pole Bracket	\$ 2,110.68
2	Wbox	16 Port Gigabit PoE Switch	\$ 935.97
33	Nitek	Coax Over IP Converters	\$ 20,566.26
6	Avigilon Alta	Compact W 5MP 60	\$ 2,475.72
1	Nitek	Etherstretch IP Video Over Coax Multiport	\$ 2,300.69
6	Nitek	IP Over Coax Transmitter	\$ 779.92
6	Cudy	8 Port PoE Switch 2U Uplink	\$ 390.00
3	Genesis	Cat6 Direct Burial Cable	\$ 623.96
1		Misc. Materials	\$ 1,625.00
2	Samsung	Samsung 28" Monitor	\$ 597.97
8	Ultratech Wbox	Interactive Compact UPS	\$ 1,268.70
6	Nitek	Networking Ethernet and PoE Extender RJ45	\$ 7,058.22
2	Intel	Intel NUC 11 with 11th Gen Core i7-1165G7	\$ 1,287.00
		Avigilon Alta 3 Year Cloud License	\$ 24,451.00
		3 Year LPR Licenses	\$ 14,268.00
		Equipment Rental	\$ 4,524.00
		Labor	\$ 31,820.00

Subtotal	190,571.58
Sales Tax	7,201.95
TOTAL	\$ 197,773.54

Included in the estimate above are 3-year licenses for 60 days cloud storage per camera and 3-year LPR licenses for the license plate reader technology. These licenses also give Oak Creek full access to the Avigilon Alta software for viewing cameras, pulling and sending footage, and conducting investigations. In addition to that, these costs also include the most up to date firmware/software. If there are changes to the firmware/software through Avigilon, these updates will be pushed to the system automatically.

Entry Systems

QTY	MANUFACTURER	DESCRIPTION	PRICE
6	Cellgate	Watchman WXL Multi-Tenant Pedestal Mount 11" Touchscreen QR Code	\$ 20,918.25
10	Cellgate	Watchman W480 Multi-Tenant 8" Touchscreen Weigand Keypad	\$ 27,248.25
1	Cellgate	Outdoor Gateway AT&T	\$ 2,096.01
8	Cellgate	Omnipoint EPM Weigand Access Control Internal Antennas Double Gang	\$ 2,794.70
1	Cellgate	Multi-Door Controller	\$ 2,270.68
1		Misc Lighting Prot/Arrester/Grounding Material	\$ 2,312.50
1	Genesis	CAT5e Outdoor Cable, 24/4 Solid BC, Unshielded, UTP, Sunlight Resistant	\$ 298.74
		Watchman Multi-Family, Advantage Plus Cellular, Per Unit Fee	\$ 1,972.32
		Advantage Plus Base Fee-Cellular-Multi-Tenant	\$ 960.00
		Omnipoint EPM - Base Fee	\$ 28.80
		Omnipoint Gateway - Cellular - Base Fee	\$ 60.00
		Equipment Rental	\$ 2,000.00
		Labor	\$ 44,400.00

Subtotal	107,360.25
Sales Tax	3,596.35
TOTAL	\$ 110,956.59

Included in the estimate above are the monthly costs for the entry system/access control system. These can also be adjusted to a quarterly, bi-annually, or annual cost, if need be.

Installation

Installation Assumptions

- Does not cover any permits related to installation.
- Work must be performed during Dunbar's normal business hours (M-F, 8 am to 5 pm,)
- Payment Terms: Due Upon Receipt.
- Installation cancellations subject to a 25% restocking fee.
- Design, Submittal, permits (if required by City), are not included in this proposal.
- Dunbar is assuming that Oak Creek will provide an internet connection at each gate location and clubhouse.
- Dunbar is assuming that all current cabling for the entry systems and camera system are in working, reusable condition. If not, additional charges will apply.
- Dunbar is assuming that all entry system pedestals can be reused for the new entry system units. If not, additional charges will apply.
- Dunbar is assuming that all readers are in working, reusable condition. If not, additional charges will apply.
- Dunbar is assuming that all electronic locking hardware is in working, reusable condition. If not, additional charges will apply.
- Dunbar is assuming that the Transcore credentials and gate readers are in working, reusable condition, and will properly integrate with CellGate. If not, additional charges may apply.

Attachment A – Avigilon Alta (Ava) 8MP and 5MP Bullet Camera



Intelligent | Cameras | Ava Bullet | 1



BULLET



Available in wide and tele lenses for flexible coverage



Simple to install with innovative sliding body design and easy onboarding



Dynamic resolution up to 4K



Built-in AI video and audio analytics and on-device storage



Factory-installed certificates backed by a trusted platform module (TPM)



NDA-compliant: designed and developed in Norway and the UK, manufactured in Taiwan



Default view - Cameras - Ava Bullet 12

Image sensor

8MP (4K) or 5MP

Image sensor size format

1/1.8"

Lens (wide)

Focal length: 4.3-10.8mm

Aperture: f/1.38-f/2.8

Zoom

Lens (tele)

Focal length 11-28mm

Aperture: f/1.47-f/1.69

Zoom

Zoom

2.5x

IR night vision

Automatic night mode

IR-cut filter

850 nm IR LED

Field of view (wide)

100° - 40° Horizontal, 53° - 23° Vertical

Field of view (tele)

39° - 16° Horizontal, 23° - 9° Vertical

Maximum resolution & Frame rate 8MP (4K)

3840x2160@30fps

Maximum resolution & Frame rate 5MP

3072x1728@30fps

Dynamic range

Multi-exposure line-based HDR

Video compression

H.265, H.264, Motion JPEG

Audio

Microphone array (4x microphones)

Audio classification, Audio localization

Security

Trusted Platform Module (TPM 2.0), Factory installed certificates, No default passwords

Mandatory access authentication, HTTPS/TLS encryption

Network protocols

IPv4, HTTPS, TLS, DNS, mDNS, DNS-SD, NTP, RTSP, RTP, RTCP, ICMP, DHCP, ARP

Streaming: RTP/UDP, RTP/RTSP/HTTPS/TCP

Power source

PoE+ (802.3at Type 2), normal operation

PoE (802.3af), without heat and IR

USB-C, installation only

Power consumption

Typical: 5 W

Max without heater, with IR: 13 W

Max with heater: 23 W

Storage

2x MicroSD, SDXC UHS-I

Connection

802.3u 10/100 Ethernet

USB-C for preview and setup

Installation aid

Versatile bracket, mounts to standard back boxes. Refer to technical drawing.

Adjustment range

Pan, Tilt, Roll

Impact resistance

IK10 (IEC/EN 62262)

Ingress protection

IP66, IP67 (IEC/EN 60529)

Temperature

Operating: -25°C to +50°C

Storage: -40°C to +60°C

Physical characteristics

Dimensions: 284x86x106

Weight: 1.33kg

Body: Aluminum

EMC

EN55032, EN61000-6-4, EN 61000-3-2, EN

61000-3-3, EN50130-4 CISPR 32, AS/NZS

CISPR 32, FCC subpart 15B, ICES-003 Issue 7

Safety

IEC62368-1, UL62368-1, IEC62471, NOM-019

Attachment B – Avigilon Alta (Ava) Compact 5MP Dome Camera



Datasheet -- Cameras -- Ava Compact Dome 11



COMPACT DOME



Fixed lens compact dome with IR



Built-in AI video and audio analytics and on-device storage



Versatile, lightweight, and fit for discreet indoor installations



Factory-installed certificates backed by a trusted platform module (TPM)



High resolution (5MP) and extreme low light performance (f/1.3)



NDA-compliant: designed and developed in Norway and the UK, manufactured in Taiwan

AVA COMPACTDOME 11-15

Copyright © 2021 Avigilon Security Systems. All rights reserved.



Datasheet: --> Cameras - Ava Compact Dome | 2

Image sensor

5MP (4:3)

Image sensor size format

1/2.7"

Lens

Focal length: 3.2mm

Aperture: f/1.3

Fixed focus

IR night vision

Automatic night mode

IR-cut filter

IR range: 10m

850 nm IR LED

Minimum illumination in color mode

0.10lux

Field of view

102° Horizontal

71° Vertical

Maximum resolution & Frame rate

2688x1944@30fps

Dynamic range

Multi-exposure line-based HDR

Video compression

H.265, H.264, Motion JPEG

Audio

Microphone

Audio classification

Security

Trusted Platform Module (TPM 2.0)

Factory-installed certificates

No default passwords

Mandatory access authentication

HTTPS/TLS encryption

Network protocols

IPv4, HTTPS, TLS, DNS, DNS-SD, NTP, RTSP, RTP, RTCP, ICMP, DHCP, ARP

Streaming: RTSP/UDP, RTSP/RTSP/HTTPS/TCP

Power source

PoE 802.3af

USB-C, installation only

Power consumption

Typical: 5W

Max: 8W

Storage

2x MicroSD (SDXC UHS-II)

Connection

802.3ab 10/100 Ethernet

USB-C for preview and setup

Installation aid

Mount template

Screws and wall plugs included

1/4-20 UNC (standardized) camera mount thread

Adjustment range

Pan, Tilt, Roll

Temperature

Operating: 0°C (32) ~40°C

Storage: -40°C (32) ~60°C

Physical characteristics

Dimensions: 107x107x64mm

Weight: 280g

EMC

EN 55032, EN 61000-3-2/-3, EN 55024,

EN 55035, EN 61010-6-1/-3, EN 61000-6-2/-4,

FCC Part 15B, ICES-003 Issue 6

Safety

IEC 62368-1, IEC 62368-3, IEC 62471

Attachment C – CellGate WXL



WATCHMAN
Your Virtual Security Guard

WXL model

Can integrate with CellGate external cameras

Advanced Telephone Entry
with Live Streaming Video

by **cellgate**

For multi-family applications, supports up to 3,000 directory listings.



WXL Surface Mount



WXL Pedestal Mount

Part Numbers

WXL Surface Mount

AWXLSM-ATT	Provides One Wiegand Input
AWXLSM-VEN	
AWXLSM-INT	
AWXLSM-01-ATT	Provides Two Wiegand Inputs
AWXLSM-01-VEN	
AWXLSM-01-INT	
AWXLSM-03-ATT	Provides Three Wiegand Inputs
AWXLSM-03-VEN	
AWXLSM-03-INT	

Flush Mount Kit part # in Specifications section.

WXL Pedestal Mount

AWXLPD-ATT	Provides One Wiegand Input
AWXLPD-VEN	
AWXLPD-INT	
AWXLPD-01-ATT	Provides Two Wiegand Inputs
AWXLPD-01-VEN	
AWXLPD-01-INT	
AWXLPD-03-ATT	Provides Three Wiegand Inputs
AWXLPD-03-VEN	
AWXLPD-03-INT	

Key Features

- Streaming cellular or internet video telephone entry
- Brilliant 11" color touchscreen
- Verizon or AT&T LTE service, ships with both SIM cards *no VoIP fees required*
- Integrates with up to 3 external cameras
- Calls up to 6 app video contacts and 3 voice-only numbers per directory listing
- Voice Mail Intelligence - VMI system ignores voice mail and continues call group
- Available with up to 3 Wiegand ports
- Built-in HID card reader; CellGate readers available
- Built-in postal lock
- 30,000 local codes and 64,000 non-local codes
- Prop open notification if gate is left open more than 3 minutes
- SmartScreen call management customizable touch screen call options for improved visitor management



WXL Feature Spotlight



QR Code Key Visitor Management

Individual Keys for one visitor who requires recurring and/or restricted access

Temporary Event Keys for multiple visitors requiring access between 1-hour & up to 7 days unrestricted.



Connecting Integrations



External Camera Options



Up to 3 external cameras

Photos

- Taken on entry transactions and on demand
- Cloud-stored still photos

Recorded Video

- Pixel activated video stored on SD card or accessible via CellGate technical support
- Recording with 6-second pre-record



*See external camera sheet for more details



TOTAL PROPERTY WIRELESS ACCESS



1.855.694.2837 cell-gate.com



WATCHMAN
Your Virtual Security Guard

WXL model
Can integrate with CellGate external cameras

Advanced Telephone Entry with Live Streaming Video
by cellgate

COMING SOON

CellGate Readers & Credentials

- Bluetooth BLE w/125kHz Prox OR Bluetooth BLE w/13.56MHz MIFARE® DESFire® EV3
- Indoor/outdoor use



Mullion



Single Gang



Single Gang with Keypad


TrueCloud Connect

Connecting integrations: REALPAGE YARDI

--- CONNECTING ---

PROPERTIES USERS SOLUTIONS

- Fully integrated solutions ecosystem
- The engine that manages all product hardware, data transport, CellGate app(s) and user administration
- Single login for multiple properties
- Administrative privileges for multiple user tiers



cellgate App

- Receive video/audio calls from visitors
- Create and send visitor QR code keys
- Momentary open or hold open commands
- Create access codes
- Take photos from internal and external cameras

Apps Available on the App Store and Google Play

Gold Key Service



Customer Support

Dedicated team for multi-family property management support

- Included with your service subscription at no charge
- Assists with account setup
- Credential portal upload support
- Virtual TrueCloud Connect™ training, including video tutorial
- TrueCloud Connect™ and Cellgate app support for the life of your account



2 YEAR WARRANTY

SCAN FOR WXL MONTHLY SERVICE PLANS



SCAN FOR TECHNICAL SPECIFICATIONS



cellgate | TOTAL PROPERTY WIRELESS ACCESS

TrueCloud Connect

1.855.694.2837 | cell-gate.com

Attachment D – CellGate W480

For single family and multi-tenant applications, supports up to 1,500 directory listings



W480



Part Numbers

AA18LPE V2N
AA18LPE ATT
AA18LPE INT

Recessed Mount Kit
ENC-WRM1001

Key Features

- Streaming cellular or internet video telephone entry
- Brilliant 8" color touchscreen
- Verizon or AT&T LTE service, ships with both SIM cards
No VoIP fees required
- Integrates with up to 3 external cameras
- Calls up to 6 app video contacts and 3 voice-only numbers per directory listing
- Voice Mail Intelligence - VMI
System ignores voice mail and continues call group
- Built-in HID card reader
- 1 native 26-bit Wiegand expansion port
- 10,000 local codes and 64,000 non-local codes
- Prop open notification
If gate is left open more than 3 minutes
- Integrates with any CellGate product through TrueCloud™



W480 Feature Spotlight



- **Brilliant 8" Color Touchscreen** ✓
Larger, brighter, higher-contrast screen for improved user experience and performance in direct sunlight.
- **QR Code Visitor Management** ✓
Visitors can receive QR code invites with restricted date/time access on their smart phones.
- **Smart Screen Call Management** ✓
Customizable touch screen call options, for improved visitor management.

External Camera Options

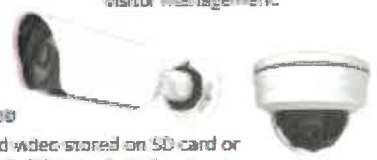
Up to 3 external cameras

Photos

- Taken on entry transactions and on demand
- Cloud-stored still photos

Recorded Video

- Pixel activated video stored on SD card or accessible via CellGate technical support
- Recording w/6-second pre-record



*See external camera sheet for more details

1.855.694.2837 cell-gate.com



powered by Azure

Web Portal

Manage All Your CellGate Hardware on One Dashboard

- Master login for multiple properties
- Login privileges with multiple user tiers
- Call group management
- Resident and visitor credential management
- Mass credential management
- Manage Resident app functions:
 - Allow residents to issue visitor QR code
 - Allow residents to manage call groups
- Setup and management of notifications, gate hold open schedules
- Date/time logs of all gate and door access attempts, access codes used, and photos of each gate access attempt



cellgate App

- Receive video/audio calls from visitors
- Create and send visitor QR codes
- Momentary open or hold open commands
- Create access codes
- Take photos from internal and external cameras

Apps Available on the App Store and Google Play

Gold Key Service



Customer Support

Dedicated team for multi-tenant property management support

- Included with your service subscription at no charge
- Assists with account setup
- Credential portal upload support
- Both personalized and virtual TrueCloud portal video training
- TrueCloud portal and Cellgate app support for the life of your account



SCAN FOR W480 MONTHLY SERVICE PLANS



SCAN FOR TECHNICAL SPECIFICATIONS



1.855.694.2837



cell-gate.com

Attachment E – CellGate OmniPoint Gateway & EPM



What is OmniPoint?

OmniPoint is a wireless multi-point access control system that utilizes a hub and spoke methodology. A Gateway communicates with CellGate's TrueCloud Connect™ dealer administrative engine via Ethernet or AT&T/Verizon LTE, and up to 100 entry-points (EPMs or OmniPoint Sensors (OPSs)) via LoRa technology. No long distance data wires are required - the only wiring is for power and local wires to the card reader and lock.



Key Components



The Gateway

*Has up to 1 mile range via LoRa technology
 *A single Gateway can control up to 100 entrances

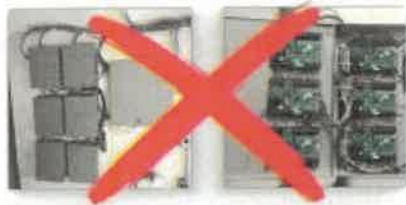


Entry Point Modules

*No data wires needed
 *Works with CellGate readers

OmniPoint Sensors

*For doors that only need monitoring
 *Status notifications
 *No power required



For Cost Effective, Reliable Installation:

GO WIRELESS



Wired access control systems:

- Multiple control panels
- Internet in every building
- Extensive data wiring
- Costly labor to install

vs

Wireless Benefits:

- No control panels
- No internet required
- No data wires
- Low cost, simple to install



OmniPoint Hardware



MODEL: OP Gateway

One Gateway Device

- One Gateway device for up to 100 doors
- Communications Hub
 - LTE or Intranet to TrueCloud Connect™
 - LoRa to EPMs
- Up to 1 mile range using high-gain LoRa antenna
- Line of sight not required
- Gateway also comes with a 5.3dB fiber glass omni-directional antenna, lightning arrester mounting bracket and power supply

Part #s:

- OP-GW-OUTDOOR-A1*
- OP-GW-OUTDOOR-V2*
- OP-GW-OUTDOOR-VPH*

Gateway LoRa Antennas:

- Sub-OP-GW-ANT-LoRa-300
- Sub-OP-GW-ANT-LoRa-3000
- Sub-OP-GW-ANT-LoRa-600



MODEL: OP EPM

Multiple Entry Point Modules

- Cost-Effective installation: no data wiring infrastructure required
- Works with any 25-bit Wiegand device
- Can store codes with common red/white/black/gray wire
- Internal or external antenna options available
- Uses existing lock power source, 12-24V @ 24v AC
- Fits in standard double gang size

Part #s:

- OP-EPM-DC
- OP-EPM-DC-EXT
- OP-EPM-ANT-EXT-100

EPM Antenna:

- OP-EPM-ANT-EXT-100
- IMP-Magnets-Mount-External-Antenna



MODEL: OP SENSOR

OmniPoint Sensors

- Batteries powered - long life, install anywhere
- Digital input sensor
 - Magnetic door position sensor, pushbutton or
 - Digital input version available for lock status, fluid levels, on/off status, etc.
- No wires, mounts anywhere
- Weatherproof
- 10+ year battery life
- Status notification alerts
- Optional antenna for maximum range

COMING SOON

CellGate Readers & Credentials

- Bluetooth BLE w/125kHz Prox OR Bluetooth BLE w/13.56MHz MIFARE® DESFire® EV3
- Indoor/outdoor use



Mullion



Single Gang



Single Gang with Keypad

TrueCloud Connect Connecting integrations: REALPAGE YARDI

CONNECTING

PROPERTIES

USERS

SOLUTIONS

- Fully integrated solutions ecosystem
- The engine that manages all product hardware, data transport, CellGate app(s) and user administration
- Single login/property management
- Administrative privileges for multiple user items

For Dealers/Installers Only

CG Installer Control App

- Test installed system via app
- Uses QR codes to activate and register EPMs to the individual door(s)

For Property Managers

cellgate App

- Momentary "open door" or "hold door open" commands
- Create access codes

SCAN FOR TECHNICAL SPECIFICATIONS



Apps available on the App Store and Google Play



cellgate | TOTAL PROPERTY WIRELESS ACCESS



1.855.694.2837 cell-gate.com

Parts and Labor Warranty

Dunbar's warranty program covers installed systems defects for 120 days.

Parts and Labor Warranty Exclusions

- Conditions, malfunctions, or damage not resulting from defects in material or workmanship.
- Equipment that is relocated or removed by service agent not authorized by Dunbar.
- Coverage only applies to the customer that is the original purchaser.
- Circumstances beyond one's control or other property damage.



MD-MSP – 107-2144

DUNBAR SECURITY SOLUTIONS CUSTOMER ORDER AND SALE AGREEMENT

Customer: Oak Creek Club	
Site Address: Oak Creek Club HOA 14505 Mary Bowie Parkway Upper Marlboro, MD 20774	Bill To: Oak Creek Club HOA 14505 Mary Bowie Parkway Upper Marlboro, MD 20774

**CUSTOMER AGREES TO PURCHASE EQUIPMENT AND INSTALLATION BY DSS.
THE ATTACHED TERMS AND CONDITIONS ARE MADE A PART OF THIS AGREEMENT.**

QTY	MANUFACTURER	DESCRIPTION	PRICE
6	Cellgate	Watchman WXL Multi-Tenant Pedestal Mount 11 Touchscreen QR Code	\$ 20,918.25
10	Cellgate	Watchman W480 Multi-Tenant 8" Touchscreen Weigand Keypad	\$ 27,248.25
1	Cellgate	Outdoor Gateway AT&T	\$ 2,096.01
8	Cellgate	Omnipoint EPM Wiegand Access Control Internal Antennas Double Gang	\$ 2,794.70
1	Cellgate	Multi-Door Controller	\$ 2,270.68
1		Misc Lightning Prot/Arrester/Grounding Material	\$ 2,312.50
1	Genesis	CAT5e Outdoor Cable, 24-4 Solid BC, Unshielded, UTP, Sunlight	\$ 298.74
		Watchman Multi-Family, Advantage Plus, Cellular, Per Unit Fee	\$ 1,972.32
		Advantage Plus Base Fee-Cellular-Multi-Tenant	\$ 960.00
		OmniPoint EPM - Base Fee	\$ 28.80
		OmniPoint Gateway - Cellular - Base Fee	\$ 60.00
		Equipment Rental	\$ 2,000.00
		Labor	\$ 44,400.00
Subtotal			107,360.25
Sales Tax			3,596.35
TOTAL			\$ 110,956.59

<p>Subtotal: \$107,360.25</p> <p>MD 6% Sales Tax: \$3,596.35</p> <p>TOTAL: \$110,956.59</p> <p>50% Deposit Due: \$55,478.30</p>	<p><u>AGREEMENT FOR WARRANTY, MONITORING, AND OR ACCESS CONTROL SERVICES</u></p> <p>Billed Monthly from Date of Contract. Subject to change based upon manufacturer costs and the number of users on the system.</p> <p>Watchman Multi-Family, Advantage Plus, Cellular Plan Includes 1,500 Homes \$1,972.32</p> <p>Advantage Plus Base Fee-Cellular-Multi-Tenant \$960.00</p> <p>OmniPoint EPM and Cellular Gateway \$88.80</p> <p>Client Initials: _____</p> <p>ANY PAYMENT REQUIRED HEREUNDER NOT PAID WITHIN THIRTY (30) DAYS AFTER IT BECOMES DUE SHALL BEAR INTEREST FROM THE DUE DATE UNTIL PAID AT A RATE EQUAL TO THE LESSER OF 18% PER ANNUM OR THE HIGHEST RATE PERMITTED BY APPLICABLE LAW.</p> <p>FEEES ARE SUBJECT TO RENEGOTIATION AT THE COMPLETION OF THEIR RESPECTIVE (12) MONTH PERIOD.</p>
<p>CUSTOMER SIGNATURE: _____</p> <p>PRINT NAME AND TITLE: _____</p> <p>DATE: _____</p>	<p>DSS CONSULTANT: _____</p> <p>PRINT NAME AND TITLE: _____</p> <p>DATE: _____</p>

TERMS AND CONDITIONS TO CUSTOMER ORDER AND SALE AGREEMENT
BETWEEN DUNBAR SECURITY SYSTEMS ("DSS") AND CUSTOMER

1. **PAYMENT TERMS.** The total purchase price and any other charges due under this Customer Order and Sale Agreement (this "Agreement") are due in full within 30 days of the date DSS renders an invoice to CUSTOMER. If unpaid, a service charge equal to the lesser of 1-1/2% per month or the highest rate permitted by applicable law will be charged on all invoices unpaid after 30 days.
2. **INSTALLATION AND REMOVAL.** In order to facilitate installation, CUSTOMER will allow DSS unobstructed access to those areas of CUSTOMER'S place of business DSS deems necessary for such installation. CUSTOMER shall inspect the equipment, as installed, within 48 hours after installation has been completed. Unless CUSTOMER gives written notice to DSS within this period specifying any defect in or other proper objection to the operation of the equipment, CUSTOMER agrees that it shall be conclusively presumed that CUSTOMER has fully inspected the equipment and acknowledged that it is in good condition and repair. CUSTOMER warrants that it has full authority from the owner and/or any other person in control of the premises to permit the installation of the equipment and shall comply with all laws, codes and regulations pertaining to the use of the equipment and any services provided hereunder. CUSTOMER shall be responsible for obtaining at its expense, all permits, licenses, consents and approvals required for the installation, use and removal of any equipment and shall indemnify and hold DSS harmless from any and all fines, penalties or other damages payable by reason of CUSTOMER'S failure to do so. CUSTOMER agrees that any installation shall be performed on weekdays, excluding holidays, between 8:00 A.M. and 4:30 P.M., unless the CUSTOMER directs otherwise, in which case the installation charges will be increased. Installation charges will also be increased if special circumstances not contemplated by DSS result in additional cost and/or labor. CUSTOMER understands that the installation will necessitate drilling into various parts of the premises; while DSS intends generally to conceal wiring in the finished areas of the premises, there may be areas in which DSS determines, in its sole discretion, that it would be impractical to conceal the wiring, and, in such cases, wire will be exposed. CUSTOMER agrees to provide 110-volt AC electrical outlets at designated locations for equipment requiring AC power. CUSTOMER agrees to provide for lifting and replacing carpeting, if required, for installation of floor mats or wiring. Upon termination or expiration of this Agreement, DSS shall have the right to remove, or upon written notice to CUSTOMER, abandon in whole or in part, any equipment sold hereunder, and the removal or abandonment of such equipment shall not constitute a waiver of DSS's right to collect any charges which accrue or may accrue hereunder. Any instruction manuals or other textual materials, and any authorized or unauthorized copies of those manuals or materials, must also be surrendered to DSS immediately upon the termination or expiration of this Agreement. Upon the termination or expiration of this Agreement, CUSTOMER shall make its premises available to DSS daily, on weekdays from 8:00 A.M. to 4:30 P.M., to allow DSS to remove its equipment, which DSS may do without any obligation to repair or redecorate any portion of the CUSTOMER'S premises. Unless DSS has notified CUSTOMER in writing that it will abandon such equipment, only DSS may remove the equipment from the premises.
3. **LIMITED WARRANTY; EXCLUSION OF ANY WARRANTY ON COMPUTER EQUIPMENT.** **DSS WARRANTS ONLY THAT THE GOODS FURNISHED BY IT ARE FREE FROM DEFECTS IN MATERIAL OR WORKMANSHIP WITHIN 120 DAYS OF THE DATE OF DELIVERY OR, IF DSS PROVIDES INSTALLATION, 120 DAYS FROM COMPLETION OF INSTALLATION. DSS MAKES NO OTHER WARRANTIES INCLUDING WARRANTIES OF QUALITY, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR USE, EITHER EXPRESS OR IMPLIED. THIS WARRANTY DOES NOT COVER AND DSS SHALL NOT BE LIABLE FOR ANY DAMAGE RESULTING FROM ACCIDENTS, ACTS OF GOD, WEATHER, ALTERATION OF EQUIPMENT OR SYSTEMS, MISUSE, TAMPERING OR ABUSE OF EQUIPMENT BY THE CUSTOMER OR THIRD PARTY, FAILURE OF THE CUSTOMER TO PROPERLY FOLLOW OPERATION AND MAINTENANCE INSTRUCTIONS PROVIDED BY DSS AT TIME OF INSTALLATION OR AT A LATER DATE AND TROUBLE DUE TO INTERRUPTION OF COMMERCIAL POWER OR PHONE SERVICE OR OTHER CIRCUMSTANCES BEYOND DSS'S CONTROL. DSS MAKES NO WARRANTIES EITHER EXPRESS OR IMPLIED, AS TO QUALITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR USE OR OTHERWISE OF ANY COMPUTER EQUIPMENT INCLUDING COMPUTER SOFTWARE, CENTRAL PROCESSING UNITS AND RELATED PERIPHERAL EQUIPMENT PROVIDED TO CUSTOMER. CUSTOMER SHALL RELY SOLELY ON THOSE RIGHTS AND REMEDIES PROVIDED FOR AND MADE AVAILABLE IN THE MANUFACTURER'S WARRANTY OR SERVICE AGREEMENT COVERING SUCH COMPUTER EQUIPMENT. ALL WARRANTY WORK SHALL BE PERFORMED BY DSS BETWEEN THE HOURS OF 8:00 A.M. AND 4:30 P.M. MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS. THERE SHALL BE A CHARGE FOR WARRANTY WORK THAT CUSTOMER REQUESTS DSS TO PERFORM AT ANY OTHER TIME.**
4. **TITLE AND SECURITY INTEREST.** DSS shall retain title to the equipment hereby sold until CUSTOMER has paid the full purchase price for all equipment purchased. CUSTOMER grants to DSS a purchase money security interest in the equipment. CUSTOMER agrees to execute such documents as are necessary to fully effectuate this paragraph, including, but not limited to, the execution of financing statement(s). CUSTOMER authorizes DSS to execute such financing statement(s) on CUSTOMER'S behalf and to file such financing statement(s) in order to fully protect the security interest granted to DSS.
5. **DSS NOT INSURER; LIMITATION OF LIABILITY.** CUSTOMER agrees that DSS is not an insurer and that CUSTOMER shall obtain its own insurance for any injury, damage or loss occurring at or to CUSTOMER'S property. The amount payable under this Agreement to DSS by CUSTOMER are based upon the value of the equipment sold and the very limited scope of the liability undertaken and are not related to the value of the CUSTOMER'S property or the property of others located on the CUSTOMER'S premises. CUSTOMER agrees that DSS shall not be liable for any injuries, losses or damages of CUSTOMER or any third party as a result of this Agreement, irrespective of origin, to person or to property, unless directly or indirectly

caused by performance or non-performance of the obligations imposed by this Agreement or by negligent acts or omissions of DSS, its agents or employees. Any claims, actions or proceeding against DSS hereunder must be commenced within one year after the equipment, software or services were or were to be provided upon which the claim or cause of action is based. If not commenced within such periods, any such claim shall be forever barred. No judicial, legislative or statutory extension of time shall apply to the one-year period.

6. DEFAULT BY CUSTOMER – TERMINATION. If CUSTOMER fails to make any payment within thirty (30) days of its due date or fails to perform any of its other obligations hereunder, DSS shall have the right to terminate this Agreement by written notice to CUSTOMER. CUSTOMER expressly waives any right to cure any default. In the event that DSS terminates this Agreement pursuant to the provision of this paragraph, the full balance of the Agreement and any Maintenance Rider is automatically accelerated and is immediately due and payable.
7. INDEMNIFICATION AGAINST THIRD PARTY CLAIMS. No individual, partnership, corporation or other entity, including, but not limited to, any insurer, shall have any rights with regard to the equipment purchased by CUSTOMER pursuant to this Agreement. In the event that a third-party, other than DSS or CUSTOMER, makes any claim or files any lawsuit against DSS for any reason by virtue of the equipment or services provided to CUSTOMER under this Agreement, CUSTOMER agrees to indemnify, defend and hold DSS harmless from any such claim or lawsuit, including the payment of all the damages, expenses, cost and attorney's fees incurred by DSS. This indemnification shall extend to all claims and lawsuits including, but not limited to, claims or lawsuits based on express or implied warranties, strict or product liability, alleged negligence or intentional conduct of DSS or of its agents, servants or employees.
8. NOTICES. Any notices required hereunder shall be deemed properly given if actually received or if mailed by registered or certified mail, return receipt requested, or by other service providing evidence of delivery to the parties at the addresses shown at the beginning of this Agreement or at such other address as either party may hereafter give notice of in writing to the other.
9. MAINTENANCE SERVICE. During the warranty period, maintenance service for the equipment supplied under this Agreement will be provided by DSS. If not contracted for before the expiration of the warranty period, DSS will enter into a Maintenance Service Rider only after inspecting the system and making necessary repairs or replacements to the system at a charge to the CUSTOMER for labor and/or material at DSS's then prevailing rates. After the warranty period and if a Maintenance Service Rider has not been signed, or as to conditions excluded from coverage under the Maintenance Service Rider, DSS will, if requested, provide the CUSTOMER with repair and parts replacements for the equipment at DSS's prevailing prices and terms at the time.
10. DIGITAL COMMUNICATOR. If a digital communicator is leased pursuant to this Agreement, said equipment is and shall remain the property of DSS and upon termination of the services provided for in this Agreement, DSS may remove this equipment without obligation to repair or redecorate any portion of CUSTOMER'S premises upon removal. The removal of this equipment shall not be held to constitute a waiver of the right of DSS to collect any charges which have been accrued or may be accrued hereunder.
11. SUSPENSION OR CANCELLATION OF AGREEMENT. If performance of this Agreement becomes impossible or impracticable due to circumstances beyond DSS's control, including but not limited to destruction, substantial damage to DSS's or CUSTOMER'S premises or equipment, fire, inclement weather, government action, civil strike or other cause beyond DSS's control, DSS may suspend or terminate the services hereunder without liability to the CUSTOMER. Promptly after such suspension or termination or as soon as DSS learns of such an event, DSS shall use reasonable efforts to notify CUSTOMER and shall resume the service as soon as it is feasible but there shall be no reduction in charges due hereunder if said suspension is less than 10 days.
12. APPROVAL. This Agreement is not binding unless approved by an authorized representative of DSS. In the event of failure of approval, the only liability of DSS shall be to return to CUSTOMER the amount, if any, paid to DSS upon the signing of this Agreement.
13. MISCELLANEOUS. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes any prior agreement or understanding with respect thereof, including, but not limited to, any terms contained in any purchase order or any other forms of CUSTOMER. If any term or provision of this Agreement is found to be invalid, illegal or unenforceable, it shall be severed herefrom and all of the remaining terms and provisions shall remain in full force and effect. CUSTOMER acknowledges that no representations have been made to CUSTOMER by DSS or any of its employees or agents except those expressly set forth in this Agreement. This Agreement may not be assigned by CUSTOMER without DSS's prior written consent. No assignment shall relieve CUSTOMER of any of its obligations hereunder, and any attempted assignment, transfer, or other conveyance in violation of the foregoing shall be null and void. No waiver, alteration or modification of any of the provision of this Agreement shall be binding on DSS unless made in writing and agreed to by a duly authorized official of DSS. Waiver of either party of any default by the other shall not be deemed a waiver by any such party of any default by the other which may subsequently occur. The terms and provisions of this Agreement shall be governed by the laws of the State of Maryland without regard to its conflicts of law provisions. If any dispute arises between the parties which results in litigation and DSS is the prevailing party in such a dispute, then in addition to all other remedies, CUSTOMER shall reimburse DSS for all Court costs and litigation expenses, including attorney's fees. CUSTOMER waives all rights to claim any such costs, expenses or fees, regardless of any statute, code or law to the contrary. CUSTOMER consents to the exercise of jurisdiction by the Courts of the State of Maryland over any dispute arising out of or under this Agreement and further consents

to venue being in a Court of competent jurisdiction in Baltimore County, Maryland and CUSTOMER agrees not to dispute subject matter jurisdiction, personal jurisdiction or venue in Baltimore County, Maryland. CUSTOMER WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN MATTERS ARISING OUT OF THIS AGREEMENT.

Addendum A: Scope of Work

Dunbar will replace the entry system units with new Cellgate WXL entry systems at the following gate locations:

- Main Gate
- Pine Valley
- Deer Run Estates
- Deer Run
- Fox Turn
- Queen Anne

In addition, Dunbar will also install 10 of the W480 Cellgate units at the pedestrian gates, 8 OMNI Point EPM's, and a multi-door controller to cover the current readers on the property.

Addendum B: Assumptions/Caveats

- Does not cover any permits related to installation.
- Work must be performed during Dunbar's normal business hours (M-F, 8 am to 5 pm).
- Payment Terms: Due Upon Receipt.
- Installation cancellations subject to a 25% restocking fee.
- Design, Submittal, permits (if required by City), are not included in this proposal.
- Dunbar is assuming that Oak Creek Club will provide an internet connection at each gate location and clubhouse.
- Dunbar is assuming that all current cabling for the entry systems is in working, reusable condition. If not, additional charges will apply.
- Dunbar is assuming that all entry system pedestals can be reused for the new entry system units. If not, additional charges will apply.
- Dunbar is assuming that all readers are in working, reusable condition. If not, additional charges will apply.
- Dunbar is assuming that all electronic locking hardware is in working, reusable condition. If not, additional charges will apply.
- Dunbar is assuming that the Transcore credentials and gate readers are in working, reusable condition, and will properly integrate with CellGate. If not, additional will apply.
- Dunbar requires that Oak Creek Club will provide users/database information prior to installation.
- Dunbar is assuming that Oak Creek Club will provide power at each entry system location or where needed.

Addendum C:

*Current Dunbar Fees for Service Calls (01/01/2023)**

- \$195 per hour for all service calls
- Time and a half for all weekend and emergency service request
- \$225 minimum
- All parts and materials at Market Price
- \$150 per hour Technical Training/Remote access

*Fees subject to change

How do you get service?

Please contact us at:

Phone (410-282-6000)

Email (serviceupdate@dunbarsecuritysolutions.com).

If Email or Voice Mail, please provide the best contact information and a summary of the system trouble.



MD-MSP – 107-2144

DUNBAR SECURITY SOLUTIONS CUSTOMER ORDER AND SALE AGREEMENT

Customer: Oak Creek Club	
Site Address: Oak Creek Club HOA 14505 Mary Bowie Parkway Upper Marlboro, MD 20774	Bill To: Oak Creek Club HOA 14505 Mary Bowie Parkway Upper Marlboro, MD 20774

**CUSTOMER AGREES TO PURCHASE EQUIPMENT AND INSTALLATION BY DSS.
THE ATTACHED TERMS AND CONDITIONS ARE MADE A PART OF THIS AGREEMENT.**

QTY	MANUFACTURER	DESCRIPTION	PRICE
14	Avigilon Alta	Bullet Tele Black 4K 60 Days Storage	\$ 28,162.68
29	Avigilon Alta	Bullet Tele Black 5MP 60 Days Storage	\$ 40,240.98
41	Avigilon Alta	Conduit Back Box	\$ 5,084.82
41	Avigilon Alta	Pole Bracket	\$ 2,110.68
2	Wbox	16 Port Gigabit PoE Switch	\$ 935.97
33	Nitek	Coax Over IP Converters	\$ 20,566.26
6	Avigilon Alta	Compact W 5MP 60	\$ 2,475.72
1	Nitek	Etherstretch IP Video Over Coax Multiport	\$ 2,300.69
6	Nitek	IP Over Coax Transmitter	\$ 779.92
6	Cudy	8 Port PoE Switch 2 Uplink	\$ 390.00
3	Genesis	Cat6 Direct Burial Cable	\$ 623.96
1		Misc. Materials	\$ 1,625.00
2	Samsung	Samsung 28" Monitor	\$ 397.97
8	Ultratech Wbox	Interactive Compact UPS	\$ 1,268.70
6	Nitek	Networking Ethernet and PoE Extender RJ45	\$ 7,038.22
2	Intel	Intel NUC 11 with 11th Gen Core i7-1165G7	\$ 1,287.00
		Avigilon Alta 3 Year Cloud License	\$ 24,451.00
		3 Year LPR Licenses	\$ 14,268.00
		Equipment Rental	\$ 4,524.00
		Labor	\$ 31,820.00

Subtotal	190,571.58
Sales Tax	7,201.95
TOTAL	\$ 197,773.54

<p>Subtotal: \$190,571.58</p> <p>MD 6% Sales Tax: \$7,201.95</p> <p>TOTAL: \$197,773.54</p> <p>50% Deposit Due: \$98,886.77</p>	<p><u>AGREEMENT FOR WARRANTY, MONITORING, AND OR ACCESS CONTROL SERVICES</u></p> <p>Initial 3 Year Term is included in above pricing. See details below. Subject to change based upon the number of cameras, and storage days on the system.</p> <table border="0"> <tr> <td>Avigilon Alta 3 Year Cloud License</td> <td style="text-align: right;">\$24,451.00</td> </tr> <tr> <td>Avigilon Alta 3 Year LPR License</td> <td style="text-align: right;">\$14,268.00</td> </tr> </table> <p>Client Initials: _____</p> <p>ANY PAYMENT REQUIRED HEREUNDER NOT PAID WITHIN THIRTY (30) DAYS AFTER IT BECOMES DUE SHALL BEAR INTEREST FROM THE DUE DATE UNTIL PAID AT A RATE EQUAL TO THE LESSER OF 18% PER ANNUM OR THE HIGHEST RATE PERMITTED BY APPLICABLE LAW.</p> <p>LICENSING FEES ARE SUBJECT TO RENEGOTIATION AT THE COMPLETION OF THE INITIAL (36) MONTH PERIOD.</p>	Avigilon Alta 3 Year Cloud License	\$24,451.00	Avigilon Alta 3 Year LPR License	\$14,268.00
Avigilon Alta 3 Year Cloud License	\$24,451.00				
Avigilon Alta 3 Year LPR License	\$14,268.00				
<p>CUSTOMER SIGNATURE: _____</p> <p>PRINT NAME AND TITLE: _____</p> <p>DATE: _____</p>	<p>DSS CONSULTANT: _____</p> <p>PRINT NAME AND TITLE: _____</p> <p>DATE: _____</p>				

TERMS AND CONDITIONS TO CUSTOMER ORDER AND SALE AGREEMENT
BETWEEN DUNBAR SECURITY SYSTEMS ("DSS") AND CUSTOMER

1. **PAYMENT TERMS.** The total purchase price and any other charges due under this Customer Order and Sale Agreement (this "Agreement") are due in full within 30 days of the date DSS renders an invoice to CUSTOMER. If unpaid, a service charge equal to the lesser of 1-1/2% per month or the highest rate permitted by applicable law will be charged on all invoices unpaid after 30 days.

2. **INSTALLATION AND REMOVAL.** In order to facilitate installation, CUSTOMER will allow DSS unobstructed access to those areas of CUSTOMER'S place of business DSS deems necessary for such installation. CUSTOMER shall inspect the equipment, as installed, within 48 hours after installation has been completed. Unless CUSTOMER gives written notice to DSS within this period specifying any defect in or other proper objection to the operation of the equipment, CUSTOMER agrees that it shall be conclusively presumed that CUSTOMER has fully inspected the equipment and acknowledged that it is in good condition and repair. CUSTOMER warrants that it has full authority from the owner and/or any other person in control of the premises to permit the installation of the equipment and shall comply with all laws, codes and regulations pertaining to the use of the equipment and any services provided hereunder. CUSTOMER shall be responsible for obtaining at its expense, all permits, licenses, consents and approvals required for the installation, use and removal of any equipment and shall indemnify and hold DSS harmless from any and all fines, penalties or other damages payable by reason of CUSTOMER'S failure to do so. CUSTOMER agrees that any installation shall be performed on weekdays, excluding holidays, between 8:00 A.M. and 4:30 P.M., unless the CUSTOMER directs otherwise, in which case the installation charges will be increased. Installation charges will also be increased if special circumstances not contemplated by DSS result in additional cost and/or labor. CUSTOMER understands that the installation will necessitate drilling into various parts of the premises; while DSS intends generally to conceal wiring in the finished areas of the premises, there may be areas in which DSS determines, in its sole discretion, that it would be impractical to conceal the wiring, and, in such cases, wire will be exposed. CUSTOMER agrees to provide 110-volt AC electrical outlets at designated locations for equipment requiring AC power. CUSTOMER agrees to provide for lifting and replacing carpeting, if required, for installation of floor mats or wiring. Upon termination or expiration of this Agreement, DSS shall have the right to remove, or upon written notice to CUSTOMER, abandon in whole or in part, any equipment sold hereunder, and the removal or abandonment of such equipment shall not constitute a waiver of DSS's right to collect any charges which accrue or may accrue hereunder. Any instruction manuals or other textual materials, and any authorized or unauthorized copies of those manuals or materials, must also be surrendered to DSS immediately upon the termination or expiration of this Agreement. Upon the termination or expiration of this Agreement, CUSTOMER shall make its premises available to DSS daily, on weekdays from 8:00 A.M. to 4:30 P.M., to allow DSS to remove its equipment, which DSS may do without any obligation to repair or redecorate any portion of the CUSTOMER'S premises. Unless DSS has notified CUSTOMER in writing that it will abandon such equipment, only DSS may remove the equipment from the premises.

3. **LIMITED WARRANTY; EXCLUSION OF ANY WARRANTY ON COMPUTER EQUIPMENT.** **DSS WARRANTS ONLY THAT THE GOODS FURNISHED BY IT ARE FREE FROM DEFECTS IN MATERIAL OR WORKMANSHIP WITHIN 120 DAYS OF THE DATE OF DELIVERY OR, IF DSS PROVIDES INSTALLATION, 120 DAYS FROM COMPLETION OF INSTALLATION. DSS MAKES NO OTHER WARRANTIES INCLUDING WARRANTIES OF QUALITY, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR USE, EITHER EXPRESS OR IMPLIED. THIS WARRANTY DOES NOT COVER AND DSS SHALL NOT BE LIABLE FOR ANY DAMAGE RESULTING FROM ACCIDENTS, ACTS OF GOD, WEATHER, ALTERATION OF EQUIPMENT OR SYSTEMS, MISUSE, TAMPERING OR ABUSE OF EQUIPMENT BY THE CUSTOMER OR THIRD PARTY, FAILURE OF THE CUSTOMER TO PROPERLY FOLLOW OPERATION AND MAINTENANCE INSTRUCTIONS PROVIDED BY DSS AT TIME OF INSTALLATION OR AT A LATER DATE AND TROUBLE DUE TO INTERRUPTION OF COMMERCIAL POWER OR PHONE SERVICE OR OTHER CIRCUMSTANCES BEYOND DSS'S CONTROL. DSS MAKES NO WARRANTIES EITHER EXPRESS OR IMPLIED, AS TO QUALITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR USE OR OTHERWISE OF ANY COMPUTER EQUIPMENT INCLUDING COMPUTER SOFTWARE, CENTRAL PROCESSING UNITS AND RELATED PERIPHERAL EQUIPMENT PROVIDED TO CUSTOMER. CUSTOMER SHALL RELY SOLELY ON THOSE RIGHTS AND REMEDIES PROVIDED FOR AND MADE AVAILABLE IN THE MANUFACTURER'S WARRANTY OR SERVICE AGREEMENT COVERING SUCH COMPUTER EQUIPMENT. ALL WARRANTY WORK SHALL BE PERFORMED BY DSS BETWEEN THE HOURS OF 8:00 A.M. AND 4:30 P.M. MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS. THERE SHALL BE A CHARGE FOR WARRANTY WORK THAT CUSTOMER REQUESTS DSS TO PERFORM AT ANY OTHER TIME.**

4. **TITLE AND SECURITY INTEREST.** DSS shall retain title to the equipment hereby sold until CUSTOMER has paid the full purchase price for all equipment purchased. CUSTOMER grants to DSS a purchase money security interest in the equipment. CUSTOMER agrees to execute such documents as are necessary to fully effectuate this paragraph, including, but not limited to, the execution of financing statement(s). CUSTOMER authorizes DSS to execute such financing statement(s) on CUSTOMER'S behalf and to file such financing statement(s) in order to fully protect the security interest granted to DSS.

5. **DSS NOT INSURER; LIMITATION OF LIABILITY.** CUSTOMER agrees that DSS is not an insurer and that CUSTOMER shall obtain its own insurance for any injury, damage or loss occurring at or to CUSTOMER'S property. The amount payable under this Agreement to DSS by CUSTOMER are based upon the value of the equipment sold and the very limited scope of the liability undertaken and are not related to the value of the CUSTOMER'S property or the property of others located on the CUSTOMER'S premises. CUSTOMER agrees that DSS shall not be liable for any injuries, losses or damages of CUSTOMER or any third party as a result of this Agreement, irrespective of origin, to person or to property, unless directly or indirectly

caused by performance or non-performance of the obligations imposed by this Agreement or by negligent acts or omissions of DSS, its agents or employees. Any claims, actions or proceeding against DSS hereunder must be commenced within one year after the equipment, software or services were or were to be provided upon which the claim or cause of action is based. If not commenced within such periods, any such claim shall be forever barred. No judicial, legislative or statutory extension of time shall apply to the one-year period.

6. DEFAULT BY CUSTOMER – TERMINATION. If CUSTOMER fails to make any payment within thirty (30) days of its due date or fails to perform any of its other obligations hereunder, DSS shall have the right to terminate this Agreement by written notice to CUSTOMER. CUSTOMER expressly waives any right to cure any default. In the event that DSS terminates this Agreement pursuant to the provision of this paragraph, the full balance of the Agreement and any Maintenance Rider is automatically accelerated and is immediately due and payable.
7. INDEMNIFICATION AGAINST THIRD PARTY CLAIMS. No individual, partnership, corporation or other entity, including, but not limited to, any insurer, shall have any rights with regard to the equipment purchased by CUSTOMER pursuant to this Agreement. In the event that a third-party, other than DSS or CUSTOMER, makes any claim or files any lawsuit against DSS for any reason by virtue of the equipment or services provided to CUSTOMER under this Agreement, CUSTOMER agrees to indemnify, defend and hold DSS harmless from any such claim or lawsuit, including the payment of all the damages, expenses, cost and attorney's fees incurred by DSS. This indemnification shall extend to all claims and lawsuits including, but not limited to, claims or lawsuits based on express or implied warranties, strict or product liability, alleged negligence or intentional conduct of DSS or of its agents, servants or employees.
8. NOTICES. Any notices required hereunder shall be deemed properly given if actually received or if mailed by registered or certified mail, return receipt requested, or by other service providing evidence of delivery to the parties at the addresses shown at the beginning of this Agreement or at such other address as either party may hereafter give notice of in writing to the other.
9. MAINTENANCE SERVICE. During the warranty period, maintenance service for the equipment supplied under this Agreement will be provided by DSS. If not contracted for before the expiration of the warranty period, DSS will enter into a Maintenance Service Rider only after inspecting the system and making necessary repairs or replacements to the system at a charge to the CUSTOMER for labor and/or material at DSS's then prevailing rates. After the warranty period and if a Maintenance Service Rider has not been signed, or as to conditions excluded from coverage under the Maintenance Service Rider, DSS will, if requested, provide the CUSTOMER with repair and parts replacements for the equipment at DSS's prevailing prices and terms at the time.
10. DIGITAL COMMUNICATOR. If a digital communicator is leased pursuant to this Agreement, said equipment is and shall remain the property of DSS and upon termination of the services provided for in this Agreement, DSS may remove this equipment without obligation to repair or redecorate any portion of CUSTOMER'S premises upon removal. The removal of this equipment shall not be held to constitute a waiver of the right of DSS to collect any charges which have been accrued or may be accrued hereunder.
11. SUSPENSION OR CANCELLATION OF AGREEMENT. If performance of this Agreement becomes impossible or impracticable due to circumstances beyond DSS's control, including but not limited to destruction, substantial damage to DSS's or CUSTOMER'S premises or equipment, fire, inclement weather, government action, civil strike or other cause beyond DSS's control, DSS may suspend or terminate the services hereunder without liability to the CUSTOMER. Promptly after such suspension or termination or as soon as DSS learns of such an event, DSS shall use reasonable efforts to notify CUSTOMER and shall resume the service as soon as it is feasible but there shall be no reduction in charges due hereunder if said suspension is less than 10 days.
12. APPROVAL. This Agreement is not binding unless approved by an authorized representative of DSS. In the event of failure of approval, the only liability of DSS shall be to return to CUSTOMER the amount, if any, paid to DSS upon the signing of this Agreement.
13. MISCELLANEOUS. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes any prior agreement or understanding with respect thereof, including, but not limited to, any terms contained in any purchase order or any other forms of CUSTOMER. If any term or provision of this Agreement is found to be invalid, illegal or unenforceable, it shall be severed herefrom and all of the remaining terms and provisions shall remain in full force and effect. CUSTOMER acknowledges that no representations have been made to CUSTOMER by DSS or any of its employees or agents except those expressly set forth in this Agreement. This Agreement may not be assigned by CUSTOMER without DSS's prior written consent. No assignment shall relieve CUSTOMER of any of its obligations hereunder, and any attempted assignment, transfer, or other conveyance in violation of the foregoing shall be null and void. No waiver, alteration or modification of any of the provision of this Agreement shall be binding on DSS unless made in writing and agreed to by a duly authorized official of DSS. Waiver of either party of any default by the other shall not be deemed a waiver by any such party of any default by the other which may subsequently occur. The terms and provisions of this Agreement shall be governed by the laws of the State of Maryland without regard to its conflicts of law provisions. If any dispute arises between the parties which results in litigation and DSS is the prevailing party in such a dispute, then in addition to all other remedies, CUSTOMER shall reimburse DSS for all Court costs and litigation expenses, including attorney's fees. CUSTOMER waives all rights to claim any such costs, expenses or fees, regardless of any statute, code or law to the contrary. CUSTOMER consents to the exercise of jurisdiction by the Courts of the State of Maryland over any dispute arising out of or under this Agreement and further consents

to venue being in a Court of competent jurisdiction in Baltimore County, Maryland and CUSTOMER agrees not to dispute subject matter jurisdiction, personal jurisdiction or venue in Baltimore County, Maryland. CUSTOMER WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN MATTERS ARISING OUT OF THIS AGREEMENT.

Addendum A: Scope of Work

Dunbar will install an Avigilon Alta Cloud-Based Camera System. The breakdown is listed below:

Main Gate

- Replace 9 cameras
- 2 4K (8MP) bullet cameras
- 7 5MP bullet cameras
- The current 3 analog cameras will be converted to IP using coax converters

Clubhouse

- Replace 6 analog cameras with new 5MP dome cameras using IP over coax converters

Pine Valley

- Replace 6 total cameras.
- Install 2 4K (8MP) bullet cameras with LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Deer Run Estates

- Replace 6 total cameras.
- Install 2 4K (8MP) bullet cameras with LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Deer Run

- Replace 6 total cameras
- Install 2 4K (8MP) bullet cameras LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Fox Turn

- Replace 8 total cameras
- Install 2 4K (8MP) bullet cameras with LPR
- Install 6 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Mary Bowie

- Install 2 4K (8MP) bullet cameras with LPR

Queen Anne

- Replace 6 total cameras
- Install 2 4K (8MP) bullet cameras with LPR
- Install 4 5MP bullet cameras which will be converted to IP using IP over coax converters
- The PoE switch and converters will run back to environmental box

Addendum B: Assumptions/Caveats

- Does not cover any permits related to installation.
- Work must be performed during Dunbar's normal business hours (M-F, 8 am to 5 pm.)
- Payment Terms: Due Upon Receipt.
- Installation cancellations subject to a 25% restocking fee.
- Design, Submittal, permits (if required by City), are not included in this proposal.
- Dunbar is assuming that Oak Creek will provide an internet connection at each gate location and clubhouse.
- Dunbar is assuming that all current cabling for the camera system is in working, reusable condition. If not, additional charges will apply.

Addendum C:

*Current Dunbar Fees for Service Calls (01/01/2023)**

- \$195 per hour for all service calls
- Time and a half for all weekend and emergency service request
- \$225 minimum
- All parts and materials at Market Price
- \$150 per hour Technical Training/Remote access

*Fees subject to change

How do you get service?

Please contact us at:

Phone (410-282-6000)

Email (serviceupdate@dunbarsecuritysolutions.com).

If Email or Voice Mail, please provide the best contact information and a summary of the system trouble.

Memorandum

To: Oak Creek Club Board of Directors

From: Moriah Benjamin, On-Site Assistant Community Manager- Community Association Management Professionals (CAMP)

Date: Tuesday, March 26, 2024

Re: Office Furniture

Suggested Motion: "I move to approve the proposals from Office Depot and Wayfair presented by the management team for the replacement of the office furniture totaling price of \$7,365.91 to be expensed from Repair & Replacement Reserves."

Attached are the pricing and renderings of the final design for office furniture presented by the management team.

The furniture below was selected from Office Depot:

- 2 office chairs with a total of \$459.98
- 1 manager office chair with a total of \$489.69
- 2 office desks with a total of \$739.98
- 1 manager office desk with a total of \$299.99
- 2 reception chairs with a total of \$549.98
- 2 file cabinets with a total of \$295.98






The following furniture was selected from Wayfair:



- 1 office chair with a total of \$77.99
- 6 file cabinets with a total of \$1,559.94
- 2 reception desks with a total of \$299.98
- 1 circle table with a total of \$329.99
- 4 side chairs with a total of \$179.99
- 1 manager rug with a total of \$219.99
- 1 rug with a total of \$187.99
- 7 different wall art with a total of \$786.23
- 1 mirror with a total of \$309.99
- 1 file cabinet with a total of \$578.22







Facilities Committee Recommendation: The Facilities Committee voted to remove the office furniture from the Mclean and Tircuit Community proposal to reduce overall design cost, but the committee still wanted to paint the office along with the rest of the clubhouse.







Management Recommendation: The office furniture is in great disarray. To keep a substantial look at the Oak Creek Club Tennis and Swim Center, the management team recommends that the management office be functional and upkeep along with the rest of the clubhouse. (Please see the current images of the office furniture)






As of 02/29/2024, there was a remaining balance of \$2,397,988 in repair and replacement reserves.



Item name	Description	Qty	Unit price	Total
Front office				
	Realspace Calusa Mesh Mid Back Managers Chair Black BIFMA Compliant	2	\$229.99	\$459.98
	Inbox Zero Armless Office Chair Low Back Desk Chair	1	\$77.99	\$77.99
	Arunveer White Orchid Tree Garden Of Branches	2	\$159.99	\$319.98
	Garden Parterre IX On Canvas Print	2	\$30.99	\$61.98
	Austin Design Santa Paula Abstract Rug	1	\$187.99	\$187.99
Front Office Total:				\$4,796.02







Item name	Description	Qty	Unit price	Total
Back office				
	Realspace Magellan Performance 71" W L- Shape Corner Desk Espresso	1	\$299.99	\$299.99
	Realspace Magellan Lateral 2 Drawer File Cabinet Espresso	2	\$147.99	\$295.98

Item name	Description	Qty	Unit price	Total
Back office				
	Bush Business Furniture Cabot 60 W L Shape Corner Desk Espresso Oak	1	\$219.99	\$219.99
	Ivy Bronx Paintstrokes V Framed On Paper Print	2	\$159.99	\$319.98
	SEI Furniture Longavi Metal Wall Sculpture	1	\$84.29	\$84.29
	Every Quinn Emi Metal Rectangle Wall Mirror	1	\$309.99	\$309.99
	Boss Office Product Heavy Duty Executive Chair	1	\$489.69	\$489.69
	Boss Office Product Accent Chair Black	2	\$274.99	\$549.98
Back Office Total:				\$2,569.89
Back and Front Office Total:				\$7,365.91

Item name	Description	Qty	Unit price	Total
Front office				
	Bush Business Furniture Cabot 60 W L Shape Corner Desk Espresso Oak	2	\$369.99	\$739.98
	Realspace 48 W Lancott Computer Desk Dark Brown 1 Front Office 1 Back Office	2	\$149.99	\$299.98
	HON Mod 36" Wide 2 Drawer File Cabinet	1	\$578.22	\$578.22
	Beachcrest Home Pinellas Round Metal Base Dining Table	1	\$329.99	\$329.99
	Mercury Row AlmedaCheatham Side Chair	4	\$179.99	\$179.99
	Housand 4 Drawer Vertical Filing Cabinet with love	6	\$259.99	\$1,559.94

Item name	Description	Qty	Unit price	Total
Front office				
	Realspace Calusa Mesh Mid Back Managers Chair Black BIFMA Compliant	2	\$229.99	\$459.98
	Inbox Zero Armless Office Chair Low Back Desk Chair	1	\$77.99	\$77.99
	Arunveer White Orchid Tree Garden Of Branches	2	\$159.99	\$319.98
	Garden Parterre IX On Canvas Print	2	\$30.99	\$61.98
	Austin Design Santa Paula Abstract Rug	1	\$187.99	\$187.99
Front Office Total:				\$4,796.02

Item name	Description	Qty	Unit price	Total
Back office				
	Realspace Magellan Performance 71" W L- Shape Corner Desk Espresso	1	\$299.99	\$299.99
	Realspace Magellan Lateral 2 Drawer File Cabinet Espresso	2	\$147.99	\$295.98

Item name	Description	Qty	Unit price	Total
Back office				
	Bush Business Furniture Cabot 60 W L Shape Corner Desk Espresso Oak	1	\$219.99	\$219.99
	Ivy Bronx Paintstrokes V Framed On Paper Print	2	\$159.99	\$319.98
	SEI Furniture Longavi Metal Wall Sculpture	1	\$84.29	\$84.29
	Every Quinn Emi Metal Rectangle Wall Mirror	1	\$309.99	\$309.99
	Boss Office Product Heavy Duty Executive Chair	1	\$489.69	\$489.69
	Boss Office Product Accent Chair Black	2	\$274.99	\$549.98
Back Office Total:				\$2,569.89
Back and Front Office Total:				\$7,365.91

Item name	Description	Qty	Unit price	Total
Front office				
	Bush Business Furniture Cabot 60 W L Shape Corner Desk Espresso Oak	2	\$369.99	\$739.98
	Realspace 48 W Lancott Computer Desk Dark Brown 1 Front Office 1 Back Office	2	\$149.99	\$299.98
	HON Mod 36" Wide 2 Drawer File Cabinet	1	\$578.22	\$578.22
	Beachcrest Home Pinellas Round Metal Base Dining Table	1	\$329.99	\$329.99
	Mercury Row AlmedaCheatham Side Chair	4	\$179.99	\$179.99
	Housand 4 Drawer Vertical Filing Cabinet with love	6	\$259.99	\$1,559.94





























Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association Management Professionals-(CAMP)

Date: Friday, March 29, 2024

Re: Review of McFall and Berry proposals for gate entrances

Suggested Motion: "I move to approve the five McFall & Berry proposals for replacement plantings at five monument entrances, in the amount of \$18,947.40 to be expensed from Landscaping (general)."

Attached are five proposals for removing dead plantings and replacing missing plantings that have been weather-damaged, eaten by animals, or damaged by vehicles at Deer Run Estates, Pine Valley, Queen Anne, Main Gate, and Deer Run.

Main Gate: Remove the dying spruce on the right side and replace the missing spruce on both sides, totaling \$3,561.90.

Pine Valley: Four dying viburnums on the left and right sides will be removed to be replaced with thirty-six Fire Power Nandina, seventeen Blue Star Juniper, and three variegated liriop, totaling \$4,944.50.

Deer Run: The dying viburnums on the left and right sides will be removed and replaced with 16 Fire Power Nandina, 18 Blue Star Juniper, and three Gold Mop Cypress, totaling \$3,365.

Deer Run Estates: The dying Burning Bush and dying viburnum on the left and right sides will be removed to replace them with fifteen Blue Star Juniper, two Gem Boxwood, two Crimson Barberry, and seventeen Fire Power Nandina, totaling \$4,297.50.

Queen Anne: Four dying viburnum and one dying Burning Bush on the right and left sides will be removed and replaced with eleven Blue Star junipers and eighteen Fire Power nandina, totaling \$2,778.50.

Management Recommendation: Management recommends proceeding with the five proposals for the five gate entrances that need replacement plantings. Improved curb appeal improves the neighborhood's common areas aesthetically and fosters a sense of community among the residents that is visible to visitors and potential buyers.

As of February 29, 2024, there was \$56,836 remaining in landscaping general. The approved budget amount for 2024 is \$60,000.



Proposal #12355

Date: 3/25/2024

PO #

Sales Rep: Jasinto Gamez

Customer:

Tamika Davis
 Community Association Management
 Professionals (CAMP)
 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Property:

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

SPRUCE REMOVE

LANDSCAPE LABOR / GENERAL CLEANUP

OAK CREEK MAIN ENTRANCE RIGHT SIDE

MAIN ENTRANCE RIGHT SIDE REMOVE ONE DYING SPRUCE

INSTALL 1 Norway Spruce

Tree Work

Items	Quantity	Unit	Price/Unit	Price
Landscape Labor				\$420.00
Norway Spruce - Installed Evergreen Tree 12-14'	1.00	12-14'	\$1,570.95	\$1,570.95
			Tree Work:	\$1,990.95

OAK CREEK MAIN ENTRANCE LEFT SIDE

INSTALL 1 Norway Spruce

Tree Work

Items	Quantity	Unit	Price/Unit	Price
Norway Spruce - Installed Evergreen Tree 12-14'	1.00	12-14'	\$1,570.95	\$1,570.95
			Tree Work:	\$1,570.95

Subtotal:	\$3,561.90
Sales Tax:	\$0.00
Project Total:	\$3,561.90

Terms & Conditions

Perform general cleanup of area by removing underbrush and small trees up to two inches in diameter. Remove small debris such as cans, bottles, paper, etc. Total vegetation control (ROUNDUP) to be applied to areas to reduce re growth of vegetation. All debris to be removed and disposed off-site. The above quoted prices include all labor and material to complete above specified work.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you.

By _____

Jasinto Gamez

Date 3/25/2024

**McFall & Berry Landscape
Management**

By _____

Date _____

Oak Creek Club

Mary Bowie/Main monument LEFT SIDE



Mary Bowie main monument RIGHT side





Proposal #12366

Date: 3/21/2024

PO #

Sales Rep: Jasinto Gamez

Customer:

Tamika Davis
Community Association Management
Professionals (CAMP)
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

Property:

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

DEER RUN

PLANT INSTALLATION IN CONTAINERS

DEER RUN LEFT SIDE

DEER RUN LEFT SIDE REMOVE ONE VIBURNUMS AND INSTALL

3 GOLD MOP CYPREES 8 FIRE POWER NANDINA AND 7 BLUE STAR JUNIPER

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Gold Mop Cypress - Installed Shrub 18-24"	3.00	18-24"	\$105.00	\$315.00
Blue Star Juniper	7.00	3 gal	\$77.00	\$539.00
Landscape Labor				\$112.00
Nandina Firepower - Installed 3 gal.	8.00	3 gal	\$91.75	\$734.00
Plant Installation:				\$1,700.00

DEER RUN RIGHT SIDE

DEER RUN RIGHT SIDE REMOVE ONE VIBURNUM

INSTALL 8 FIRE POWER NANDINA AND 11 BLUE STAR JUNIPER

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Blue Star Juniper	11.00	3 gal	\$77.00	\$847.00
Landscape Labor				\$84.00

Nandina Firepower - Installed 3 gal.	8.00	3 gal	\$91.75	\$734.00
--------------------------------------	------	-------	---------	----------

Plant Installation:	\$1,665.00
----------------------------	------------

Subtotal:	\$3,365.00
------------------	------------

Sales Tax:	\$0.00
-------------------	--------

Project Total:	\$3,365.00
-----------------------	-------------------

Terms & Conditions

The above quoted prices include materials, labor, mulching, one initial watering and a one-year warranty on materials and workmanship. After installation, watering becomes the responsibility of the client. If the client is unable to water in a timely manner to maintain the health and vigor of the plant material, then McFall and Berry Landscape Management, Inc. will water at an additional charge. Failure to properly water plant material will void the warranty.

NOTE: PLANTINGS IN CONTAINERS ARE NOT GUARANTEED.
THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you!

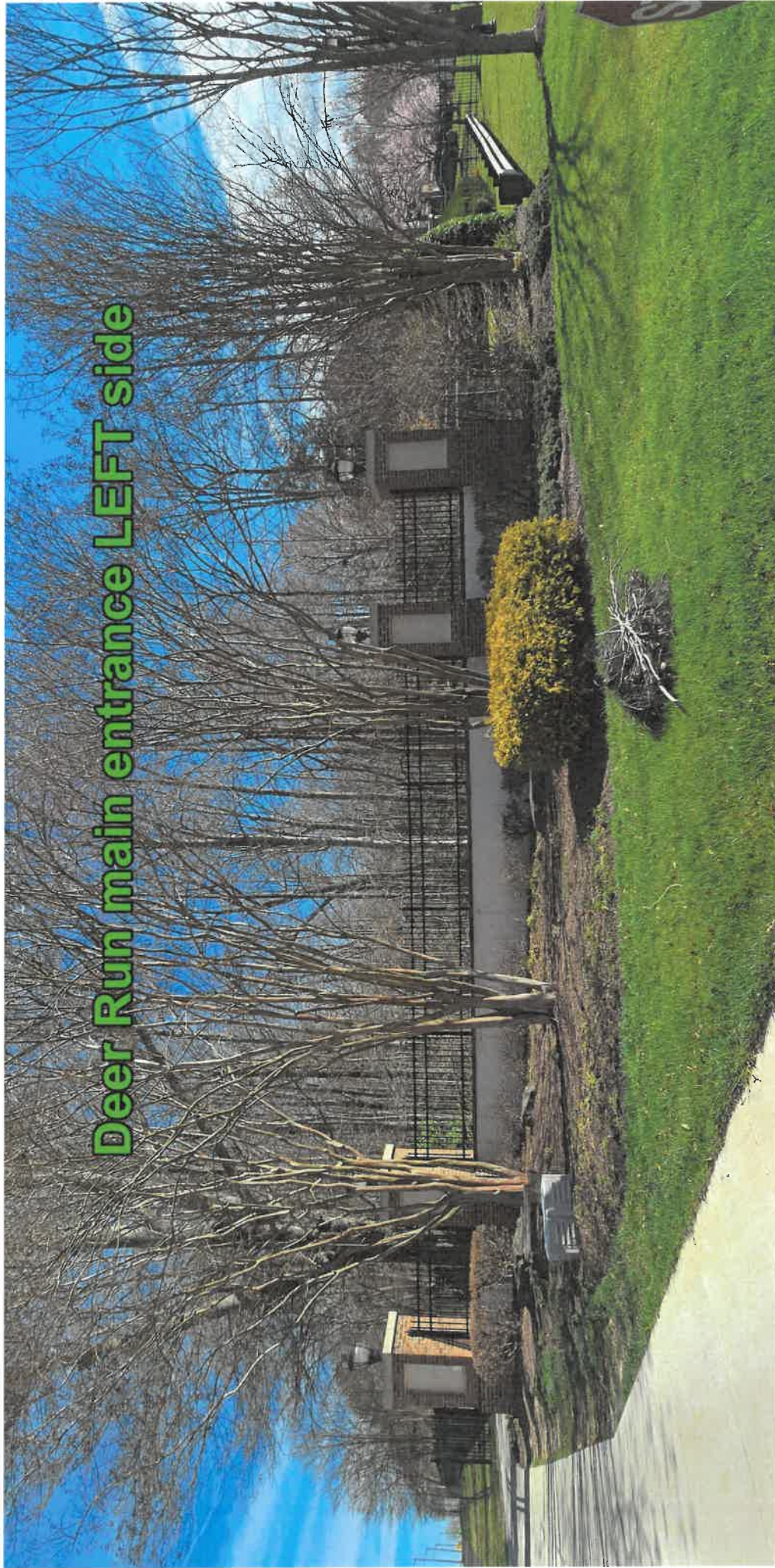
By _____
Jasinto Gamez

Date 3/21/2024
**McFall & Berry Landscape
Management**

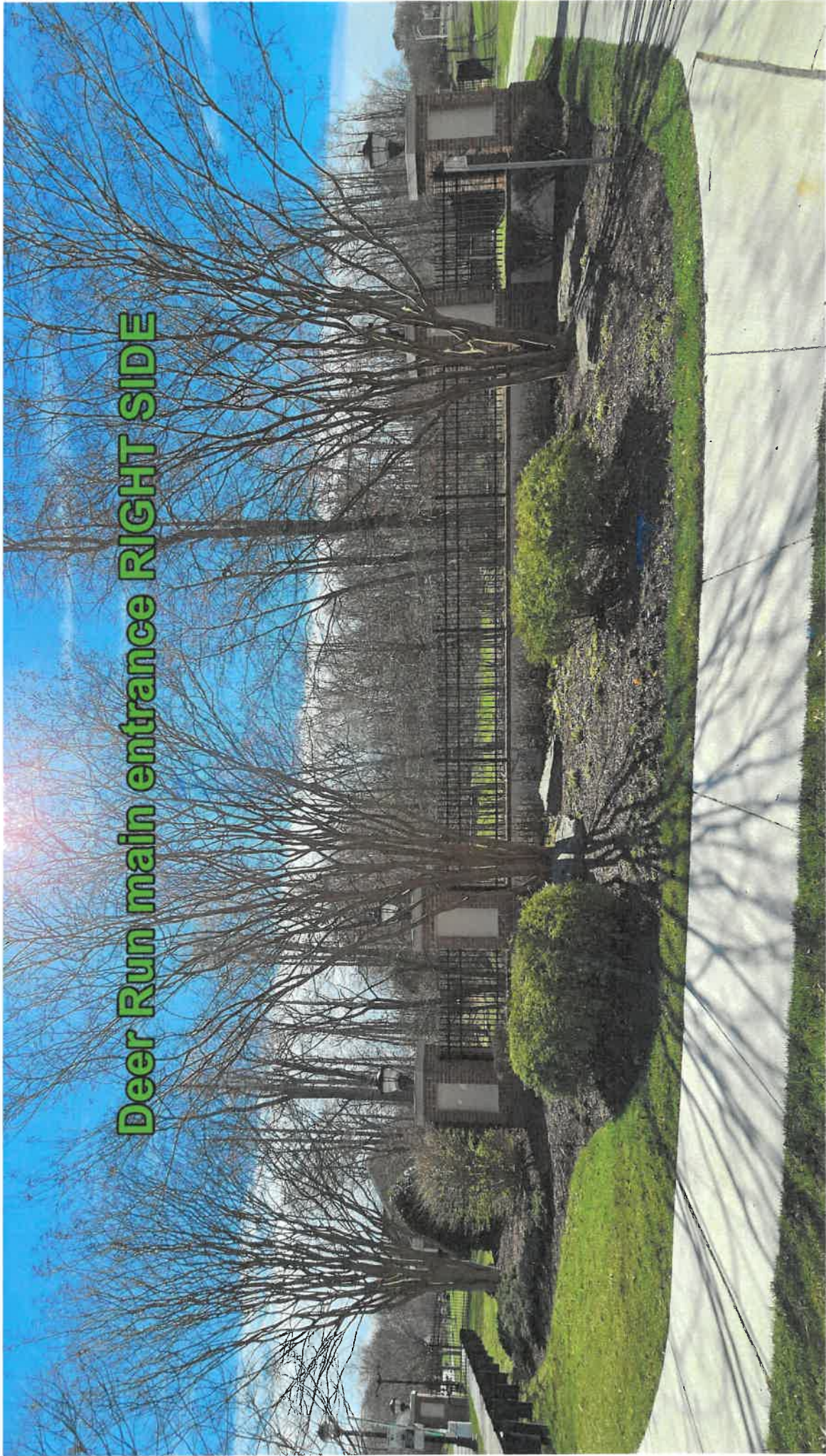
By _____

Date _____
Oak Creek Club

Deer Run main entrance LEFT side



Deer Run main entrance RIGHT SIDE





Proposal #12372

Date: 3/21/2024

PO #

Sales Rep: Jasinto Gamez

Customer:

Tamika Davis
 Community Association Management
 Professionals (CAMP)
 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Property:

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

PINE VALLEY ENTRANCE LEFT AND RIGHT MONUMENTS

LANDSCAPE LABOR / CLEANUP

PINE VALLEY LEFT SIDE

PINE VALLEY LEFT SIDE REMOVE TWO VIBURNUM

INSTALL 24 FIRE POWER NANDINA, 5 STAR BLUE JUNIPERS

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Blue Star Juniper	5.00	3 gal	\$77.00	\$385.00
Nandina Firepower - Installed 3 gal.	24.00	3 gal	\$91.75	\$2,202.00
Landscape Labor				\$140.00
Plant Installation:				\$2,727.00

PINE VALLEY RIGHT SIDE

PINE VALLEY RIGHT SIDE REMOVE TWO VIBURNUM

INSTALL 12 NANDINA FIRE POWER 12 STAR BLUE JUNIPER, 3 VARIEGATED LIRIOPE

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Blue Star Juniper	12.00	3 gal	\$77.00	\$924.00
Variegated Liriope - Installed 1 gal	3.00	1 gal	\$17.50	\$52.50
Nandina Firepower - Installed 3 gal.	12.00	3 gal	\$91.75	\$1,101.00
Landscape Labor				\$140.00
Plant Installation:				\$2,217.50

Subtotal: \$4,944.50
Sales Tax: \$0.00
Project Total: \$4,944.50

Terms & Conditions

Perform general cleanup of area by removing underbrush and small trees up to two inches in diameter. Remove small debris such as cans, bottles, paper, etc. Total vegetation control to be applied to areas to reduce re growth of vegetation. All debris to be removed and disposed off-site. The above quoted prices include all labor and material to complete above specified work.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you.

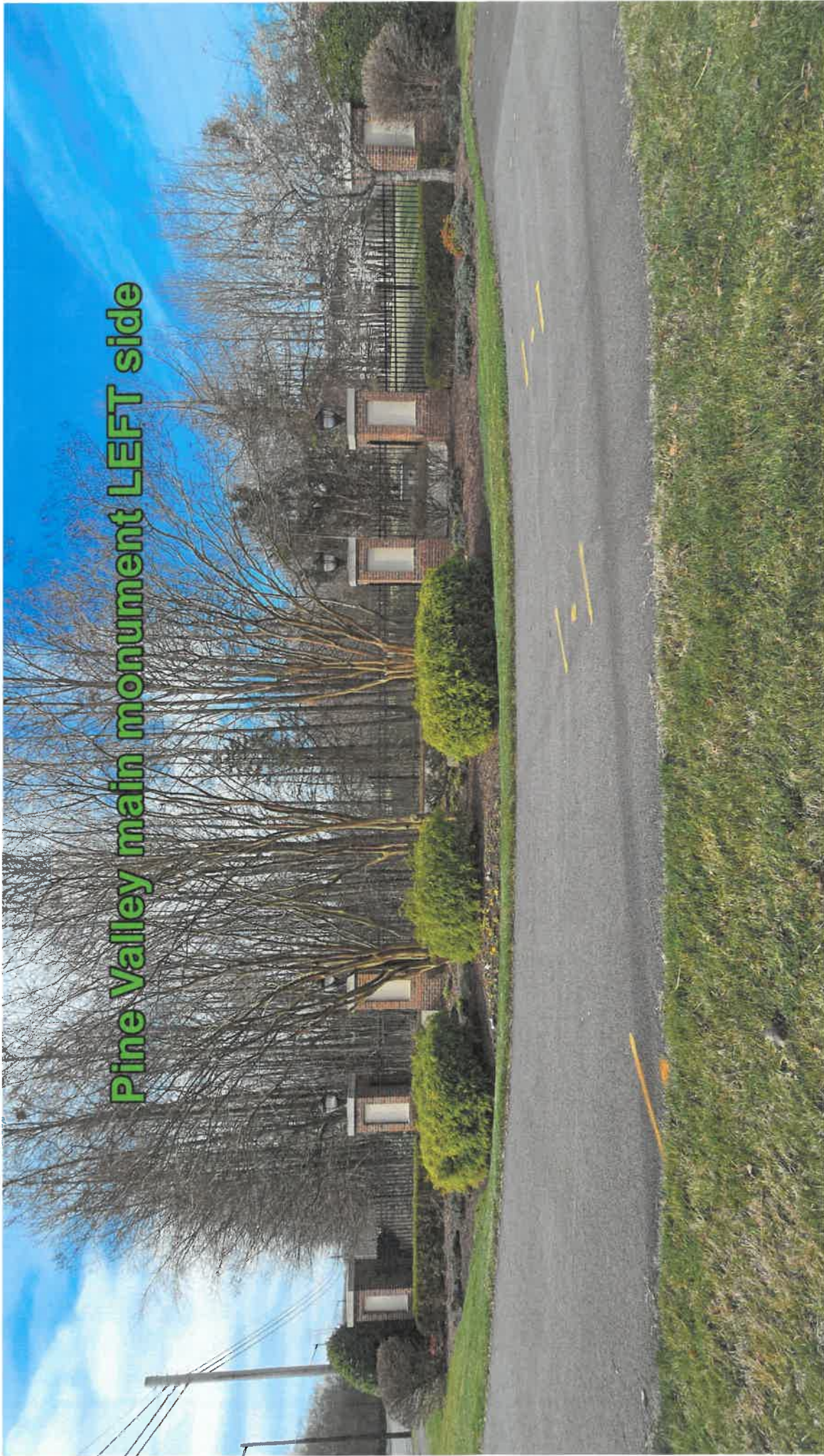
By _____
Jasinto Gamez

Date 3/21/2024
McFall & Berry Landscape Management

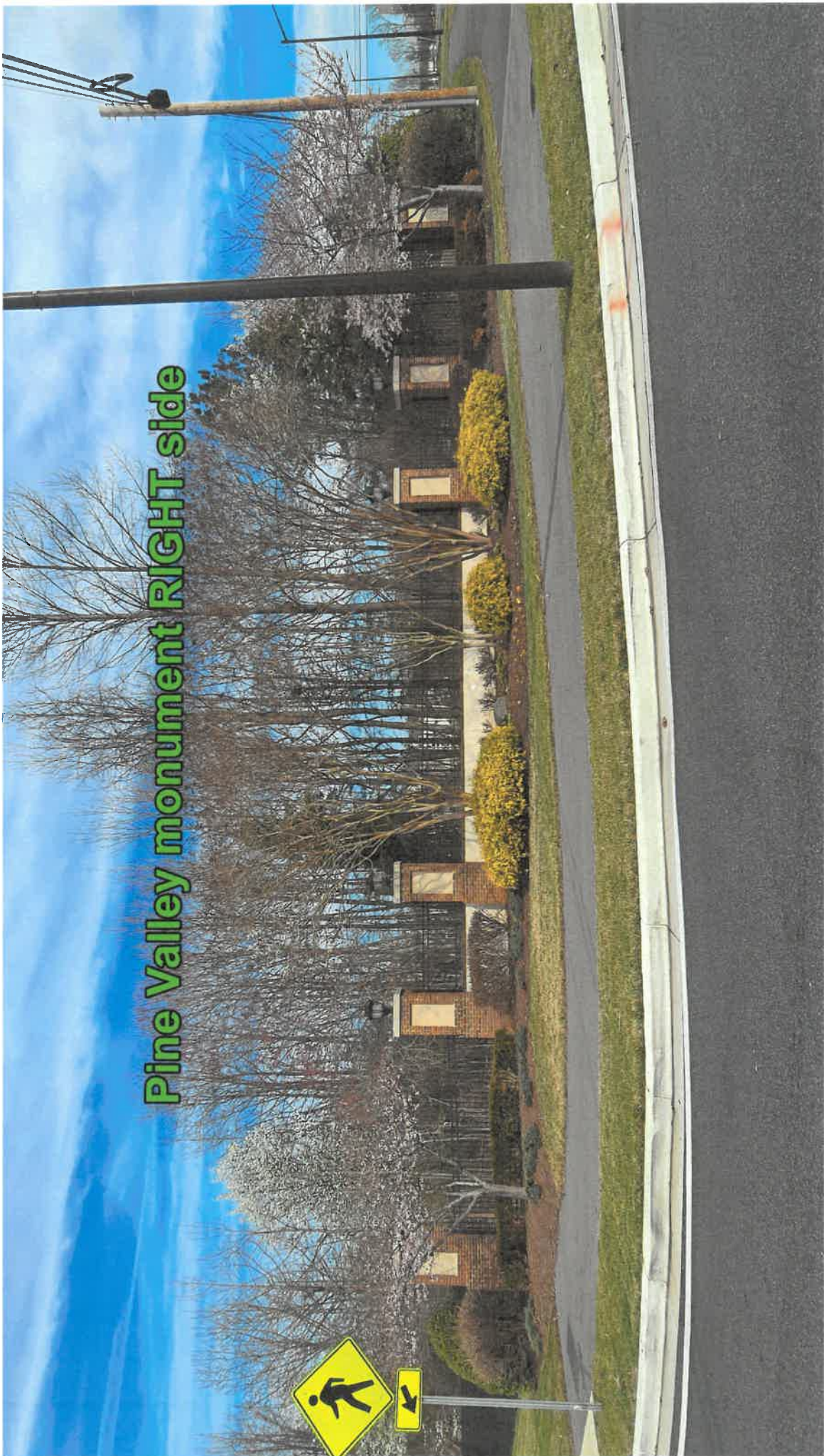
By _____

Date _____
Oak Creek Club

Pine Valley main monument LEFT side



Pine Valley monument RIGHT side





Proposal #12368

Date: 3/21/2024

PO #

Sales Rep: Jasinto Gamez

Customer:

Tamika Davis
 Community Association Management
 Professionals (CAMP)
 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Property:

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

DEER RUN ESTATES LEFT AND RIGHT MONUMENTS

LANDSCAPE LABOR / CLEANUP

DEER RUN ESTATES LEFT SIDE

DEER RUN ESTATES REMOVE ONE BURNING BUSH INSTALL

11 STAR BLUE JUNIPER, 2 GEM BOXWOOD, 2 CRIMSON BARBERRY

AND 5 NANDINAS

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Blue Star Juniper	15.00	3 gal	\$77.00	\$1,155.00
Winter Gem Boxwood - Installed Shrub 24-30"	2.00	24-30"	\$255.00	\$510.00
Crimson Pygmy Barberry - Installed Shrub 24-30"	2.00	24-30"	\$125.00	\$250.00
Landscape Labor				\$28.00
Nandina Firepower - Installed 3 gal.	5.00	3 gal	\$91.75	\$458.75
Plant Installation:				\$2,401.75

DEER RUN ESTAES RIGHT SIDE

DEER RUN ESTATES RIGHT SIDE REMOVE ONE VIBURNUM

INSTALL 17 FIRE POWER NANDINA 4 BLUE STAR JUNIPER

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Blue Star Juniper	4.00	3 gal	\$77.00	\$308.00
Landscape Labor				\$28.00

Nandina Firepower - Installed 3 gal.	17.00	3 gal	\$91.75	\$1,559.75	
			Plant Installation:	\$1,895.75	
				Subtotal:	\$4,297.50
				Sales Tax:	\$0.00
				Project Total:	\$4,297.50

Terms & Conditions

Perform general cleanup of area by removing underbrush and small trees up to two inches in diameter. Remove small debris such as cans, bottles, paper, etc. Total vegetation control to be applied to areas to reduce re growth of vegetation. All debris to be removed and disposed off-site. The above quoted prices include all labor and material to complete above specified work.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you.

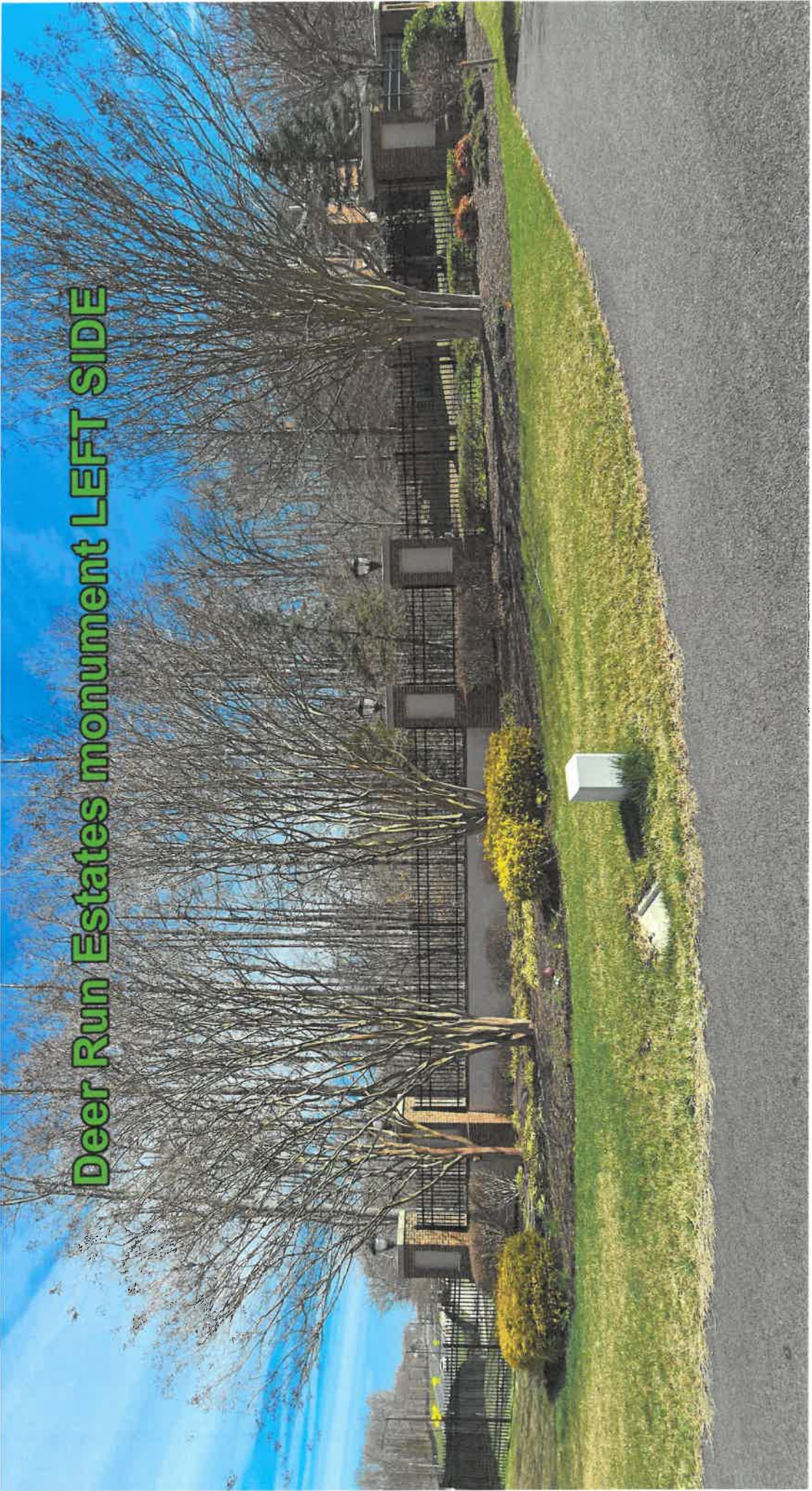
By _____
Jasinto Gamez

Date 3/21/2024
McFall & Berry Landscape Management

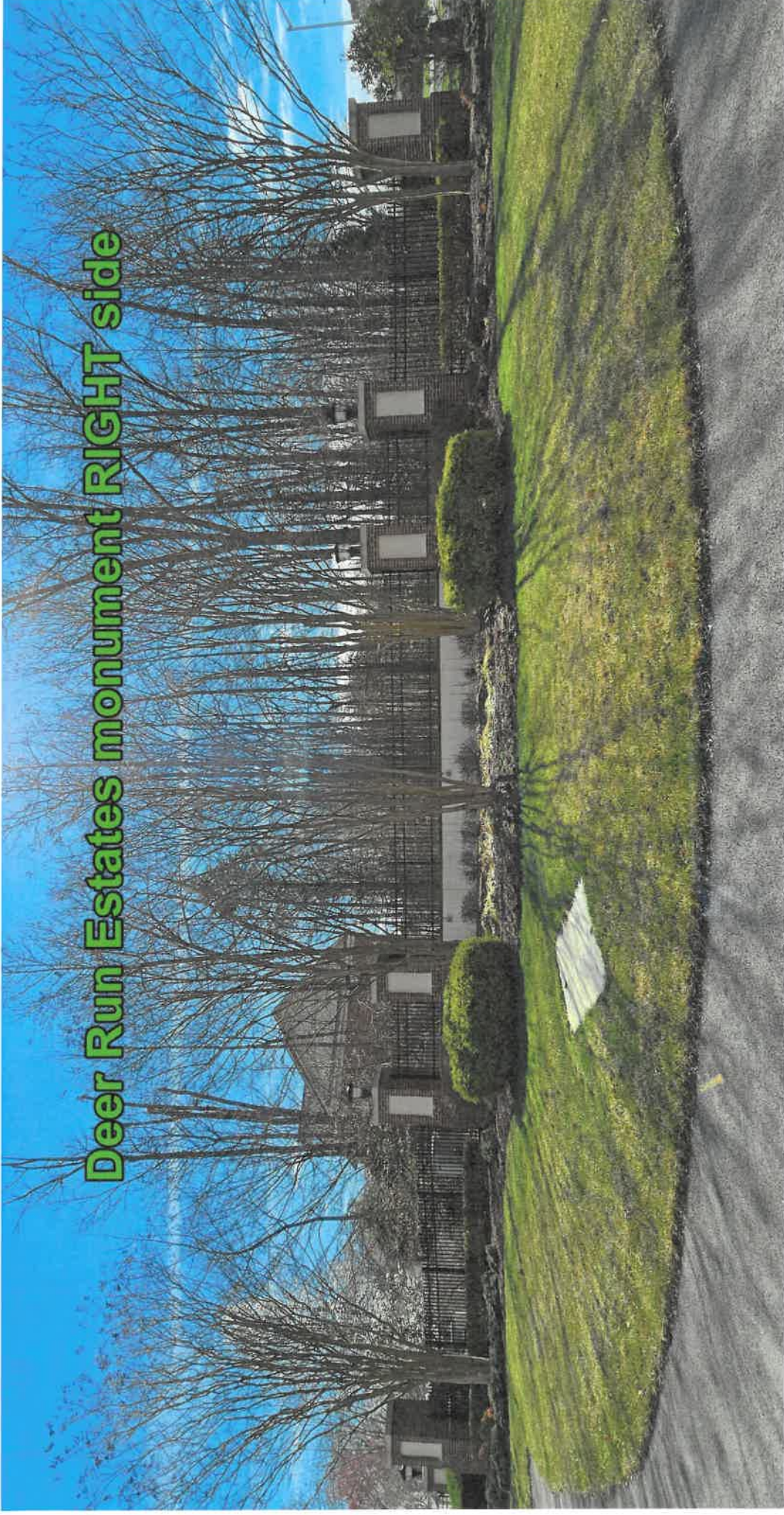
By _____

Date _____
Oak Creek Club

Deer Run Estates monument LEFT SIDE



Deer Run Estates monument RIGHT side





Proposal #12370

Date: 3/21/2024

PO #

Sales Rep: Jasinto Gamez

Customer:

Tamika Davis
 Community Association Management
 Professionals (CAMP)
 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

Property:

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

QUEEN ANNE TURN

LANDSCAPE LABOR / CLEANUP

QUEEN ANNE'S TURN LEFT SIDE

LEFT SIDE QUEEN ANNE'S TURN REMOVE TWO VIBURNUM, ONE BURNING BUSH

INSTALL 5 STAR BLUE JUNIPERS

INSTALL 5 NANDINA FIREPOWER IN CENTER OF BED

INSTALL 3 BLUE STAR JUNIPER RIGHT END OF BED

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Nandina Firepower - Installed 3 gal.	5.00	3 gal	\$91.75	\$458.75
Blue Star Juniper	8.00	3 gal	\$77.00	\$616.00
Landscape Labor				\$140.00
Plant Installation:				\$1,214.75

QUEEN ANNE'S TURN RIGHT SIDE

REMOVE TWO VIBURNUM, INSTALL 13 FIRE POWER NANDINAS AND 3 BLUE STAR JUNIPER LEFT END OF BED

Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Nandina Firepower - Installed 3 gal. along fence	2.00	3 gal	\$91.75	\$183.50

Nandina Firepower - Installed 3 gal. Right end of bed	2.00	3 gal	\$91.75	\$183.50
Nandina Firepower - Installed 3 gal. Center of bed	3.00	3 gal	\$91.75	\$275.25
Nandina Firepower - Installed 3 gal. left side of bed	6.00	3 gal	\$91.75	\$550.50
Blue Star Juniper on left end of bed	3.00	3 gal	\$77.00	\$231.00
Landscape Labor				\$140.00

Plant Installation: \$1,563.75

Subtotal: \$2,778.50

Sales Tax: \$0.00

Project Total: \$2,778.50

Terms & Conditions

Perform general cleanup of area by removing underbrush and small trees up to two inches in diameter. Remove small debris such as cans, bottles, paper, etc. Total vegetation control to be applied to areas to reduce re growth of vegetation. All debris to be removed and disposed off-site. The above quoted prices include all labor and material to complete above specified work.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you.

By _____
Jasinto Gamez
 Date 3/21/2024

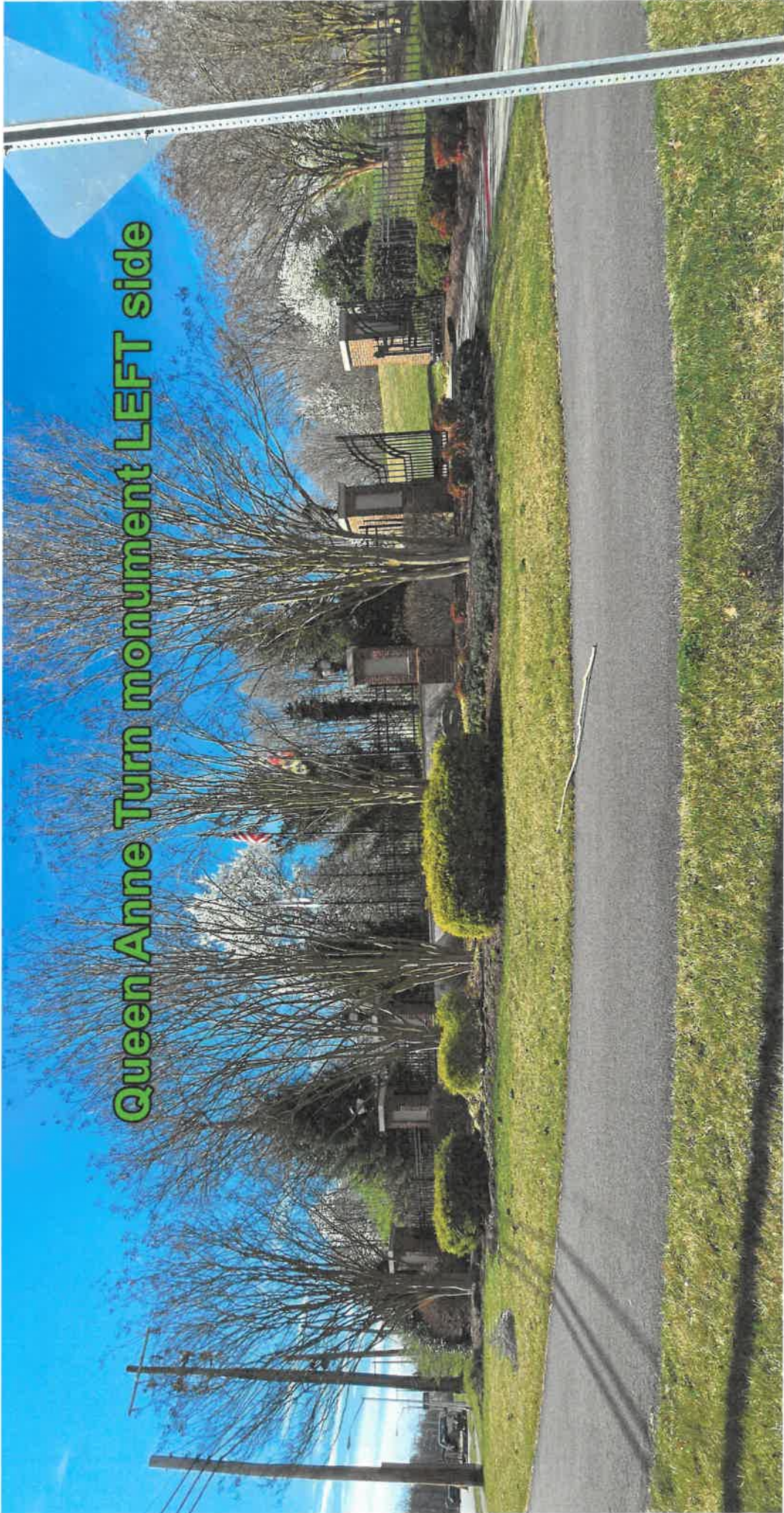
McFall & Berry Landscape Management

By _____

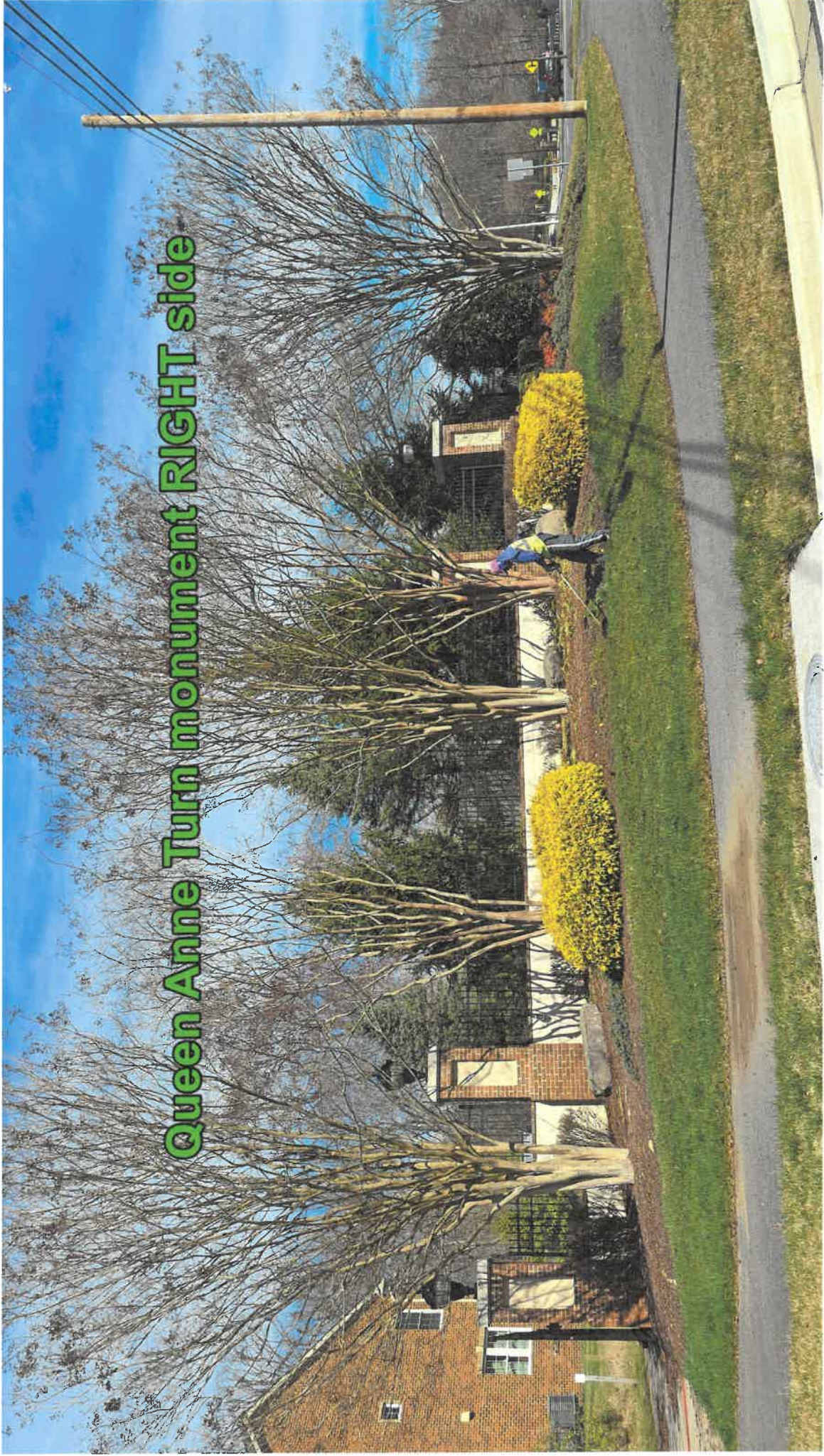
 Date _____

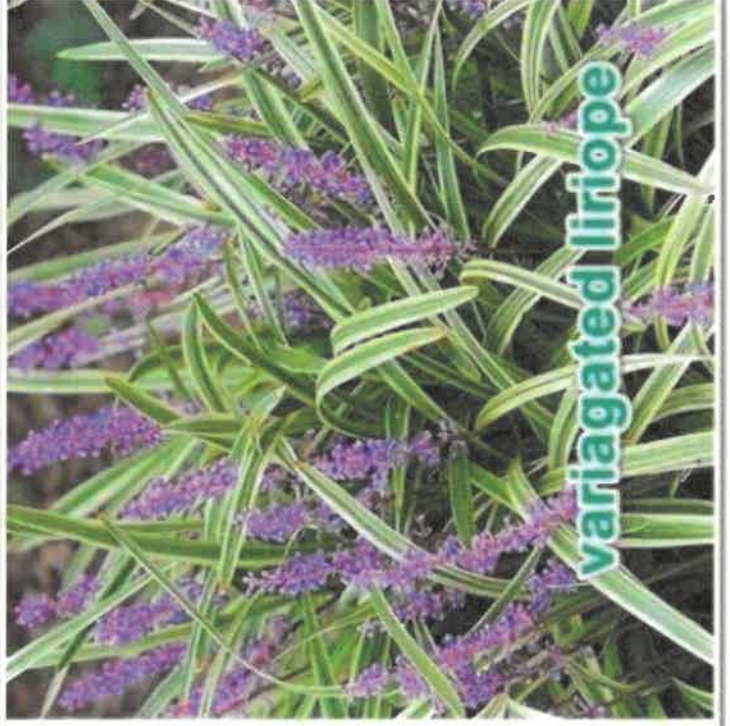
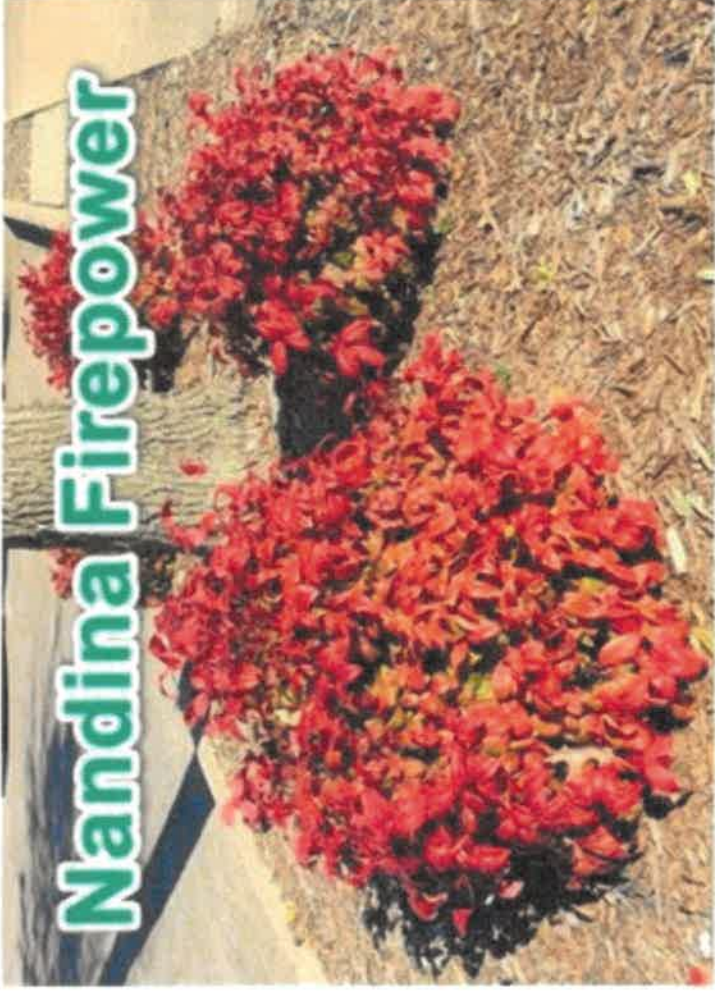
Oak Creek Club

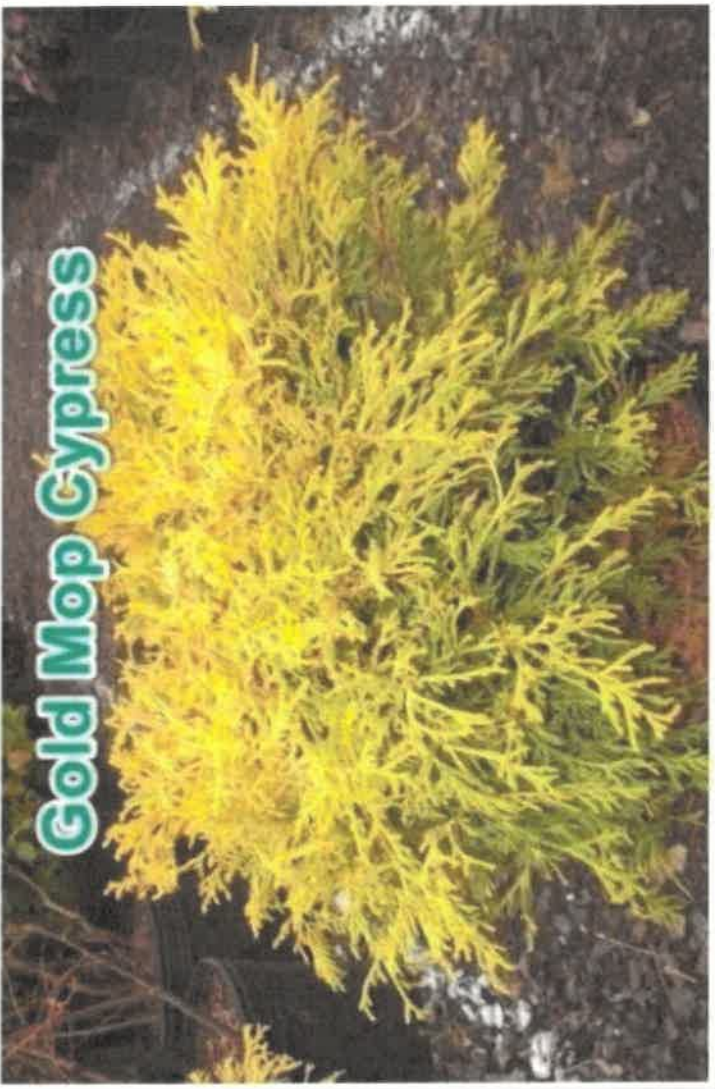
Queen Anne Turn monument LEFT side



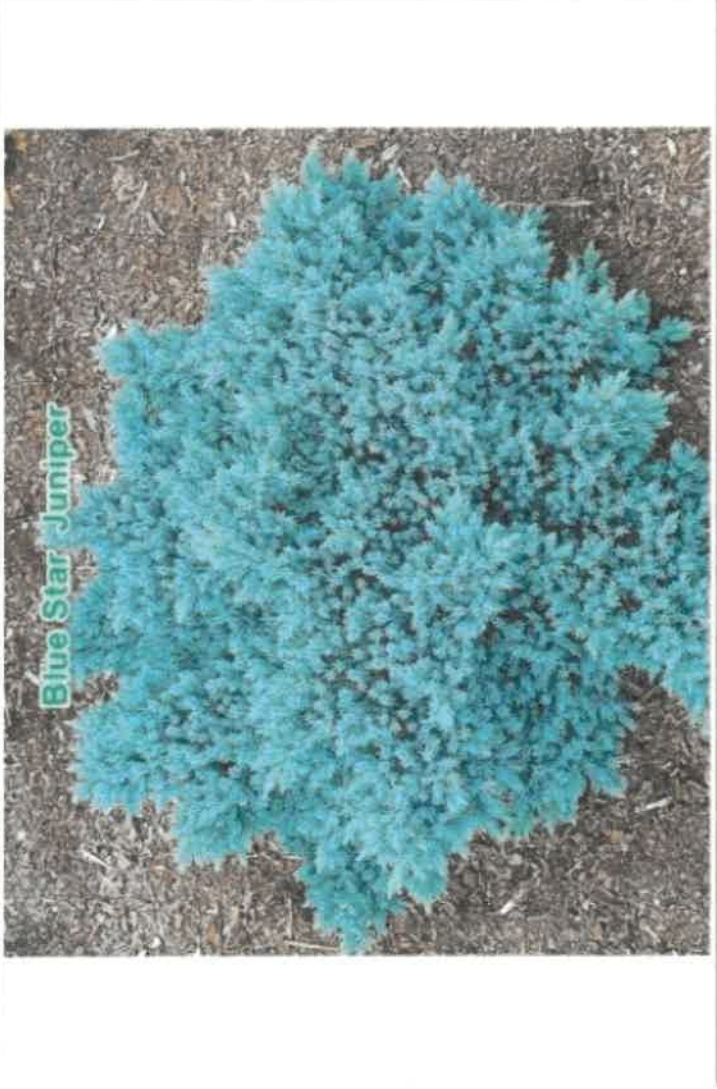
Queen Anne Turn monument RIGHT side







Gold Mop Cypress



Blue Star Juniper

Memorandum

To: Oak Creek Club Board of Directors

From: Moriah Benjamin, On-Site Assistant Community Manager- Community Association Management Professionals (CAMP)

Date: Tuesday, March 26, 2024

Re: Oak Creek Club Swim and Tennis Center Remodeling and Painting

Suggested Motion: "I move to approve The Building Mender painting proposal in the amount of \$12,046.25 to be expensed from the Community Center Fund. I also move to approve the final design from Mclean and Tircuit in the amount of \$92,187.96 for the remodeling of the swim and tennis center to be expensed from the Community Center Fund."

Attached are five proposals for the painting of the swim and tennis center and the presentation for the final design.

The final design project from McLean and Tircuit will be overseen by their company.

The scope of work for each painting proposal includes painting all walls, hard ceilings, trim columns, and doors. The areas proposed include the main hallway and the hallway past the double doors leading to the pool, the fitness center, the large conference, the management office, and the small conference room.

1. **JC Building Maintenance:** (Current Vendor) The scope of work for labor and materials to paint the walls, ceilings, and crown molding of the conference room, meeting room, management office, ladies' and men's restroom, clubhouse hallway, two entryways, one pool entryway, and all columns, doors, door frames, baseboards, and chair molding is \$11,395.00. The vendor provides a 1-year warranty for service.

2. **Miguel Team:** (Online Source) The scope of work to prep and paint the walls, ceilings, and trim, offices 1 and 2, Main hallway and columns, small conference room, large conference room, gym, hallway next to the kitchen and men's and women's restrooms with a total of \$9,500.00. Provides a 1-year warranty for service.

3. **Krause Commercial Painting:** (Current Vendor) The scope of work for the clubhouse is: 2 main offices (walls and trim with a total of \$1,860.00), main corridor (walls, columns, trim, and ceiling with a total of \$3,485.00) meeting room(walls, trim, and ceiling with a total \$955.00) hallway by the bathroom (walls, trim, and ceiling with a total of \$1,520.00) men's and women's locker room (walls and trim with a total of \$3,970.00) community room (walls and trim with a total of \$2,472.00) and fitness room (walls and trim with a total of \$1,450.00) with a total of \$15,712.00. Provides 1-year warranty.

4. **JEC Remodeling:** (Online Source) The scope of work for the doors, trims, baseboards, door trims, pillars, and ceiling, along with the labor cost, totals \$6,250.99. The scope of work for the gym area, office area, small and large conference room, hallway area, and restroom, along with the labor cost, totals \$9,987.99. The overall total is \$16,238.98. Provides a 1-year warrant for service.

5. **The Building Mender:** (Suggested by Mclean and Tircuit) The scope of work was broken down into phases. Phase one includes painting all walls, hard ceilings, wood trim, columns, and doors, which include the main hallway area and past the double doors, fitness room, and small and large conference room. Phase two consists of the office walls and door trim. Phase three includes both restrooms, and phase four consists of the conference room ceiling. The estimate includes all material costs and labor, totaling \$12,046.25. Provides a 1-year warranty.

Facilities Committee Recommendation: The Facilities Committee recommends proceeding with The Building Mender's paint proposal and the final design attached for the Swim and Tennis Center.

Management Recommendation: Management supports the Facilities Committee's recommendation to proceed with The Building Mender as the painter and to proceed with the Final Design presented by McLean and Tircuit.

As of February 29, 2024, there was \$134,094 remaining in the Community Center Fund.



March 21st, 2024

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

Re: Proposal for 2024 Interior Building Paint Services at Oak Creek Club HOA.

As per your request I respectfully submit the price to perform the below services at the location listed above.

Scope of Work

- Labor and Materials to prep areas in interior sections of clubhouse for paint services.
- Cover furniture and floors.
- Labor and materials to paint walls, ceiling and crown molding of the following rooms to include;
 - conference room
 - meeting room
 - management office
 - ladies restrooms
 - men's restroom
 - clubhouse hallway
 - 2 entryways
 - 1 pool interior entryway
- Paint All columns, doors, door frames, baseboards and chair moldings.
- The paint color is to be decided by client. *note the meeting room will have two tones of paint.
- Labor and materials to re-caulk areas as needed.
- Project to be completed in a minimum of 1-2 weeks to complete.
- JC Maintenance Service Inc to provide all labor and materials.

Price is: \$11,395.00

if the price is acceptable, please sign the bottom portion of this letter and email it to my attention so that I may process it immediately.

Respectfully

Ana Granados

X _____
Signature & Date



QUALITY CONTROL

JC Maintenance Services is committed to providing quality service to all of our customers. We work with you to successfully implement a quality process within your facility that reflects your philosophy and commitment to quality.

Regular inspections by management personnel are an integral part of our quality program. Our ability to constantly assess and document the level of service our customers are receiving is a large part success. Our quality inspection program includes:

- Monthly/ quarterly inspections by the operation manager.
- Both random and scheduled inspections by the operation manager.

With your approval **JC Maintenance Service** will institute a "Customer Satisfaction Survey" to measure your quality perceptions of our work. We track complaints and/or take corrective/preventive measures based on the nature and frequency of the occurrence of defects. These measures are tracked on a regular basis and their results are reviewed to determine areas of improvement.

Customer Communications:

Frequent communications is a key element of our project management plan. Your on-site Project Management is readily available to handle your requests, and will provide you with information about your facility on a regular basis. We make it easy for you to communicate with us. With cell-phones, and emails. We're never out of reach.

Cell phones are provided to **JC Maintenance** staff members based on the needs of the individual facility. As a result, we can provide immediate response to any situation that may occur in your facility. Customers are provided with emergency contact information.

Prepared For

Moriah Benjamin
14505 mary bowie parkway
Upper Marlboro, MD 20774
(301) 390-1721

Miguel Team LLC.

5013 Lakeland
College Park 20740
Phone: (240) 413-9475
Email: miguelteam45171@outlook.com

Estimate # 67/2
Date 03/07/2024
PO # 3/2-24

Description	Total
--------------------	--------------

INTERIOR	\$9,500.00
-----------------	-------------------

Prep and paint following areas:

Walls, ceilings and trim.

- Office #1 and #2.
- Main hallway and columns.
- Small conference room.
- Gym
- Big conference room.
- Hallway next to kitchen.
- Mens and womens restrooms.

MATERIALS	\$0.00
------------------	---------------

All materials and supplies are include in the price.

NOTES	\$0.00
--------------	---------------

MIGUEL TEAM LLC.

I believe this to be a fair and accurate estimate of all services requested by the costumer.
If anything additional should arise from the scope of work listed above, the costumer will be notified and may chose how to proceed.

INSURED BY LIBERTY MUTUAL

Subtotal	\$9,500.00
-----------------	------------

Total	\$9,500.00
--------------	-------------------

Moriah Benjamin



Work Proposal

11900 Baltimore Ave Suite E Beltsville, MD 20705 (301) 210-5007

MHIC 10216

February 18, 2020 / Revised February 22, 2022/ Revised March 11, 2024

Client

Community Association Management Professionals

Project Name & Address

14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

Job Name:

Community Building Interior Painting

Scope of Work:

All work areas mentioned in this proposal will have 2 coats of 1 new color paint applied to the walls and 1 coat of matching color paint applied to the doors, baseboards and trim. Drywall ceilings will be painted with 1 coat of ceiling white flat paint and acoustical ceilings have not been included on this proposal. All work is to be performed during normal business hours Monday to Friday.

Preparations:

Inspect and repair any minor drywall damage such as nail holes, stress cracks, scrapes and gouges. Wood trim and door frames will be caulked as necessary. Furniture and floors will be covered and protected. Wet paint signs will be displayed while work is in progress. Work areas will be scheduled with the management in advance of the start date.

2 Main Offices

\$1,030.00 walls 2 coat

\$590.00 trim 1 coat

Total \$1,860.00

Main Corridor

\$1,350.00 walls 2 coat

\$320.00 columns 1 coat

\$880.00 trim 1 coat

\$480.00 ceiling 1 coat

Total \$3,485.00

Continued -

Meeting Room

\$380.00 walls 2 coat

\$290.00 trim 1 coat

\$160.00 ceiling 1 coat

Total \$955.00**Hallway by Bathrooms**

\$690.00 walls 2 coat

\$450.00 trim 1 coat

\$180.00 ceiling 1 coat

Total \$1,520.00**Men's Locker Room**

\$1,570.00 walls 2 coat

\$155.00 trim 1 coat

Total \$1,985.00**Women's Locker Room**

\$1,570.00 walls 2 coat

\$155.00 trim 1 coat

Total \$1,985.00**Community Room**

\$1570.00 walls 2 coat

\$590.00 trim 1 coat

Total \$2,472.00**Fitness Room**

\$940.00 walls 2 coat

\$320.00 trim 1 coat

Total \$1,450.00**Total Base Bid: \$15,712.00**

PROPOSAL TERMS AND CONDITIONS

1. All work will be completed in a workmanlike manner and in accordance with industry standards.
2. This Proposal sets forth the entire agreement between the parties and any prior agreements, negotiations, or representations are superseded by this Proposal. Any changes to this Proposal shall be in writing and signed by both parties.
3. All work performed by Krause Commercial Painting is guaranteed for one year, with the exception of defects caused by Customer's abuse or alterations, improper maintenance, or normal wear and tear. The liability of Krause Commercial Painting is limited to replacement or correction of the defective work.
4. The Customer's obligation to pay for any services is not dependent on the Customer's ability to obtain financing, payment from third parties, approval of governmental agencies, or upon the Customer's successful completion of the project.
5. All work will be invoiced monthly. Invoices shall be paid in full within 20 days of the invoice date without retainage. Invoices not paid within 30 days shall incur interest at 1% per month beginning the 31st day. If an invoice is not paid within 40 days, Krause Commercial Painting shall, at its sole option, be entitled to suspend all work until paid in full. Should Krause Commercial Painting retain an attorney to collect any amount due under this Proposal, the Customer shall be responsible for any and all attorney's fees, court costs, and other costs of collection incurred by Krause Commercial Painting.
6. This agreement shall be governed by the laws of the State of Maryland. Both the Customer and Krause Commercial Painting agree to waive the right to a trial by jury for any claim, dispute or occurrence arising out of or relating to this Proposal. Any lawsuit arising out of or relating to this Proposal shall be filed in the courts of Montgomery County, Maryland.
7. Customer shall be responsible for purchasing and maintaining liability and property insurance. Customer's property insurance shall be on an "all-risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire, and physical loss or damage, including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, earthquake, flood, and windstorm.
8. Krause Commercial Painting shall not be liable to Customer for damage due to delays or other conditions beyond its control, including, but are not limited to, government regulations, fire, flood, power failures, strikes, condemnation, freight embargo, water failures, mechanical failures, inability to obtain and secure an adequate supply of materials, or acts of God or public enemy. Such conditions shall relieve Commercial Painting from the obligations hereunder and payment of damages caused thereby.
9. This Proposal shall be withdrawn and become void if it is not signed by the Customer and returned to Krause Commercial Painting within 60 days of the date of this Proposal.

-END OF TERMS & CONDITIONS-

Signature of acceptance _____ Date _____



JEC REMODELING LLC

Erick Cerna
 Please visit our website at www.jecremodelingllc.com
 Contact: 240-615-5950
JECREMODELINGLLC@GMAIL.COM

Client: Moriah
 Client Cell: 301-390-1721

Project

Painting

DESCRIPTION

Quantity	Description	Total
	JEC Remodeling LLC, will be working on property 14505 Mary Bowie Parkway, Upper Marlboro MD, 20774. We will be painting the following areas: doors, trims, baseboards, door trims, pillars and ceiling.	
	The material that will be needed for this project is the following:	
	Doors:	
	Trims:	
	Base Boards:	
	Door Trims:	
	Pillars:	
	NOTE: The items listed in RED are only required a 1 - 5 Gallon bucket of paint	
	Ceiling Area:	
1	5 Gallon bucket	
	JEC material cost:	\$ 634.99
	JEC cost for demolition/haul trash:	
	JEC labor cost:	\$ 5,650.00

	TOTAL	\$	6,250.99
--	--------------	-----------	-----------------

Signature: _____

Date: _____



JEC REMODELING LLC

Erick Cerna

Please visit our website at www.jecremodelingllc.com

Contact: 240-615-5950

JECREMODELINGLLC@GMAIL.COM

Client: Moriah

Client Cell: 301-390-1721

Project

Painting

DESCRIPTION

Quantity	Description	Total
	JEC Remodeling LLC, will be working on property 14505 Mary Bowie Parkway, Upper Marlboro MD, 20774. We will be painting the following areas: Gym, Two Offices, (1) small confrence room, (1) large confrence room, Hallways giving access to varies areas and fnal, two restrooms.	
	The material that will be needed for this project is the following:	
	Gym Area:	
1	5 Gallons for wall paint	
	Office Area (2):	
1	5 gallon for wall paint	
	Small Confrence Room Area:	
1	Gallons for wall paint	
	Large Confrence Room Area:	
4	Gallons for wall areas for the top part (trim divinding top/bottom wall)	
3	Gallons for wall area for the bottom	
	Hallways Area:	
8	Gallons for wall paint	
	Restrooms (2) Area:	
3	Gallons of Primer	
1	5 gallon for wall paint	
5	8 Mil Paper 4-ft x 140-ft Drop Cloth	
1	9-ft x 400-ft Clear 0.5-mil Plastic Sheeting	

5	Masking Tape	
	JEC material cost:	\$ 1,752.99
	JEC cost for demolition/haul trash:	
	JEC labor cost:	\$ 8,235.00
TOTAL		\$ 9,987.99

Signature: _____

Date: _____

The Building Mender LLC.
 309 Tamerack Court
 Upper Marlboro MD. 20774

Estimate

Date	Estimate #
------	------------

1/17/2024 1284

Darren Brown 301-785-2477

DBrown.TBM@Gmail.com

MHBR#8518

Name / Address

McLean and Tircuit. LLC
 Sherly T. Mclean
 2302 Parkside Drive
 Mitchellsville MD. 20772

Rep

D

Description	Qty	Rate	Total
14505 Mary Bowie Pkwy. HOA.. Rec. Center painting			
1. Phase 1 Painting shall include the following: A. Paint all walls, Hard ceiling, wood trim, columns and doors (door painting will only include painted room facing side of the door) the following areas to be painted in this phase includes The Main area and area past the double doors to leading to the pool, Fitness room, Conference room, Community room.		6,625.00	6,625.00
2. Phase 2 Painting Shall include: The office walls, Door and trim.		1,750.00	1,750.00
3. Phase 3 painting shall include Both Male and Female rest rooms.		1,250.00	1,250.00
4. Paint conference room tile ceiling Black		850.00	850.00
5. Incidentals including paint, covering content manipulation and cleanup.		1,571.25	1,571.25
This estimate include all Labor, paint and materials required to complete the project.			
Draw schedule:			
1st draw due prior to start of the project. \$4015.42			
2nd. draw due when main entrance hallway walls and ceiling are painted. \$6500.00			
3rd draw due at completion of the project \$1530.83			

Aggreement Signature _____	Total	\$12,046.25
----------------------------	--------------	-------------






Invoice: OAK-004







Oak Creek HOA
14505 Mary Bowie Parkway
Upper Marlboro, MD
20774






McLean and Tircuit LLC
617 Main St.
Laurel, MD
20707



11 Mar. 2024

Item / Proposal Ref	Item	Qty	Per Unit	Amount This Invoice	Tax
03 / OAK001	ART - LB 40 x 40 Kasinda: MULTICOLOR, 40"X40"	1	\$892.40	\$892.40	S
					
04 / OAK001	ART - LB 40 x 40 Kasim: MULTICOLOR, 40"X40"	1	\$892.40	\$892.40	S
					
05 / OAK001	Winters Effect: 38.5" x 48.5"	1	\$700.00	\$700.00	S
					
COR01 / OAK001	CONSOLE: perfect for a narrow space at just nine inches deep, this four-door cabinet can provide a great presence to a hallway, dining room, or under a flat screen TV. Made of American walnut veneer and solid hardwoods, the cabinet features sculptural ombre-finished brass doors that rest on a raised Parsons foot base. Includes one adjustable shelf per interior section. 70 W X 36 H X 9 D (in)	1	\$1,891.67	\$1,891.67	S
					
COR02 / OAK001	END TABLE: Cloud Marble Top and Refined Brass Bottom, 18 in (w) x 18 in (d) x 22 in (h)	2	\$505.00	\$1,010.00	S
					

Item / Proposal Ref	Item	Qty	Per Unit	Amount This Invoice	Tax
COR03 / OAK001	BENCH 3 BACK: BENCH WITH 3 PILLOW BACKS ATTACHED. W 76 D 26 H 24	2	\$3,476.25	\$6,952.51	S
					
COR04 / OAK001	SWIVEL LOUNGE CHAIR: SWIVEL LOUNGE CHAIR, Width: 28 Height: 35 Depth: 35	4	\$1,295.30	\$5,181.21	S
					
COR05 / OAK001	CHANDELIERS: CHANDELIERS, Width/Diameter: 31.50"	3	\$1,146.67	\$3,440.01	S
					
COR06 / OAK001	FLOOR LAMP: a textured matte black steel branch structure displaying clear glass globes, planted in an antique brass chunky block foot, 66H, Shade 8H X 3 Dia. (in)	2	\$413.33	\$826.67	S
					
COR07 / OAK001	TABLE LAMP: Made of cast black man-made stone this cool space-age shape has us feeling futuristic vibes. The fabric shade is captured between a tall brass pillbox cap and brass cylindrical finial, 29H, Shade 12H X 12 Dia. (in)	2	\$198.33	\$396.67	S
					
COR08 / OAK001	MIRROR: faceted edges. Gold leaf backing on selected facets add punch, warmth, and glitz to the frame shape, Overall 44.5"W x 44.5"H x 2"D (50 lbs) Reflective area 36"L x 36"W	2	\$831.67	\$1,663.34	S
					

Item / Proposal Ref	Item	Qty	Per Unit	Amount This Invoice	Tax
COR09 / OAK001	CEILING WALLPAPER: CEILING WALLPAPER	6	\$456.66	\$2,740.01	S
					
COR10 / OAK001	HANGING WALLPAPER:	1	\$3,312.50	\$3,312.50	E
COR11 / OAK001	ESTIMATED WALLPAPER SHIPPING:	1	\$200.00	\$200.00	E
COR12 / OAK001	RUG RUNNER: RUG RUNNER SPANNING THE WHOLE CORRIDOR, ONE END TO THE OTHER	2	\$6,077.81	\$12,155.62	S
					
COR13 / OAK001	RUG RUNNER FREIGHT/DELIVERY/SPREAD:	1	\$280.00	\$280.00	E
COM01 / OAK001	TABLE: Meeting Room Leg Meeting Table with Modesty Panel, 24"X72"	5	\$500.73	\$2,503.67	S
					
COM02 / OAK001	CHAIR: Premium Metal Base Glides, Stacks 10 High, tapered front legs and swept square back legs, Silhouette Style Back, High strength steel frame, Top Rail/Hand Hold, Width: 18.5 inches, Depth: 24.5 inches, Height: 37.5 inches	50	\$485.91	\$24,295.88	S
					
CONF01 / OAK001	CONFERENCE ROOM TABLE:	1	\$2,975.01	\$2,975.01	S
					

Item / Proposal Ref	Item	Qty	Per Unit	Amount This Invoice	Tax
CONF02 / OAK001	CONFERENCE ROOM CHAIR:	6	\$662.50	\$3,975.01	S
					
EST01 / OAK001	ESTIMATED FREIGHT/DELIVERY 15%:	1	\$11,553.87	\$11,553.87	E
				Subtotal:	\$87,838.45

Subtotal:	\$87,838.45
MDST	\$4,349.51
Total:	\$92,187.96

NOTE: PAINTING BILLED SEPERATELY.

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Tashawn Andrews, Covenants Administrator
Community Association Management Professionals (CAMP)

Date: Monday, April 1, 2024

Re: Social Committee Requests

Suggested Motions:

"I move to approve the University of Maryland Alumni Center venue for the 2024 Adult Holiday Party, with \$10,100.00 to be expensed from Homeowner Activities, and I move to approve the Eventbrite website for community event registration.

Please see the attached Social Committee requests and holiday venue proposal for the 2024 Adult Holiday Party.

Venue for Adult Holiday Party

The Social committee requests approval to use the University of Maryland Alumni Center for the 2024 Adult Holiday Party. The proposal is for the venue, equipment, and bar service only; food must be procured from an approved catering company affiliated with the venue. At the time of the event, the bar will be an all-cash bar. The total cost for the venue and bar service is \$10,100.00. A deposit of \$2,525.00 is due on or before April 15, 2024, and another deposit of \$2,525.00 is due on or before June 15, 2024, totaling \$5,050.00.

Use of Eventbrite for Event Registration

The Social Committee requests approval to use Eventbrite for community registration and check-in for events that require registration. (Eventbrite is free for events at no cost to attendees). Brand Design does not charge for registration. Registration is a part of the monthly maintenance fee.

Management's Recommendation: Management recommends proceeding with the University of Maryland Alumni Center venue selected by the Social Committee and using Eventbrite for event registration. Eventbrite will eliminate the manual tracking process currently done by management and reduce the margin for errors. Management should have full access to the Eventbrite platform to ensure all who register are HOA compliant.

As of 4/1/2024, The Social Committee has \$71,818.38 remaining. The approved 2024 budget amount for this GL Code is \$90,000.

Appendix A

Appendix A - Social Committee's Holiday Party Venue Recommendations

Committee Ranking	Venue Name	Estimated Minimum cost	Availability / Deposit Amount	Website	What's included	What's not included	Notes
1	Alumni Center	\$10,100	12/6	http://www.umd.edu	Tables Chairs Dance floor Uplighting Beverages (4 cash bar setup, cups) 4 bartenders and 4 cashiers Security (required when there is a bar) A/V All taxes, fees and surcharges	Crashling Catering (estimated to be \$30k to \$35k)	This venue does not provide catering. Can receive \$500 discount by \$50 or \$125 alumni association membership. One member of the committee is an alum. On-site equipment rental.
2	Venue Least: Marriott College Park	38,700	12/7 9516:15 (due February 13, 2024)	https://www.marriott.com https://www.marriott.com/hotels-and-hotels/college-park-marriott-hotel-and-casino-resort/overview	Tables Chairs Stage F&B minimum Tableware	Uplighting Dance floor additional bar setup, bartenders, cashiers, and service personnel A/V Taxes, fees and surcharges Gratuities	F&B minimum is a minimum - other costs may need to be considered, including taxes and fees, and whether the f&b minimum will provide enough food for those in attendance given the costs of the menu items at this venue. Total cost for 2023 was \$44k. Please note that the requests that are included in the contract are not inclusive of the requests that we will be making. For instance, there are 2 bartenders and 1 cashier listed as part of the contract. We hope to have 4 of each this year, however the hotel representative did not make the update to the estimated cost to include this cost. This also means that the estimated cost could exceed that of the \$44k that was incurred last year.
3	MGM	74,911	12/7 N/A	https://mymgm.com/locations/mgm-maryland https://www.mgm.com/locations/mgm-maryland https://www.mgm.com/locations/mgm-maryland	Tables Chairs F&B minimum Tableware The contracted price includes an estimate of taxes, fees, and surcharges.	Uplighting Dance floor 2 bartenders A/V Gratuities Unsure of what fees and surcharges may or may not be included in the estimate on the contract	F&B minimum is a minimum - other costs may need to be considered, including taxes and fees, and whether the f&b minimum will provide enough food for those in attendance given the costs of the menu items at this venue. Contract includes 2 bartenders, not the 4 we hope to have.

Notes:

- The committee is recommending the the University of Maryland Alumni Hall due to cost and value as well as availability and the ability to accommodate our expected number of guests. This venue provided a list of only 9 dates in the whole year of 2024 that it is still available, of which 12/8 is one. This demonstrates how popular this venue is and how quickly it books up. Given this, the Committee recommends that we move as quickly as possible to secure the Alumni Center before it becomes unavailable. The venue is requesting a deposit by April 15, 2024.
- All food and beverage costs are minimums and contracts are "bare bones". Once a venue is confirmed, we will work out the appropriate menu and additional necessities according to our budget, which could include service fees, taxes, and other fees. For the UMD Alumni Center, we will research the venue's approved venues and their pricing.
- If we are unable to secure the UMD Alumni Hall for the requested date, the Committee may move to have an Adult party that is equivalent to the standard for the past Adult Holiday parties, outside of the holiday timeframe.
- The Committee would like the Board to consider whether we can begin securing a vendor for holiday parties in the previous year as many venues are booked a year or more in advance. This would mean securing the venue for 2025 during the 2024 calendar year.



Oak Creek Club HOA Holiday Party Friday, December 6, 2024

BOOKING CONTRACT: 19151098

ACCOUNT: Oak Creek Club HOA
CONTACT: TaShawn Andrews
ADDRESS: 14505 Mary Bowie Parkway
 Upper Marlboro, MD 20774

EMAIL: tandrews@oakcreekclub.com

PHONE: 301-390-1721

SALES MANAGER: Lindsey Wareing

EMAIL: riggs4events@umd.edu

PHONE: 1.301.405.9756

ADDRESS: 7801 Alumni Dr., College Park, MD
 20742

PAY TO: UMD Alumni Association

EVENT SUMMARY

Name	Guests	Date	Areas	Setup Start	Time	Teardown End
Oak Creek Club HOA Holiday Party	400	12/6/2024	Orem Alumni Hall and Rever Marble Hall	6:00 pm	8:00 pm – 12:00 am	1:00 am

ROOM RENTAL/PACKAGE

Qty		Price	Discount	Discount Price	Total
1	Special Event Package Friday-Sunday up to 400 Guests	\$8,500.00	\$500.00	\$8,000.00	\$8,000.00
	<u>Inclusions:</u>			(flat)	
	- (1) Room Rental of Choice				
	- LED Uplights				
	- Audiovisual equipment for slideshow/ presentation (projector and screen in room)				
	- Tables (60" round, 6' rectangular, cocktail rounds)				
	- Silver Chivari Chairs				
	- Your choice of a white dance floor OR up to 9 panels of staging.				
	- 2-hour allotment for set-up (Caterer and Decor can access Orem 3 hours in advance if space is available)), 4-hour allotment of event time, and 1-hour allotment for clean-up & breakdown.				
10	(2) Security Guard (quantity is hours for all guards)	\$50.00			\$500.00

Total \$8,500.00

EQUIPMENT AND AV

Qty		Price	Total
1	Heise Projector and Screen - Included in Room Rental		
1	Doetsch Projector and Screen - Included in Room Rental		
2	Orem A Projector and Screen - Included in Room Rental		
1	Rever Hall Advertising Screen - Included in Rever Room Rental		
400	Silver Chiavari Chairs - Included in package		
40	60" Round Table (Seats 8-10) - Included in Package		
27	6FT Rectangular Table (Seats 6-8) - Included in Package		
30	Cocktail Table - Included in Package		
1	White Dance Floor (Size:21x21) - Included in Package		
20	LED Uplight - Included in Package		
			Total \$0.00

BEVERAGE ORDER/CATERING

Qty		Price	Total
4	Cash Bar - (4 Hours) Event guests purchase their own beverages. Each bar requires a cashier in addition to the bar staff. Menu includes all available alcohol. <u>MENU</u> Domestic Beer: Miller Lite, Yuengling, Sam Adams Seasonal - \$7.00 Imported/Specialty Beer: Heineken, Corona, Stella Artois - \$9.00 House Wine: Canyon Road Pinot Grigio, Canyon Road Chardonnay, Copper Ridge Merlot- \$8.00 Premium Wine: Copper Ridge Pinot Grigio, Josh Chardonnay, Josh Pinot Noir, Josh Cabernet Sauvignon- \$10.00 Vodka: Belvedere Gin: Hendricks White Rum: Plantation Dark Rum: Ron Zapaca Tequila: Don Julio Scotch: MACALLAN 12yr. Whiskey: Jameson Bourbon: Woodford Reserve Cognac: Hennessy Black (Mixed Drinks- \$10.00-\$15.00) Soft Beverages: Pepsi, Diet Pepsi, Sierra Mist, Ginger Ale, Tonic, Soda Water - \$3.00 Juice: Orange, Pineapple & Cranberry Juices, Bottled Water & Voss - \$5.00		

(One bar is required per 100 guests. Bartender charged at \$50/

	hour. Cashier charged at \$25/hour.)		
20	(4) Bartender (quantity is hours for all bartenders)	\$50.00	\$1,000.00
20	(4) Cashiers (quantity is hours for all cashiers)	\$25.00	\$500.00
2	Portable Bar	\$50.00	\$100.00
			Total \$1,600.00

BEVERAGE/BAR/CATERING NOTES

Caterer will be chosen from our list of approved caterers found [here](#). Bar services are offered through Riggs Alumni Center. Ask your Event Manager today about options!

		Total
Equipment Rentals		\$100.00
Billed Labor		\$1,500.00
Security Fees		\$500.00
Event Package		\$8,000.00
Subtotal		\$10,100.00
Sales Tax	0.0%	\$0.00
Liquor Tax	9.0%	\$0.00
Grand Total		\$10,100.00
Deposit (Due 4/15/2024)	Unpaid	\$2,525.00
2nd Non-refundable Deposit (Due 6/15/2023)	Unpaid	\$2,525.00
Amount Due		\$10,100.00

BILLING NOTES

Non-profit \$500 Package Discount Applied. Please provide proper tax documentation.



Oak Creek Club HOA Holiday Party Friday, December 6, 2024

TERMS AND CONDITIONS

The University of Maryland Alumni Association (Licensor) thanks you for choosing the Samuel Riggs IV Alumni Center to host your event. Please review your detailed event information listed below. If there are any questions or concerns, please contact your Event Manager.

TERMS OF LICENSE

1. RESERVATIONS/FIRST PAYMENT:

Rooms will be reserved on a first-received basis. Reservations are made by delivering to the Director of Sales & Marketing a fully executed license agreement accompanied by a first payment (the "First payment").

For special event package booking package a 25% non-refundable deposit is due within 48 hours of receiving the contract. The second 25% non-refundable deposit is due 30 days after signing the contract with final payment due 3 weeks before the event. For all other events a first payment equal to either (i) 50% of the license fee if (a) the license fee is equal to or greater than \$500 and (b) the date of the event is at least 30 days after the date of such submission, or (ii) 100% of the license fee if (a) the license fee is under \$500 or (b) the date of the event is less than 30 days after the date of such submission. First payment is due at time of signing the contract and is non-refundable. At this time the reservation will be complete. Final payment is due 3 weeks before event. Friday and Sunday rates are not applicable over the holiday weekend(s). This includes, but not limited to, New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

The periods surrounding all home football games, Homecoming, Maryland Day, and Commencement will be blocked out for use by the Alumni Association and released to others after the Alumni Association's schedule is completed. In general, these events are scheduled at least one year in advance. Please note licensor follows the University of Maryland holiday schedule and is closed on these dates.

2. LICENSE FEE:

If Full Day Rental: The license fee is based on a four-hour event. This block of time is for the actual event. Caterers and vendors will be admitted to the venue space two hours prior to the event for setup. Any vendors arriving early without prior approval will not be permitted into the building until their contracted time. Clean-up must be completed within one hour after the event.

If Half Day Rental: The license fee is based on a two-hour event. This block of time is for the actual event. Caterers and vendors will be admitted to the venue space one hour prior to the event for

setup. Any vendors arriving early without prior approval will not be permitted into the building until their contracted time. Clean-up must be completed within one hour after the event.

The Director of Sales & Marketing must approve additional set-up/clean-up time. *Additional event time is billed at \$350.00 per hour.* The remaining balance of the license fee (if any) is due three weeks prior to the event. License fees are subject to change from time to time; provided that any price changes will not affect any fully executed license agreement that has been delivered to your Event Manager along with the appropriate first payment. Our normal weekday event hours are 8:30 am - 5:00 pm Monday - Friday. Set-up can begin as early as 6:00 am. One (1) hour is allotted at the conclusion of the event for clean-up, not to exceed past 2:00am. *Event time stated on contract includes move in and move out times. Additional event time is billed at \$500.00 per hour if not pre-arranged.*

3. PAYMENT:

All bills are prepared by and payable to the University of Maryland Alumni Association. Payments may be made by check, money order, Visa, MasterCard, American Express or Discover. Maryland sales tax will be added to all applicable charges. Those organizations that are exempt from Maryland Sales Tax must provide a copy of their Maryland Tax Exemption Certificate to the Event Manager at the time the reservation is made. There will be a \$30 service fee for any returned checks. All final payments are due 3 weeks prior to the event date. If final payment is received later than 2 weeks in advance, payment must be in the form of a certified check, money order or credit card. All events must have a valid credit card on file with Licensor from Licensee.

- All deposits are non-refundable

- We accept Check, Money Order, Visa, MasterCard, Discover and American Express. Checks should be made payable to University of Maryland Alumni Association

4. CANCELLATIONS:

All deposits are non-refundable. In addition, if cancellations are made with less than 30 days advance notice, Licensee is liable for the remaining license fee (if any) if the space is not re-licensed prior to the event time. First payment is applied only to the original license date. Money cannot be rolled over to other events or event dates, should the Licensee cancel the contracted event. Licensor reserves the right to charge the Licensee's credit card on file for any cancellation charges, with written notice to the Licensee.

COVID (PANDEMIC) Cancellation Policy:

Our standard cancellation policy does not allow refunds on deposits and does not allow transfer of dates. However if a group is cancelling due to a worldwide, national, regional, state, and/or county pandemic and it is impossible to host the event we will issue a full refund or allow you to transfer your date. If it is improbable, meaning we can host events and you elect not to continue, for whatever reason as it relates to the pandemic, to host your event we will allow a date transfer, no refunds will be given.

5. FORCE MAJEURE:

If the Premises or any part of the Center is destroyed or damaged by an Act of God or any other cause, or if any other casualty or unforeseen occurrence renders the Center unsafe or impracticable to use, then this Agreement shall be terminated and the Licensee shall be entitled to reimbursement of the unearned portion of fees and charges for services. If any act or omission of Licensee, its agents, employees, members or invitees render the Center or any part thereof unsafe or impracticable to use then Licensee shall be liable for all fees charged hereunder as well as any and all charges, costs, claims or liabilities, direct or indirect, accrued or suffered by Licensor as a result thereof, in addition to such other damages as may result from such acts or omissions. The Samuel Riggs IV Alumni Center follows the University of Maryland inclement weather procedures. If the event is canceled due to inclement weather, Licensor will make commercially reasonable efforts to reschedule the event for another date.

6. EQUIPMENT/ANCILLARY SERVICES:

Rental equipment, chivari chairs, audio/visual aids, lecterns, LCD players, dance floors, stage, tenting and other sub-rented items etc. may be arranged through your event manager on Licensee's behalf. All ancillary items are subject to a 6% Maryland State Sales Tax. Charges will be included on the final bill. Additional charges that occur at the event will be billed within two weeks of the event. Licensee shall have two weeks after receiving such bill to make payment in full for such additional charges. In the event that Licensor does not receive such payment in full within such 2-week period, Licensee hereby authorizes and directs Licensor to charge such additional charges to the credit card account of Licensee being held pursuant to Section 13 hereof.

Vinyl dance floor wraps are permitted on our dance floor with a *\$500.00 deposit. The deposit will be returned if determined no damage has been done to the dance floor by the wrap or by wrap installers.* The University of Maryland Alumni Association must be listed as an additional insured party on the insurance certificate of the vendor/rental company that is wrapping the our dance floor. The insurance and deposit are due 3 week prior to the event date.

Visual display equipment is included in all conference rooms and will be part of Licensee's rental package. Complimentary equipment will include screens and LCD projectors. All equipment is subject to availability.

7. CATERING:

To ensure the success of your event, Licensor has pre-screened a wide range of excellent area caterers. All Licensees must contract directly with one of these required caterers for their food and non-alcoholic beverage. Licensee is not permitted to bring in outside food or beverages. If Licensor finds food from a caterer not on the approved list Licensee will be fined \$1000.00 fee directly to the credit card Licensor has on file. Wedding cake is permitted to be brought in from vendor of Licensee choosing. Additional services of linen and china/service rental needs may be booked through the caterer or another equipment provider of Licensee choosing. Alcohol must be provided by Licensor, regardless of the number of attendees.

DROP OFF CATERING

If licensee uses drop off catering service through one of the required, approved caterers a drop-off catering cleaning fee will be charged. This fee covers the disposal and cleaning of room/floor. Licensee is responsible for set up and clean up of food/beverage. All trash is to be put in provided trash receptacle by Licensee prior to leaving. If any trash is left after an event the Licensee will be charged additional cleaning costs to the credit card on file. Linens are not included. For rental information of these items please ask your event manager. Beverages must be Pepsi products.

8. ALCOHOL:

Licensee hereby covenants and agrees to ensure compliance at its event with the terms of Licensor's liquor license, a copy of which can be viewed at the offices of the Licensor, as well as all applicable alcoholic beverage laws. Licensee specifically acknowledges that (i) all persons must be at least 21 years of age to possess or consume alcohol and (ii) alcoholic beverages may not be sold or served to individuals who appear to be or are intoxicated. All alcoholic beverage services must be contracted through the Licensor. Contact your event manager for a list of options and pricing. All alcoholic beverage offerings are subject to change. Licensor assumes no responsibility for the improper and/or illegal consumption of alcoholic beverages during your event at the Alumni Center. Shots of alcohol will not be permitted during events. Alcohol is subject to a 9% Maryland State Beverage Tax. If Licensee or Licensee's guests are found bringing in outside beverages Licensor reserves the right to contact the University of Maryland Police Department and Licensee's event may be ended immediately. Licensee is also subject to a \$500 fine. Licensor will not be responsible for returning any monies paid for the event. When selecting the host bar option, a \$500 deposit is required and remaining balance is due within 72 hours of event end. (1) Cashier per bar is required for hosted and cash bar options. *Drink tickets are non-refundable and non-negotiable. Client will be charge for amount purchased. Client will be responsible for any additional fees over and beyond issued tickets.*

9. PARKING; CAMPUS CONSTRUCTION AND EVENTS:

Licensee acknowledges that the University may from time to time in the future host events or undertake construction projects on campus buildings or property surrounding the Alumni Center, including but not limited to events or construction that may restrict normal traffic routes to the Alumni Center and reduce available parking in close proximity to the Alumni Center. Licensee acknowledges that such events or construction and any resulting restrictions to traffic routes or parking availability shall not be deemed a breach by the Licensor under this Contract. It is recommended that Licensee contact Licensor prior to the Event for information regarding planned events or construction around the Alumni Center of which Licensor has received notification from the University. Please note, the campus has a security checkpoint at both entrances of campus. This security checkpoint ensures that the driver of the vehicle entering campus has a valid driver's license and asks where the participants are headed on campus. This checkpoint begins each evening at 10:00 pm.

10. ARRANGEMENT DEADLINES:

Final arrangements (Room set-up diagram, audio/visual needs, additional special arrangements) for all events must be provided to the Event Manager, in writing, no later than two weeks prior to the event for review and approval. For any events held in Orem Alumni Hall, Licensee must schedule an initial meeting with Licensor to discuss event needs at least 4 weeks prior to the event date. On site charges may be subject to changeover fee not to exceed \$500.00.

11. AMERICANS WITH DISABILITIES ACT MUTUAL COMPLIANCE:

The Licensor and Licensee shall make reasonable accommodations for guests as stated in the Americans with Disabilities Act.

12. PROPERTY DAMAGES:

Licensee is fully responsible for any damages to facility and/or equipment at the event described above. A valid credit card is required, on file with the event manager, for damages that may occur. The Licensee will be notified within two weeks of the conclusion of the event if any damages occur. Licensee is then responsible for payment within two weeks of notification of these charges and Licensor reserves the right to charge the credit card on file if Licensee does not arrange other payment options.

13 INDEMNIFICATION:

Licensee hereby agrees to indemnify and hold harmless Licensor and its present and future members, controlling persons, directors, officers, employees and agents from any and all claims, demands, actions, causes of action, damages, expenses, losses, or liabilities arising in any way out of Licensee's use of the Alumni Center including, without limitation, any such claims, demands, actions, causes of action, damages, expenses, losses, or liabilities incurred by Licensor due to any violation of the covenants made by Licensee in Section 16 hereof.

14. INSURANCE:

During the term of this License, unless Licensor has expressly waived this requirement in writing, Licensee shall maintain public liability insurance with a limit of not less than \$1,000,000 bodily injury and property damage combined single limit each occurrence. The University of Maryland Alumni Association must be listed as an additional insured party on the certificate. Proof of insurance must be submitted a minimum of 15 days prior to the term of this license.

15. RESTRICTIONS:

Licensee shall comply with each of the following restrictions. Failure to comply with any of the following restrictions may, at Licensor's sole option, result in the immediate revocation of this License as set forth in Section 21 below:

- a. The use of flower petals, glitter, rice, confetti, birdseed, or other similar related items including smoke, fog, colored water. Open flames and taper candles are not permitted. Votive candles and hurricanes, or similarly enclosed, candles may be permitted at the

- discretion of The Riggs Alumni Center; candles may not be incorporated into floral décor for any reason. Flame candles may not be hung.
- b. Banners, signs, decorations, etc. may not be taped, glued or otherwise affixed to walls, floors, or columns and/or hung from light fixtures and ceilings. The Riggs Alumni Center will provide adequate directional signage for your event inside the building.
 - c. No Alumni Center property, fixtures or furnishings may be moved without specific written approval of the event manager.
 - d. The Riggs Alumni Center is a smoke-free environment. Smoking is permitted outdoors in designated areas only.
 - e. Gambling of any kind is prohibited.
 - f. No pets of any kind are allowed except for service animals.
 - g. Lost or misplaced items are not the responsibility of the Riggs Alumni Center.
 - h. Nothing is to be placed in the Moxley Garden fountain.
 - i. All balloons must be weighted down prior to entering event space.
 - j. Drones are not permitted on the University of Maryland campus.
 - k. The use of dry ice during an event is not permitted.
 - l. No portion of the corridors, walkways, hallways and vestibules comprising a part of the facility shall be obstructed at any time by Vendor or used for any purpose other than ingress and egress to and from the Space(s). Ingress and egress of all existing doorways and walkways must be maintained.
 - m. Fire extinguisher boxes must be accessible at all times.
 - n. Licensee, Approved Caterer and/or Vendor shall not make any changes or alterations to any part of the interior or exterior of the Space(s) or any other part of the facility.
 - o. *Capacity limitations on the spaces rented.*

ROOM	SQ FT	THEATER	RECEPTION	BANQUET	CLASSROOM	BOARDROOM
AAI Conference Room	396	30	35	30	18	16
Chaney Library	523	40	40	40	21	20
Clagett Executive Patio	1,116	--	50	40	--	--
Crist Board Room	1,149	85	85	80	50	48
Maryland Club	945	--	70	--	--	--
Brophy Lounge		--	40	--	--	--
Moxley Gardens	11,650	200	200	--	--	--
Orem Alumni Hall All	7,273	850	850	500	350	106
Orem Alumni Hall 2/3	4,815	400	450	300	200	64
Orem Alumni Hall 1/3	2,815	200	200	150	75	50

Rever Alumni Hall of Fame	2,304	150	400	120	--	--
Young Garden Terrace	2,088	100	100	80	--	--

16. CLEANING SERVICES:

Licensors are responsible for cleaning services in all common areas of the building. Licensee's caterer is responsible for the removal and disposal of all trash related to food & beverage functions. The licensee is responsible for the removal of all bulk trash during the term of the license contract. The removal of bulk trash is applicable to the ballrooms, conference rooms, pre-function areas and registration areas. Bulk trash is defined as all boxes, crates, pallets, packing materials, decorations and other items not easily removed by a standard vacuum or push broom. Such items should be removed by the end time stated on the license contract. Should licensee leave bulk trash after the contracted license time, licensors have the right to charge licensee's credit card on file for a *minimum* cleaning fee of \$300.00. Licensors will provide one trash dumpster haul per event. A typical 800 person event should be accommodated by one dumpster. Additional dumpsters or additional dumpster pulls will be billed at the prevailing rate. Cleaning and trash removal fees will be assessed if Licensors standards are not maintained and will be charged to the Licensee. Any additional cleaning that is required due to licensee's event and guests will be billed to the licensee at a rate of **\$40.00** per hour, per worker. Licensors reserve the right to charge the credit card on file after notifying Licensee of the additional cleaning required.

17. SIGNS AND BANNERS:

Interior Banners may be hung by Licensee's decoration or production company. In order for Licensors to hang banners, they must be freestanding or have grommets and cause no permanent damage to the building, its walls, floors or ceilings or Riggs IV Alumni Center Equipment. They cannot adhere to the walls, block doorways or exit signs. Locations of banners and how they are installed are subject to approval of the Licensors' Director of Sales and Marketing or Event Program Manager. Protection of the facility and safety of attendees are our primary considerations.

Exterior banners may be considered when the building is being used exclusively by one Licensee. Limited locations are available and are subject to the final approval of the Director of Sales and Marketing or Event Program Manager. Once approval has been obtained from the Director, banners may be hung by Licensee's decorator or production company. In order for Licensors to hang banners, they must have grommets and cause no permanent damage to the building, its walls, floors or ceilings or Riggs IV Alumni Center Equipment.

Signs shall be mounted and displayed appropriately. Signs cannot be taped, nailed or screwed to walls, doors, ceiling, floor, related fixtures or equipment. Signs can be placed on easels that do not block aisles, doorways or exits. Signs cannot block exit signs, emergency exits, fire alarms, or suppression equipment. Licensors can provide up to (10) easels for a fee.

18. SECURITY:

Security is required for all events serving alcohol or with 250 attendees or more. Security is also required with those events where 50 percent of attendees are minors (minors are defined as persons under the age of 18). One security guard will be required for every 150 people in attendance at the event. Security will reserve the right to bar entrance to the event or expel guests from the event as it deems necessary. A University of Maryland Police Department (UMPD) officer is required at all events with cash being exchanged. All proms that take place at the Alumni Center are required to hire at least (1) UMPD Police Officer. Licensor's primary concern is to protect the safety and security of all event guests as well as the students at the University of Maryland. Should Licensor deem that security is necessary for Licensee's event, Licensor reserves the right to require Licensee to contract additional security services through resources Licensor deems appropriate. Licensor reserves the right to determine that security is not necessary and waive the fee for Licensee, Licensee does not hold this right. Should Licensee refuse to hire the required security, Licensor reserves the right to terminate the contract and Licensee will forfeit any monies paid.

All events are subject to a security review by the University of Maryland Police Department at the recommendation of the Samuel Riggs IV Alumni Center. Information regarding University Police Department special events policies can be found at http://www.umpd.umd.edu/services/Special_Events.cfm

1. Factors: Security review recommendations will be determined on a case by case basis based upon location, event times, event history, expected attendance, ticket sales options, history of entertainer or speaker, cash sales, etc.

2. Charges: All charges for security are the responsibility of the client. The term "elected official" will normally include United States President and Vice President, Maryland Governor and Lieutenant Governor, representatives to the United States Congress or Maryland General Assembly.

3. Event Cancellation: The Event & Guest Services Office and University Police Department reserves the right to cancel any event that poses a security risk to University students, faculty, staff, facilities or equipment.

19. PHOTOGRAPHY

All photos taken at the event and shared with the Licensor are able to be utilized for Licensor's marketing purposes, unless permission is denied by the Licensee. Licensee must submit a written request asking for photos not to be used. Photos could be used in the following manner: in print materials, on the Licensor's website or social media pages. All photos will issue credit to the appropriate photographer.

20. REVOCABLE LICENSE:

This License grants the Licensee a revocable, non-transferable, non-exclusive right to use that portion of the Riggs IV Alumni Center set forth above for the specific purposes set forth above. The University of Maryland Alumni Association reserves the right to deny use or continued use of its facilities to persons or organizations not complying with the Alumni Association's policies and procedures set forth in this document or as otherwise set forth in writing and delivered to Licensee. No portion of the license fee shall be refunded to Licensee if this License is terminated as set forth above.

Please sign to acknowledge acceptance of the terms and conditions set forth herein and return with the initial payment. Reservations are not confirmed until this signed contract and initial payment are received by Licensor.

Thank you for choosing the Samuel Riggs IV Alumni Center for your event!

**Samuel Riggs IV Alumni
Center Signature**

Client Signature

Printed Name: Lindsey Wareing
Signed: 3/27/2023 at 10:32 am

Lindsey Wareing

ACCOUNT: Oak Creek Club HOA

CONTACT: TaShawn Andrews

ADDRESS: 14505 Mary Bowie Parkway
Upper Marlboro, MD 20774

EMAIL: tandrews@oakcreekclub.com

PHONE: 301-390-1721

SALES MANAGER: Lindsey Wareing

EMAIL: riggs4events@umd.edu

PHONE: 1.301.405.9756

ADDRESS: 7801 Alumni Dr., College Park, MD
20742

PAY TO: UMD Alumni Association

[Help Center](#) > [Terms and policies](#)

Data Privacy Framework Notice

Last Updated: October 13, 2023

In this article

- [Data Privacy Framework](#)
- [Types of personal data we collect and use](#)
- [Data transfers to third parties](#)
- [Security](#)
- [Access rights](#)
- [Your choices](#)
- [Standard Contractual Clauses](#)
- [Questions or complaints](#)
- [How to contact us](#)

Data Privacy Framework

We, Eventbrite, Inc. ("Eventbrite") are committed to protecting your privacy and comply with the EU-US Data Privacy Framework, the Swiss-US Data Privacy Framework, and the UK Extension to the EU-US Data Privacy Framework (together the "Data Privacy Framework") as set forth by the US Department of Commerce regarding the collection, use and retention of personal data from European Economic Area ("EEA") member countries, the United Kingdom ("UK") and Switzerland. Eventbrite has certified that it adheres to and will abide by the Data Privacy Framework Principles of Notice, Choice, Accountability for Onward Transfer, Security, Data Integrity and Purpose Limitation, Access, and Recourse, Enforcement, and Liability.

For purposes of enforcing compliance with the Data Privacy Framework, Eventbrite is subject to the investigatory and enforcement authority of the US Federal Trade Commission.

For more information about the Data Privacy Framework, see the US Department of Commerce's Data Privacy Framework website located at: <https://www.dataprivacyframework.gov/>. To review our certification on the Data Privacy Framework list, see the US Department of Commerce's Data Privacy Framework located at: <https://www.dataprivacyframework.gov/s/participant-search>.

[Ask a question](#)

Types of personal data we collect and use

Our online [privacy policy](#) describes the categories of personal data we may receive in the United States, as well as the purposes for which we use that personal data. We will only process personal data in ways that are compatible with the purpose we collected it for, or for the purposes you later authorize. Before we use your personal data for a purpose that is materially different from the purpose we collected it for or that you later authorized, we will provide you with the opportunity to opt-out. We maintain reasonable procedures to help ensure that personal data we collect and use is reliable for its intended use, accurate, complete, and current.

Data transfers to third parties

Agents, consultants and service providers: We may share your personal data with our contractors and service providers who process personal data on behalf of Eventbrite to perform certain business-related functions. These companies include our marketing agencies, database service providers, backup and disaster recovery service providers, email service providers and others. When we engage another company to perform such functions, we may provide them with information, including personal data, in connection with their performance of such functions.

If we have received your personal data in the United States and subsequently transfer that information to a third party agent or service provider for processing, we remain responsible for ensuring that such third party agent or service provider processes your personal data to the standard required by our Data Privacy Framework commitments.

Eventbrite Group Companies: We may also share your personal data with our parent companies, subsidiaries and/or affiliates for purposes consistent with this Notice.

Business Partners: We also provide information to our channel partners, such as distributors and resellers, to fulfill product and information requests, and to provide customers and prospective customers with information about Eventbrite and its products and services.

Business Transfers: As we develop our business, we might sell or buy businesses or assets. In the event of a corporate sale, merger, reorganization, dissolution or similar event, personal data may be part of the transferred assets.

Disclosures for National Security or Law Enforcement: Under certain circumstances, we may be required to disclose your personal data in response to valid requests by public authorities, including to meet national security or law enforcement requirements.

Organizers: When you purchase tickets to, register for or donate to an event or related fundraising page on or through our services, we provide the personal data entered on the applicable event or related fundraising page to the Organizers of such event and related fundraising page.

Facebook and Other Third Party Connections: You can connect your Eventbrite account to your accounts on third party services like Facebook, in which case we may collect, use, disclose, transfer and store/retain information relating to your account with such third party services in accordance with this Notice.

Legal Requirements: We may disclose your personal data if required to do so by law in order to (for example) respond to a subpoena or request from law enforcement, a court or a government agency, or in the good faith belief that such action is necessary to

1. comply with a legal obligation,
2. protect or defend our rights, interests or property or that of third parties,
3. prevent or investigate possible wrongdoing in connection with the Services,
4. act in urgent circumstances to protect the personal safety of Users of the Services or the public, or
5. protect against legal liability.

We try to minimize disclosures of personal data as reasonably practical because we are mindful of our responsibility and potential liability in cases of onward transfers to third parties.

For further information about how we disclose your personal data, please see our [online privacy policy](#).

Security

We maintain reasonable and appropriate security measures to protect personal data from loss, misuse, unauthorized access, disclosure, alteration, or destruction in accordance with the [Data Privacy Framework](#).

Access rights

You may have the right to access personal data that we hold about you and request that we correct, amend, delete it if it is inaccurate or processed in violation of the [Data Privacy Framework](#). These access rights may not apply in some cases, including where providing access is unreasonably burdensome or expensive under the circumstances or where it would violate the rights of someone other than the individual requesting access. If you would like to request access to, or a correction, amendment, or deletion of your personal data, you can submit a written request to the contact information provided below. We may request specific information from you to confirm your identity. In some circumstances we may charge a reasonable fee for access to your information.

Your choices

You can request your personal data or to delete your personal data by visiting the [Eventbrite Privacy Center](#). You can also unsubscribe from our marketing communications by following the instructions or unsubscribe mechanism in the e-mail message, or by updating your email preferences located in your [Account Settings](#).

Standard Contractual Clauses

Eventbrite uses [Standard Contractual Clauses](#) (Controller-to-Processor) as set forth in the Annex to European Commission Implementing Decision (EU) 2021/914 of June 4, 2021, as the legal mechanism for data transfers from the EU and EEA to the United States.

Questions or complaints

You can direct any questions or complaints about the use or disclosure of your personal data to us at privacy@eventbrite.com. We will investigate and attempt to resolve any complaints or disputes regarding the use or disclosure of personal data within 45 days of receiving your complaint. We have further committed to cooperate

and comply with the panel of European data protection authorities (DPAs), the [Swiss Federal Data Protection and Information Commissioner](#) and the [UK Information Commissioner](#) respectively in the resolution of any Data Privacy Framework complaints we do not otherwise satisfactorily address with you directly. Your DPA contact details can be found [here](#). Under certain conditions, more fully described on the [Data Privacy Framework](#) website, you may invoke binding arbitration when other dispute resolution procedures have been exhausted.

How to contact us

If you have any questions regarding this Notice or if you need to request access to or update, change or remove personal data that we control, you can do so by contacting privacy@eventbrite.com or by regular mail addressed to:

Eventbrite, Inc. Attn: Legal Department 95 Third Street 2nd Floor San Francisco, California, 94103 United States

Changes to this Notice

We reserve the right to amend this Notice from time to time consistent with the Data Privacy Framework's requirements.

Still have questions?

Contact us

Use Eventbrite

- Create events
- Pricing
- Content standards
- Site status

Browse resources

- Taxes
- Webinars for new organizers
- Reconvene virtual sessions for organizers

Download apps

- Eventbrite app for iOS
- Eventbrite app for Android
- Eventbrite Organizer app

Connect with us

- Twitter
- Facebook
- Instagram
- Contact support