

OAK
CREEK



OAK CREEK CLUB
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Virtual Meeting

DATE: September 9, 2025

6:30 P.M.

BOARD MEETING PACKAGE

You are invited to a Zoom meeting.

When: Tuesday September 9, 2025 at 6:30 pm.

Register in advance for this meeting:

Zoom link:

<https://us06web.zoom.us/meeting/register/X62M-etVSy-VDVXNe-Dg6w>

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

The meeting agenda will follow separately!

OAK CREEK CLUB HOA, INC.

VISION/MISSION STATEMENT

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

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I. Association Calendar

Oak Creek Club HOA (2025):

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

<p>Manage Weather Events Lake Source LLC for pond management services scheduled March to Nov. (2x a month) Feb to Dec (1x a month)</p> <p>Traffix Logic (Speed Radar) Cloud Subscription Exp. 2/1/2025 Finalize/ Summarize Pool Management Bids for BOD Presentation</p> <p style="text-align: center;"><u>Committee Meeting</u></p> <p style="text-align: center;">Budget & Finance Committee 2/3 Grounds Committee 2/4 Elections Committee 2/18 Covenants Committee 2/18 Access Control Committee 2/19 Social Committee 2/20 Facilities Committee 2/27 Communication Committee</p>	
<p style="text-align: center;">MARCH 2025</p> <p style="text-align: center;">Town Hall 3/11/2025 Reinvestment of maturing CD 3/5 Obtain Tennis Court Resurfacing Proposals (Per Reserve Study) Obtain Parking Lot Resurfacing Proposals (Per Reserve Study) Place Order for New Pool Furniture (Per Reserve Study) Lake Source Contract Auto – Renewal on 3/31 Tot lot mulch proposal Prepare for Watershed Clean-Up Day 2024 Audit Begins Plan Oak Creek Day Review Maturing Investments Board Package Production Member Splash Proposal or Amenity Reservation System National Night Out Planning Dunbar Security Solutions contract (expires 3/31/26) Lake Source Contract Auto Renewals 3/31</p>	<p style="text-align: center;">SEPTEMBER 2025</p> <p style="text-align: center;">Board Meeting 9/9 Reinvestment of maturing CD 9/15 (2) Reinvestment of maturing CD 9/22 Snow Removal Contract/Proposals</p> <p style="text-align: center;"><u>Committee Meeting</u></p> <p style="text-align: center;">Grounds Committee 9/2 Budget & Finance Committee 9/8 Elections Committee 9/16 Covenants Committee 9/16 Access Control Committee 9/17 Communications Committee 9/17 Social Committee 9/18 Facilities Committee 9/25</p>

Committee Meeting

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

APRIL 2025

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

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

OCTOBER 2025

Annual Meeting 10/14/2025
JBI Services, LLC preventative maintenance of six (6) Generators as per contract
CAMP Contract Expiring (December 2025)
Commonwealth Digital (Printer Lease) – Auto-Renewal 10/1

Committee Meeting

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

Committee Meeting

Budget & Finance Committee 4/1
Grounds Committee 4/2
Elections Committee 4/15
Covenants Committee 4/15
Access Control Committee 4/16
Social Committee 4/17
Facilities Committee 4/24

MAY 2025

Town Hall 5/13/2025
Reinvestment of maturing CD 5/31 (2),

Audit Deadline
Pool Opening (Memorial Day)
Annual Flower Sale
Grounds Maintenance
Spring Flower installations.
Collections Referrals
Confirm WSSC Backflow Results.
YELP Testing (Gate Entrances)
Monument Repairs
Fire Extinguisher Service

GRS Technology Solutions contract
Auto Renewals 5/30

Committee Meeting

Budget & Finance Committee 5/5
Grounds Committee 5/6
Elections Committee 5/20
Covenants Committee 5/20
Access Committee 5/21
Social Committee 5/22
Facilities Committee 5/29

NOVEMBER 2025

Board Meeting 11/18/2025
Reinvestment of maturing CD 11/15

GBI Generators (PM Plan) Auto-Renewal on 11/30

Committee Meeting

Budget & Finance Committee 11/3
Grounds Committee 11/4
Elections Committee 11/18
Covenants Committee 11/18
Access Control Committee 11/19
Social Committee 11/20
Facilities Committee 11/27

JUNE 2025	DECEMBER 2025
<p>Board Meeting 6/10/2025 Reinvestment of maturing CD 6/30</p> <p>Review and Sign Tax Return Grounds Contract Recommendation</p> <p>Oak Creek Day Prep National Night Out Prep Pool Operations Grounds Maintenance Contract Finalize Electronic Voting</p> <p><u>Committee Meeting</u></p> <p>Budget & Finance Committee 6/2 Grounds Committee 6/3 Elections Committee 6/17 Covenants Committee 6/17 Access Control Committee 6/18 Communications Committee 6/18 Social Committee 6/19 Facilities Committee 6/26</p>	<p>Reinvestment of maturing CD 12/30</p> <p>Brand Design (Website Support) – Auto-Renewal on 12/31 JD Air (PM Contract) Expiration – 12/15 Holiday Party, Saturday December 13th at 8:00 pm to Midnight</p> <p><u>Committee Meeting</u></p> <p>Budget & Finance Committee 12/1 Grounds Committee 12/2 Elections Committee 12/16 Access Control Committee 12/17 Communications Committee 12/17 Social Committee 12/18 Facilities Committee 12/25</p>

Committee Meetings:

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

Ongoing monthly tasks:

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

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

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

*****Last updated 09-4-25*****

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

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

II. Meeting Agenda

September 9, 2025

Oak Creek Club Homeowners Association
Board of Directors Virtual Board Meeting
Tuesday, September 9, 2025 @ 6:30 pm
Upper Marlboro MD, 20774

Board Meeting Agenda

- 6:30 pm I. Call to Order
- 6:31-6:33 II. Certification of Board Quorum
- 6:34-6:35 III. Explanation of Virtual Meeting Protocol/Agenda Order (CAMP)
- 6:36-6:40 IV. Approval of Board Meeting Minutes (**Tab A**)
1. Draft Board Meeting Minutes 6-10-25
 2. Draft Board Meeting Minutes 8-14-25
- 6:41-7:00 V. Management Report (**Tab B**)
- Action/Update
1. Parking Rules and Towing Company
 2. Pond/Fountain Color
 3. Status of Safety Bollard damage on Mary Bowie Pkwy.
 4. Status of Bolin Terrace Gate Repairs
 5. Improving Communications (new website, newsletters, etc.)
 6. Notice of Public Meeting on September 10, 2025, at 1:00 PM (The Qualified Data Center Task Force)
 7. Kingfish Swim Club Presentation (Taryn Dorsey) – **10 mins**
- 7:01-7:03 VI. Covenants Report (**Tab C**)
- 7:04-7:24 VII. Committee Reports and Meeting Minutes (**Tab D**)
- 7:25-7:35 VIII. Old Business (**Tab E**)
1. Holiday Party 2025 Recommendation
 2. Landscaping RFP status update
 3. Notice of Final Decision of the District Council (Land Swap)
 4. 2024 Draft Audit

7:36-7:50 IX. New Business (**Tab F**)

1. Procurement Committee Charter
2. Committee Volunteer Form (Communication and Social)
3. Proposals for Sand Filter for Pool
4. Proposal for 2025 Holiday Lighting & Décor (Homestead Gardens)
5. Winterization proposal by Premier Pool Management, Inc.
6. Annual Meeting Updates and Tentative Date of Candidate Forum
7. Budget and Finance Committee MEMO - Recommendations on financial transactions September 9, 2025

7:51-8:11 X. Resident Forum (**20mins**)

8:12 pm XI. Adjourn

Next **Board** Meeting: 11-18-25

8:13 pm I. Executive/Closed Session – **Board Only (Tab G)**

Action/Update

- Fence repair request (Acct# **R0580195L0424107**)

TAB A.

IV. Draft Meeting Minutes June 10, 2025, and August 14, 2025

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: DRAFT Meeting Minutes for Review/Approval

A. Approval of Meeting Minutes

Summary: Meeting minutes currently outstanding are the following:

- Draft Open Board Meeting minutes 6-10-25 **(See enclosure)**
- Draft Open Board Meeting minutes 8-14-25 **(PENDING, not completed yet)**

Action Needed: The board is to review the outstanding draft meeting minutes if available and provide feedback for any final revisions as/if deemed necessary to Management or the Board Secretary (Suzann King). Upon confirmation of final drafts, the Board will vote on their **approval at the September 9, 2025 board meeting** or a subsequent meeting as needed.

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

Board Members Present:

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

Board Members Absent:

All Board Members Present

Others Present:

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

Call to Order:

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

Explanation of Virtual Meeting Protocol:

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

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

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

Land Swap Update

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

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

Management Report:

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

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

Committee Reports and Meeting Minutes

Access Committee:

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

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

Social Committee

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

Facilities Committee

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

Old Business:

Adoption of HOA Mission and Vision Statements:

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

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

Dwight Ward seconded the motion, which passed unanimously.

Dwight Ward moved to approve the HOA Vision Statement:

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

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

Approval of KPIs

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

Approval of Lake Source LLC Fountain Repairs:

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

Revised Landscaping RFP:

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

New Business:

Budget and Finance Committee Work Session Date:

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

Approval of the Procurement Committee:

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

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

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

Committee Appointments:

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

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

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

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

Resident Forum:

Homeowners discussed the following issues:

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

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

Executive Session:

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

Open Session:

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

Adjournment:

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

~~AB~~ AB B

V. Management Report

Actions/Updates

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: Management Report

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

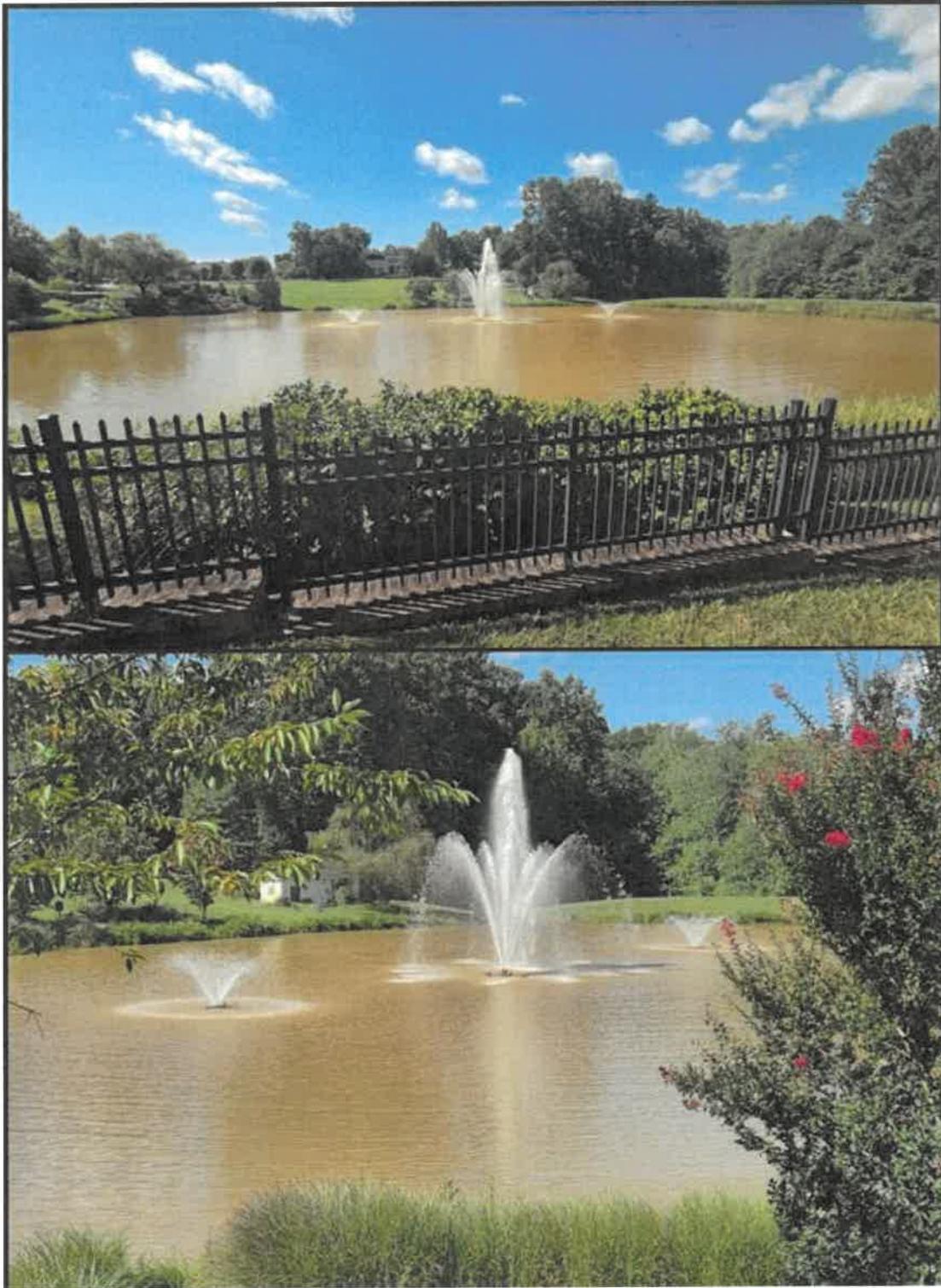
Femi Aje

From: Femi Aje
Sent: Friday, September 5, 2025 7:02 PM
To: 'Jess Hill'; 'Dwight R. Ward'; 'Kip Banks'; 'Suzann King HOA'; 'Lenora'; 'Lenora Gant'
Cc: TaShawn Andrews
Subject: Some Updates related to the Management Report portion on 9-9-25
Attachments: Charley's Crane Service Towing Contract.pdf; OCC Parking and Towing Policy.pdf; Lansdowne Fall 2025..pdf; Website Proposal - Brand Design.pdf; Qualified Data Center Task Force Public Notice 9-10-25 (1).pdf

Good Evening Board,

To streamline the Board package, I will not be including the first four attachments in this email. Instead, I will include the final attachment along with the presentation from Kingfish Swim Club. Below is information related to the Management Report for the upcoming Board meeting on September 9, 2025. I will also print this email and include it in the package for your reference.

- 1) **Parking Rules and Towing Company** – Attached are the current towing contract with Charley's Crane Service and the Oak Creek Club HOA vehicle policies regarding use, parking, storage, and towing. In response to recent homeowner complaints, particularly regarding customer service from Charley's Crane Service, management is evaluating alternative towing providers for the community.
- 2) **Fountain/Pond** – The fountain/pond has developed a brownish discoloration. Management has reported the issue to LakeSource for further investigation.



LakeSource was onsite on Friday 8/22 and the pond was blue for a bit but as of Monday 8/25, the pond was brown again. When reported to LakeSource on 8-27-25, they stated the following”

“Femi, this is a common situation for your pond. We’ve been dealing with this for years. The pond is used as irrigation for the golf course so many times massive quantities of water is pulled from the pond

and used on the turf. Then the pond refills and your well water is very high in iron, which is the cause of this color. There's really nothing we can do or should have Done, other than come back out and put more dye in. I would suggest looking at some kind of iron treatment for your well water that Fills the pond"

LakeSource was scheduled to return on Friday 9-5-25 but due to the weather, and the expected rain this weekend, they wanted to hold off until the beginning of next week to apply bluer colorant. This will help ensure the treatment holds effectively. Management will continue to follow up on this matter.

- 1) **Status of Safety Bollard damage on Mary Bowie Pkwy** - As per the board meeting, the proposal was signed by Kip Banks and provided to DMV gates. Management received the funds (\$4,250.00) from GEICO. DMV Gates has completed the repairs. Oak Creek Club HOA had no associated cost related to this insurance claim. Work completed.
- 2) **Status of Bolin Terrace Gate Repairs**- As per the board meeting, the proposal was signed by Kip Banks for the Gate Logic Security repairs (\$13,788.64). Management recently received the 50% deposit invoice which was recently paid. We are awaiting notice of scheduling.
- 3) **Improving Communications (new website, newsletters, etc.)** - Management understands the need to improve communications with the community. As a result, management has reached out to the current website developer (Brand Design) to get some general pricing to redo the OCC website like another CAMP community website. (<https://lansdownehoa.com/>). A proposal for future consideration is attached.

Management email Brand Design the following:

"Good afternoon, Brand Design,
I hope this message finds you well. Oak Creek Club is looking to update our website to have a look and functionality similar to <https://lansdownehoa.com/>. Please review their layout, navigation, and overall design style as a reference point for potential updates.
Could you provide us with a proposal and plan outlining how we can achieve this update?"

Brand Design stated the following:

"As promised, please find attached our proposal for the new website. It makes more sense to completely redesign the new site instead of trying to force the existing site to look and work like the Lansdowne HOA site sample that you sent. It would take just as much work to dismantle the existing site and functionality and rebuild it and honestly, I think it is a cleaner solution to simply redesign the site. That said, I have provided a cost for the redesign and also added some options for additional functionality not existing on the Lansdowne HOA site. Finally, I did not provide a cost for custom SEO for the new site, as we can use an internal WordPress SEO functionality to accomplish the SEO. However, if Oak Creek Club is looking to fully optimize their website, then custom SEO would be my recommendation. To do custom SEO for this new site would be about \$800 for all the pages of the site."

In addition, management has also obtained another newsletter sample from CAMP Leadership as requested at the August 14, 2025 board meeting. **Please see attached.**

- 4) **Notice of Public Meeting on September 10, 2025, at 1:00 PM (The Qualified Data Center Task Force)** - Please see the attached flyer about this upcoming public meeting. This information was found by Jessica.

5) **Kingfish Swim Club Presentation (Taryn Dorsey)** – As per management’s email on 9-4-25, management received the attached presentation from the Kingfish Swim Club. Ms. Taryn Dorsey plans to attend the Board meeting and she will have a total of 10mins to present.

Professionally,

Mr. Femi Aje, PCAM®
Onsite General Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com





Prince George's County

NOTICE OF PUBLIC MEETING

The
**QUALIFIED DATA CENTER
TASK FORCE**

will meet on

WEDNESDAY, SEPTEMBER 10, 2025

1 P.M.

at the

M-NCPPC Largo Headquarters
1616 McCormick Drive
Largo, Maryland 20774

The meeting will be live streamed, and may be viewed at the
following link:

<https://pgccouncil.us/LIVE>

For more information, please contact

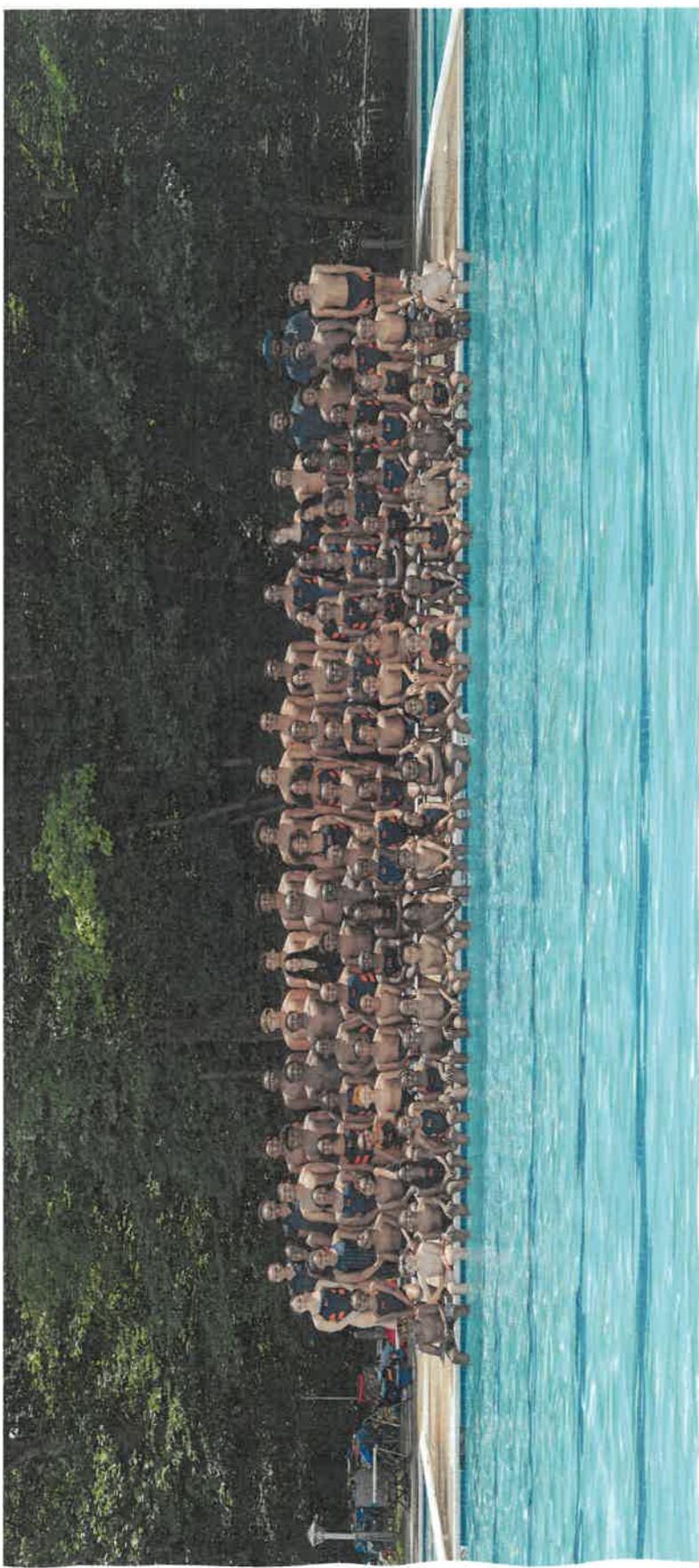
VANESSA AKINS

vanessa.akins@ppd.mncppc.org

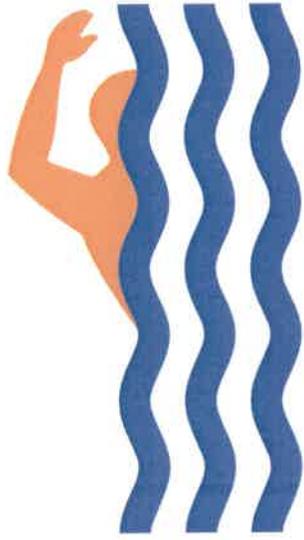


Presentation to Oak creek Club Board of Directors





Where the water molds champions



We are champions

Kingfish Swim Club is a fun, family-oriented Prince George's County summer swim team for 5-year-olds through 18-year-olds who already know how to swim.

We have been a member of the Prince-Mont Swim League for more than 20 years and have been the league champions for the last 8 years. Though we've grown in size and competitive stature, our family-oriented culture and our fierce devotion to our swimmers remains unchanged.

The Kingfish Swim Club competes in five dual meets each summer and eligible swimmers compete in the League's Divisional and All-Star meets.

Our parent volunteers are the bedrock of our program - the best parents a swim team could have.





Seeking a pool HOme



Current Pool Usage Schedule

- Season runs late May to late July
- Team practice Monday – Thursday 6-8pm
- Three or 4 home meets per summer from approximately 6:00am – 12:30pm

Facility Care

- Meticulous clean up protocols after pool usage
- Responsible stewardship of facilities

Financial Responsibility

- Pay facility and lifeguard costs/fees
- Maintain appropriate insurance coverage



Our Head coach

Coach Jared Miller began swimming at age 3 and is currently a full-time swim instructor at WeAquatics Swim School. A former Howard University swimmer, he set 9 school records and holds 40+ records at Takoma Park Aquatics Center in Washington, DC. Coach Jared is passionate about helping swimmers reach their goals through discipline, creativity, and perseverance.

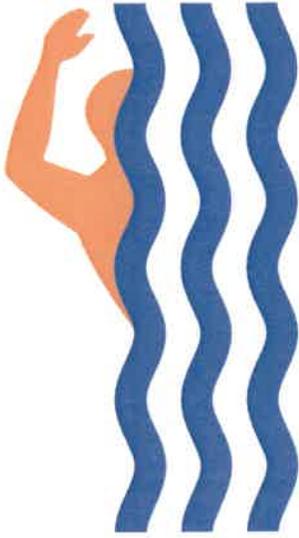


Safety & security



Safety is our top priority for the Kingfish Swim Club. Our coaches are certified professionals with extensive experience in competitive swimming—and several of them are accomplished swimmers themselves. We maintain a comprehensive insurance policy that covers our athletes, coaching staff, and pool partners, ensuring peace of mind for all involved.

Beyond formal protection, our parent community is a powerful asset. It includes federal and state law enforcement officers, medical doctors, and attorneys—individuals who bring a wealth of expertise and vigilance to our environment. We're more than a swim club; we're a family. And in this family, we look out for one another.



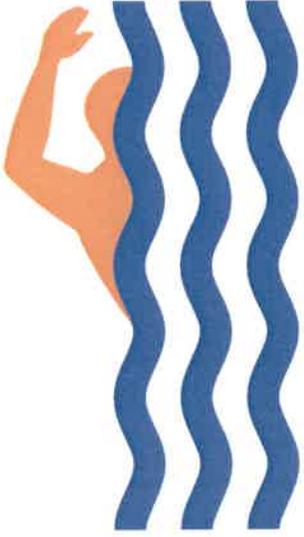
Let's partner together

Kingfish is a youth summer swim team dedicated to developing elite-level athletes through high-quality coaching, rigorous training, and strong character-building. Our swimmers consistently rank at the state, regional, and national levels—and their excellence extends far beyond the pool. Kingfish athletes are also high achievers in the classroom, with alumni going on to attend some of the nation's top colleges and universities.

Our graduates have matriculated at institutions such as American University, Howard University, Hampton University, Duke University, the University of Georgia, Bowie State University, the University of Maryland, Towson University, Georgetown University, George Washington University, and many others.

We are seeking a premier facility partnership that reflects our commitment to excellence, safety, and meaningful community engagement.

We look forward to continuing the discussion about the possibility to bring more value to your facility.



Executive board

Taryn Dorsey, President (Oak Creek Resident)

Melonie Barnes, Vice President

Tonya Turner, Treasurer

Kelly Hobbs, Secretary

David Lewis, At-Large Member

Kelvin Henderson, At-Large Member

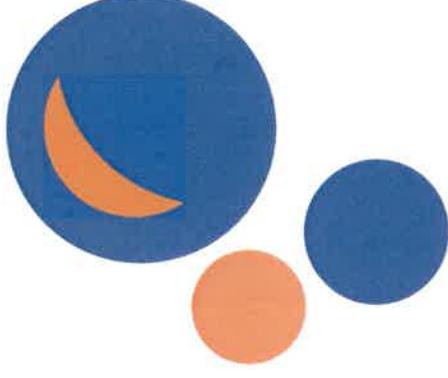
Dwight Gray, At-Large Member

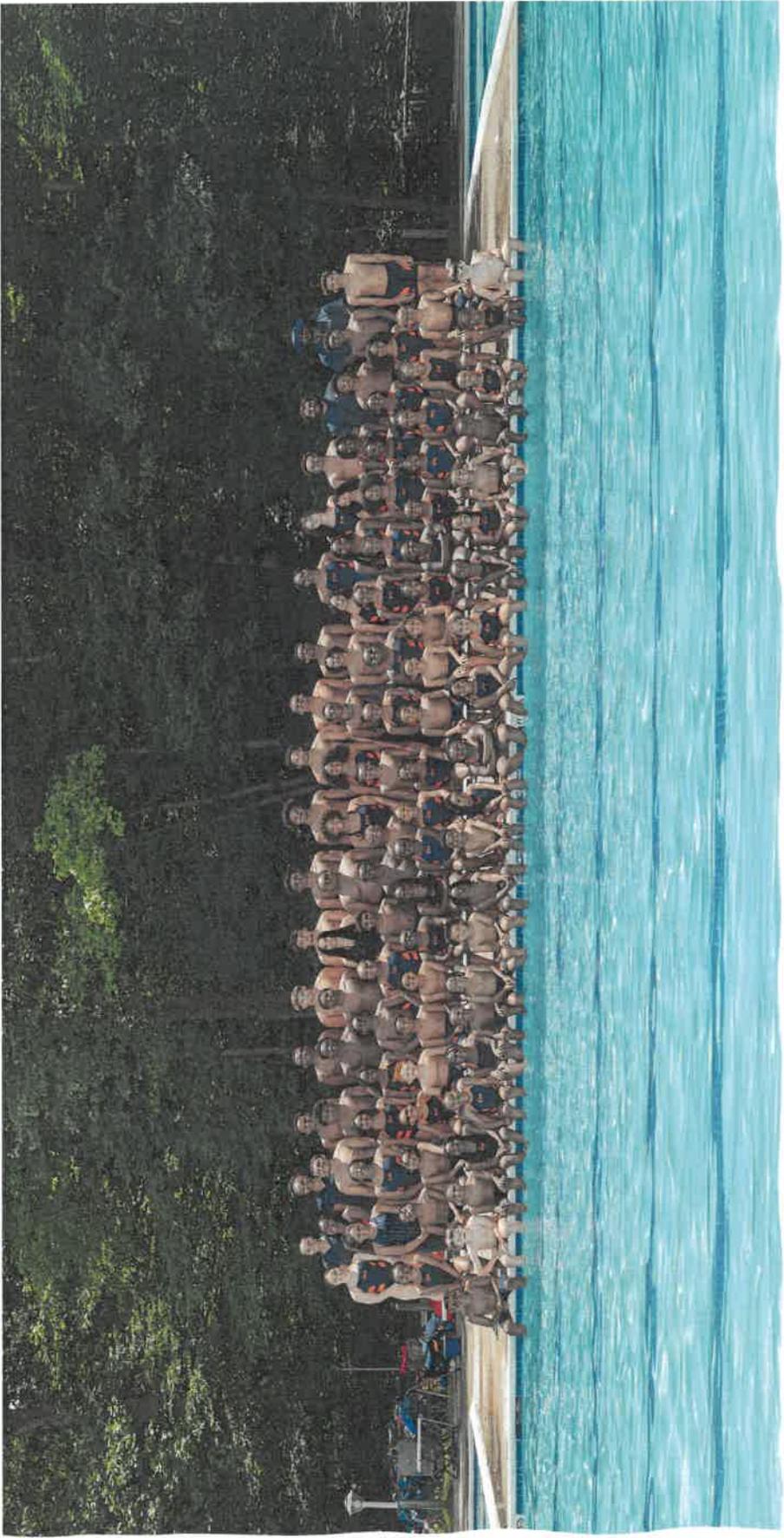
John Anderson, At-Large Member

Asha Davis, At-Large Member

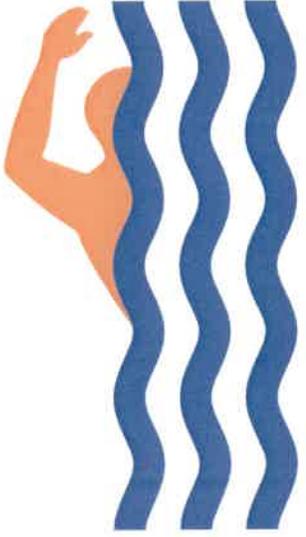
Shayla Moore, At-Large Member

Bukola Pope, At-Large Member





Q&A

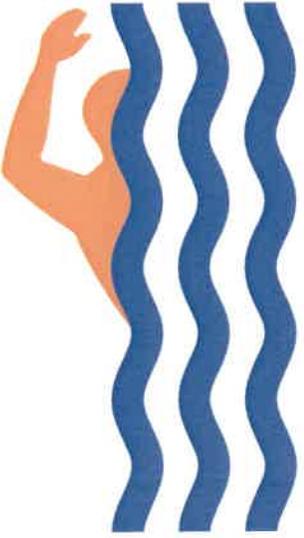


resources

Kingfish Swim Club Website: www.kingfishswimclub.org

Prince-Mont Swim League: www.princemont.org

Board President, Taryn Dorsey: 410-842-5487 or taryngdorsey@gmail.com



Thank you

TABC

VI. Covenants Report (August 2025)

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: Covenants Report (CAMP)

C. Covenants Report

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

- August 2025

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



Covenants Report for August 2025

Exterior Modification Application Overview

For August, the committee approved 0 of 0 applications submitted.

The Covenants Committee did meet in August.

Exterior Modification Applications	August 2025				Total 2025		
	Total # Processed	Total # Approved	Total # Awaiting Information	Percentage Approved	Total # Processed	Total # Approved	Percentage Approved
	8	0	8	0	36	22	61%

Violation Overview

For August, 70% of the 160 issued violations were Maintenance. 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	August 2025			Total 2025		
	Total Issued	Total Resolved	Total Unresolved	Total #Issued	Total Resolved	Total Unresolved
	160	4	156	229	45	184

Category	% of Total
Rubbish and Debris	5%
Maintenance	76%
Landscaping	18%
Parking	0%
Architectural	0%
Pets	0%
Unsightly	1%
Total	100%

TAB D

VIII. Committee Reports/Minutes

If Available:

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: Committee Reports/Meeting Minutes

D. Committee Reports/Minutes (if available)

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

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

Action Needed: Review documents and provided feedback if needed.

Oak Creek Club Homeowners Association
ACCESS COMMITTEE MEETING
Virtual
August 20, 2025 6:30 P.M.

Committee Members Present Remotely:

Julian Brown – Chair
Gary Yancy – Committee Member (CM)
Jonathan Newton – Committee Member (CM)
Ettereteen Craven – Committee Member (CM)
Teika Haymon – Committee Member (CM)

Committee Members Absent:

Peter Smith – Vice Chair
Peacola Johnson – Committee Member (CM)

CAMP:

N/A

Others Present Remotely:

Suzann King – Oak Creek HOA Board Secretary
Danielle Telesford – Budget and Finance Committee
Oak Creek Residents

Call to Order:

Chairman called the Access Committee (AC) meeting to order at 6:37 PM.

Approval of July 2025 Meeting Minutes:

Acceptance of AC Meeting Minutes from July 2025 were motioned for approval by CM Haymon and seconded by CM Newton. The minutes were approved accordingly.

Incident Report:

Chairman provided summary of incidents. (7/19/25 – 8/15/25)

- Total incidents: 5
- Visitor-related: 3
- Resident-related: 1
- Unidentified: 1
- Incidents causing damage: 4
- Information retrieved 3
- No information retrieved 2

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

Gate Entrances Report:

Chairman provided update on all gate entrances.

- Main Entrance – Resident Gate Barrier Arm Operator – **Old/Broken**
- Pine Valley – Visitor Gate Arm – **Removed**
- Deer Run Estates – Visitor and Pedestrian Gate – **Old/Broken**
- Queen Anne – Visitor Right Bi-fold – **Broken**
- Fox Turn – Resident Gate Arm – **Removed**
- Bolin Terrace – Exit - **Old/Broken**

Vendor Updates:

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

Dunbar

- Requested Dunbar update post orders to require officers to leave the booth and/or vehicle whenever more than one vehicle is approaching to help deter tailgating and damage. Awaiting their response.

DMV Gates

- Requested updated quotes for all old equipment replacement and/or upgrades to include the new Techna gate operator.

Old Business:

- Motion to approve quote for new “Resident Only” signs. (Pending CAMP action)
- Motion to approve the Weisman quote for 5 new AC outlets at all gate entrances. (Pending Board review)
- Motion to amend implementation of open gates during rush hour. (Pending Board review)
- Motion to adjust gate timing and configuration. (Pending Board review)
- Post AC Meeting minutes for May 2025 for Creek HOA website. (Completed)
- Provide a copy of the previous quote for the Pine Valley AC outlet installation, for price comparison. (CAMP has asked Weisman for a copy of this quote).
- Parking Policy review/recommendation (Pending))

Review of previous action items:

CAMP:

- Post AC Meeting minutes for July 2025 for Creek HOA website. – COMPLETE
- Send AC Meeting invite for August 20, 2025. – COMPLETE
- Provide updates on pending/or open action items and reimbursement claims. – BACKLOG
- Provide updates on CellGate website and/or FAQ's posting. – BACKLOG
- Research the total number of entries at all the gates. – BACKLOG

Chairman / Access Committee:

- Compose July 2025 AC meeting minutes. – COMPLETE
- Inquire about remote gate operability for access control officers. – COMPLETE
 - Dunbar has the ability to control the gate arms remotely.
- Research difference between current and newer Liftmaster gate arm operators. – COMPLETE
- Discuss recommendation for updated parking policy. – IN PROGRESS
- Conduct survey of townhome residents regarding visitor parking. – IN PROGRESS
- Solicit quotes from other gate vendors for service and repairs. – IN PROGRESS
- Inquire about signage for malfunctioning equipment. – PENDING
- Inquire about proximity sensors/triggers for internal gates. – PENDING
- Compose draft CellGate policy and/or rules of behavior to mitigate any misuse or abuse. – BACKLOG
- Follow-up with CAMP regarding pending and/or open action items and reimbursement claims. – BACKLOG
- Compose a spreadsheet comparing the video surveillance quotes for further review. – BACKLOG

New Business:

- New Member Announcement / Welcome
- 2026 Budget Items Discussion
 - RFP for Gate Maintenance
 - Technology Refresh/Upgrade of the Access System
 - Secure Guard House Proposals for Fox Turn
 - Budget Line Item for Gate Repairs (CAMP Allowance)

Resident Forum: 20 minutes (2 minutes per person)

Comments and/or questions were provided by five different residents and Secretary King regarding:

- Delays for residence at broken resident gates, long visitor lines.
- Slip drive and unauthorized access into the community through the clubhouse gate.
- Explanations regarding the status of long standing recommendations from the Committee.
- Gate damage and repairs.

Review of New Action Items:

CAMP:

- Post AC Meeting minutes for July 2025 for Creek HOA website.
- Send AC Meeting invite for September 17, 2025.
- Provide the appropriate policy or protocol for submitting recommendations to the Board.

Chairman / Access Committee:

- Compose August 2025 AC meeting minutes.
- Submit 2026 Budget Form to CAMP.
- Resubmit all outstanding recommendations to the Board with explanations, justification and supporting documentation.
- AC Meeting September 17, 2025.

Adjournment:

A motion was made to adjourn by CM Haymon and seconded by CM Craven. Chairman Brown adjourned the AC meeting at 7:59pm.

Femi Aje

From: Julian Brown <jbrown.oakcreekhoa@gmail.com>
Sent: Wednesday, August 27, 2025 3:09 PM
To: Femi Aje
Cc: jessica.hillocc@gmail.com; Suzann King HOA; Peter Smith; Garry Yancy; Jonathan Newton; Teika Haymon; Ettereteen Craven; Peacola Johnson; TaShawn Andrews
Subject: Pending AC Recommendations for the Board
Attachments: Weisman Electric AC Outlets.pdf

Hello Femi,

Thank you for approving the new Residents Lane signs earlier today. Please see below all pending AC recommendations that require action from the Board. Supporting quote is attached.

AC Power at gate entrances quote.

- Dunbar provided a quote (estimate 44651410) for \$5,900 from Weisman Electric Co. to install five new AC outlets for the new intercom boxes (all except Pine Valley, which already has a new AC outlet).
- The AC discussed and reviewed quote (estimate 44651410). A motion was made by CM Haymon and seconded by VC Smith to recommend to the Board approval of this quote for \$5,900. The motion was approved with one abstention (CM Newton).
 - Justification: The current power sources available have been determined to be inefficient, thus performance and stability are at risk. We regularly experience service/power interruptions during any kind of rain event.
- Reference: Meeting Minutes – December 2024

Recommendation for rush hour operation

- AC will amend and resubmit a previous motion for recommendation to have bifold gates remain open (gate arm down), whenever an officer is present during the hours of 6am – 9am and 4pm – 7pm, Mon-Fri, to include holidays.
 - Justification: This will improve efficiency at the gates while reducing undo wear and tear on equipment and subsequent maintenance costs.
- Reference: Meeting Minutes – April 2025

Gate arm timing review

- The AC discussed issues and concerns with current gate timing among several entrances. CM Haymon motioned a recommendation to the Board to request a timing adjustment for a faster time (5 – 7 seconds) with bounce back enabled. CM Yancy seconded the motion. The motion was approved unanimously.
 - Justification: This will help prevent guests from tailgating and thus reduce gate strikes and damage. Note: The gate arms should also be configured to retract upon detection of any vehicle.
- Reference: Meeting Minutes – May 2025

What are the latest updates on all outstanding repairs at the gate entrances?

*Julian Brown
Access Committee Chair*

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Budget & Finance Committee

Date: September 9, 2025

Re: Recommendations on financial transactions

Requested Motion1: The B&F Committee is recommending that the HOA Board reinvest the following **Morgan Stanely CDs** with upcoming maturity dates:

1. \$150,000 maturing 9/15/2025 with a similar ladder position
2. \$ 75,000 maturing 9/15/2025 with a similar ladder position
3. \$150,000 maturing 9/22/2025 with a similar ladder position

B&F team members conducted a review of the recent independent audit Report dated July 5, 2025. It confirms our earlier findings that there is a shortfall in the Replacement Reserves as of December 31, 2024.

*Note - the Cash on Hand (COH) balance of \$2,687,530 is sited as December 31, 2024, is incorrect. The cash on hand balance should have been \$2,622,930. As a result, the B&F team are suggesting the following Motions for review, discussion and approval as appropriate:

Motions Requested: The B&F Committee is recommending three motions relating to financial matters requiring immediate attention. The B&F team is requesting the HOA Board authorize and/or direct CAMP Management, as appropriate, to consult with the HOA outside investment team to ensure completion of several financial transfers (as noted below) to meet the financial needs and responsibilities on behalf of the Oak Creek Community:

- **Requested Motion 2 relating to shortfall**

The B&F Committee recommend that the Board approve the transfer of **\$329,419** from the **Operating Fund to the Replacement Fund**. At the start of 2025, the cash on hand in the replacement fund totaled **\$2,293,511**. This was **\$329,419** less than the required balance of **\$2,622,930** stipulated in the 2023 Reserve Study.

NOTE: The major cause of this shortfall is due to expenses totaling \$237,558.60 for the Cell Gate System and video monitoring installation. **These are capital expenses that were charged to the Replacement Fund and should have been charged to the Operating Fund.**

- **Requested Motion 3 relating to the balance for the Cell Gate System**

The B&F Committee recommend that the Board approve a transfer of **\$73,778.60** from the **Operating Fund to the Replacement Fund**. This amount includes **\$71,171.53** for the Cell Gate/video monitoring installation balance and **\$2,607.07** for the Bolin Terrace camera installation. **Both expenses should have been charged to the Operating Fund.**

- **Requested Motion 4 to address monthly video monitoring charges.**

The B&F Committee recommend to the Board approve the expense of the monthly video monitoring costs of **\$3,202.39** to the **Operating Fund**. In addition, all expenses for this service that have been charged to the Replacement Fund are adjusted and reclassified as operating expenses for the Operating Fund.

Point of Note 1: Summary of recommended Transfers from Operating funds to Replace Reserves

Motion 2: \$329,419.00

Motion 3: \$ 73,778.60

Total: \$403,197.60*

*This amount is within \$1.017 of the amount recommended by the Audit report.

Point of Note 2: The impact to the Operating Fund after these recommended transfers:

Operating Fund Balance 7/31/2025	\$1,408,130
Transfers to Repair & Replacement	\$ 403,197
Transfer to cover 2024 budget shortfall	\$ 147,924
Projected Balance after transfers	\$ 857,009

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

**Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Facilities Committee Meeting
Thursday August 28, 2025, 6:30 pm - Virtual**

ATTENDEES:

1. Committee
 - a. Shani Haden
 - b. Denise Milligan
 - c. Nakia Duncan
 - d. Vonda Williams
2. Residents
 - a. Dana Robinson-Fitchett
3. HOA Board
 - a. Non in attendance (Board Liaison)

Call To Order: 6:35 pm

Establish Minute Taker after the meeting started: Vonda Williams

Approve Meeting Agenda – Accepted and Approved

Approve Meeting Minutes – Accepted and Approved

Discussed topics from Agenda

Little Library Donations

- Community Library Literacy is the goal
- Donation of Library – (Installation & Management of Books by Stacy and Danielle)
 - Questions 1 – How big is the Box and post? The Library structure on a post w/2 rows of books
 - Concerns:
 - May not be widely used since there is a local library
 - What about bugs?
 - Is it weather resistant? Yes,
 - Is it possible to have it for a Trial periods of (6 month); No, it is a permanent structure
 - What happens with the library maintenance if the donors leave the community?
 - **VOTE** – It was recommended by the committee due to the concerns of the residence that the vote be postponed to resolve issues/concerns

Tennis Court

- Repair still pending (ATC) not yet scheduled due to 7 week backlog
 - ACTION – Request HOA to verify if ATC received deposit?

- Mid-Atlantic is an option – possibly consider moving forward with this option based on timeline (completion by end of fall)
- Completion of repairs to include:
 1. Resurface the court (Funding from 2023)
 2. Net recorded – possibly w/2025 remaining funds
 3. Lighting change – lamp replace
 4. Gate lock repaired – w/2025 remaining funds
 5. Replace Trash can – w/2025 remaining funds
 6. Install Cameras at entrance and exit of the tennis courts – w/2025 remaining funds
 7. Bench outside gate (2026)
 8. Weeds growing in walk-way and wall (ask ground maintenance to address)
 9. Re

Pool

- Use Remaining 2025 Budget - \$8K
 - a. Purchase – 7 (grey) umbrellas, 7 base, life guards (2) umbrellas, blue cushions for 2 wicker sofas
 - b. Current quote from Hessel & Sun & Shades = \$3500.00 not to include the wicker cushions
 - i. ACTION – HOA to request addition of the cushions (blue) for wicker sofas
 - c. Storage – 2 quotes were received and sent to HOA and committee (8/28)
 - i. Self Storage Plus
 - ii. Public Storage
 - iii. Recommended using the porter service to drop off furniture and pickup in 2026 pool season

Revenue Generation and Cost Reduction

- Presenter – Tennis lessons w/Academy “Love to Serve – Annaessa Nguyens
 - a. Private and Group lessons for Kids and Adults
 - i. Polling – highly interested kids (4-7 and 8-12 age)
 - ii. Pay up front and scheduled lessons
 - b. Use Member Splash – cost OC \$2000 for registration request to use courts
 - i. 2 weeks after registration, pay HOA w/revenue from use of court cost
 - c. Concerns: – Schedule lesson times w/ community request could be in conflict
 - i. Structured/Country club style may work best
 - d. Move forward –
 - i. Host a Meet and Greet w/community \$300 per week (
- Swim rental to Swim teams - cost \$100 per hour = working on categorizing in Annual Report
- Tennis and Swim Facility Room rental
- Cabanas rental once purchased (2026 budge) – only on weekends to residence only

Resident Forum:

- Concerns and clarification w/Library
- Tennis lessons and how it can fit into the current schedule based on current residence use
- Tennis court issues and need for security

Next Meeting scheduled 9/25/2025

Meeting Adjourned at 8:05 pm

Premier Pool Management – clarity on Pool Rules and metrics for performance

Adjournment: 8:10 pm

Budget Preparation – 2026 Timeline

CAMP Timeline

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

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

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

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

B&F Committee Timeline

Nov 12 - Board final review and approval

October 14 – Board Annual Meeting – DRAFT discussed and mailed to the community

October 9 - Communication to the Board to share the DRAFT budget with the community by consent agenda since it's a DRAFT – 30-day notice for the meeting on the Nov 12

October 6 – Standard B&F Committee Meeting (DRAFT presentation to the Community)

October 1- 3 - Draft to the Board Members (email to the Board)

Sept 22 – B&F Committee standard meeting

Sept 15 – B&F Committee budget work session in response to Board

Sept 9 – Board Meeting (General questions to the Board – Agenda item)

Sept 8 - Standard Committee & Budget working session 2026 Budget preparation

August 29 – DRAFT budget worksheet – Audit Review

August 25 – 2026 Budget preparation work session

August 18 – B&F Committee meeting to discuss pending issues requiring actions

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

B&F Committee - Points of Consideration for Budget Prep

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

↑
ARB E

Holiday Party 2025 Recommendation

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

Oak Creek Club Social Committee

September 4, 2025

Holiday Party 2025 Recommendation

Suggested Motion (Social Committee): "I move to approve the cancellation of the 2025 Oak Creek Club Holiday Gala, which will result in \$51,000 budget savings, to be expensed from the Social Committee budget."

Attached: Social Committee Recommendation and Survey Results, Sponsorship Letter

Summary: The majority of members on the Social Committee attended the Town Hall Meeting on May 13 and listened to the discussion between the Board and CAMP regarding community budget constraints and a shortfall in our reserve fund. Based on the meeting, we discussed whether or not the Social Committee should continue planning the Oak Creek Holiday Gala for 2025. We discussed three options for the Holiday Gala:

1. Charge a Fee

- \$50 per person, generating \$20,000
- \$60 per person, generating \$24,000
- \$75 per person, generating \$30,000
- \$100 per person, generating \$40,000
- \$125 per person, generating \$50,000

Charging would offset the cost of the Holiday Gala and provide a saving to the community. Admin: Requires setting up a payment system, and we would need to request payments immediately.

Risk: May suppress turnout for the Holiday Party.

2. Continue as Is (No Change)

- Cost: Full event cost (~\$65,000+) already in the budget
- No savings to the community.
- Maintains the original plan but does not help with the community's financial strain.

3. Cancel the Holiday Party (Social Committee Recommendation)

- Cancelling would save \$51,000.
- Largest expenditure but covers a smaller number of residents compared to Oak Creek Day.

Holiday Party 2025 Recommendation

- Contract: \$2,000 deposit refunded, but \$14,000 rental fee lost.

Committee Recommendation: The Social Committee recommends canceling the 2025 Holiday Gala, resulting in a \$51,000 savings. The Social Committee recommends canceling the Holiday Gala to support the financial health of our community.

Management Recommendation: Management supports the Social Committee's recommendation, based on information gathered from the community survey.

Action Needed: For the Board to make a final decision regarding the Holiday Party.

Oak Creek Club Social Committee

Request to Oak Creek Club Board of Directors:

We kindly ask the Board to make a final decision regarding the Holiday Party by September 15th. This deadline is crucial in order to secure a caterer, bartender, and entertainment.

Included in Packet:

Social Committee Recommendation

Survey Results

Sponsorship Letter

Good Evening to the Board and Residents

The majority of members on the Social Committee attended the Town Hall Meeting on May 13 and listened to the discussion between the board and CAMP about the community budget constraints and a shortfall in our reserve fund. Based on the meeting, we discussed whether or not we should continue planning the Oak Creek Holiday Gala for 2025. We discussed three options for the Holiday Gala, which are as follows.

1. Charge a Fee

- \$50 per person, generating \$20,000
- \$60 per person, generating \$24,000
- \$75 per person, generating \$30,000
- \$100 per person, generating \$40,000
- \$125 per person, generating \$50,000
- Charging would offset the cost of the Holiday Gala and provide a saving to the community.

Admin: Requires setting up a payment system, and we would need to request payments immediately to cover the cost.

Risk: May suppress turnout for the Holiday Party

2. Continue as Is (No Change)

Cost: Full event cost (~\$65,000+) already in the budget

- There is no savings to the community.
- **Complexity:** Maintains the original plan but does not help with the community's financial strain.

3. Cancel the Holiday Party. (Social Committee Recommendation)

- Cancelling the party would assist with saving. This event is our largest expenditure but covers a smaller number of residents than Oak Creek Day.
- **Cancellation: Under the contract, the \$2,000 deposit will be refunded however we will \$14,000 rental fee for the venue.**

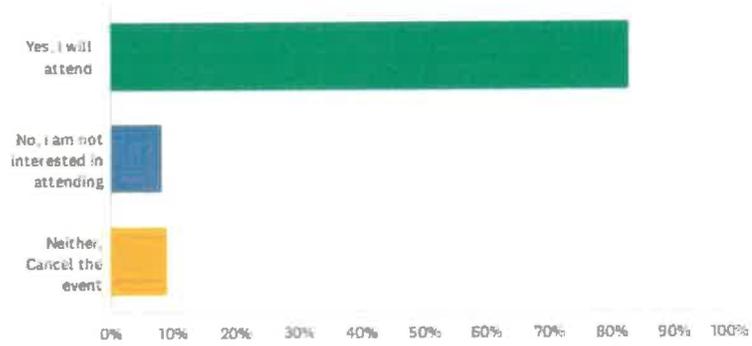
- **The committee budgeted \$65,000 for the Holiday Gala. Canceling would result in a \$51,000 budget savings.**

2024 Holiday Party

RSVP's for the 2024 Holiday Party was 588 while 322 attended. Based on historical data, the social committee projected that approximately 350 persons would attend. Based on the budget of \$50,000 the cost was approximately \$155/person.

Q1 How likely are you to attend the Holiday Party?

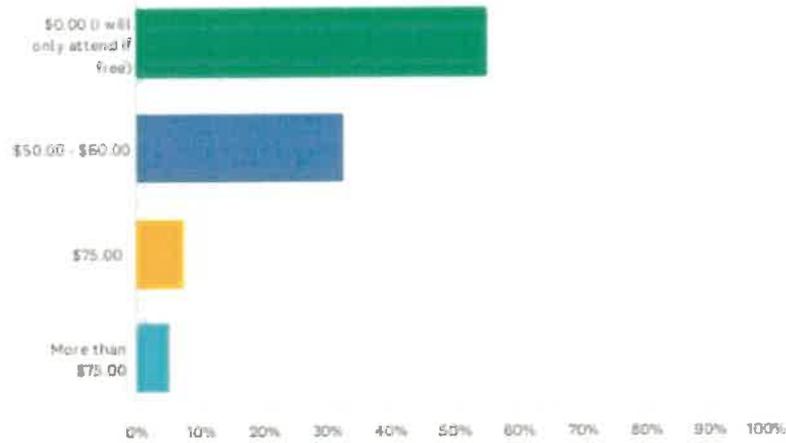
Answered: 145 Skipped: 1



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

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

Answered: 138 Skipped: 0



ANSWER CHOICES

\$0.00 (I will only attend if free)

\$50.00 - \$60.00

\$75.00

More than \$75.00

TOTAL

RESPONSES

55.07%

32.62%

7.25%

5.07%

76

45

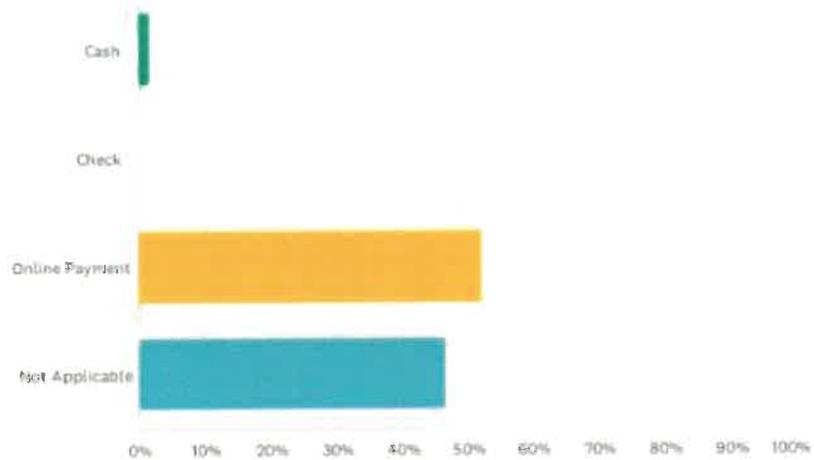
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7

138

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

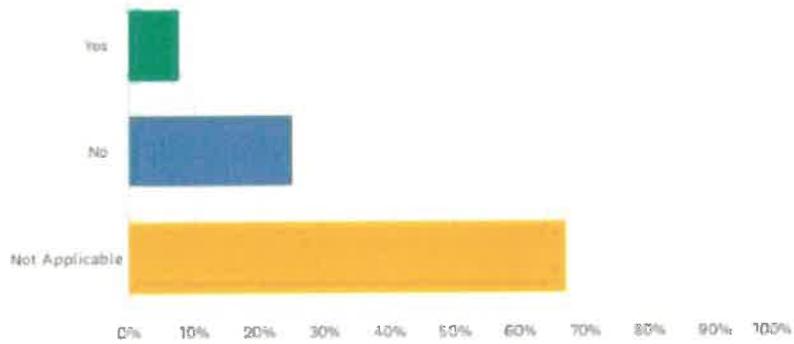
Answered: 142 Skipped: 4



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

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

Answered: 143 Skipped: 3



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

OAK CREEK CLUB HOLIDAY PARTY

Sponsorship Invitation Letter

Event Date: Saturday, December 13, 2025

Sponsorship Deadline: Monday, November 3, 2025

On behalf of the Oak Creek Club Social Committee, we are excited to announce our annual **Oak Creek Club Holiday Party**, set to take place on **Saturday, December 13, 2025**. This festive and highly anticipated celebration brings together residents, families, and friends for an evening of joy, community spirit, and holiday cheer.

Oak Creek Club in Upper Marlboro, Maryland, is a gated, master-planned residential community known for its scenic beauty and upscale amenities. Developed in the early 2000s, the neighborhood features tree-lined streets, walking and biking trails, playgrounds, community parks, and lakes with fountains. At the heart of Oak Creek is the Swim and Tennis facility, which serves as a social hub for residents, offering social events, and gathering spaces that reflect the community's blend of elegance and comfort.

We invite you to partner with us as a valued **event sponsor**. Your sponsorship will help elevate the experience for our attendees while offering meaningful visibility for your business among our vibrant and engaged Oak Creek community.

Please review the sponsorship levels below and consider how you'd like to contribute:

Presenting Sponsor – \$2,500

Title Sponsor

Benefits include:

- Premier "Presented by" naming on all materials
 - Primary logo placement on all promotional materials and invitations
 - Recognition on website and our official social media (Facebook group)
 - Opportunity to provide giveaways/promotional items at the event
 - Logo featured on the event backdrop/photo area
 - Verbal recognition and video/slide feature during event remarks
-

✦ **Gold Sponsor – \$2,000**

Benefits include:

- Logo on flyers, emails, and social media promotions
 - Acknowledgment in event slideshow
 - Opportunity to distribute promotional items or gifts
 - Verbal recognition during the event
-

❄️ **Silver Sponsor – \$1,000**

Benefits include:

- Logo included on selected promotional items
 - Recognition on social media and in the event program
 - Verbal mention during the event
-

The sponsorship window closes on Monday, November 3, 2025. Space is limited, and sponsor placements will be confirmed on a first-come, first-served basis.

To confirm your sponsorship or request additional details, please contact us at [insert contact email or phone number].

Thank you for supporting the Oak Creek community. We look forward to celebrating the holidays with you in grand style!

Warm regards,

[Your Name]

Oak Creek Club HOA

[Phone Number] | [Email Address]

[Oak Creek Club Logo or Letterhead, if applicable]

IX. Old Business

Landscaping RFP Status Update

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

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

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

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

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

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

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

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

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

the Community.

Lawncare Round I

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

Lawncare Round II

-Balance fertilizer – and broadleaf weed control

Lawncare Round III

-Post-emergent control of crabgrass and nutsedge.

Lawncare Round IV

-Balance Granular Fertilizer

(Fertilization rate of 1 lb. Nitrogen per 1,000 sq. ft.)

Management's Recommendation:

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

Section B

Proposal Instructions

I. RFP TIMETABLE

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

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

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

UPDATE 9-4-25: The Grounds Committee is planning to reschedule its meeting for one of the following dates: September 18, 22, or sometime between September 23 and 25.



Notice of Final Decision of the District Council (Land Swap)

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: Land Swap Update

E. Land Swap Update

UPDATE 8-1-25: Management received multiple documents from Prince George's County Government dated July 15, 2025, regarding the "District Council Preliminary Notice of Conditional Zoning Approval." As of August 6, 2025, Mr. Chris Hatcher reported verbally to Management that they have not yet submitted written acceptance or rejection of the conditionally approved land use classification. The written response is due to the Clerk's Office by 5:00 PM on October 6, 2025.

UPDATE 9-3-25: Management received the "Notice of Final Decision of the District Council" dated August 26, 2025. **Please see the enclosed signed copies for the record.**



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of the Clerk of the Council
301-952-3600

August 26, 2025

**RE: A-8427-02 (Oak Creek Club-Landbay T)
Carrollton Oak Creek, LLC, Applicant**

NOTICE OF FINAL DECISION OF THE DISTRICT COUNCIL

Pursuant to the provisions of Section 27-134 of the Zoning Ordinance of Prince George's County, Maryland requiring notice of decision of the District Council, you will find enclosed a copy of Zoning Ordinance No. 2 - 2025 setting forth the action taken by the District Council in this case on July 8, 2025.

CERTIFICATE OF SERVICE

This is to certify that on August 26, 2025 this notice and attached Council order were mailed, postage prepaid, to all persons of record.

A handwritten signature in cursive script that reads "Donna J. Brown".

Donna J. Brown
Clerk of the Council

Wayne K. Curry Administration Building
1301 McCormick Drive Largo, MD 20774

Case No.: A-8427-C-02
Amendment of Basic Plan and
Conditions
Oak Creek Club-Landbay T

Applicant: Carrollton Oak Creek, LLC

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND,
SITTING AS THE DISTRICT COUNCIL

FINAL CONDITIONAL ZONING APPROVAL

AN ORDINANCE to incorporate Applicant's acceptance of conditions of the original rezoning to amend Basic Plan A-8427-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units.

WHEREAS, the District Council in enacting Zoning Ordinance 2-2025, approved the Applicant's request to amend Basic Plan A-8427-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units; and

WHEREAS, the District Council, pursuant to its decision in Zoning Ordinance 2-2025, deems it appropriate to accept Applicant's consent to the conditions, in Zoning Ordinance 2-2025, to approve its request to amend Basic Plan A-8427-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED:

SECTION 1. Final conditional approval to amend Basic Plan A-8427-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units, in Zoning Ordinance 2-2025, is hereby granted. Applicant's written acceptance of the conditions of approval in Zoning Ordinance 2-2025, is hereby incorporated into this amendment of the Zoning Map for the Maryland-Washington Regional District in Prince George's County, Maryland.

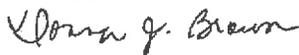
SECTION 2. Use of the subject property shall be subject to all requirements in the applicable zones and conditions in Zoning Ordinance 2-2025. Failure to comply with conditions of approval in Zoning Ordinance 2-2025, shall constitute a zoning violation, and shall constitute sufficient grounds for the District Council to revoke the amendment to the original Basic Plan to allow for the additional development of 28 single-family detached dwelling units; to revoke use and occupancy permits; to institute appropriate civil or criminal proceedings; and/or to take any other action deemed necessary to obtain compliance.

SECTION 3. This Ordinance is effective August 20, 2025, the date of receipt of the Applicant's acceptance of the conditions of approval in Zoning Ordinance 2-2025.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF THE
MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

By: 
Edward P. Burroughs, III, Chair

ATTEST:



Donna J. Brown
Clerk of the Council



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of the Clerk of the Council
301-952-3600

July 15, 2025

DISTRICT COUNCIL PRELIMINARY NOTICE OF CONDITIONAL ZONING APPROVAL

Pursuant to the provisions of Section 27-134 of the Zoning Ordinance of Prince George's County, Maryland, requiring notice of decision of the District Council, a copy of Zoning Ordinance No. 2 - 2025 granting preliminary conditional zoning approval of A-8427-C-02 (Amendment of Conditions) Oak Creek Club- Landbay T, is attached.

In compliance with the provisions of Section 27-195(c) of the Zoning Ordinance, the applicant must file a written acceptance or rejection of the land use classification as conditionally approved within ninety (90) days from the date of approval by the District Council. Upon receipt by the Clerk's Office of a written acceptance by the applicant, a final Order will be issued with an effective date for conditional approval shown as the date written acceptance was received by the Clerk's Office.

The failure to accept the conditions in writing within ninety (90) days from the date of approval shall be deemed a rejection. Rejection shall void the Map Amendment and revert the property to its prior zoning classification.

Written approval or rejection of conditions must be received by the Clerk's Office no later than the close of business (5:00 p.m.) on October 6, 2025.

CERTIFICATE OF SERVICE

This is to certify that on July 15, 2025, this notice and attached Order were mailed, postage prepaid, to the attorney/correspondent and applicant(s). Notice of final approval will be sent to all persons of record.

Donna J. Brown
Clerk of the Council

Case No.: A-8427-C-02
Amendment of Basic Plan and
Conditions
Oak Creek Club-Landbay T

Applicant: Carrollton Oak Creek, LLC¹

ZONING ORDINANCE NO. 2-2025

AN ORDINANCE to amend Basic Plan A-8427-02, specifically Condition 1, approved by the District Council on November 26, 1991, to allow for the additional development of 28 single-family detached dwelling units,² on its property located at the northeast corner of the intersection of Mary Bowie Parkway and South Church Road (8.09 Acres; LCD Zone (Prior; L-A-C/R-L Zones).

WHEREAS, this Application is being reviewed pursuant to the prior Prince George's County Zoning Ordinance, under which the area of amendment is zoned Local Activity Center (L-A-C) and Residential Low Development (R-L); and

WHEREAS, the site is currently vacant and unimproved; and

WHEREAS, no other amendments of the conditions of the approved Basic Plan were requested; and

WHEREAS, currently Condition 1 states as follows:

¹ Decision of the Zoning Hearing Examiner (ZHE) incorrectly identifies the Applicant as "Oak Creek Club, LLC," because the Technical Staff Report identifies the Applicant as "Carrollton Oak Creek, LLC," and the Statement of Justification and Public Ethics Affidavits identify the Applicant as "Carrollton Oak Creek, LLC." The difference is "Carrollton" with 2-l's as opposed to 1-l. The difference matters because under the State Department of Assessment and Taxation (SDAT), Carrollton with 2-l's as opposed to 1-l, is an entity registered to do business in Maryland, but "Carrollton" with 1-l is not. This approval is only for Applicant "Carrollton Oak Creek, LLC."

² After oral argument, and pursuant to an email from the Applicant on June 30, 2025, at 1:20 pm, which has been placed in the record, while the initial application requested the amendment of the Basic Plan to increase the maximum residential density by a total of 36 single-family detached dwelling units, the Applicant has since proffered that it will develop *no* more than a total of 28 single-family detached dwelling units on Parcel B and Parcel 3, which means, as a condition of this approval, that the Applicant may not develop more than a total of 28 single-family detached dwelling units on Parcel B and Parcel 3. See email from Jonathan Martin jonathan@clhatcher.com to Principal Counsel, Rajesh Kumar, on June 30, 2025, at 1:20 pm. Same was provided to the Clerk of the Council to be made part of the record in this matter.

1. In no event shall the maximum number of dwelling units exceed 1,096 in the R-L Zone, which equates to 1.3 dwelling units per adjusted gross acre, and 52 in the L-A-C Zone; and

WHEREAS, the revised Condition 1 recommended for approval states as follows:

1. In no event shall the maximum number of dwelling units exceed 1,108 in the R-L Zone, which equates to 1.4 dwelling units per adjusted gross acre, and 76 in the L-A-C Zone; and

WHEREAS, the Planning Board and the Technical Staff recommended approval of the request with conditions; and

WHEREAS, on March 5, 2025 and March 26, 2025, the Zoning Hearing Examiner (ZHE) held unopposed evidentiary hearings on the request; and

WHEREAS, at the conclusion of the March 26, 2025 evidentiary hearing, the record was kept open until April 11, 2025, for the receipt of documents supporting the position of the homeowners association. These documents were not submitted, and the record was closed on April 11, 2025; and

WHEREAS, on May 28, 2025, the ZHE issued a written decision recommending that the District Council approve the request subject to conditions and considerations; and

WHEREAS, as a basis for this final decision, the District Council adopts the findings, conclusions, and recommendation to approve the request as contained in the ZHE's written decision, subject to modifications herein by the District Council; and

WHEREAS, Applicant's request is approved subject to the following Conditions and Considerations:

Conditions

1. In no event shall the maximum number of dwelling units exceed 1,108 in the R-L Zone, which equates to 1.4 dwelling units per adjusted gross acres and 76 in the L-A-C Zone.

2. Approval of the L-A-C Zone for 33 acres with the provision that the maximum square footage of the proposed commercial component shall be determined at the Comprehensive Design Plan (CDP) review. Should it be determined at that time that adequate market support does not exist for the proposed 40,000 square feet of commercial development, a staging Plan shall be approved providing for the development of a Neighborhood Activity Center in accordance with the Master Plan and Zoning Ordinance requirements for such centers and the subsequent expansion of the center at such time as the necessary market support can be determined.
3. At each access point off of Church Road and Oak Grove Road, the amended Basic Plan will provide entrance buffers 100 feet wide on each side of the access road and 100 feet deep along the access road.
4. Prior to approval of a preliminary Plan of subdivision, construction funding for the intersection of MD 193/MD 202, including the roadway link of Largo Road (MD 202) from the intersection with White House Road to the Watkins Park Road intersection and the realignment and widening of MD 193 to four lanes along the Master Plan alignment between MD 202 and Oak Grove Road shall be identified in the Maryland Department of Transportation's Consolidated Transportation Program or the Prince George's County Capital Improvement Program. The Applicant shall make a cash contribution to the Prince George's County Department of Public Works and Transportation, and notification shall be provided by the Applicant to the Maryland-National Capital Park and Planning Commission. The cash contribution shall be identified for improvements to Largo Road (MD 202) between Watkins Park Road (MD 193) and White House Road, including the Watkins Park Road intersection. The amount of the cash contribution shall be determined by the Prince George's County Planning Board.
5. Prior to approval of a preliminary Plan of subdivision, there shall be an assurance of public and/or private funding commitments in sufficient amount to finance the installation of traffic signalization equipment, if signalization is deemed to be warranted, at the Watkins Park Road (MD 193)/Oak Grove Road intersection, in accordance with Maryland State Highway Administration standards.
6. Prior to the approval of the Preliminary Plan of Subdivision, the Maryland State Highway Administration shall modify the Central Avenue (MD 214)/Church Road intersection to provide for Level-of-Service (LOS) "D" during both peak hours. Full construction funding shall be identified in the Maryland Department of Transportation's Consolidated Transportation Program, the Prince George's County Capital Improvement Program, or from private sources. If the warrants are met and signalization is deemed necessary by the Maryland State Highway Administration (SHA) and/or the Prince George's County Department of Public Works and Transportation (DPW&T), the Applicant shall be responsible for assuring that traffic signalization equipment and necessary geometric improvements have been provided.

7. Prior to approval of a Preliminary Plan of Subdivision for Stage I, a line, grade and staging concept for Leeland-Oak Grove Road as a major collector facility (in accordance with the C-58 alignment in the Approved Bowie-Collington-Mitchellville Master Plan), must be finalized and approved by the Department of Public Works and Transportation and the Maryland-National Capital Park and Planning Commission.
8. Prior to the issuance of any building permits for more than 200 dwelling units, the Applicant shall bond to construct, at a minimum, a half section of a major collector facility along the realignment of Oak Grove-Leeland Road from the Watkins Park Road/Oak Grove Road intersection through the Church Road/Oak Grove-Leeland Road intersection. The roadway shall be constructed in accordance with Prince George's County Department of Public Works and Transportation requirements.
9. Prior to the issuance of any building permits, the Applicant shall bond to construct access improvements at the Site Access "1" on Church Road and the Site Access "2" on Oak Grove Road to provide for a separate right and left turn lane on the approaches of the access points.
10. On all Preliminary Plats, Final Plats, Site Plans and other Plan documents used to represent the proposed development, on which the A-44 right-of-way appears, the Applicant, his heirs, successors and/or assigns shall identify the right-of-way as a future access-controlled arterial highway facility, in accordance with the approved Bowie-Collington Master Plan.
11. The Applicant shall dedicate the right-of-way for Church Road as a (90-foot maximum) four-lane collector with an open median of varying width as determined by DPW&T. The location of the road shall be finalized at the time of CDP and shall be based on an Inventory of Significant Visual Features prepared according to the "Design Guidelines for Scenic and Historic Roads." Construction will be in accordance with DPW&T requirements and may utilize the existing roadbed when appropriate.
12. A Woodland Conservation requirement of 25 percent shall be established for the portion of the site zoned R-A, unless it can be shown that the existing woodland is less than that amount. If so, the conservation threshold may be reduced to the percentage of existing woodland down to 20 percent of the net tract area of R-A zoned land. A Woodland Conservation requirement of 15% shall be established for the portion of the site zoned L- A-C. In addition, the Applicant will reforest as required under applicable State and County regulations. All Tree Conservation Plans shall demonstrate how the development will meet this criterion.
13. The limits of the existing 100-year floodplain shall be approved by the Watershed Protection Branch of the Department of Environmental Resources prior to the approval of any Specific Design Plan.

14. The Applicant shall provide proof that the U.S. Army Corps of Engineers or the appropriate State or local permitting wetlands authority agrees with the nontidal wetlands delineation, along with submittal of the SDP.
15. All nontidal wetland mitigation areas shall be shown on the SDP.
16. Technical approval of the location and sizes of Stormwater Management Facilities is required prior to approval of any SDP.
17. Prior to the submittal of the Comprehensive Design Plan, the Applicant and the Technical Staff shall determine if a noise study, which considers the impact of proposed A-44 and Church Road on the Subject Property, is necessary. If it is necessary, the study shall be submitted with the CDP.
18. All nondisturbed nontidal wetlands shall have at least a 25-foot nondisturbance buffer around their perimeters.
19. All streams and drainage courses shall comply with the buffer guideline for the Patuxent River Primary Management Area.
20. As part of the submittal of the CDP, the Applicant shall include a conceptual layout of water and sewerage service to the site and an analysis of the impact of the construction of these facilities. Applicant, Technical Staff, and the WSSC shall work together using their best practical efforts to minimize the impact of water and sewer line construction on the Subject Property.
21. As part of the submittal of the Preliminary Plat, the Applicant shall include a soil study that identifies the location and extent of Marlboro Clay.
22. The Environmental Setting of the Bowieville Historic Site (#74A-18) is approximately 14.7 acres. Its boundaries are defined on the staff "Approved Environmental Setting" sketch found in the Technical Staff Report. Prior to CDP approval, the Applicant shall complete a survey and Map of historic landscape features around Bowieville (including the terraced gardens northeast of the mansion) to include a metes and bounds survey of the 14.711 acres as a basis for any potential revisions to the Historic Site's Environmental Setting. Further, the Comprehensive Design Plan approval shall take into consideration the following:
 - a. Potential revision to the Environmental Setting shall be based on the identification of an ultimate user for the Mansion and tobacco barn, and appropriately detailed reuse and restoration Plans.

- b. Prior to Specific Design Plan approval for the Environmental Setting, parking for the adaptive reuse of Bowieville shall be provided primarily in the following locations: the adjoining streets, the proposed clubhouse parking area, and the parking area of the nearby commercial center.
 - c. The Environmental Setting shall be augmented with additional land to the west of the Historic Site to include the entirety of the historic entry lane so that the lane may be included within the L-A-C as a means of access to the Historic Site.
23. Prior to approval of the Comprehensive Design Plan, the Applicant shall install appropriate security measures at Bowieville to include fire and burglar alarms, security fencing, and lighting, and shall undertake appropriate weatherization repairs to preclude further deterioration of the Historic Site. These measures include, but are not limited to:
- a. Retaining and maintaining the existing chain-link fence in a secure condition with a locked gate around the Historic Site.
 - b. Retaining and maintaining the plywood coverings over the window and door openings of the Historic Site.
 - c. Conducting roof repairs and repairs to drainage systems, flashing, and caulking as they occur.
 - d. Installing a security and fire alarm system within the Historic Site, with an on-site burglar and fire alarm connected to central station monitoring.
 - e. Maintaining all historic outbuildings within the Environmental Setting in structurally stable and secure condition.
 - f. Posting "No Trespassing" signs on the Historic Site and the surrounding property.
24. The property shall be inspected on behalf of the Applicant by a qualified preservation architect, preservation contractor, or structural engineer 60 days after the approval of the Amended Basic Plan, with inspection reports filed with the Planning Board or its designee at quarterly intervals until the Historic Site is completely restored or adaptively reused. The inspections shall ensure the maintenance of the security fence, window coverings, alarm systems, "no trespassing" signs, as well as any interim repairs made to preclude further deterioration as determined by the Conditions Assessment. Evidence of quarterly inspection reports shall be provided by the Applicant prior to approval of the Comprehensive Design Plan and all future Specific Design Plans.

25. Prior to the approval of a Comprehensive Design Plan and as part of a Comprehensive Preservation/Reuse Plan (CPRP) for the Historic Site, the Applicant shall complete a Conditions Assessment of the Historic Site. The Conditions Assessment shall be prepared by a qualified preservation architect, preservation contractor, or structural engineer for review by the Historic Preservation Commission. The Conditions Assessment shall prioritize the following:
 - a. "immediate" repairs deemed necessary to preclude further deterioration;
 - b. those "interim" and cyclical repairs required to maintain the property in reasonable condition prior to its rehabilitation;
 - c. those "ultimate" repairs associated with a use-specific rehabilitation of the property. Immediate repairs shall include, but not be limited to, the stabilization and securing of the historic tobacco barn northeast of the mansion.
26. Prior to the approval of the first Preliminary Plat, immediate repairs identified in the Conditions Assessment shall be completed by the Applicant. Evidence of the completed work shall be provided to the Planning Board or its designee and certified by a qualified preservation architect, preservation contractor, or structural engineer.
27. The Applicant, his heirs, successors, or assigns shall submit a Historic Area Work Permit (HAWP) for the restoration and adaptive reuse of the Bowieville Historic Site prior to the issuance of the 281st building permit for the development. The HAWP shall be consistent with the Secretary of the Interior's Standards for Rehabilitation and the Historic Preservation Commission's Policies and Guidelines and shall specifically address preservation of original fabric. The restoration of the Historic Site shall be completed prior to the issuance of the 400th building permit for the development.
28. Prior to the issuance of the 281st building permit for the development, a performance bond or letter of credit or other suitable financial guarantee shall be issued by the Applicant to be held by the M-NCPPC to guarantee the timely and satisfactory completion of the restoration of the Historic Site. Bonding procedures shall follow those in place for private recreational facilities agreements.
29. A Phase I archeological survey in the garden areas south and northeast of the house and a summary report shall be undertaken by the Applicant prior to CDP submission to determine the location and extent of historic landscape features, so that any important features can be protected and/or restored by the Applicant. Additional archeological investigation (Phase II and Phase III) shall be conducted by the Applicant if warranted by the Historic Preservation Commission within a reasonable amount of time after the completion and submittal of the Phase I report, and prior to the approval of the Comprehensive Design Plan.

30. The Comprehensive Design Plan shall consider appropriate uses for the Bowieville Mansion and tobacco barn that may include but not be limited to the following:
- a. Reception hall/rental facility
 - b. Art gallery
 - c. Restaurant
 - d. Country Inn
 - e. Antique shop or other such low intensity retail use
 - f. Eleemosynary or philanthropic use
 - g. Low intensity office use
 - h. Library or similar cultural use
 - i. Private residence
 - j. Private school
 - k. A combination of the above uses

Additional uses may be approved at the time of Specific Design Plan for the Historic Site's Environmental Setting subject to approval by the Historic Preservation Commission

31. The Applicant shall donate a protective easement on the exterior of Bowieville and the significant features within its Environmental Setting to an appropriate body capable of holding easements, within 180 days after settlement on Phase I of the development or prior to final plat approval, whichever is sooner. The area potentially protected by an easement shall be identified on all future submittals as the area of historic concern.
32. A comprehensive and Specific Design Plan review by the Historic Preservation Commission shall be required on structures adjacent to the Historic Site's Environmental Setting. This review will include, but not be limited to, architectural design, building placement, materials, roof features, fencing, landscaping, and parking, in relation to views from the Historic Site.
33. Timing mechanisms may be reviewed and amended by the Planning Board or its designee upon recommendation of staff during Comprehensive Design Plan Review. Specifically, these mechanisms involve the following Conditions: Condition 24 (Security Measures); Condition 25 (Security Inspections); Condition 26 (Conditions

Assessment); Condition 27 (Repair/Restoration Timetable); Condition 30 (Archeological Investigation). The review and potential revision of the Historic Preservation Commission's recommended timing mechanisms shall take into account the following considerations:

- a. The need to provide for interim security for the Bowieville Historic Site and to preclude further deterioration by neglect and to guarantee stabilization and restoration as part of the development project;
 - b. The Applicant's statement that he will not own the property until 90 days after Preliminary Plat approval.
34. All commercial and public assembly structures shall be fully sprinklered in accordance with National Fire Protection Standard (NFPA) 13 and all applicable County laws.
 35. All residential structures shall be fully sprinklered in accordance with National Fire Protection Standard (NFPA) 13D and all applicable County laws.
 36. The Basic Plan shall be amended to show the relocation of the 27-acre park/school site to the east side of Church Road at the northern boundary of the subject parcel as shown on the Department of Parks and Recreation (DPR) exhibit "A". The Applicant shall dedicate this land at such time as requested by the Prince George's County Planning Board.
 37. The CDP shall investigate and evaluate an extension of the Planned hiker/biker trail east of Church Road as shown on DPR exhibit "A".
 38. The Applicant shall assure the provision of new access to the residents currently served by a driveway traversing M-NCPPC property (the Riley Tract) from the Oak Creek Community.
 39. The floodplain (with the exception of road crossings) and adjoining buffer area along Black Branch shall be dedicated to M-NCPPC.
 40. The amended Basic Plan shall show the Class I trail along Church Road, the entire frontage of the Subject Property, and also a Class I trail along the entire Oak Grove Road frontage.
 41. At the time of Comprehensive Design Plan review, the locations of the trails, paths and sidewalks proposed will be evaluated on their interrelationship within the entire development site with respect to pedestrian movements.
 42. In the interest of preserving the tree-lined driveway of the Beall House property, once alternative vehicular access to the Beall House is provided, the balance of the drive shall be incorporated into the open space network.

43. If there is a deficit contribution necessary to fund the extension of sewer and water lines for the project, Applicants shall pay such deficit as determined by the WSSC.
44. All of the private recreational amenities identified in the amended Basic Plan text shall be listed on the face of the amended Basic Plan.
45. The open space element of the amended Basic Plan or its equivalent shall be clearly identified on the face of the Plan.
46. If, after the golf course is completed and in use, and the adjacent residential areas are completed and occupied, it becomes apparent that errant golf balls are creating an unexpected hazard to persons or property off the golf course by repeatedly leaving the golf course property, the developer and/or golf course operator shall be required to retrofit the affected portion of the golf course with landscape screens or nets, as determined by the Planning Director and in the heights and locations specified by the Planning Director, sufficient to minimize the travel of golf balls beyond the lot lines of the site on which the golf facility is located. Such screens or nets shall be continuously maintained so as not to fall into disrepair.
47. For those lots with frontages along Church Road or Oak Grove Road, or with an intervening open space parcel between the road and the lot, the minimum lot width shall be 100 feet. Units on these lots may have side entry garages and may have dualized driveways. A 50-foot building setback is required from the street line and the property line.
48. Lots in Parcel A, backing up to the adjacent R-E Zone (Sierra Meadows) shall have a minimum landscape strip outside of the rear yards of at least 50 feet. Lots in Parcel C, backing up to the R-E Zone (Behnke's Nursery) shall have a minimum landscape strip of at least 50 feet wide outside of the rear yards. Lots in Parcel L, backing up to the R-E Zone (Seton Belt Property) shall have a minimum landscape strip of at least 50 feet outside of the rear yards. At the time of CDP review, the Applicant may propose alternative design techniques including smaller lots, landscaped strips, etc., in order to address the issues of compatibility and the large lot component.
49. The Applicant shall convey the open space parcel created by the relocation of Oak Grove Road to the St. Barnabas Church or the appropriate entity capable of holding real estate.
50. Remove the designation of Development Parcel/Landbay T from the Amended Basic Plan.

Comprehensive Design Plan Considerations

1. In addition to the requirements of Section 27-518 (a) of the Zoning Ordinance, the Comprehensive Design Plan shall include a golf course that is designed by an architect who is a member of the American Society of Golf Course Architects, and his signature shall be included on the supporting documentation, as a member of the design team.
2. The Comprehensive Design Plan for the golf course shall show the location of proposed streets and of all residential lots in close proximity to the golf course. The Comprehensive Design Plan shall establish minimum guidelines for setbacks within the golf course safety corridor consistent with industry standards. Any request for deviation of these guidelines shall be provided with sufficient justification to the satisfaction of the Planning Board and/or District Council to assure safety of the adjacent residential development. The Comprehensive Design Plan shall include an overlay graphic study of the golf course, adjacent streets and lots, prepared by the golf course architect, of the most likely direction and distance of the errant golf shots expected from all tee locations of all holes, and from all other locations on these holes from which errant shots may be expected. If, in the judgment of the Planning Board and/or District Council, the deviation presents too great a hazard to residents or their property, the golf course layout shall be revised, or the affected areas of residential lots shall be prohibited for residential use and shall become homeowners' open space or part of the golf course.
3. The Comprehensive Design Plan shall minimize the crossing of subdivision streets with golf course paths. The crossing of Church Road shall be via a bridge.
4. To the extent practicable, existing fence rows, isolated trees, or existing agricultural structures occurring in the setback shall be preserved and maintained unless removing such elements can be justified on the grounds of safety. The quality of these features shall be determined by the Planning Board and/or District Council at the time of Comprehensive Design Plan approval. In addition, groves, clusters, or rows of native trees, and shrubs typical of those indigenous to the vicinity of the proposed development shall be encouraged to be planted in the setback in order to enhance the rural character.
5. The Comprehensive Design Plan should recognize the A-44 facility. The location of the alignment must be coordinated further with staff in order to match approved rights-of-way on adjacent developments such as the Willowbrook Basic Plan, Collington Manor and Collington Station prior to Comprehensive Design Plan approval.
6. Primary residential streets will be constructed to provide access to the Planned community park and the park/school. In the event private roadways are permitted in the Planned community, equivalent private roadways will be provided (roadways with two travel lanes and two parking lanes).

7. An internal loop master Plan trail shall be provided within the proposed development for the Purpose of providing a neighborhood circuit for running, jogging, and biking.
8. All the development pods and parks, recreational and historical features shall be connected into the main trail network by feeder trails and sidewalks.
9. The handicapped accessibility of all trails shall be determined during CDP review.
10. For lots with rear yards oriented toward Oak Grove Road or Church Road, there shall be a minimum 300-foot setback requirement for the rear lot lines. The 300-foot buffer may include the golf course, however, within the 300 feet a minimum 50-foot landscaped buffer shall be provided, to be Planted with the amount of Plant materials required for a collector buffer in Section 4. 6 of the Landscape Manual. If there is woodland area or hedgerow within the right-of-way, it may be combined with on-site woodland to contribute toward the 100-foot buffer requirement. Existing woods and/or vegetation may be allowed to substitute for the landscaping, only if it can be demonstrated that the woodland is a minimum of 25 feet wide and is supplemented with evergreen material to provide year-round screening. The landscaped buffer may be located either along the road or along the lots, but in no case shall it be split up into less than 25-foot widths.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED:

SECTION 1. Basic Plan A-8427-02, specifically Condition 1, shall be amended to allow for the additional development of 28 single-family detached dwelling units.

SECTION 2. Use of the subject property shall be subject to all requirements in the applicable zones and conditions referenced above. Failure to comply with any stated condition herein shall constitute a zoning violation and shall constitute sufficient grounds for the District Council to revoke the approval of the request herein; to revoke use and occupancy permits; to institute appropriate civil and/or criminal proceedings; and/or to take any other action deemed necessary to obtain compliance.

SECTION 3. This Ordinance shall become effective on the date of its enactment.

ENACTED on July 8, 2025, by the following vote:

A-8427-C-02
Amendment of Basic Plan and Conditions

In Favor: Council Members Adams-Stafford, Blegay, Burroughs, Dernoga, Fisher, Hawkins,
Ivey, Olson, Oriadha and Watson.
Opposed:
Abstained:
Absent: Council Member Harrison.
Vote: 10-0.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF THE
MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

By: 
Edward P. Burroughs, III, Chair

ATTEST:

Donna J. Brown
Clerk of the Council



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of the Clerk of the Council
301-952-3600

August 26, 2025

**RE: A-8578-02 (Oak Creek Club-Landbay T)
Carrollton Oak Creek, LLC, Applicant**

NOTICE OF FINAL DECISION OF THE DISTRICT COUNCIL

Pursuant to the provisions of Section 27-134 of the Zoning Ordinance of Prince George's County, Maryland requiring notice of decision of the District Council, you will find enclosed a copy of Zoning Ordinance No. 3 - 2025 setting forth the action taken by the District Council in this case on July 8, 2025.

CERTIFICATE OF SERVICE

This is to certify that on August 26, 2025 this notice and attached Council order were mailed, postage prepaid, to all persons of record.

A handwritten signature in cursive script that reads "Donna J. Brown".

Donna J. Brown
Clerk of the Council

Wayne K. Curry Administration Building
1301 McCormick Drive Largo, MD 20774



Case No.: A-8578-C-02
Amendment of Basic Plan and
Conditions
Oak Creek Club-Landbay T

Applicant: Carrollton Oak Creek, LLC

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND,
SITTING AS THE DISTRICT COUNCIL

FINAL CONDITIONAL ZONING APPROVAL

AN ORDINANCE to incorporate Applicant's acceptance of conditions of the original rezoning to amend Basic Plan A-8578-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units.

WHEREAS, the District Council in enacting Zoning Ordinance 3-2025, approved the Applicant's request to amend Basic Plan A-8578-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units; and

WHEREAS, the District Council, pursuant to its decision in Zoning Ordinance 3-2025, deems it appropriate to accept Applicant's consent to the conditions, in Zoning Ordinance 3-2025, to approve its request to amend Basic Plan A-8578-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED:

SECTION 1. Final conditional approval to amend Basic Plan A-8578-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units, in Zoning Ordinance 3-2025, is hereby granted. Applicant's written acceptance of the conditions of approval in Zoning Ordinance 3-2025, is hereby incorporated into this amendment of the Zoning Map for the Maryland-Washington Regional District in Prince George's County, Maryland.

SECTION 2. Use of the subject property shall be subject to all requirements in the applicable zones and conditions in Zoning Ordinance 3-2025. Failure to comply with conditions of approval in Zoning Ordinance 3-2025, shall constitute a zoning violation, and shall constitute sufficient grounds for the District Council to revoke the amendment to the original Basic Plan to allow for the additional development of 28 single-family detached dwelling units; to revoke use and occupancy permits; to institute appropriate civil or criminal proceedings; and/or to take any other action deemed necessary to obtain compliance.

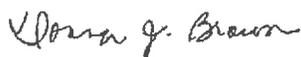
SECTION 3. This Ordinance is effective August 20, 2025, the date of receipt of the Applicant's acceptance of the conditions of approval in Zoning Ordinance 3-2025.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF THE
MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

By: 

Edward P. Burroughs, III, Chair

ATTEST:



Donna J. Brown
Clerk of the Council



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of the Clerk of the Council
301-952-3600

July 15, 2025

DISTRICT COUNCIL PRELIMINARY NOTICE OF CONDITIONAL ZONING APPROVAL

Pursuant to the provisions of Section 27-134 of the Zoning Ordinance of Prince George's County, Maryland, requiring notice of decision of the District Council, a copy of Zoning Ordinance No. 3 - 2025 granting preliminary conditional zoning approval of A-8578-C-02 (Amendment of Conditions) Oak Creek Club- Landbay T, is attached.

In compliance with the provisions of Section 27-195(c) of the Zoning Ordinance, the applicant must file a written acceptance or rejection of the land use classification as conditionally approved within ninety (90) days from the date of approval by the District Council. Upon receipt by the Clerk's Office of a written acceptance by the applicant, a final Order will be issued with an effective date for conditional approval shown as the date written acceptance was received by the Clerk's Office.

The failure to accept the conditions in writing within ninety (90) days from the date of approval shall be deemed a rejection. Rejection shall void the Map Amendment and revert the property to its prior zoning classification.

Written approval or rejection of conditions must be received by the Clerk's Office no later than the close of business (5:00 p.m.) on October 6, 2025.

CERTIFICATE OF SERVICE

This is to certify that on July 15, 2025, this notice and attached Order were mailed, postage prepaid, to the attorney/correspondent and applicant(s). Notice of final approval will be sent to all persons of record.

A handwritten signature in cursive script that reads "Donna J. Brown".

Donna J. Brown
Clerk of the Council

Case No.: A-8578-C-02
Amendment of Basic Plan and
Conditions
Oak Creek Club-Landbay T

Applicant: Carrollton Oak Creek, LLC¹

ZONING ORDINANCE NO. 3-2025

AN ORDINANCE to amend Basic Plan A-8578-02, specifically Condition 1, approved by the District Council on November 26, 1991, to allow for the additional development of 28 single-family detached dwelling units,² on its property located at the northeast corner of the intersection of Mary Bowie Parkway and South Church Road (8.09 Acres; LCD Zone (Prior; L-A-C/R-L Zones).

WHEREAS, this Application is being reviewed pursuant to the prior Prince George's County Zoning Ordinance, under which the area of amendment is zoned Local Activity Center (L-A-C) and Residential Low Development (R-L); and

WHEREAS, the site is currently vacant and unimproved; and

WHEREAS, no other amendments of the conditions of the approved Basic Plan were requested; and

WHEREAS, currently Condition 1 states as follows:

¹ Decision of the Zoning Hearing Examiner (ZHE) incorrectly identifies the Applicant as "Oak Creek Club, LLC," because the Technical Staff Report identifies the Applicant as "Carrollton Oak Creek, LLC," and the Statement of Justification and Public Ethics Affidavits identify the Applicant as "Carrollton Oak Creek, LLC." The difference is "Carrollton" with 2-l's as opposed to 1-l. The difference matters because under the State Department of Assessment and Taxation (SDAT), Carrollton with 2-l's as opposed to 1-l, is an entity registered to do business in Maryland, but "Carrollton" with 1-l is not. This approval is only for Applicant "Carrollton Oak Creek, LLC."

² After oral argument, and pursuant to an email from the Applicant on June 30, 2025, at 1:20 pm, which has been placed in the record, while the initial application requested the amendment of the Basic Plan to increase the maximum residential density by a total of 36 single-family detached dwelling units, the Applicant has since proffered that it will develop *no* more than a total of 28 single-family detached dwelling units on Parcel B and Parcel 3, which means, as a condition of this approval, that the Applicant may not develop more than a total of 28 single-family detached dwelling units on Parcel B and Parcel 3. See email from Jonathan Martin jonathan@clhatcher.com to Principal Counsel, Rajesh Kumar, on June 30, 2025, at 1:20 pm. Same was provided to the Clerk of the Council to be made part of the record in this matter.

A-8578-C-02
Amendment of Basic Plan and Conditions

1. In no event shall the maximum number of dwelling units exceed 1,096 in the R-L Zone, which equates to 1.3 dwelling units per adjusted gross acre, and 52 in the L-A-C Zone; and

WHEREAS, the revised Condition 1 recommended for approval states as follows:

1. In no event shall the maximum number of dwelling units exceed 1,108 in the R-L Zone, which equates to 1.4 dwelling units per adjusted gross acre, and 76 in the L-A-C Zone; and

WHEREAS, the Planning Board and the Technical Staff recommended approval of the request with conditions; and

WHEREAS, on March 5, 2025 and March 26, 2025, the Zoning Hearing Examiner (ZHE) held unopposed evidentiary hearings on the request; and

WHEREAS, at the conclusion of the March 26, 2025 evidentiary hearing, the record was kept open until April 11, 2025, for the receipt of documents supporting the position of the homeowners association. These documents were not submitted, and the record was closed on April 11, 2025; and

WHEREAS, on May 28, 2025, the ZHE issued a written decision recommending that the District Council approve the request subject to conditions and considerations; and

WHEREAS, as a basis for this final decision, the District Council adopts the findings, conclusions, and recommendation to approve the request as contained in the ZHE's written decision, subject to modifications herein by the District Council; and

WHEREAS, Applicant's request is approved subject to the following Conditions and Considerations:

Conditions

1. In no event shall the maximum number of dwelling units exceed 1,108 in the R-L Zone, which equates to 1.4 dwelling units per adjusted gross acres and 76 in the L-A-C Zone.

2. Approval of the L-A-C Zone for 33 acres with the provision that the maximum square footage of the proposed commercial component shall be determined at the Comprehensive Design Plan (CDP) review. Should it be determined at that time that adequate market support does not exist for the proposed 40,000 square feet of commercial development, a staging Plan shall be approved providing for the development of a Neighborhood Activity Center in accordance with the Master Plan and Zoning Ordinance requirements for such centers and the subsequent expansion of the center at such time as the necessary market support can be determined.
3. At each access point off of Church Road and Oak Grove Road, the amended Basic Plan will provide entrance buffers 100 feet wide on each side of the access road and 100 feet deep along the access road.
4. Prior to approval of a preliminary Plan of subdivision, construction funding for the intersection of MD 193/MD 202, including the roadway link of Largo Road (MD 202) from the intersection with White House Road to the Watkins Park Road intersection and the realignment and widening of MD 193 to four lanes along the Master Plan alignment between MD 202 and Oak Grove Road shall be identified in the Maryland Department of Transportation's Consolidated Transportation Program or the Prince George's County Capital Improvement Program. The Applicant shall make a cash contribution to the Prince George's County Department of Public Works and Transportation, and notification shall be provided by the Applicant to the Maryland-National Capital Park and Planning Commission. The cash contribution shall be identified for improvements to Largo Road (MD 202) between Watkins Park Road (MD 193) and White House Road, including the Watkins Park Road intersection. The amount of the cash contribution shall be determined by the Prince George's County Planning Board.
5. Prior to approval of a preliminary Plan of subdivision, there shall be an assurance of public and/or private funding commitments in sufficient amount to finance the installation of traffic signalization equipment, if signalization is deemed to be warranted, at the Watkins Park Road (MD 193)/Oak Grove Road intersection, in accordance with Maryland State Highway Administration standards.
6. Prior to the approval of the Preliminary Plan of Subdivision, the Maryland State Highway Administration shall modify the Central Avenue (MD 214)/Church Road intersection to provide for Level-of-Service (LOS) "D" during both peak hours. Full construction funding shall be identified in the Maryland Department of Transportation's Consolidated Transportation Program, the Prince George's County Capital Improvement Program, or from private sources. If the warrants are met and signalization is deemed necessary by the Maryland State Highway Administration (SHA) and/or the Prince George's County Department of Public Works and Transportation (DPW&T), the Applicant shall be responsible for assuring that traffic signalization equipment and necessary geometric improvements have been provided.

7. Prior to approval of a Preliminary Plan of Subdivision for Stage I, a line, grade and staging concept for Leeland-Oak Grove Road as a major collector facility (in accordance with the C-58 alignment in the Approved Bowie-Collington-Mitchellville Master Plan), must be finalized and approved by the Department of Public Works and Transportation and the Maryland-National Capital Park and Planning Commission.
8. Prior to the issuance of any building permits for more than 200 dwelling units, the Applicant shall bond to construct, at a minimum, a half section of a major collector facility along the realignment of Oak Grove-Leeland Road from the Watkins Park Road/Oak Grove Road intersection through the Church Road/Oak Grove-Leeland Road intersection. The roadway shall be constructed in accordance with Prince George's County Department of Public Works and Transportation requirements.
9. Prior to the issuance of any building permits, the Applicant shall bond to construct access improvements at the Site Access "1" on Church Road and the Site Access "2" on Oak Grove Road to provide for a separate right and left turn lane on the approaches of the access points.
10. On all Preliminary Plats, Final Plats, Site Plans and other Plan documents used to represent the proposed development, on which the A-44 right-of-way appears, the Applicant, his heirs, successors and/or assigns shall identify the right-of-way as a future access-controlled arterial highway facility, in accordance with the approved Bowie-Collington Master Plan.
11. The Applicant shall dedicate the right-of-way for Church Road as a (90-foot maximum) four-lane collector with an open median of varying width as determined by DPW&T. The location of the road shall be finalized at the time of CDP and shall be based on an Inventory of Significant Visual Features prepared according to the "Design Guidelines for Scenic and Historic Roads." Construction will be in accordance with DPW&T requirements and may utilize the existing roadbed when appropriate.
12. A Woodland Conservation requirement of 25 percent shall be established for the portion of the site zoned R-A, unless it can be shown that the existing woodland is less than that amount. If so, the conservation threshold may be reduced to the percentage of existing woodland down to 20 percent of the net tract area of R-A zoned land. A Woodland Conservation requirement of 15% shall be established for the portion of the site zoned L- A-C. In addition, the Applicant will reforest as required under applicable State and County regulations. All Tree Conservation Plans shall demonstrate how the development will meet this criterion.
13. The limits of the existing 100-year floodplain shall be approved by the Watershed Protection Branch of the Department of Environmental Resources prior to the approval of any Specific Design Plan.

14. The Applicant shall provide proof that the U.S. Army Corps of Engineers or the appropriate State or local permitting wetlands authority agrees with the nontidal wetlands delineation, along with submittal of the SDP.
15. All nontidal wetland mitigation areas shall be shown on the SDP.
16. Technical approval of the location and sizes of Stormwater Management Facilities is required prior to approval of any SDP.
17. Prior to the submittal of the Comprehensive Design Plan, the Applicant and the Technical Staff shall determine if a noise study, which considers the impact of proposed A-44 and Church Road on the Subject Property, is necessary. If it is necessary, the study shall be submitted with the CDP.
18. All nondisturbed nontidal wetlands shall have at least a 25-foot nondisturbance buffer around their perimeters.
19. All streams and drainage courses shall comply with the buffer guideline for the Patuxent River Primary Management Area.
20. As part of the submittal of the CDP, the Applicant shall include a conceptual layout of water and sewerage service to the site and an analysis of the impact of the construction of these facilities. Applicant, Technical Staff, and the WSSC shall work together using their best practical efforts to minimize the impact of water and sewer line construction on the Subject Property.
21. As part of the submittal of the Preliminary Plat, the Applicant shall include a soil study that identifies the location and extent of Marlboro Clay.
22. The Environmental Setting of the Bowieville Historic Site (#74A-18) is approximately 14.7 acres. Its boundaries are defined on the staff "Approved Environmental Setting" sketch found in the Technical Staff Report. Prior to CDP approval, the Applicant shall complete a survey and Map of historic landscape features around Bowieville (including the terraced gardens northeast of the mansion) to include a metes and bounds survey of the 14.711 acres as a basis for any potential revisions to the Historic Site's Environmental Setting. Further, the Comprehensive Design Plan approval shall take into consideration the following:
 - a. Potential revision to the Environmental Setting shall be based on the identification of an ultimate user for the Mansion and tobacco barn, and appropriately detailed reuse and restoration Plans.

- b. Prior to Specific Design Plan approval for the Environmental Setting, parking for the adaptive reuse of Bowieville shall be provided primarily in the following locations: the adjoining streets, the proposed clubhouse parking area, and the parking area of the nearby commercial center.
 - c. The Environmental Setting shall be augmented with additional land to the west of the Historic Site to include the entirety of the historic entry lane so that the lane may be included within the L-A-C as a means of access to the Historic Site.
23. Prior to approval of the Comprehensive Design Plan, the Applicant shall install appropriate security measures at Bowieville to include fire and burglar alarms, security fencing, and lighting, and shall undertake appropriate weatherization repairs to preclude further deterioration of the Historic Site. These measures include, but are not limited to:
- a. Retaining and maintaining the existing chain- link fence in a secure condition with a locked gate around the Historic Site.
 - b. Retaining and maintaining the plywood coverings over the window and door openings of the Historic Site.
 - c. Conducting roof repairs and repairs to drainage systems, flashing, and caulking as they occur.
 - d. Installing a security and fire alarm system within the Historic Site, with an on-site burglar and fire alarm connected to central station monitoring.
 - e. Maintaining all historic outbuildings within the Environmental Setting in structurally stable and secure condition.
 - f. Posting "No Trespassing" signs on the Historic Site and the surrounding property.
24. The property shall be inspected on behalf of the Applicant by a qualified preservation architect, preservation contractor, or structural engineer 60 days after the approval of the Amended Basic Plan, with inspection reports filed with the Planning Board or its designee at quarterly intervals until the Historic Site is completely restored or adaptively reused. The inspections shall ensure the maintenance of the security fence, window coverings, alarm systems, "no trespassing" signs, as well as any interim repairs made to preclude further deterioration as determined by the Conditions Assessment. Evidence of quarterly inspection reports shall be provided by the Applicant prior to approval of the Comprehensive Design Plan and all future Specific Design Plans.

25. Prior to the approval of a Comprehensive Design Plan and as part of a Comprehensive Preservation/Reuse Plan (CPRP) for the Historic Site, the Applicant shall complete a Conditions Assessment of the Historic Site. The Conditions Assessment shall be prepared by a qualified preservation architect, preservation contractor, or structural engineer for review by the Historic Preservation Commission. The Conditions Assessment shall prioritize the following:
 - a. "immediate" repairs deemed necessary to preclude further deterioration;
 - b. those "interim" and cyclical repairs required to maintain the property in reasonable condition prior to its rehabilitation;
 - c. those "ultimate" repairs associated with a use-specific rehabilitation of the property. Immediate repairs shall include, but not be limited to, the stabilization and securing of the historic tobacco barn northeast of the mansion.
26. Prior to the approval of the first Preliminary Plat, immediate repairs identified in the Conditions Assessment shall be completed by the Applicant. Evidence of the completed work shall be provided to the Planning Board or its designee and certified by a qualified preservation architect, preservation contractor, or structural engineer.
27. The Applicant, his heirs, successors, or assigns shall submit a Historic Area Work Permit (HAWP) for the restoration and adaptive reuse of the Bowieville Historic Site prior to the issuance of the 281st building permit for the development. The HAWP shall be consistent with the Secretary of the Interior's Standards for Rehabilitation and the Historic Preservation Commission's Policies and Guidelines and shall specifically address preservation of original fabric. The restoration of the Historic Site shall be completed prior to the issuance of the 400th building permit for the development.
28. Prior to the issuance of the 281st building permit for the development, a performance bond or letter of credit or other suitable financial guarantee shall be issued by the Applicant to be held by the M-NCPPC to guarantee the timely and satisfactory completion of the restoration of the Historic Site. Bonding procedures shall follow those in place for private recreational facilities agreements.
29. A Phase I archeological survey in the garden areas south and northeast of the house and a summary report shall be undertaken by the Applicant prior to CDP submission to determine the location and extent of historic landscape features, so that any important features can be protected and/or restored by the Applicant. Additional archeological investigation (Phase II and Phase III) shall be conducted by the Applicant if warranted by the Historic Preservation Commission within a reasonable amount of time after the completion and submittal of the Phase I report, and prior to the approval of the Comprehensive Design Plan.

30. The Comprehensive Design Plan shall consider appropriate uses for the Bowieville Mansion and tobacco barn that may include but not be limited to the following:
- a. Reception hall/rental facility
 - b. Art gallery
 - c. Restaurant
 - d. Country Inn
 - e. Antique shop or other such low intensity retail use
 - f. Eleemosynary or philanthropic use
 - g. Low intensity office use
 - h. Library or similar cultural use
 - i. Private residence
 - j. Private school
 - k. A combination of the above uses

Additional uses may be approved at the time of Specific Design Plan for the Historic Site's Environmental Setting subject to approval by the Historic Preservation Commission

31. The Applicant shall donate a protective easement on the exterior of Bowieville and the significant features within its Environmental Setting to an appropriate body capable of holding easements, within 180 days after settlement on Phase I of the development or prior to final plat approval, whichever is sooner. The area potentially protected by an easement shall be identified on all future submittals as the area of historic concern.
32. A comprehensive and Specific Design Plan review by the Historic Preservation Commission shall be required on structures adjacent to the Historic Site's Environmental Setting. This review will include, but not be limited to, architectural design, building placement, materials, roof features, fencing, landscaping, and parking, in relation to views from the Historic Site.
33. Timing mechanisms may be reviewed and amended by the Planning Board or its designee upon recommendation of staff during Comprehensive Design Plan Review. Specifically, these mechanisms involve the following Conditions: Condition 24 (Security Measures); Condition 25 (Security Inspections); Condition 26 (Conditions

Assessment); Condition 27 (Repair/Restoration Timetable); Condition 30 (Archeological Investigation). The review and potential revision of the Historic Preservation Commission's recommended timing mechanisms shall take into account the following considerations:

- a. The need to provide for interim security for the Bowieville Historic Site and to preclude further deterioration by neglect and to guarantee stabilization and restoration as part of the development project;
 - b. The Applicant's statement that he will not own the property until 90 days after Preliminary Plat approval.
34. All commercial and public assembly structures shall be fully sprinklered in accordance with National Fire Protection Standard (NFPA) 13 and all applicable County laws.
 35. All residential structures shall be fully sprinklered in accordance with National Fire Protection Standard (NFPA) 13D and all applicable County laws.
 36. The Basic Plan shall be amended to show the relocation of the 27-acre park/school site to the east side of Church Road at the northern boundary of the subject parcel as shown on the Department of Parks and Recreation (DPR) exhibit "A". The Applicant shall dedicate this land at such time as requested by the Prince George's County Planning Board.
 37. The CDP shall investigate and evaluate an extension of the Planned hiker/biker trail east of Church Road as shown on DPR exhibit "A".
 38. The Applicant shall assure the provision of new access to the residents currently served by a driveway traversing M-NCPPC property (the Riley Tract) from the Oak Creek Community.
 39. The floodplain (with the exception of road crossings) and adjoining buffer area along Black Branch shall be dedicated to M-NCPPC.
 40. The amended Basic Plan shall show the Class I trail along Church Road, the entire frontage of the Subject Property, and also a Class I trail along the entire Oak Grove Road frontage.
 41. At the time of Comprehensive Design Plan review, the locations of the trails, paths and sidewalks proposed will be evaluated on their interrelationship within the entire development site with respect to pedestrian movements.
 42. In the interest of preserving the tree-lined driveway of the Beall House property, once alternative vehicular access to the Beall House is provided, the balance of the drive shall be incorporated into the open space network.

43. If there is a deficit contribution necessary to fund the extension of sewer and water lines for the project, Applicants shall pay such deficit as determined by the WSSC.
44. All of the private recreational amenities identified in the amended Basic Plan text shall be listed on the face of the amended Basic Plan.
45. The open space element of the amended Basic Plan or its equivalent shall be clearly identified on the face of the Plan.
46. If, after the golf course is completed and in use, and the adjacent residential areas are completed and occupied, it becomes apparent that errant golf balls are creating an unexpected hazard to persons or property off the golf course by repeatedly leaving the golf course property, the developer and/or golf course operator shall be required to retrofit the affected portion of the golf course with landscape screens or nets, as determined by the Planning Director and in the heights and locations specified by the Planning Director, sufficient to minimize the travel of golf balls beyond the lot lines of the site on which the golf facility is located. Such screens or nets shall be continuously maintained so as not to fall into disrepair.
47. For those lots with frontages along Church Road or Oak Grove Road, or with an intervening open space parcel between the road and the lot, the minimum lot width shall be 100 feet. Units on these lots may have side entry garages and may have dualized driveways. A 50-foot building setback is required from the street line and the property line.
48. Lots in Parcel A, backing up to the adjacent R-E Zone (Sierra Meadows) shall have a minimum landscape strip outside of the rear yards of at least 50 feet. Lots in Parcel C, backing up the R-E Zone (Behnke's Nursery) shall have a minimum landscape strip of at least 50 feet wide outside of the rear yards. Lots in Parcel L, backing up to the R-E Zone (Seton Belt Property) shall have a minimum landscape strip of at least 50 feet outside of the rear yards. At the time of CDP review, the Applicant may propose alternative design techniques including smaller lots, landscaped strips, etc., in order to address the issues of compatibility and the large lot component.
49. The Applicant shall convey the open space parcel created by the relocation of Oak Grove Road to the St. Barnabas Church or the appropriate entity capable of holding real estate.
50. Remove the designation of Development Parcel/Landbay T from the Amended Basic Plan.

Comprehensive Design Plan Considerations

1. In addition to the requirements of Section 27-518 (a) of the Zoning Ordinance, the Comprehensive Design Plan shall include a golf course that is designed by an architect who is a member of the American Society of Golf Course Architects, and his signature shall be included on the supporting documentation, as a member of the design team.
2. The Comprehensive Design Plan for the golf course shall show the location of proposed streets and of all residential lots in close proximity to the golf course. The Comprehensive Design Plan shall establish minimum guidelines for setbacks within the golf course safety corridor consistent with industry standards. Any request for deviation of these guidelines shall be provided with sufficient justification to the satisfaction of the Planning Board and/or District Council to assure safety of the adjacent residential development. The Comprehensive Design Plan shall include an overlay graphic study of the golf course, adjacent streets and lots, prepared by the golf course architect, of the most likely direction and distance of the errant golf shots expected from all tee locations of all holes, and from all other locations on these holes from which errant shots may be expected. If, in the judgment of the Planning Board and/or District Council, the deviation presents too great a hazard to residents or their property, the golf course layout shall be revised, or the affected areas of residential lots shall be prohibited for residential use and shall become homeowners' open space or part of the golf course.
3. The Comprehensive Design Plan shall minimize the crossing of subdivision streets with golf course paths. The crossing of Church Road shall be via a bridge.
4. To the extent practicable, existing fence rows, isolated trees, or existing agricultural structures occurring in the setback shall be preserved and maintained unless removing such elements can be justified on the grounds of safety. The quality of these features shall be determined by the Planning Board and/or District Council at the time of Comprehensive Design Plan approval. In addition, groves, clusters, or rows of native trees, and shrubs typical of those indigenous to the vicinity of the proposed development shall be encouraged to be Planted in the setback in order to enhance the rural character.
5. The Comprehensive Design Plan should recognize the A-44 facility. The location of the alignment must be coordinated further with staff in order to match approved rights-of-way on adjacent developments such as the Willowbrook Basic Plan, Collington Manor and Collington Station prior to Comprehensive Design Plan approval.
6. Primary residential streets will be constructed to provide access to the Planned community park and the park/school. In the event private roadways are permitted in the Planned community, equivalent private roadways will be provided (roadways with two travel lanes and two parking lanes).

A-8578-C-02
Amendment of Basic Plan and Conditions

7. An internal loop master Plan trail shall be provided within the proposed development for the Purpose of providing a neighborhood circuit for running, jogging, and biking.
8. All the development pods and parks, recreational and historical features shall be connected into the main trail network by feeder trails and sidewalks.
9. The handicapped accessibility of all trails shall be determined during CDP review.
10. For lots with rear yards oriented toward Oak Grove Road or Church Road, there shall be a minimum 300-foot setback requirement for the rear lot lines. The 300-foot buffer may include the golf course, however, within the 300 feet a minimum 50-foot landscaped buffer shall be provided, to be Planted with the amount of Plant materials required for a collector buffer in Section 4. 6 of the Landscape Manual. If there is woodland area or hedgerow within the right-of-way, it may be combined with on-site woodland to contribute toward the 100-foot buffer requirement. Existing woods and/or vegetation may be allowed to substitute for the landscaping, only if it can be demonstrated that the woodland is a minimum of 25 feet wide and is supplemented with evergreen material to provide year-round screening. The landscaped buffer may be located either along the road or along the lots, but in no case shall it be split up into less than 25-foot widths.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED:

SECTION 1. Basic Plan A-8578-02, specifically Condition 1, shall be amended to allow for the additional development of 28 single-family detached dwelling units.

SECTION 2. Use of the subject property shall be subject to all requirements in the applicable zones and conditions referenced above. Failure to comply with any stated condition herein shall constitute a zoning violation and shall constitute sufficient grounds for the District Council to revoke the approval of the request herein; to revoke use and occupancy permits; to institute appropriate civil and/or criminal proceedings; and/or to take any other action deemed necessary to obtain compliance.

SECTION 3. This Ordinance shall become effective on the date of its enactment.

ENACTED on July 8, 2025, by the following vote:

In Favor: Council Members Adams-Stafford, Blegay, Burroughs, Dernoga, Fisher, Hawkins,
Ivey, Olson, Oriadha and Watson.

Opposed:

Abstained:

Absent: Council Member Harrison.

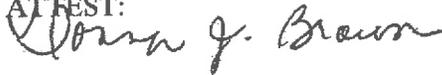
Vote: 10-0.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF THE
MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

By: 

Edward P. Burroughs, III, Chair

ATTEST:



Donna J. Brown
Clerk of the Council



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of the Clerk of the Council
301-952-3600

August 26, 2025

**RE: A-8579-02 (Oak Creek Club-Landbay T)
Carrollton Oak Creek, LLC, Applicant**

NOTICE OF FINAL DECISION OF THE DISTRICT COUNCIL

Pursuant to the provisions of Section 27-134 of the Zoning Ordinance of Prince George's County, Maryland requiring notice of decision of the District Council, you will find enclosed a copy of Zoning Ordinance No. 4 - 2025 setting forth the action taken by the District Council in this case on July 8, 2025.

CERTIFICATE OF SERVICE

This is to certify that on August 26, 2025 this notice and attached Council order were mailed, postage prepaid, to all persons of record.

Donna J. Brown
Clerk of the Council

Wayne K. Curry Administration Building
1301 McCormick Drive Largo, MD 20774

Case No.: A-8579-C-02
Amendment of Basic Plan and
Conditions
Oak Creek Club-Landbay T

Applicant: Carrollton Oak Creek, LLC

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND,
SITTING AS THE DISTRICT COUNCIL

FINAL CONDITIONAL ZONING APPROVAL

AN ORDINANCE to incorporate Applicant's acceptance of conditions of the original rezoning to amend Basic Plan A-8579-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units.

WHEREAS, the District Council in enacting Zoning Ordinance 4-2025, approved the Applicant's request to amend Basic Plan A-8579-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units; and

WHEREAS, the District Council, pursuant to its decision in Zoning Ordinance 4-2025, deems it appropriate to accept Applicant's consent to the conditions, in Zoning Ordinance 4-2025, to approve its request to amend Basic Plan A-8579-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED:

SECTION 1. Final conditional approval to amend Basic Plan A-8579-02, specifically Condition 1, to allow for the additional development of 28 single-family detached dwelling units, in Zoning Ordinance 4-2025, is hereby granted. Applicant's written acceptance of the conditions of approval in Zoning Ordinance 4-2025, is hereby incorporated into this amendment of the Zoning Map for the Maryland-Washington Regional District in Prince George's County, Maryland.

SECTION 2. Use of the subject property shall be subject to all requirements in the applicable zones and conditions in Zoning Ordinance 4-2025. Failure to comply with conditions of approval in Zoning Ordinance 4-2025, shall constitute a zoning violation, and shall constitute sufficient grounds for the District Council to revoke the amendment to the original Basic Plan to allow for the additional development of 28 single-family detached dwelling units; to revoke use and occupancy permits; to institute appropriate civil or criminal proceedings; and/or to take any other action deemed necessary to obtain compliance.

SECTION 3. This Ordinance is effective August 20, 2025, the date of receipt of the Applicant's acceptance of the conditions of approval in Zoning Ordinance 4-2025.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF THE
MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

By:



Edward P. Burroughs, III, Chair

ATTEST:



Donna J. Brown
Clerk of the Council



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of the Clerk of the Council
301-952-3600

July 15, 2025

DISTRICT COUNCIL PRELIMINARY NOTICE OF CONDITIONAL ZONING APPROVAL

Pursuant to the provisions of Section 27-134 of the Zoning Ordinance of Prince George's County, Maryland, requiring notice of decision of the District Council, a copy of Zoning Ordinance No. 4 - 2025 granting preliminary conditional zoning approval of A-8579-C-02 (Amendment of Conditions) Oak Creek Club- Landbay T, is attached.

In compliance with the provisions of Section 27-195(c) of the Zoning Ordinance, the applicant must file a written acceptance or rejection of the land use classification as conditionally approved within ninety (90) days from the date of approval by the District Council. Upon receipt by the Clerk's Office of a written acceptance by the applicant, a final Order will be issued with an effective date for conditional approval shown as the date written acceptance was received by the Clerk's Office.

The failure to accept the conditions in writing within ninety (90) days from the date of approval shall be deemed a rejection. Rejection shall void the Map Amendment and revert the property to its prior zoning classification.

Written approval or rejection of conditions must be received by the Clerk's Office no later than the close of business (5:00 p.m.) on October 6, 2025.

CERTIFICATE OF SERVICE

This is to certify that on July 15, 2025, this notice and attached Order were mailed, postage prepaid, to the attorney/correspondent and applicant(s). Notice of final approval will be sent to all persons of record.

Donna J. Brown
Clerk of the Council

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Case No.: A-8579-C-02
Amendment of Basic Plan and
Conditions
Oak Creek Club-Landbay T

Applicant: Carrollton Oak Creek, LLC¹

ZONING ORDINANCE NO. 4-2025

AN ORDINANCE to amend Basic Plan A-8579-02, specifically Condition 1, approved by the District Council on November 26, 1991, to allow for the additional development of 28 single-family detached dwelling units,² on its property located at the northeast corner of the intersection of Mary Bowie Parkway and South Church Road (8.09 Acres; LCD Zone (Prior; L-A-C/R-L Zones).

WHEREAS, this Application is being reviewed pursuant to the prior Prince George's County Zoning Ordinance, under which the area of amendment is zoned Local Activity Center (L-A-C) and Residential Low Development (R-L); and

WHEREAS, the site is currently vacant and unimproved; and

WHEREAS, no other amendments of the conditions of the approved Basic Plan were requested; and

WHEREAS, currently Condition 1 states as follows:

¹ Decision of the Zoning Hearing Examiner (ZHE) incorrectly identifies the Applicant as "Oak Creek Club, LLC," because the Technical Staff Report identifies the Applicant as "Carrollton Oak Creek, LLC," and the Statement of Justification and Public Ethics Affidavits identify the Applicant as "Carrollton Oak Creek, LLC." The difference is "Carrollton" with 2-l's as opposed to 1-l. The difference matters because under the State Department of Assessment and Taxation (SDAT), Carrollton with 2-l's as opposed to 1-l, is an entity registered to do business in Maryland, but "Carrollton" with 1-l is not. This approval is only for Applicant "Carrollton Oak Creek, LLC."

² After oral argument, and pursuant to an email from the Applicant on June 30, 2025, at 1:20 pm, which has been placed in the record, while the initial application requested the amendment of the Basic Plan to increase the maximum residential density by a total of 36 single-family detached dwelling units, the Applicant has since proffered that it will develop *no* more than a total of 28 single-family detached dwelling units on Parcel B and Parcel 3, which means, as a condition of this approval, that the Applicant may not develop more than a total of 28 single-family detached dwelling units on Parcel B and Parcel 3. See email from Jonathan Martin jonathan@clhatcher.com to Principal Counsel, Rajesh Kumar, on June 30, 2025, at 1:20 pm. Same was provided to the Clerk of the Council to be made part of the record in this matter.

1. In no event shall the maximum number of dwelling units exceed 1,096 in the R-L Zone, which equates to 1.3 dwelling units per adjusted gross acre, and 52 in the L-A-C Zone; and

WHEREAS, the revised Condition 1 recommended for approval states as follows:

1. In no event shall the maximum number of dwelling units exceed 1,108 in the R-L Zone, which equates to 1.4 dwelling units per adjusted gross acre, and 76 in the L-A-C Zone; and

WHEREAS, the Planning Board and the Technical Staff recommended approval of the request with conditions; and

WHEREAS, on March 5, 2025 and March 26, 2025, the Zoning Hearing Examiner (ZHE) held unopposed evidentiary hearings on the request; and

WHEREAS, at the conclusion of the March 26, 2025 evidentiary hearing, the record was kept open until April 11, 2025, for the receipt of documents supporting the position of the homeowners association. These documents were not submitted, and the record was closed on April 11, 2025; and

WHEREAS, on May 28, 2025, the ZHE issued a written decision recommending that the District Council approve the request subject to conditions and considerations; and

WHEREAS, as a basis for this final decision, the District Council adopts the findings, conclusions, and recommendation to approve the request as contained in the ZHE's written decision, subject to modifications herein by the District Council; and

WHEREAS, Applicant's request is approved subject to the following Conditions and Considerations:

Conditions

1. In no event shall the maximum number of dwelling units exceed 1,108 in the R-L Zone, which equates to 1.4 dwelling units per adjusted gross acres and 76 in the L-A-C Zone.

2. Approval of the L-A-C Zone for 33 acres with the provision that the maximum square footage of the proposed commercial component shall be determined at the Comprehensive Design Plan (CDP) review. Should it be determined at that time that adequate market support does not exist for the proposed 40,000 square feet of commercial development, a staging Plan shall be approved providing for the development of a Neighborhood Activity Center in accordance with the Master Plan and Zoning Ordinance requirements for such centers and the subsequent expansion of the center at such time as the necessary market support can be determined.
3. At each access point off of Church Road and Oak Grove Road, the amended Basic Plan will provide entrance buffers 100 feet wide on each side of the access road and 100 feet deep along the access road.
4. Prior to approval of a preliminary Plan of subdivision, construction funding for the intersection of MD 193/MD 202, including the roadway link of Largo Road (MD 202) from the intersection with White House Road to the Watkins Park Road intersection and the realignment and widening of MD 193 to four lanes along the Master Plan alignment between MD 202 and Oak Grove Road shall be identified in the Maryland Department of Transportation's Consolidated Transportation Program or the Prince George's County Capital Improvement Program. The Applicant shall make a cash contribution to the Prince George's County Department of Public Works and Transportation, and notification shall be provided by the Applicant to the Maryland-National Capital Park and Planning Commission. The cash contribution shall be identified for improvements to Largo Road (MD 202) between Watkins Park Road (MD 193) and White House Road, including the Watkins Park Road intersection. The amount of the cash contribution shall be determined by the Prince George's County Planning Board.
5. Prior to approval of a preliminary Plan of subdivision, there shall be an assurance of public and/or private funding commitments in sufficient amount to finance the installation of traffic signalization equipment, if signalization is deemed to be warranted, at the Watkins Park Road (MD 193)/Oak Grove Road intersection, in accordance with Maryland State Highway Administration standards.
6. Prior to the approval of the Preliminary Plan of Subdivision, the Maryland State Highway Administration shall modify the Central Avenue (MD 214)/Church Road intersection to provide for Level-of-Service (LOS) "D" during both peak hours. Full construction funding shall be identified in the Maryland Department of Transportation's Consolidated Transportation Program, the Prince George's County Capital Improvement Program, or from private sources. If the warrants are met and signalization is deemed necessary by the Maryland State Highway Administration (SHA) and/or the Prince George's County Department of Public Works and Transportation (DPW&T), the Applicant shall be responsible for assuring that traffic signalization equipment and necessary geometric improvements have been provided.

7. Prior to approval of a Preliminary Plan of Subdivision for Stage I, a line, grade and staging concept for Leeland-Oak Grove Road as a major collector facility (in accordance with the C-58 alignment in the Approved Bowie-Collington-Mitchellville Master Plan), must be finalized and approved by the Department of Public Works and Transportation and the Maryland-National Capital Park and Planning Commission.
8. Prior to the issuance of any building permits for more than 200 dwelling units, the Applicant shall bond to construct, at a minimum, a half section of a major collector facility along the realignment of Oak Grove-Leeland Road from the Watkins Park Road/Oak Grove Road intersection through the Church Road/Oak Grove-Leeland Road intersection. The roadway shall be constructed in accordance with Prince George's County Department of Public Works and Transportation requirements.
9. Prior to the issuance of any building permits, the Applicant shall bond to construct access improvements at the Site Access "1" on Church Road and the Site Access "2" on Oak Grove Road to provide for a separate right and left turn lane on the approaches of the access points.
10. On all Preliminary Plats, Final Plats, Site Plans and other Plan documents used to represent the proposed development, on which the A-44 right-of-way appears, the Applicant, his heirs, successors and/or assigns shall identify the right-of-way as a future access-controlled arterial highway facility, in accordance with the approved Bowie-Collington Master Plan.
11. The Applicant shall dedicate the right-of-way for Church Road as a (90-foot maximum) four-lane collector with an open median of varying width as determined by DPW&T. The location of the road shall be finalized at the time of CDP and shall be based on an Inventory of Significant Visual Features prepared according to the "Design Guidelines for Scenic and Historic Roads." Construction will be in accordance with DPW&T requirements and may utilize the existing roadbed when appropriate.
12. A Woodland Conservation requirement of 25 percent shall be established for the portion of the site zoned R-A, unless it can be shown that the existing woodland is less than that amount. If so, the conservation threshold may be reduced to the percentage of existing woodland down to 20 percent of the net tract area of R-A zoned land. A Woodland Conservation requirement of 15% shall be established for the portion of the site zoned L- A-C. In addition, the Applicant will reforest as required under applicable State and County regulations. All Tree Conservation Plans shall demonstrate how the development will meet this criterion.
13. The limits of the existing 100-year floodplain shall be approved by the Watershed Protection Branch of the Department of Environmental Resources prior to the approval of any Specific Design Plan.

14. The Applicant shall provide proof that the U.S. Army Corps of Engineers or the appropriate State or local permitting wetlands authority agrees with the nontidal wetlands delineation, along with submittal of the SDP.
15. All nontidal wetland mitigation areas shall be shown on the SDP.
16. Technical approval of the location and sizes of Stormwater Management Facilities is required prior to approval of any SDP.
17. Prior to the submittal of the Comprehensive Design Plan, the Applicant and the Technical Staff shall determine if a noise study, which considers the impact of proposed A-44 and Church Road on the Subject Property, is necessary. If it is necessary, the study shall be submitted with the CDP.
18. All nondisturbed nontidal wetlands shall have at least a 25-foot nondisturbance buffer around their perimeters.
19. All streams and drainage courses shall comply with the buffer guideline for the Patuxent River Primary Management Area.
20. As part of the submittal of the CDP, the Applicant shall include a conceptual layout of water and sewerage service to the site and an analysis of the impact of the construction of these facilities. Applicant, Technical Staff, and the WSSC shall work together using their best practical efforts to minimize the impact of water and sewer line construction on the Subject Property.
21. As part of the submittal of the Preliminary Plat, the Applicant shall include a soil study that identifies the location and extent of Marlboro Clay.
22. The Environmental Setting of the Bowieville Historic Site (#74A-18) is approximately 14.7 acres. Its boundaries are defined on the staff "Approved Environmental Setting" sketch found in the Technical Staff Report. Prior to CDP approval, the Applicant shall complete a survey and Map of historic landscape features around Bowieville (including the terraced gardens northeast of the mansion) to include a metes and bounds survey of the 14.711 acres as a basis for any potential revisions to the Historic Site's Environmental Setting. Further, the Comprehensive Design Plan approval shall take into consideration the following:
 - a. Potential revision to the Environmental Setting shall be based on the identification of an ultimate user for the Mansion and tobacco barn, and appropriately detailed reuse and restoration Plans.

- b. Prior to Specific Design Plan approval for the Environmental Setting, parking for the adaptive reuse of Bowieville shall be provided primarily in the following locations: the adjoining streets, the proposed clubhouse parking area, and the parking area of the nearby commercial center.
 - c. The Environmental Setting shall be augmented with additional land to the west of the Historic Site to include the entirety of the historic entry lane so that the lane may be included within the L-A-C as a means of access to the Historic Site.
23. Prior to approval of the Comprehensive Design Plan, the Applicant shall install appropriate security measures at Bowieville to include fire and burglar alarms, security fencing, and lighting, and shall undertake appropriate weatherization repairs to preclude further deterioration of the Historic Site. These measures include, but are not limited to:
- a. Retaining and maintaining the existing chain- link fence in a secure condition with a locked gate around the Historic Site.
 - b. Retaining and maintaining the plywood coverings over the window and door openings of the Historic Site.
 - c. Conducting roof repairs and repairs to drainage systems, flashing, and caulking as they occur.
 - d. Installing a security and fire alarm system within the Historic Site, with an on-site burglar and fire alarm connected to central station monitoring.
 - e. Maintaining all historic outbuildings within the Environmental Setting in structurally stable and secure condition.
 - f. Posting "No Trespassing" signs on the Historic Site and the surrounding property.
24. The property shall be inspected on behalf of the Applicant by a qualified preservation architect, preservation contractor, or structural engineer 60 days after the approval of the Amended Basic Plan, with inspection reports filed with the Planning Board or its designee at quarterly intervals until the Historic Site is completely restored or adaptively reused. The inspections shall ensure the maintenance of the security fence, window coverings, alarm systems, "no trespassing" signs, as well as any interim repairs made to preclude further deterioration as determined by the Conditions Assessment. Evidence of quarterly inspection reports shall be provided by the Applicant prior to approval of the Comprehensive Design Plan and all future Specific Design Plans.

25. Prior to the approval of a Comprehensive Design Plan and as part of a Comprehensive Preservation/Reuse Plan (CPRP) for the Historic Site, the Applicant shall complete a Conditions Assessment of the Historic Site. The Conditions Assessment shall be prepared by a qualified preservation architect, preservation contractor, or structural engineer for review by the Historic Preservation Commission. The Conditions Assessment shall prioritize the following:
 - a. "immediate" repairs deemed necessary to preclude further deterioration;
 - b. those "interim" and cyclical repairs required to maintain the property in reasonable condition prior to its rehabilitation;
 - c. those "ultimate" repairs associated with a use-specific rehabilitation of the property. Immediate repairs shall include, but not be limited to, the stabilization and securing of the historic tobacco barn northeast of the mansion.
26. Prior to the approval of the first Preliminary Plat, immediate repairs identified in the Conditions Assessment shall be completed by the Applicant. Evidence of the completed work shall be provided to the Planning Board or its designee and certified by a qualified preservation architect, preservation contractor, or structural engineer.
27. The Applicant, his heirs, successors, or assigns shall submit a Historic Area Work Permit (HAWP) for the restoration and adaptive reuse of the Bowieville Historic Site prior to the issuance of the 281st building permit for the development. The HAWP shall be consistent with the Secretary of the Interior's Standards for Rehabilitation and the Historic Preservation Commission's Policies and Guidelines and shall specifically address preservation of original fabric. The restoration of the Historic Site shall be completed prior to the issuance of the 400th building permit for the development.
28. Prior to the issuance of the 281st building permit for the development, a performance bond or letter of credit or other suitable financial guarantee shall be issued by the Applicant to be held by the M-NCPPC to guarantee the timely and satisfactory completion of the restoration of the Historic Site. Bonding procedures shall follow those in place for private recreational facilities agreements.
29. A Phase I archeological survey in the garden areas south and northeast of the house and a summary report shall be undertaken by the Applicant prior to CDP submission to determine the location and extent of historic landscape features, so that any important features can be protected and/or restored by the Applicant. Additional archeological investigation (Phase II and Phase III) shall be conducted by the Applicant if warranted by the Historic Preservation Commission within a reasonable amount of time after the completion and submittal of the Phase I report, and prior to the approval of the Comprehensive Design Plan.

30. The Comprehensive Design Plan shall consider appropriate uses for the Bowieville Mansion and tobacco barn that may include but not be limited to the following:
- a. Reception hall/rental facility
 - b. Art gallery
 - c. Restaurant
 - d. Country Inn
 - e. Antique shop or other such low intensity retail use
 - f. Eleemosynary or philanthropic use
 - g. Low intensity office use
 - h. Library or similar cultural use
 - i. Private residence
 - j. Private school
 - k. A combination of the above uses

Additional uses may be approved at the time of Specific Design Plan for the Historic Site's Environmental Setting subject to approval by the Historic Preservation Commission

31. The Applicant shall donate a protective easement on the exterior of Bowieville and the significant features within its Environmental Setting to an appropriate body capable of holding easements, within 180 days after settlement on Phase I of the development or prior to final plat approval, whichever is sooner. The area potentially protected by an easement shall be identified on all future submittals as the area of historic concern.
32. A comprehensive and Specific Design Plan review by the Historic Preservation Commission shall be required on structures adjacent to the Historic Site's Environmental Setting. This review will include, but not be limited to, architectural design, building placement, materials, roof features, fencing, landscaping, and parking, in relation to views from the Historic Site.
33. Timing mechanisms may be reviewed and amended by the Planning Board or its designee upon recommendation of staff during Comprehensive Design Plan Review. Specifically, these mechanisms involve the following Conditions: Condition 24 (Security Measures); Condition 25 (Security Inspections); Condition 26 (Conditions

Assessment); Condition 27 (Repair/Restoration Timetable); Condition 30 (Archeological Investigation). The review and potential revision of the Historic Preservation Commission's recommended timing mechanisms shall take into account the following considerations:

- a. The need to provide for interim security for the Bowieville Historic Site and to preclude further deterioration by neglect and to guarantee stabilization and restoration as part of the development project;
 - b. The Applicant's statement that he will not own the property until 90 days after Preliminary Plat approval.
34. All commercial and public assembly structures shall be fully sprinklered in accordance with National Fire Protection Standard (NFPA) 13 and all applicable County laws.
 35. All residential structures shall be fully sprinklered in accordance with National Fire Protection Standard (NFPA) 13D and all applicable County laws.
 36. The Basic Plan shall be amended to show the relocation of the 27-acre park/school site to the east side of Church Road at the northern boundary of the subject parcel as shown on the Department of Parks and Recreation (DPR) exhibit "A". The Applicant shall dedicate this land at such time as requested by the Prince George's County Planning Board.
 37. The CDP shall investigate and evaluate an extension of the Planned hiker/biker trail east of Church Road as shown on DPR exhibit "A".
 38. The Applicant shall assure the provision of new access to the residents currently served by a driveway traversing M-NCPPC property (the Riley Tract) from the Oak Creek Community.
 39. The floodplain (with the exception of road crossings) and adjoining buffer area along Black Branch shall be dedicated to M-NCPPC.
 40. The amended Basic Plan shall show the Class I trail along Church Road, the entire frontage of the Subject Property, and also a Class I trail along the entire Oak Grove Road frontage.
 41. At the time of Comprehensive Design Plan review, the locations of the trails, paths and sidewalks proposed will be evaluated on their interrelationship within the entire development site with respect to pedestrian movements.
 42. In the interest of preserving the tree-lined driveway of the Beall House property, once alternative vehicular access to the Beall House is provided, the balance of the drive shall be incorporated into the open space network.

43. If there is a deficit contribution necessary to fund the extension of sewer and water lines for the project, Applicants shall pay such deficit as determined by the WSSC.
44. All of the private recreational amenities identified in the amended Basic Plan text shall be listed on the face of the amended Basic Plan.
45. The open space element of the amended Basic Plan or its equivalent shall be clearly identified on the face of the Plan.
46. If, after the golf course is completed and in use, and the adjacent residential areas are completed and occupied, it becomes apparent that errant golf balls are creating an unexpected hazard to persons or property off the golf course by repeatedly leaving the golf course property, the developer and/or golf course operator shall be required to retrofit the affected portion of the golf course with landscape screens or nets, as determined by the Planning Director and in the heights and locations specified by the Planning Director, sufficient to minimize the travel of golf balls beyond the lot lines of the site on which the golf facility is located. Such screens or nets shall be continuously maintained so as not to fall into disrepair.
47. For those lots with frontages along Church Road or Oak Grove Road, or with an intervening open space parcel between the road and the lot, the minimum lot width shall be 100 feet. Units on these lots may have side entry garages and may have dualized driveways. A 50-foot building setback is required from the street line and the property line.
48. Lots in Parcel A, backing up to the adjacent R-E Zone (Sierra Meadows) shall have a minimum landscape strip outside of the rear yards of at least 50 feet. Lots in Parcel C, backing up to the R-E Zone (Behnke's Nursery) shall have a minimum landscape strip of at least 50 feet wide outside of the rear yards. Lots in Parcel L, backing up to the R-E Zone (Seton Belt Property) shall have a minimum landscape strip of at least 50 feet outside of the rear yards. At the time of CDP review, the Applicant may propose alternative design techniques including smaller lots, landscaped strips, etc., in order to address the issues of compatibility and the large lot component.
49. The Applicant shall convey the open space parcel created by the relocation of Oak Grove Road to the St. Barnabas Church or the appropriate entity capable of holding real estate.
50. Remove the designation of Development Parcel/Landbay T from the Amended Basic Plan.

Comprehensive Design Plan Considerations

1. In addition to the requirements of Section 27-518 (a) of the Zoning Ordinance, the Comprehensive Design Plan shall include a golf course that is designed by an architect who is a member of the American Society of Golf Course Architects, and his signature shall be included on the supporting documentation, as a member of the design team.
2. The Comprehensive Design Plan for the golf course shall show the location of proposed streets and of all residential lots in close proximity to the golf course. The Comprehensive Design Plan shall establish minimum guidelines for setbacks within the golf course safety corridor consistent with industry standards. Any request for deviation of these guidelines shall be provided with sufficient justification to the satisfaction of the Planning Board and/or District Council to assure safety of the adjacent residential development. The Comprehensive Design Plan shall include an overlay graphic study of the golf course, adjacent streets and lots, prepared by the golf course architect, of the most likely direction and distance of the errant golf shots expected from all tee locations of all holes, and from all other locations on these holes from which errant shots may be expected. If, in the judgment of the Planning Board and/or District Council, the deviation presents too great a hazard to residents or their property, the golf course layout shall be revised, or the affected areas of residential lots shall be prohibited for residential use and shall become homeowners' open space or part of the golf course.
3. The Comprehensive Design Plan shall minimize the crossing of subdivision streets with golf course paths. The crossing of Church Road shall be via a bridge.
4. To the extent practicable, existing fence rows, isolated trees, or existing agricultural structures occurring in the setback shall be preserved and maintained unless removing such elements can be justified on the grounds of safety. The quality of these features shall be determined by the Planning Board and/or District Council at the time of Comprehensive Design Plan approval. In addition, groves, clusters, or rows of native trees, and shrubs typical of those indigenous to the vicinity of the proposed development shall be encouraged to be Planted in the setback in order to enhance the rural character.
5. The Comprehensive Design Plan should recognize the A-44 facility. The location of the alignment must be coordinated further with staff in order to match approved rights-of-way on adjacent developments such as the Willowbrook Basic Plan, Collington Manor and Collington Station prior to Comprehensive Design Plan approval.
6. Primary residential streets will be constructed to provide access to the Planned community park and the park/school. In the event private roadways are permitted in the Planned community, equivalent private roadways will be provided (roadways with two travel lanes and two parking lanes).

7. An internal loop master Plan trail shall be provided within the proposed development for the Purpose of providing a neighborhood circuit for running, jogging, and biking.
8. All the development pods and parks, recreational and historical features shall be connected into the main trail network by feeder trails and sidewalks.
9. The handicapped accessibility of all trails shall be determined during CDP review.
10. For lots with rear yards oriented toward Oak Grove Road or Church Road, there shall be a minimum 300-foot setback requirement for the rear lot lines. The 300-foot buffer may include the golf course, however, within the 300 feet a minimum 50-foot landscaped buffer shall be provided, to be Planted with the amount of Plant materials required for a collector buffer in Section 4. 6 of the Landscape Manual. If there is woodland area or hedgerow within the right-of-way, it may be combined with on-site woodland to contribute toward the 100-foot buffer requirement. Existing woods and/or vegetation may be allowed to substitute for the landscaping, only if it can be demonstrated that the woodland is a minimum of 25 feet wide and is supplemented with evergreen material to provide year-round screening. The landscaped buffer may be located either along the road or along the lots, but in no case shall it be split up into less than 25-foot widths.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED:

SECTION 1. Basic Plan A-8579-02, specifically Condition 1, shall be amended to allow for the additional development of 28 single-family detached dwelling units.

SECTION 2. Use of the subject property shall be subject to all requirements in the applicable zones and conditions referenced above. Failure to comply with any stated condition herein shall constitute a zoning violation and shall constitute sufficient grounds for the District Council to revoke the approval of the request herein; to revoke use and occupancy permits; to institute appropriate civil and/or criminal proceedings; and/or to take any other action deemed necessary to obtain compliance.

SECTION 3. This Ordinance shall become effective on the date of its enactment.

ENACTED on July 8, 2025, by the following vote:

Amendment of Basic Plan and Conditions

In Favor: Council Members Adams-Stafford, Blegay, Burroughs, Dernoga, Fisher, Hawkins,
Ivey, Olson, Oriadha and Watson.

Opposed:

Abstained:

Absent: Council Member Harrison.

Vote: 10-0.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF THE
MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

By: 
Edward P. Burroughs, III, Chair

ATTEST:



Donna J. Brown
Clerk of the Council

2024 Draft Audit

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: 2024 Draft Audit

Summary: On Friday, July 25, 2025, management emailed the Board about the following:

“2024 Draft Audit Update – Goldklang Group CPAs, P.C. has completed the draft audit for the fiscal year ending December 31, 2024. I will send the draft report in a separate email to ensure it doesn't get overlooked in this update. Along with the draft, they also provided supporting documents and a glossary that offers brief explanations of each section of the report.

As I was not involved during FY2024, I've reached out to CAMP corporate for feedback regarding the audit results. However, I likely won't have the opportunity to speak with CAMP leadership until next week. In the meantime, I didn't want to delay sharing the draft with the Board. I will send it later this afternoon. The Board will have until approximately September 2nd to review and finalize the audit. Once finalized, management will need to return a signed copy of the representation letter along with the most recent financial statements to rls@ggroupcpas.com. In briefly reviewing the draft, Goldklang identified a material weakness related to a \$71,000 reserve reclassification. This is the same amount I referenced during my financial review presentation to the Board and community as part of the budget scenario discussions. I will be working with the accounting team to implement processes aimed at minimizing or preventing similar issues going forward. Goldklang also noted the outstanding Maryland tax refunds. To address this, I understand that CAMP Corporate is in the process of preparing a power of attorney for Jessica to sign, which will allow management to follow up on behalf of the Association.”

UPDATE 9-5-25: No other action is needed currently. The Board and Management signed the Representation Letter provided by Goldklang Group CPAs, P.C. in connection with the 2024 Draft Audit of the financial statements for Oak Creek Club HOA. In addition, please review the Budget & Finance Committee Memorandum regarding “Recommendations on financial transactions” dated September 9, 2025 for their additional recommendations. **The Board may choose to vote on these additional recommended motions.**

TRBF

X. New Business
Procurement Committee Charter

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Mrs. TaShawn Andrews, Assistant Onsite General Manager- Community Association Management Professionals- (CAMP)

Date: Friday, September 5, 2025

Re: Draft Procurement Committee Charter

Summary: Please review the **revised enclosed Procurement Committee Charter** drafted by management for Board review and consideration. This is the second revision of the Procurement Committee Charter by management.

**OAK CREEK CLUB HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO.
PROCUREMENT COMMITTEE CHARTER**

WHEREAS, Article 4, Section 4.1 (4) grants the Board of Directors all the powers and duties necessary for the administration of the affairs of the Association; and,

WHEREAS, the Board of Directors deems it desirable to establish a Procurement Committee to advise the Board of Directors on community activities;

NOW THEREFORE, be it resolved that a Procurement Committee shall be established, and that it shall operate in accordance with the procedures set forth below:

ARTICLE I – PURPOSE

The sole purpose of the Procurement Committee shall be to advise the Board on matters relating to procurement including, but not limited to the following:

- A. Review current procurement processes and develop, evaluate, and recommend to the Board policies, rules, and/or regulations to streamline the procurement process within the Association; and
- B. Develop standard contractual terms and conditions for contracts, RFPs, and other procurement vehicles; and
- C. Develop a process for the Board to solicit Management Company proposals to provide management services for the Association; and
- D. Assist other HOA Committees seeking new vendors/services for the Association; and
- E. Maintain complete and accurate records of all actions taken; and,
- F. Perform additional duties and authority as the Board may grant or direct from time to time.
- G. 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 by the management company.

The Board has the power to determine the scope of responsibility of the Committee, and this Charter is not intended to create any restrictions or limitations on the Board's power to determine the jurisdiction of the Committee. Notwithstanding the foregoing, the Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine. Moreover, the Committee is prohibited from taking any actions not delegated to it by this Charter or by a vote of the Board.

The Procurement Committee (hereinafter "The Committee") shall advise and assist the Board by recommending policies and procedures to streamline the Association's procurement process and ensure the best possible value is received for Association dollars. All recommendations shall be subject to the final approval and/or modification by the Board of Directors. The Board has adopted this Charter for the purpose of directing the Committee in the conduct of its responsibilities.

ARTICLE II – GENERAL

The Committee shall conduct its affairs in strict accordance with the Maryland Homeowners Association Act, the Governing Documents, and this Charter; and in the interest of the Association. As such, the Committee is charged with

maintaining a constant awareness of the legal obligations, risks, and responsibilities of the Association. The Committee and all its members serve at the pleasure and direction of the Board.

ARTICLE III – ADMINISTRATION

The Committee shall be comprised of at least three (3) association members, with no more than

5 appointed by the Board in its sole discretion in accordance with this Charter. Only members who are in good standing with respect to the Governing Documents may be appointed to the Committee. All members of the Committee must have experience in procurement and/or legal contract/transactional experience. 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.

At the first meeting of the Committee, the members shall elect from among themselves a Chairperson, a Vice Chairperson and a Secretary who shall perform the usual duties of their respective offices, as well as the duties set forth below.

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 monthly Board meetings, the committee Chairperson shall provide the General Manager with 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 monthly Board meeting package. The Chairperson, or their designee, shall be available at the monthly Board meetings to answer questions

APPOINTMENT AND TERMS

Initial committee appointments shall be staggered so that approximately one-half of the committee members will have one year terms and approximately one-half of the committee members will have two year terms. Thereafter all committee members will be appointed for two year terms. The Board shall make additional appointments throughout the year as vacancies occur. These appointees shall serve for the remainder of the term of the committee member being replaced. 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 the same committee at the same time.

REMOVAL AND DISSOLUTION

The Board may remove any committee member, including the Chairperson, at any time for any reason. The committee may make recommendations to the Board, regarding the removal of committee members. A committee member may be removed, upon written notice from the committee Chairperson, for failure to attend two consecutive committee meetings, or a total of four per year. The Board may disband this committee at any time, for any reason.

ELECTION OF OFFICERS

The Chairperson of the committee shall be recommended by the committee members and appointed by the Board annually. Other officers shall be elected by the committee members. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them, after committee approval, to the General Manager for inclusion in the next Board meeting package and posting on the Association's website. The minutes shall include a record of committee member attendance and all votes of the committee. The Chairperson, or Chairperson Designee, shall be responsible for chairing meetings of the committee. The Chairperson shall be responsible for responding in a timely manner to all pertinent communications, including email.

MEETINGS

Committee meetings shall be held in the Swim & Tennis Club facility. All committee meetings shall be open to homeowners. The committee Chairperson shall ensure that the General Manager is advised of all regular committee meeting and that those dates are publicized to the community through means deemed appropriate by the Board. If it is

necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the General Manager at the earliest possible time so that homeowners can be quickly notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or cancelled meetings. "Special" meetings may be scheduled by the Chairperson upon two business days posted notice, stating the reason for the meeting.

The Chairperson shall provide the committee members with a meeting agenda at least two business days prior to its meetings. All committee meetings shall be conducted generally in accordance with Robert's Rules of Order. A quorum, of the committee must be present to convene a meeting or conduct formal voting procedures. A quorum is defined as a majority of the current members present either in person, by teleconference, video conference or other electronic means used to provide two way communications. A majority vote of members, while a quorum is present, will constitute a decision of the committee. All voting shall be conducted in open session.

The committee Chairperson shall designate an open forum time period at the beginning of the meeting for resident input. The forum time period shall not exceed three minutes per person. Upon completion of the open forum, further resident input shall be at the discretion of the Chairperson.

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 monthly 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 monthly Board meeting package. The Chairperson, or their designee, shall be available at the monthly 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.

SUBCOMMITTEES, VOLUNTEERS AND OTHER RESOURCES

Subcommittees of the committee may be formed, subject to Board approval. Non-committee volunteers may be solicited by the committee, for assistance on certain specified projects. Such volunteer positions should be advertised to the Association membership for a period of 15 days before appointment. The committee may then make recommendations to the Board for approval. Volunteers are not members, voting or otherwise, of the committee.

Committee Volunteer Form (Communications and Social Committees)

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: TaShawn Andrews, Architectural Covenants Administrator - CAMP

Date: Friday, September 5, 2025

Re: Approval of Committee Volunteer Form

Please see the **enclosed** documents.

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Tashawn Andrews, Assistant Onsite General Manager - CAMP

Date: Thursday, September 4, 2025

Re: Approval of Committee Volunteer Form

Suggested Motion: "I move to appoint Michele Carr to the to the Social Committee."

Please see the attached form for committee appointment for the member below.

- Michele Carr- Social Committee

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

Management recommends the approval of the request above.

Proposals for Sand Filter for Pool

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: Proposals for Sand Filter for Pool

Suggested Motion: "I move to approve the Estimate#13526 from Premier Pool Management, Inc. in the total amount of \$4,550.00 to be expensed from capital expenditures under Pools – Filter/Pump/Piping/Chemicals."

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

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

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

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

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

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

UPDATE 9-4-25: Management is still awaiting the estimate for the wading pool filtration system. In the meantime, Management recommends proceeding with Estimate #13526. A meeting with Premier Pool Management is scheduled within the next two weeks to review pool season closure items, and the Facilities Committee will be notified accordingly. **Management has enclosed Estimate #13526 again for your convenience. As of 7-31-25, the replacement reserves line item of Pools – Filter/Pump/Piping/Chemicals has expensed \$0.00 out of the FY2025 budgeted \$35,700.00.**

JOB PROPOSAL

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

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

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

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

Warranty: 30 days from project completion.

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

Additional Notes:

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

AUTHORIZED SIGNATURE _____

CUSTOMER NAME _____ DATE _____

Please do not pay off of this proposal, an invoice will be generated and sent under separate cover. Upon receipt of the invoice, payment must be made by the due date or invoice will incur a 5% late fee per month.
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Proposal for 2025 Holiday Lighting & Décor (Homestead Gardens)

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: Proposal for 2025 Holiday Lighting & Décor (Homestead Gardens)

Suggested Motion: "I move to approve the August 25, 2025 proposal from Homestead Gardens, Inc. for 2025 Holiday Lighting & Décor in the amount of \$67,745.00, to be expensed from Homeowner Activities under the Holiday Decorating line item."

Summary: On Monday 8-25-25, management received the Proposal for 2025 Holiday Lighting & Décor from Homestead Gardens Landscape Division. **(See the enclosed proposal and management's email conversation with Homestead Gardens).**

Homestead Gardens stated the following:

"Good afternoon Mr. Aje,

Please find attached the holiday lighting proposal for 2025-26 season for your review. You will notice that new wreaths for all entrances and new lights for Mary Bowie parkway are included in the proposal. Please let me know if you have any questions. The installation of the lights and decorations **will need to be signed off on by September 30th** in order for the work to be scheduled and the lights to be on for the day after Thanksgiving as requested every year."

Management asked Homestead Gardens the following:

"Also, unless I am mistaken, wasn't the cost for last year only \$47,757.00 so why such a large increase to \$67,745.00. That's an increase of \$20,000. I guess this is because of the "NEW" items included but it doesn't look like that was expected to be expensed this year. I assume the "NEW" items are necessary or optional or what's the 411 with that? Thanks"

Homestead Gardens responded as follows:

"The major increase is the Bowie Parkway new lights on the trees before the guard house. That is Oakcreek's signature piece as all 11 trees are lit for the holiday season. The lights are dimming, and the look is not as bright. The lights typically have a life span of 3 years, this will be their fifth year. If the budget isn't there for the lights we would make do, BUT the board would need to know that the new lights

were proposed for this year. The wreaths are in bad repair and definitely need replacing this year, which is your other major cost. Given the two that need replacing the wreaths at every entrance would be my first choice. Please let me know your thoughts.”

Management Recommendation: Management has already provided previous recommendations on this matter. No further recommendations at this time.

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

As of 7-31-25, Holiday Decorating line item under Homeowner Activities has expensed \$15,390 out of the FY2025 budgeted \$47,758. This \$15,390 was from the FY2024 holiday lights take down. This August 25, 2025 proposal from Homestead Gardens, Inc. for 2025 Holiday Lighting & Décor will cause expenses over the budgeted amount.



Homestead Gardens Landscape Division

P.O. Box 189, Davidsonville, MD 21035

P: (410) 867-6336 Email: landscape@homesteadgardens.com

<https://homesteadgardens.com/explore-homestead/landscape-services/>

"Because life should be beautiful"

HOA Oak Creek Club
552 Church Road
Upper Marlboro, MD 20774
Est.#19189

August 25, 2025

Proposal for 2025 Holiday Lighting & Decor

Fenceline Pre-lit Wreaths

Holiday Wreaths- Pre-lit and Bows

Scope of work to include the installation of (78)- 36" Artificial Pre-lit wreaths with battery packs and HOLIDAY RED BOWS intermittently along wrought iron fence line along Oak Creek property line along Church Rd and Oak Grove Rd.

Total for this scope \$5,749.00

Holiday Wreaths -Model Homes

Holiday Wreaths for Single Homes on Church Road

Scope of work to include the installation of (2) NEW 36" Artificial Pre-lit wreaths on columns at each of the (5) driveway entrances. New holiday bows to be provided for each wreath for the season. Total of (10) wreaths. New batteries for packs to be provided for new lighting season.

Additional Artificial Wreath- Model Home- EXTRA LAST COLUMN

Scope of work to include the installation of (1) 36" Artificial wreath with red velvet bow and battery pack light unit on furthest column on last model home on Church Road.

Total for this scope \$2,408.00

Holiday Lighting Take down

Holiday Light and Decor Take down

Scope of work to include the take down of all holiday lighting from all entrances, decorative wreaths and garland in January, 2026 pending weather. Take down of (2) interior artificial trees with ornaments, trees, lights and wreaths with all material to be stored at Homestead Gardens storage facility until installation in November, 2026

Total for this scope \$15,390.00

Clubhouse Interior/Exterior Decor

Clubhouse Interior Holiday Decor- 2025

Scope of work to include the installation of following:

(1) 10' Pre-lit Artificial Christmas Tree in Main Meeting Room - tree to be lit with warm white LED lights and decorated with various ornaments and ribbon in colors ivory, gold and silver in storage. Tree skirt included. All located in Homestead Gardens storage.

(1) 9" Pre-lit Artificial Christmas Tree in main hallway - tree to be with warm white LED lights and decorated with colors coordinating with main conference room holiday tree. Tree skirt included. Tree located in Homestead Gardens storage.

(4) 10" White Poinsettias for hallway and main office

(2) 6" White poinsettias for main office

(1) Existing artificial centerpiece with mixed xmas greens to be taken from storage and placed on table in small conference room.

Wrap one pillar on either side of entrance way with existing pre-lit artificial garland.

(1) - 48" NEW wreath with bow installed above door.

Install pre-lit artificial garland around door.

Total for this scope \$3,394.00

Deer Run Estates

Deer Run Estates Entrances

- (2) groups of (3) Grape Myrtles will have (40) existing strings of warm white LED (50) lights per strand installed on each tree.
- 4 Hollies-(2) at either side of each entrance to have (15) strings of existing
- strands of RED lights (50) per strand installed on each tree.
- 4-Columns - (2) at either side of entrance will have (2) -48"NEW PRE-LIT wreaths installed with red bows on either side
- All power cords and timers in storage will be provided to light the trees and wreaths.
- All wreaths to have new bows this current season

Total for this scope \$3,880.00

Lighting - Pine Valley Entrance

Pine Valley Entrance Brick Wall Lighted Trees

- (2) groups of (3) Grape Myrtles will have (40) existing strings of warm white LED (50) lights per strand installed on each tree.
- 4 Hollies-(2) at either side of each entrance to have (15) strings of existing
- strands of RED lights (50) per strand installed on each tree.
- 4-Columns - (2) at either side of entrance will have (2) - NEW 48" PRE-LIT wreaths installed with red bows on either side
- All power cords and timers in storage will be provided to light the trees and wreaths.
- All wreaths to have new bows this current season

Total for this scope \$4,251.00

Lighting- Mary Bowie Entrance

Mary Bowie Entrance Brick Wall Lighted Trees

- (4) groups of (3) Crape Myrtles will have (55) existing strings of (50) lights per strand installed on each tree.
- 8 Hollies-(2) at either side of each entrance to have (20) strings of existing RED lights (50) per strand installed on each tree.
- 4-Columns - (2) at either side of entrance will have (2) -48" NEW PRE-LIT wreaths installed with red bows.
- Guardhouse will have existing C6 LED lights around roof and a (1) NEW 48" wreath on the front of the building.
- 1-small Magnolia inside the gate will have (20) white LED light strings of 50 lights per strand installed.
- All wreaths to have new bows this current season

Total for this scope \$6,263.00

Mary Bowie Parkway Trees

Mary Bowie Parkway Main Island Trees

Scope of work to include the installation of (65) sixty -five strands of NEW warm white LED lights (50 lights per strand) on EACH of (11) Zelkova trees in main island of development from Church Road and ending before guardhouse. All electrical extension cords, timers and adapters to be included.

Lights are in there 5th year and need to be replaced. Price includes price of new strands of warm white 5mm LED Lights 50 lights per strand.

Total for this scope \$18,945.00

Fox Turn Entrance

Fox Turn Entrance Holiday Lighting

- 4 'Muskogee' Crape Myrtles will have 20 strings (50 lights per strand) installed on each tree.
- 3 'Miami' Crape myrtle will have 20 strands (50 lights per strand) on each tree
- 6 'Hopi' Crape myrtle will have 10 strands (50 lights per strand) on each tree
- 4 Hollies- 2 at either side of entrance will have 15 strands of red (50 lights per strand) installed.
- 4-Columns- 2 at either side of each entrance will have 2-48" NEW wreaths installed with lights and red bows and 2-48" pre-lit wreaths with red bows on far outside columns at mechanical gate entrance
- 16 Arborvitae to have 15 strands of red LED lights (50 lights per strand) on each tree
- Install artificial garland with lights around door.
- All power cords and timers will be provided to light the trees and wreaths.

Total for this scope \$3,699.00

Queen Anne Entrance

Queen Anne Entrance Brick Wall Lighted Trees

- (2) groups of (3) Crape Myrtles will have (40) existing strings of warm white LED (50) lights per strand installed on each tree.
- 4 Hollies-(2) at either side of each entrance to have (15) strings of existing strands of RED lights (50) per strand installed on each tree.
- 4-Columns - (2) at either side of entrance will have (2) -48" NEW PRE-LIT wreaths installed with red bows on either side
- All power cords and timers in storage will be provided to light the trees and wreaths.
- All wreaths to have new bows this current season

Total for this scope \$3,766.00

General Notes

HOLIDAY SEASON 2025-2026

SERVICE CALLS FOR LIGHT OUTAGES WILLED BE BILLED ON A TIME AND MATERIAL BASIS AT \$85.00 PER HOUR PER MAN ON CALL. SERVICES CALLS WILL BE MADE BETWEEN 8:00 A.M. AND 4:30 P.M. MONDAY- FRIDAY IF NECESSARY.

****NO SERVICE CALLS WILL BE MADE FROM DECEMBER 23rd, 2025 THRU JANUARY 1ST, 2026 AS THE LANDSCAPE DIVISION WILL BE CLOSED. ****

Total for this scope \$0.00

PROPOSAL TOTAL: \$67,745.00

WE PROPOSE to furnish labor and materials - complete in accordance with above specifications, and subject to conditions found on both pages of this agreement.

ACCEPTED. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as herein specified.

The items and conditions as appear on the other page of this proposal are binding and a part of this proposal.

Date of Acceptance: _____

By: _____

By: _____ :

Total Contract Amount	\$67,745.00
Deposit Amount	\$22,355.85
Balance Due at Time of Installation	\$45,389.15

Respectfully submitted,

Homestead Gardens, Inc.

By: Janey Martinez

This proposal may be withdrawn if not accepted within 30 Days.

PAYMENT

PAYMENT IS DUE UPON INSTALLATION. Payments received more than 10 days after installation are subject to a charge of 2% of the amount due for each month past due.

In the event items are back ordered, payment for work **installed** will be due upon installation. The balance is due upon the installation of back ordered items.

If Homestead Gardens, Inc. must retain an attorney to enforce its rights under this contract - customer agrees to pay an attorney all actual attorney fees plus court costs in this matter.

Customer agrees to pay any collection costs incurred to collect the unpaid balance.

Should this contract be canceled for any reason the deposit is refundable within 72 hours of signing.

TERMS

All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this proposal. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

It is the customer's responsibility to locate, clearly identify, and notify Homestead Gardens, Inc. of all underground conduits, wiring, pipes, septic systems, etc. Any damage to such underground conduits, wiring, pipes, septic systems, etc. shall not be the responsibility of Homestead Gardens, Inc.

Homestead Gardens, Inc. shall not be held responsible for concealed conditions such as, but not limited to, rock, water, clay pan, asphalt or any other obstacles encountered which are not apparent at the time of estimating (estimate may change in this context).

Once material is delivered and installed, the responsibility for disappearance, theft, or vandalism shall be the customer's.

It will be the customer's responsibility to clear the working area or area to be landscaped of all debris, building materials, and any other obstructions.

Substitutions may be necessary due to the availability of certain materials.

GUARANTEE

Planting

Homestead Gardens, Inc. guarantees all trees and shrubs installed by the landscaping department once for one- (1) year from the date of installation. The landscape guarantee includes the installation charge to replant guaranteed plants once for up to two trips to each landscape site. Perennials have a ninety- (90) day guarantee from the date of installation, annuals have a thirty- (30) day guarantee, and transplants have no guarantee. Acceptance of liability in accordance with this guarantee is limited to original purchase price. Plants must receive proper care from the owner, which includes watering, feeding, spraying for insect and disease control, and weeding beds as needed. Lack of proper care voids this guarantee. This guarantee does not cover losses due to insect, disease, animal, or mechanical injury, abnormal weather conditions such as floods, excessive wind damage, drought, severe winters or abnormal rains. In order for the guarantee to be valid the contract must be paid in full, minus any job completion.

Seeding and Sodding

All installed sod is guaranteed to be as specified, uniform in color and quality and reasonably free of weeds, diseases or other visible imperfections at acceptance. Acceptance of installed sod shall be within 24 hours of completion of an area or section unless otherwise specified. Seeding done between March 1st and May 15th, as well as August 15th and October 15th have an 80% germination guarantee that is weather dependent. Lawn must receive proper care from the owner, which includes watering, feeding, spraying for insect and disease control, and weeding beds as needed. Lack of proper care voids this guarantee. This guarantee does not cover losses due to insect, disease, animal, or mechanical injury, abnormal weather conditions such as floods, excessive wind damage, drought, severe winters or abnormal rains. In order for the guarantee to be valid the contract must be paid in full, minus any job completion.

Construction

All construction shall be specified and guaranteed for one year. Homestead Gardens, Inc. shall have no liability for misplacement provided Homestead Gardens, Inc. follows the plans and specifications provided.

This express guarantee is in lieu of all other guarantees express or implied including without limitation implied guarantees, warranties or merchantability and fitness for particular purpose, which guarantees and warranties are disclaimed by Homestead Gardens, Inc.

Customer and owner of the property shall indemnify Homestead Gardens, Inc. for any liability arising from or for any damage to equipment or injury to persons caused by latent defects of hazardous substances on the property, whether natural or man-made.

This proposal is valid only if countersigned and returned to Homestead Gardens, Inc. within time stated on front of contract. In addition, this contract is subject to extra charges for latent or concealed physical conditions, such as rock, debris, poor drainage, and other situations not apparent upon visual inspection while estimating the materials and work specifications. Upon discovery of such physical condition, Homestead Gardens, Inc. shall have the right to suspend work until equitable additional charges or modifications have been negotiated.

Lighting

1. Homestead Gardens, Inc. will guarantee installation of any lighting system for a period of one year from completion date.
2. This guarantee will include labor, materials, fixtures, wire and power centers.
3. This guarantee will not include labor, material, fixtures, wire, power centers or connectors if any of the following occur:
 - a. Any alterations, additions, modifications are made to system by anyone other than Homestead Gardens, Inc.
 - b. Any material, fixtures, wire or power centers that are physically damaged due to any cause other than by rain, ice, sleet snow and sunlight.
 - c. Any wire that has been damaged due to digging, trenching and/or any alterations by anyone other than Homestead Gardens, Inc.
 - d. Any wire damage caused by animals.
4. Guarantee will not include light bulbs.
5. Customer is required to provide 120volt AC power source.

Winterization Proposal by Premier Pool Management, Inc.

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: Winterization Proposal by Premier Pool Management Inc.

Summary: On Thursday August 21, 2025, I received an email from Premier Pool Management, Inc. to schedule winterization and to also consider additional winterization items for the pool. **Please see the enclosed itemized pricing from Premier Pool and some of my email exchanges with their representative.**

On September 5, 2025, I requested a second opinion from Continental Pools regarding the proposed items by Premier Pools Management, Inc. and they stated the following:

Regarding the winterization list you received from your current pool company:

* **Items 1-4:** These are essential procedures for proper facility winterization. As a side note, these services are typically included in our seasonal management contracts and are not charged separately.

* **Items 5 and 6:** These can be considered optional. Continuous treatment of pool water helps preserve surfaces and extend the life of a whitecoat. Additionally, winter pump storage and service can help prevent potential motor problems in the spring, potentially saving significant costs if pool motors need replacement. While beneficial as precautionary measures, these are not consistently performed at every site and are optional.

* **Item 7:** This should be addressed on an as-needed basis. My question is whether the 10 anchors and 2 straps mentioned have been identified for replacement at this time, or if this is an "expected" number of items.

Management Recommendation: Management has no recommendations currently.

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



Oak Creek Club

August 18, 2025

Dear Client, please find below additional options to the standard winterization which may not be included in your contract and will help prolong the life of your investment:

1. Blow the skimmer and vacuum lines with compressed air, fill with anti-freeze, and plug them to ensure water will not freeze in the pipes over the winter and avoid system plumbing damages.

Cost for your pool: **\$1,380.00**

Initial for approval:

2. Wading pool to blow main drain, skimmer and return lines with compressed air, fill with anti-freeze, plug the lines, and refill wading pool to avoid any structural and whitecoat damages during the winter.

Cost for your pool: **\$575.00**

Initial for approval:

3. Blow all bathroom freshwater lines with compressed air to ensure water will not freeze in the pipes over the winter to avoid plumbing and drywall damage.

Cost for your pool: **\$1,100.00**

Initial for approval:

4. Add winter algaecide into water to both protect the whitecoat and stop water from turning deep green. *Please note that approvals not received prior to the pool closing date may result in additional charges, as the pool may need to be "shocked" prior to the algaecide application.*

Cost for your pool: **\$725.00**

Initial for approval:

5. Apply anti-stain protection to the pool surface to help prevent staining from occurring over the winter months. It reduces the amount of acid used and the damaging of the whitecoat during spring cleaning.

Cost for your pool: **\$575.00**

Initial for approval:

6. Pull the swimming pool motor and store it in climatized storage (dry and heated) for the winter. This will prolong the life of the pump.

Cost for your pool: **\$1,200.00**

Initial for approval:

7. Replacement of damaged pool cover anchors and straps during closing procedure. It prevents the cover from being loose and from damaging coping stones, tiles and pool safety cover during winter.

- Replacement of up to 10 damaged anchors and 2 straps: **\$575.00.**
- If more damages are identified, a separate proposal will be provided in advance.

Initial for approval:

Please do not hesitate to contact our office with any questions or concerns or to request a free estimate on any of our other services.

Sincerely,

Client's Signature: _____

Premier Pool Management, Inc.

Client's Name _____ Date _____

Femi Aje

From: Ammar <Ammar@premierswim.com>
Sent: Friday, September 5, 2025 2:25 PM
To: Femi Aje; Office
Cc: Roman
Subject: Re: Winterization from Premier Pool Management - Oak Creek Club

Hello,

Here is an explanation for each item mentioned:

Note: As of now, the pool has three skimmer bodies that need to be replaced. We don't want to cause further damage to any other skimmers, or more importantly, if the pipes beneath the pool get damaged, we'll have to dig, fix, and patch them. Not only will this be costly, amounting to five figures, but it will also leave a poor appearance for the pool.

I strongly recommend taking all the necessary preventative measures to protect your pool from damage, especially during unexpected harsh weather conditions.

1. Blowing Skimmer & Lines (with antifreeze and plugs)

- Purpose: Prevents water from freezing inside underground pipes.
- Risk if skipped: Frozen water expands and cracks plumbing lines, leading to costly leaks and repairs in spring.

?

2. Wading Pool Line Protection

- Purpose: Protects the smaller wading pool's main drain, skimmer, and return lines by clearing water, adding antifreeze, and sealing them.
- Risk if skipped: Cracks in the lines or damage to the pool's whitecoat surface due to freeze pressure.

?

3. Bathroom Freshwater Line Blow-Out

- Purpose: Clears freshwater lines inside the bathhouse to prevent trapped water from freezing.
- Risk if skipped: Burst pipes, drywall damage, and potential flooding once thawing occurs.

?

4. Winter Algaecide Treatment

- Purpose: Prevents algae blooms and protects the pool's whitecoat surface from turning green.
- Risk if skipped: The pool may need aggressive chemical shocking in spring, which adds cost and can damage the plaster surface.

?

5. Anti-Stain Treatment

- Purpose: Prevents staining and mineral buildup during the winter months. It also reduces how much acid is needed during spring cleaning.
- Risk if skipped: Permanent discoloration of the pool surface and harsher chemical use that wears down the plaster.

?

6. Motor Removal & Heated Storage

- Purpose: Removes and stores the motor in a climate-controlled space to prevent internal rust, freezing, or damage.
- Risk if skipped: Moisture and cold weather can shorten the pump's lifespan, leading to premature replacement.

?

7. Pool Cover Anchor & Strap Replacement

- Purpose: Ensures the safety cover is secure all winter by replacing damaged anchors and straps.
- Risk if skipped: A loose or unsecured cover can rip, damage tiles or coping stones, and compromise pool safety.

All regards,

Ammar AlKwakneh
Regional Manager

Premier Pool Management Inc.

12339 Carroll Ave • North Bethesda, MD 20852
Cell: 201.681.8531

premierswim.com

From: Femi Aje <faje@gocampmgmt.com>
Sent: Friday, September 5, 2025 11:58:39 AM
To: Ammar <Ammar@premierswim.com>; Office <office@premierswim.com>
Cc: Roman <roman@premierswim.com>
Subject: Re: Winterization from Premier Pool Management - Oak Creek Club

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

Received and I will let you know. Are we supposed to be doing these all the same time? It would be good to know what is essential vs. what is not and probably more important is the order of priority if there is one.

P.S. We are going to be revisiting the sand filtration proposal real soon so we will let you know about that. If that work is completed, **will that eliminate any of these proposed items or are they completely independent of one another?**

Mr. Femi Aje, PCAM®
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: Ammar <Ammar@premierswim.com>
Sent: Monday, August 25, 2025 8:04 AM
To: Office <office@premierswim.com>; Femi Aje <faje@gocampmgmt.com>
Cc: Roman <roman@premierswim.com>
Subject: Re: Winterization from Premier Pool Management - Oak Creek Club

Hello Femi,

I wanted to follow up regarding the winterization options we recently sent over. These additional services are designed to help:

- **Prevent costly damage** to plumbing, motors, and pool surfaces caused by freezing temperatures.
- **Protect your investment** by prolonging the life of pumps, covers, and pool finishes.
- **Ensure a smooth opening** in the spring, saving time and reducing repair expenses.

To make sure these protections are completed during your pool's winterization, please review, sign, and return the attached approval form at your earliest convenience. Approvals received after the closing date may result in additional charges, as extra treatments (such as shocking the pool) may be required.

We highly recommend taking advantage of these options now to safeguard your facility and avoid unexpected repair costs before next season.

If you have any questions or would like further clarification, feel free to reach out — we'd be happy to walk you through the details.

From: Office <office@premierswim.com>
Sent: Thursday, August 21, 2025 9:54 AM

To: faje@gocampmgmt.com <faje@gocampmgmt.com>

Cc: Ammar <Ammar@premierswim.com>; Roman <roman@premierswim.com>

Subject: Winterization from Premier Pool Management - Oak Creek Club

Dear Customer,

As the pool season comes to an end, we are beginning to schedule winterization for your pool.

Attached, you will find a list of additional winterization items that are crucial for protecting your pool infrastructure and equipment from damage caused by freezing temperatures and algae growth during the winter months.

Please review the attached document, sign, and return it at your earliest convenience to ensure these items are completed during the winterization process and protecting your pool facility from additional repairs before the next season.

Sincerely,

Premier Pool Management, Inc.
12339 Carroll Ave, Suite B
Rockville, MD 20852

T: 301 989 2200

F: 301 989 2261

Budget and Finance Committee MEMO

Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Friday, September 5, 2025

Re: Maturing Investments and Budget and Finance Committee MEMO

Suggested Motion: "I move to approve reinvesting the maturing Morgan Stanley CDs as follows: \$150,000 and \$75,000 maturing on September 15, 2025, and \$150,000 maturing on September 22, 2025. The reinvestments will follow the Association's investment ladder, as recommended by the Budget and Finance Committee in its September 9, 2025, recommendations and financial transactions memo."

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

Summary:

Description - Bank Name	Original Investment Amt.	Maturity Date
US Treasury Bill - Morgan Stanley	\$150,000.00	09/15/2025
Goldman Sachs Bk NY - Morgan Stanley	\$75,000.00	09/15/2025
St Bank of India Chicago IL - Morgan Stanley	\$150,000.00	09/22/2025

Committee Recommendation (if any): Please see the enclosed Budget & Finance Committee Memorandum regarding "Recommendations on financial transactions" dated September 9, 2025.

Management Recommendation (if any): As the Board continues to review management's proposed budget reallocations and financial scenarios for FY2025, there are several short- and long-term financial considerations to keep in mind, including potential projects identified in the FY2023 Reserve Study. Until a final decision is still pending, management recommends that the Board reinvest the maturing CDs in alignment with the Association's existing investment ladder strategy through Morgan Stanley. Management has previously provided multiple suggestions and insight from CAMP Leadership regarding this matter for the Budget and Finance Committee and for Board consideration.