



Board of Directors Virtual Meeting

DATE: January 13, 2026

6:30 P.M.

BOARD MEETING PACKAGE

You are invited to a Zoom meeting.

When: Tuesday, January 13, 2026, at 6:30 pm.

Register in advance for this meeting:

Zoom link:

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

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

The meeting agenda will follow separately!

OAK CREEK CLUB HOA, INC.

VISION/MISSION STATEMENT

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

I. Meeting Agenda

January 13, 2026



BOARD OF DIRECTORS MEETING Tuesday January 13, 2026 @ 6:30 PM AGENDA

	PAGE
6:30 PM	
CALL TO ORDER	
6:31 PM – 6:32 PM	
EXPLANATION OF VIRTUAL MEETING PROTOCOL (CAMP)	
6:33 PM – 6:34 PM	
I. APPROVAL OF AGENDA	3-4
6:35 PM – 6:37 PM	
II. APPROVAL OF MINUTES [TAB A]	5-21
A. December 9, 2025 Board Meeting Minutes	
6:38 PM – 6:48 PM	
III. COMMITTEE REPORTS AND MINUTES [TAB B]	22-31
A. Budget & Finance Committee - Treasurer's/Financial Report	
B. Grounds Committee	
6:49 PM – 6:54 PM	
IV. BOARD INFORMATION & DISCUSSION [TAB C]	
A. Management Report	32-35
B. Covenants Report	36-41
6:55 PM – 7:09 PM	
V. BOARD DECISIONS [TAB D]	
NEW BUSINESS	
A. Motion – Premier Pool Management, Inc. Est.#14535 rebuild filter (\$3,950)	42-47

- B. Motion – Board and Committee Orientation date confirmation **42-47**
- C. Motion – Strategic Planning Session Meeting date confirmation **42-47**
- D. Motion – Timeline for Committees to submit items **42-47**
For Board package inclusion.

7:10 PM – 7:30 PM

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

7:31 PM –8:20 PM

VII. EXECUTIVE SESSION [TAB E] (for purposes of consulting with legal counsel, contract negotiations, discussing rule violations *and discussing delinquencies*) **46-54**

- A. Motion – To enter Executive Session

8:21 PM

VIII. ADJOURN

Next Board Meeting: **February 10, 2026**



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
January 13, 2026

TOPIC: Draft Meeting Minutes

Motion by:

“I move to approve the revised December 9, 2025, Board Meeting Minutes as presented.”

Second by:

Summary:

Meeting minutes currently outstanding are the following:

-Revised draft Board Meeting Minutes 12-9-2025

Action Needed:

The board is to review the outstanding draft meeting minutes, if available, and provide feedback on any final revisions as/if deemed necessary to Management or the Board Secretary (Suzann King). Upon confirmation of final drafts, the Board will vote on their approval on January 13, 2026, at the board meeting or a subsequent meeting as needed.

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MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

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

Oak Creek Club Homeowners Association, Inc.
Board of Directors Meeting
Tuesday, December 9, 2025 @ 6:30 P.M. Virtual

Board Members Present:

Jessica Hill - President
Kip Banks - Vice President
Michael McFarlane - Treasurer
Suzann King - Secretary
Dr. Lenora Gant - Board Member

Board Members Absent:

All Board Members are present

Others Present:

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

Call to Order:

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

Explanation of Virtual Meeting Protocol:

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

Approval of Agenda

Jessica Hill moved to approve the Agenda for the December 9, 2025, Board Meeting. Kip Banks seconded the motion, which passed unanimously.

Approval of November 12, 2025, Board Meeting Minutes:

Suzann King moved approval of the revised November 12, 2025, Board Meeting Minutes. Kip Banks seconded the motion, which passed unanimously.

Locust Hill Development Update:

Representatives from GS Proctor & Associates and the Locust Hill Development Team provided an update on the residential development adjacent to the Oak Creek community. The project will be completed in three phases, with Phase 1 currently underway. Future phases will include a public park, trail connections, and roadway improvements along Leeland Road.

Questions arose regarding the possibility of noise emanating from different amenities, impact to the community of the sewer connection at the back of Coffren, whether the developer would consider adding a fence to the wooded buffer of the property, whether there would be impacts to the cemetery on Leeland Road, and whether the developer could make any road improvements from Rexford Way to Watkins Park Drive to assist with potential congestion. The developer committed to continued coordination and quarterly updates as the project progresses.

Committee Reports and Meeting Minutes:

Budget & Finance Committee – No update was provided by the Budget & Finance Committee, as related items were scheduled for discussion later in the agenda.

Community Access Committee – Julian Brown, Chair, reported that gate incident tracking began in June, with 36 total incidents recorded—most involving residents. He noted that all gates were operational except the clubhouse exit gate, which is pending repair. Approval for repairing the Fox Turn pedestrian gate was also pending at the time of the report, and additional access-related recommendations are expected in 2026.

Social Committee – Doreen Adair, Co-Chair, shared information about upcoming end-of-year events, including the holiday decorating contest (with voting to begin soon), holiday bingo, a kids craft day, and a crochet/knitting group event.

Management Report:

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

- Holiday light installation has commenced.
- Pool furniture shrink-wrapping was completed on December 6, 2025.
- The Ashaway & Mary Bowie signage installation has been completed.
- The Association's insurance renewal was signed on November 24, 2025.
- Approved additional pool furniture.
- JD Air routine maintenance update.
- Updated on the 2026 Approved Budget mailer sent out to the community.
- The number of conveyances for 2025.

Financial Report:

Michael McFarlane provided the community with the financial report. As of October 31, the Association reported an operating surplus of approximately \$29,000, supported by higher-than-expected interest income and late fees. Several planned projects were deferred, increasing the Repair and Replacement Fund balance. The Association currently holds about \$4 million in cash and investments. Delinquencies remain a concern, totaling \$431,000 (13%), with most accounts more than 90 days past due.

Covenants Report:

Courtney Spalding reported: Year to date, the community recorded 26 resales reflecting steady homeowner turnover. Architectural activity remained active, with a total of 13 applications reviewed in October and November, resulting in several approvals and denials.

Inspection efforts continue, with 377 homes cited for violations year-to-date. Many cases were resolved through vacated violations or approved design applications.

Management has also implemented operational enhancements to improve reporting accuracy and transparency, including formal tracking of vehicle towing and ticketing, which began in December. Additionally, management reported recovering \$5,125 in gate damage reimbursements, with four additional claims currently in progress.

Consent Agenda:

The Board reviewed and ratified multiple items previously approved via consent agenda, which included

approval of the Little Library installation, Premier Pool furniture shrink-wrapping, confirmation of B&B gate repair costs, and amended adjustments to the 2026 budget. Suzann King moved to ratify all consent agenda actions, as documented below. Jessica Hill seconded the motion, which passed unanimously.

"I move to ratify the vote taken by the Board of Directors on Wednesday, November 19, 2025, to approve the installation of "Little Library" to be installed in front of the Swim and Tennis Facility, with resident volunteers responsible for the donation, Maintenance, installation (management supervision), and donation of appropriate reading material."

"I move to ratify the vote taken by the Board of Directors on Wednesday, November 19, 2025, to approve the Premiere Pool Shrink Wrapping Proposal for \$2900. To be expensed from the Repair/Maintenance General Site Items."

"I move to ratify the vote taken by the Board of Directors on Wednesday, November 19, 2025, to approve DMV Gates Repair Quotes in the amount of \$47,500. To be expensed from the Repair/ Replacement."

"I move to ratify the vote taken by the Board of Directors on Sunday, November 16, 2025, to approve the Board's approval of the Motion to Amend the 2026 Budget on Wednesday, November 12, 2025, additional adjustments have been made to ensure the Association maintains a zero-balanced budget. After final reconciliation, several budget line items were updated to fully allocate the total FY2026 assessment amount of \$3,451,542, supporting the approved monthly assessment of \$245."

Please review the summary of the additional revisions below:

- Bad Debt: Reduced from \$48,310 to \$40,758
- Management Fee Contract: Reduced from \$68,376 to \$65,928
- Pool Contract: Adjusted from \$55,900 to \$58,900
- New Line Item: \$14,000 added for gate preventative maintenance provided by DMV Gates.

Old Business:

Pool Winterization/ Repairs:

Suzann King moved to approve the Premiere Pools Proposal for \$3,255 for winterization and repairs to be expensed from pools supplies and repairs. Jessica Hill seconded the motion, which passed unanimously.

New Business:

Weisman Electric Co. Estimate #44651410 (A/C Outlets/ Call Box Power).

Michael McFarlane moved to approve the Weisman Electric estimate for \$5,900.00 to replace the A/C outlets at five (5) community entrances, to be expensed from Repair and Maintenance – General Lights and Electrical. Dr. Gant seconded the motion, which passed unanimously.

Community Access Speed Bump Trial Proposal:

The Board reviewed the recommendation submitted by the Access Committee regarding the potential installation of speed pumps as a measure to mitigate tailgating and speeding at community entrances. The Committee provided background on the intent of the recommendation and the anticipated benefits. Following the discussion, Board members expressed the need for additional information, including further evaluation criteria and broader context, before deciding. As a result, the Board did not take action on the recommendation at this time. The Committee's Board liaison agreed to work with the Committee regarding this matter.

Morgan Stanley CD Maturity December 30, 2025, and January 16, 2026:

Suzann King moved to approve the reinvestment of the following maturing Stanley Morgan CDs.

- JP Morgan Chase Columbus, Ohio- \$100,000- Maturing 12/30/2025
- JP Morgan Chase Columbus, Ohio- \$150,000- Maturing 1/16/2026

Jessica Hill seconded the motion, which passed unanimously.

2026 Comprehensive Reserve Study Recommended Timeline

Suzann King moved to approve the completion of the new, comprehensive 2026 Reserve Study vendor (PM Plus) to be finalized by the end of April 2026. Michael McFarlane seconded the motion, which passed unanimously.

Estimate for Fox Turn Pedestrian Gate System Replacement:

Michael McFarlane moved to approve the DMV Gates estimate in the amount of \$6,750 to repair the Fox Turn Pedestrian Gate, to be expensed from Repair and Replacements. Dr. Gant seconded the motion, which passed unanimously.

Landscaping RFP:

Kip Banks moved to approve (1) Complete Landscaping Services as the landscaping maintenance vendor for the 2026 season at an annual rate of \$170,000 for years one and two, with a 3% increase in year three subject to certain negotiations regarding contract language; (2) McFall & Berry will remain the snow contractor for the remainder of the current snow season, with CLS assuming snow removal services beginning the winter of 2026; and (3) the \$7456 of landscape enhancements and ornamental designs are to be approved by the Board. Jessica Hill seconded the motion. The motion carried with Jessica Hill, Kip Banks, Michael McFarlane, and Dr. Lenora Gant voting in favor of the motion and with Suzann King opposed.

Resident Forum

Residents shared the following comments and concerns:

- Resident inquired about the timeline for the reserve study and the RFP process.
- A resident was concerned about a gate incident that damaged his car.
- Homeowners asked about the process for committee members meeting with vendors and the role of liaisons.

Executive Session:

The Board of Directors voted unanimously to enter Executive Session at 8:49 pm by a motion duly made and seconded.

Open Session:

The Board returned to Open Session at 10:20 pm

It was noted that the appellants withdrew their appeal concerning an application denial issued on October 27, 2025.

Michael McFarlane moved to approve account R0297322L0251792 for gate arm reimbursement. Dr. Lenora Gant seconded the motion, which was approved unanimously.

Michael McFarlane moved approval of the 2026 Camp Management Contract subject to the following conditions: (1) review of the contract by legal counsel and the incorporation of certain suggested changes into the contract; (2) authorizing the Board president to seek clarification about Exhibit A; and (3) that two signature lines be added to the contract. Dr. Lenora Gant seconded the motion, with Jessica Hill, Kip Banks, Michael McFarlane, and Dr. Lenora Gant voting in favor and Suzann King opposed.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 10:36 pm.

Board Meeting and Action Items & Follow-Ups – From This Meeting

Item	Board Meeting	Notes/Assigned	Disposition
Send an email to all Committee Chairs regarding the January Planning Session Meeting (time, date, expectations, and any required pre-work).	12-9-25	Management (CAMP)	
Collect and forward Board questions/concerns to the developer of the Locust Hill Project .	12-9-25	Board	On going. An email was received from Michael German on 12.12.25 regarding additional updates.
Proposal from Access Committee regarding trial on speed bumps	12-9-2025	Committee/Board Liaison	
Complete the new, comprehensive 2026 Reserve Study by the end of April 2026 .	12-9-25	Management (CAMP)	
Align the Reserve Study planning with future maturing CDs for possible liquidation to fund reserve projects.	12-9-25	Management (CAMP)	
Provide a process for collecting input from the Board for the 2026 Reserve Study prior to the Board's strategic planning meeting	12-9-25	Management (CAMP)	
Contact McFall and Berry regarding the 60-day contract agreement	12-9-25	Management (CAMP)	Completed 12.31.2025
Access committee to provide more information on proposed speed bump trial at Fox Turn entrance for further board consideration	12-9-25	Access Committee	

Board Meeting and Action Items & Follow-Ups – From Prior Board Meetings

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

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

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

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

Mr. Hatcher is to share traffic-related questions with the transportation engineer in advance of the next meeting, and information regarding how other large developments nearby might impact traffic studies related to this project.	5-13-25		Completed
Further discussions and selection of recommendations/reallocations for the FY2025 Budget.	5-13-25	CAMP, Budget & Finance Committee and Board of Directors.	Completed
The Board unanimously approved a motion to hold an additional board meeting on May 27, 2025, to continue addressing unresolved financial matters and to outline the next steps.	5-13-25		Board meeting scheduled for May 27, 2025
January – March meeting minutes	4-8-25		Schedule for next Board meeting
Resident gate signage	4-8-25		Tabled until after the May Town Hall financial presentation
Gather more information on the cost and necessity of the safety bollard at the clubhouse entrance.	4-8-25		Tabled until after the May Town Hall financial presentation
Recording of virtual board meetings.	4-8-25		Need to decide whether to pursue and include in 2026 budget
Try to negotiate a more favorable termination clause with Premier Pools.	4-8-25		Management followed up with the vendor.
Provide pictures of the actual pool furniture to be purchased	4-8-25		Emailed to Board
Safety Bollard at Clubhouse Exit Price Comparison	4-8-25		Completed
Add Board meeting component to Town Hall agenda as needed	4-8-25		Will be scheduled if/as needed
Obtain the contact information for the People's Zoning Counsel representative and share it with the community.	3-11-25		Completed

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

M-206 Financial Management course via CAI	2-11-25	Assigned to Dwight Ward, due TBD	
Provide information and process for collections.	2-11-25	Assigned to Camp, due 4-8-2025	Presentation for collections attorney on May 13, 2025 Town Hall
Reconfirm expenses and industry standards about the state and federal income taxes	2-11-25	Assigned to Camp, due 4-8-2025	
Agenda item "Identifying the support committees' need to succeed in the new year" and "Establishing KPIs and Targets" was tabled	2-11-25		
Reach out to Travis Witmer to invite him to future meetings for Oak Grove Road Project updates.	1-14-25		Staff confers with Mr. Witmer before providing updates to the Board
Follow up with the developer's attorney, Mr. Hatcher, regarding increased communication on the Land Swap.	1-14-25		Mr. Hatcher committed to attending certain Board meetings and Town Halls.
Provide a detailed chart with information on past gate repairs, including costs, causes of damage, and any insurance reimbursements.	1-14-25		
Explore opportunities for cost savings with DMV Gates on the proposed gate repair work.	1-14-25		
The Facilities Committee requests to repaint the Swim & Tennis Center	1-14-25	Tabled until after strategic planning session	
Letter to the committees about the upcoming February 11 th Strategic Planning Session.	1-14-25		The CAMP manager met or spoke with each committee chair
Provide a standardized planning book/checklist template for committees to use in their planning process.	1-14-25		
Follow up with the association's legal counsel to obtain a recommendation regarding the best approach for regular reporting to the Board on legal matters.	12-10-24		

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

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

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

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

Oak Creek Club Homeowners Association
Budget & Finance Meeting Minutes
Monday, November 3, 2025 @ 7:00 PM
Virtual

Committee Members Present:

Marisa Reid – Chair
Will Abdul – Vice Chair
Kristen Stierwalt-Huff
Danielle Telesford

Committee Members Absent:

None

Others Present:

Michael McFarlane - committee liaison
Suzann King – board member (as resident)
Oak Creek Residents – (7)

Call to Order: Meeting called to order by Marisa at 7:05pm

Establish Minute Taker: Danielle is the note taker and Kristen is the backup note taker.

Review Of Financials:

- US Treasury Bill (Morgan Stanley) \$75,000 @ 4.5% maturing on November 15, 2025.
 - Danielle motioned to rollover the Morgan Stanley in the amount of \$75,000 maturing on November 15, 2025. Will seconded the motion and all agreed unanimously.

Old Business:

- Discuss final recommendations from the 2026 Budget and Finance review
 - Discussed using better terminology in presentation regarding “shortfall/deficit”.
 - Committee agreed to come up with ideas to help educate the community regarding the budget.

New Business:

- 2026 Financial Planning Roadmap
 - Establish clear goals and a working timeline for the upcoming 2026 budget cycle.
 - Develop best practices and review delinquency assessment procedures.

- Marisa & Kristen working on Budget process
 - Danielle & Will working on delinquency assessment procedures
 - Identify and prioritize long-term capital projects aligned with community needs and reserve study recommendations.
 - Discussed focusing on addressing the gate issues with Access Committee
 - Focusing on getting the Reserve Study completed in the first quarter
 - Review the current reserve study and outline a schedule for updates or recalculations.
 - Explore cost-control strategies and strengthen vendor management practices to enhance financial efficiency.
- Committee Budget & Deadlines
 - Develop an internal roadmap for the 2027 Budget Season, including anticipated committee expenditures and funding needs.
 - Discussed and define communication pathways between the Budget & Finance Committee and other HOA committees to ensure transparency, alignment, and timely financial collaboration.
 - Discussed waiting on more members to join before deciding on how we would like as a committee to bridge the communication gap with other committees.
 - Committee Composition
 - Review and discuss the optimal size and structure of the Budget and & Finance Committee for the upcoming term.
 - Charter notes 9 members. Committee would like to propose a change of the charter to 7 members.

Resident Forum:

1. Resident agreed with changing the verbiage at the beginning of the PowerPoint. Noted using variance or delta.
2. Resident suggested a slide discussing different accounts.
 - a. She also recommended at the Board planning session to discuss how we need help and provide recommendations that would help streamline our service.
 - b. Pg. 6 in the Budget → Suggested to identify items in Capital Budget.
 - c. Noted HOA delinquencies can be reported on a person's credit report.
 - i. Committee member noted that we could not.
3. Resident asked is there a limit to HOA dues.
4. Resident wanted to know if we are reporting delinquencies to the lenders and can we do special assessments.

Adjournment: Marisa adjourned meeting at 8:39pm.

**Financial Report
November 30, 2025**

Operating Income and Expense Statement Summary

As of November 30, 2025, the Association's Operating Income and Expense Statement reflected a net surplus (income) of \$61,891, which was \$68,624 favorable to budget. After adjusting for income and expense items not yet recorded as of that date, the adjusted net surplus (income) was \$120,186, representing a \$126,829 favorable variance to budget. It should be noted that any net surplus (income) at year end will be transferred back to the operating reserves.

Revenues	Actual	Budget	\$ Variance	Var %
Total Revenues Per Income Statement	\$2,442,614	\$2,523,352	(\$80,738)	-3%
Adjustment for Transfer from Operating Reserves	\$135,597			
Adjusted Total Revenues	\$2,578,211	\$2,523,352	\$54,859	2%

Expenses	Actual	Budget	\$ Variance	Var %
Total Expenses Per Expense Statement	\$2,380,633	\$2,529,995	\$149,362	6%
Net Surplus (Deficit) Per Income Statement	\$61,981	(\$6,643)	\$68,624	
Adjustment for Cell Gate Monitoring	\$32,020			
Adjustment for Accounts Payable	\$45,372			
Adjusted Total Expenses	\$2,458,025	\$2,529,995	\$71,970	3%
Adjusted Net Surplus (Deficit)	\$120,186	(\$6,643)	\$126,829	

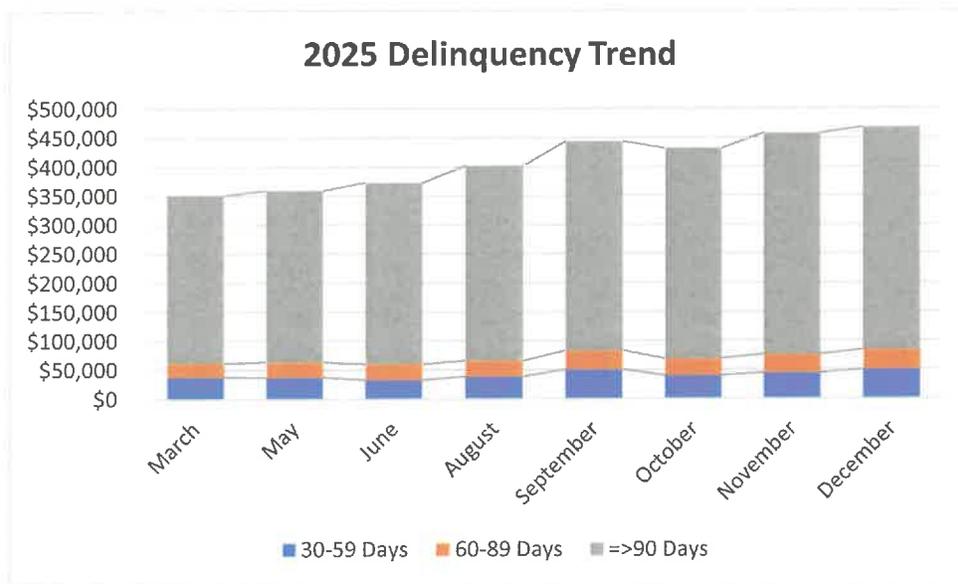
Significant favorable Expense Budget Variance

Item	Actual	Budget	Variance	% Variance	Explanation
Landscaping	\$239,389	\$259,925	\$20,536	8%	
Repair & Maintenance Amenity Center	\$51,287	\$86,726	\$35,439	41%	Lower events than anticipated
Collection Expense	\$2,192	\$13,200	\$11,008	83%	Delay in referring delinquent accounts for collections
Homeowner Activities	\$85,845	\$154,780	\$68,935	45%	Holiday Party Cancellation
Website & Communications	\$12,422	\$24,419	\$11,997	49%	Termination of Dwelling Live
Site Personnel	\$272,119	\$291,324	\$19,205	7%	Personnel vacancy
Total	\$663,254	\$830,374	\$167,120	20%	

Delinquencies

As of November 30, 2025 delinquencies totaled \$457,390 representing a 14% delinquency rate. Accounts =>90 days delinquent accounted for 83% of total delinquencies. As of December 31, 2025 total delinquencies increased to \$467,856, a delinquency rate of 15%

Month	30-59 Days	60-89 Days	=>90 Days	Total	Annual Assessment	Delinquency %
March	\$37,360	\$24,985	\$289,019	\$351,364	\$3,212,064	11%
May	\$36,880	\$26,995	\$295,187	\$359,063	\$3,212,064	11%
June	\$32,691	\$27,606	\$312,174	\$372,471	\$3,212,064	12%
August	\$37,891	\$27,979	\$336,198	\$402,067	\$3,212,064	13%
September	\$49,937	\$33,356	\$360,114	\$443,407	\$3,212,064	14%
October	\$39,815	\$29,600	\$361,843	\$431,258	\$3,212,064	13%
November	\$43,996	\$31,735	\$381,659	\$457,390	\$3,212,064	14%
December	\$49,940	\$34,288	\$383,628	\$467,856	\$3,212,064	15%



Repair & Replacement Fund

As of November 30, 2025, The Repair and Replacement Fund reflected a net surplus of \$462,019 which is \$456,602 favorable to budget. It should be noted however that certain repairs and preventative maintenance totaling \$369,850 have not been completed. This includes pavement work totaling \$272,560 and renovations to the amenity center bathroom, totaling \$97,290. Gate repairs are currently \$33,443 unfavorable to budget.

	Actual	Budget	\$ Variance
Total Revenues	\$651,237	\$651,237	\$0
Total Expenses	\$189,218	\$645,820	\$456,602
Net Surplus (Deficit)	\$462,019	\$5,417	\$456,602

Cash and Investments

As of November 30, 2025 the Association held \$4,079,090 in cash and investments.

Fund	Cash & Investments
Operating Fund	\$1,003,254
Replacement Fund	\$2,924,255
Community Center Fund	\$15,685
Special Projects Fund	\$135,896
Total	\$4,079,090

To: OAK CREEK BOARD
From: Grounds Committee
Date: Friday, January 2, 2026

The Grounds Committee respectfully submits the following items for Board review, discussion, and action. These matters impact community safety, fiscal responsibility, and effective governance.

1. Request for Approval to Initiate RFP – Trash Collection Vendor

The Grounds Committee is requesting Board approval to initiate a Request for Proposal (RFP) for a new trash collection vendor.

The current vendor, **JC Maintenance**, charges **\$36,000 annually**, and their performance has been consistently subpar. Committee members have not observed this vendor actively collecting trash on the property, and the vendor has declined to attend monthly Grounds Committee meetings to address concerns or provide accountability.

Additionally, **Complete Landscaping Services**, our newly contracted landscape vendor, has offered to absorb trash collection responsibilities at a **lower cost**, which could result in both financial savings and improved service coordination. An RFP process would allow the Association to formally evaluate this option alongside other qualified vendors.

2. Sangerville Circle Safety Project – Request for Official Board Response

The Sangerville Circle project has been rejected by the Board on multiple occasions. The Grounds Committee formally requests a **written explanation** detailing the reasons for this rejection.

This project is a **safety initiative**, not a beautification effort. Children frequently play in this area, and vehicles routinely fail to obey the traffic circle. The Committee's concern is that without intervention, there is a real risk of injury.

The estimated cost of **\$7,500** is currently available as a **credit**, which—with Board approval—can be applied directly to this project. The Committee is seeking clarity on why the Association continues to invest **thousands of dollars annually in Christmas lighting**, yet declines to allocate funds for a project intended to improve resident safety.

3. Committee Member Recognition – Cost-Saving Recommendation

The Committee recommends replacing annual plaques with a **formal written letter of appreciation from the Board** to committee members. This change would preserve recognition while reducing costs, allowing those funds to be redirected to higher-priority community needs.

4. Board Governance, Strategy, and Committee Operations

The Grounds Committee respectfully requests clarification from the Board on the following governance matters:

- What is the **strategy and long-term vision** of the Board?

- What **values** guide Board decision-making?
- How will **CAMP** support and facilitate the Board's vision?

Additionally, all committees would benefit from written guidance on:

- Standard operating procedures for **vendor selection**
- **Committee member recruitment and onboarding**
- Oversight and management of **vendor contracts**

Clear policies in these areas would promote consistency, transparency, and more effective collaboration between the Board, CAMP, and the committees.

The Grounds Committee looks forward to the Board's guidance and appreciates your attention to these important matters.

Respectfully,
Grounds Committee
Oak Creek Association

Cc: Mr. Kipp Banks, Grounds Committee Liaison



Oak Creek Club Homeowners Association, Inc.
Board of Director's Meeting
January 13, 2026

MANAGEMENT REPORT

A. 2025 Holiday Lighting & Décor Installation (Homestead Gardens) – Update 1/8/26:

Management previously processed the deposit payment of \$16,018.20 on or around November 19, 2025. Homestead Gardens completed installation of the holiday lights around December 12th. On 1/7/26, management received Invoice#38134 dated 12-31-25 (\$23,856.80) for payment. The total agreement amount is \$48, 540.00 but management has attempted to negotiate some additional cost savings due to the timing of installation.

Management has contacted Homestead Gardens regarding the take down of the lights due to previous concerns about electricity usage. In response, we were told the following:

"I am returning an email regarding the take down of the holiday lights. The take down for Oak Creek is traditionally started somewhere between the 17th, and the 19th of January every year. If you want to disconnect the lights and turn off (which has never been done in previous years) feel free. We will be on the property on Monday, January 19th, as of now, pending any weather delays between now and then that may push the schedule. We will confirm the date closer to the scheduled date of take down."

Management has reached out to Weisman Electric Co. to hopefully turn off the power to the holiday lights during the interim.

B. Status of installing GFI outlets at the remaining call box locations – Update 1/8/26: Weisman will start the installation on 12-29-25 and complete it on 12-31-25. Based on this timing, management will have to accrue this expense for 2025 when paid in 2026

C. Approved Fox Turn pedestrian gate work – Update 1/8/26: Approved/Signed. DMV Gates started and completed this work on 12-18-25.

D. Main Resident Gate – Update 1/8/26: Management reported the gate issue the week of 12-8-25 which suddenly stopped working. DMV Gates completed this work on January 5, 2026.

E. Approved 2025 Additional Winterization Estimates – Update 1/8/26: The following approved work totally \$3,255 was completed on 12-15-25.

1. Skimmer Lines Winterization (\$1,380)
2. Skimmer Lines Winterization Wading Pool (\$575)
3. Winter Algaecide (\$725)
4. Anti-Stain Protection (\$575)

F. 2026 Reserve Study – Update 1/8/26: Management discussed the feasibility of PM+ Reserves completing the 2026 Reserve Study by the end of February 2026 or no later than March 5, 2026. The Board would like to involve the Committees and incorporate this as part of the Strategic Planning Session this year. Management has submitted The Reserve Study Proposal Acceptance for board review and signature approval.

G. Fountain/Pond – Update 1/8/26: Management noted/reported that the middle fountain is not working and that its light had been off for one to two weeks prior to the fountain shutting down. The pond has also remained brownish longer than usual. LakeSource, who services the pond and fountains, stated the following in response:

“The brown coloration observed in the pond is caused by iron in the water, which is introduced through erosion of the inflow pipes and fluctuating water levels. While the appearance may vary over time, it is not harmful. We continue to regularly monitor overall water quality. As a long-term solution, the inflow pipes may require relining with a non-metallic material—such as epoxy or polyurethane coatings—to reduce iron exposure. This type of work is typically performed by specialized contractors. Regarding the large (center) fountain, we are aware that the lights are currently not operational and that the fountain is not functioning as expected. A technician has been scheduled to inspect the unit as soon as possible to address both the mechanical performance and the lighting issues.”

H. Conveyances - 1 conveyances year-to-date for 2026.



Oak Creek Club Homeowners Association, Inc.
January 13, 2026

TOPIC: COVENANTS REPORT (CAMP)

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Tuesday, January 13, 2026

Re: Covenants Report (CAMP)

A. Covenants Report

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

2026 Activity Summary (YTD)

Overall, early 2026 activity reflects steady operational oversight across conveyances, covenants, gate claims, and inspections, with most matters addressed promptly and minimal outstanding issues.

Major Points:

1. **Conveyances**
 - Conveyance activity has begun for 2026, with transactions recorded in late December 2025 and January 2026, indicating continued resale movement in the community.
2. **Covenants & Architectural Applications**
 - One (1) application has been recorded for 2026 to date.
 - Applications included expedited approvals, requests for additional information, and denials.
 - The Covenants Committee did not meet in December 2025, with some actions occurring administratively.
3. **Gate Claims & Repairs**
 - Multiple gate incidents were reported, with the majority determined to be **non-vehicle related** and covered under warranty or repaired without resident reimbursement.
 - One vehicle-related incident resulted in a **\$1,000 reimbursement received**.
 - All listed gate issues have been repaired or resolved as of late December 2025–early January 2026.
4. **Inspections & Violations**
 - One (1) home has been cited for violations year-to-date, with compliance actions underway.
 - Three (3) resales were completed in December 2025 and one (1) in January 2026.
 - Annual inspections and violation enforcement activities are actively ongoing.
 - Vehicle enforcement remains consistent, with **33 vehicles tagged** between December and January.

INSPECTIONS AND VIOLATIONS 2026

		Dec 25	Jan 26	Feb 26	Mar 26	Apr 26
Total Open:			1			
Courtesy Letter Sent:		X	X			
Violation Letter Sent:		X	X			
Hearing Notice Sent:		X	X			
New Cited Violations:		X	1			
Violations Abated:		X	X			
Completed Resales:		3	1			
Completed Annual Inspections:		X	X			
YTD Totals for 2026:			1			
Homes Cited for Violations:			1			
Violations Abated:			X			
Annual Inspections Completed:			X			
Design Applications Submitted:		3	1			
Design Applications Approved:		*Committee was able to vote via email	1 *Management approved Solar Panel Project			
Vehicles Tagged:		15	18			

2026 Gate Claim Status

Date of Incident	Location	Reimbursement Status	Amount	Vendor	Resident, Visitor, Vendor
11/3/2025	Pine Valley Exit Bi-Fold	Payment Received	\$1,000.00	DMV Gates	*Payment was received
12/19/2025	Main Resident Gate	Not vehicle related	Under warranty. No charge	DMV Gates/Lyft Master	N/A Gate stopped working for residents. DMV waiting for parts from Lyft Master. *Gate arm was fixed 1/2/26
12/19/2025	Deer Run Estates Exit Bifold Arm	Not vehicle related	\$4,125.00	DMV Gates	Bi-fold was fixed 11/21/25. Bi-fold arm was reported broken on 12/19/25.
12/22/2025	Clubhouse Entry Arm	Not vehicle related	\$250.00	DMV Gates	12/31/25 gate arm was fixed
12/26/2025	Clubhouse Exit Arm	Not vehicle related	\$2,650.00	DMV Gates	N/A Gate was reported to be malfunctioning. *Gate arm was fixed 12/22/25
12/26/2025	Main Gate Exit Arm	Not vehicle related	\$2,300.00	DMV Gates	Gate was noted to be functioning properly when it continued to raise up and break. **Update- gate arm was fixed 12/30/25.
1/1/2026	Fox Turn Bi fold	Not vehicle related.	\$9,204.00	DMV Gates	Reported that the wind was blowing too hard and knocked out the barrier arm. Waiting for board approval.
1/6/2026	Fox Turn Pedestrian Gate	N/A	Under warranty.	DMV Gates	Gate was reported not closing properly. DMV scheduled 1/8/26 to repair.

Covenants Activity Report 2026	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26
Application Approved-Expedited	3	1				
Applications Approved with Stipulations		X				
Applications Required More Info		X				
Denied		X				
Total Applications 2026		1				

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

2026 Conveyances	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26
	3	1				



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
January 13, 2026

TOPIC: Complete Internal Rebuild of the existing filter system and use of Glass Media

Motion by:

“I move to approve the Complete Internal Rebuild of the existing filter system in the amount of **\$3,950.00** and to approve the use of glass media instead of sand.”

Second by:

Summary: Management received an **updated proposal** from **Premier Pool Management, Inc.** regarding necessary sand filter media repair and replacement work. During inspection, **Premier** determined that the existing filter internals are severely damaged and no longer reusable. As a result, a complete internal rebuild of the existing filter system is required to restore proper functionality and water flow by replacing it with a glass media filtration system.

The updated proposal includes removal and disposal of all damaged internal components, installation of new internal hardware (including bolts, flanges, 4" piping, tees, internal fittings, and mushroom components), rebuilding of the filter internals, and system testing upon completion. The total cost of this work is **\$3,950.00**.

Prices typically increase as the weather warms, resulting in higher demand for pool-related services. Management has advised that the current pricing is expected to remain in effect through mid-February, making approval at this time more cost-effective for the Association.

CAMP Recommendation: Management supports adoption of the motion.

Budget: Repair and Replacement Reserves [filter/pumps/piping/chemical eq]

Committee Recommendation (if Any): See enclosures

JOB PROPOSAL

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

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

Estimate #	14535
Date Ordered	12/18/2025
Order Taken By	AA
Start Date	1/5/2026
Comments	Service Work

Item	Description	Qty	Unit Cost	Total
SERVICE W...	Complete internal rebuild of existing filter system: Remove and dispose of all damaged internal components Install new internal hardware including: New bolts and flanges New 4" piping New tees and internal fittings New mushroom components Rebuild filter internals to restore proper functionality and flow Test system after installation to ensure proper operation - Notes: Existing filter internals are severely damaged and not reusable Full internal rebuild is required for the filter to operate correctly Work requires significant internal labor and custom rebuilding.	1	3,950.00	3,950.00

Warranty: 1 year from project completion.

Subtotal	\$3,950.00
Sales Tax (6.0%)	\$0.00
Total	\$3,950.00

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.
--



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
January 13, 2026

TOPIC: BOARD AND COMMITTEE ORIENTATION DATE CONFIRMATION

Motion by:

"I move that the Board approve Tuesday, February 3, 2026, at 6:30 PM as the date and time for the Board and Committee Orientation."

Second by:

Summary: On Monday, December 29, 2025, Jessica Hill emailed the following:

"Hi Femi,

I would like to see if the date for the Board and Committee Orientation can be changed to the following week, Tuesday, February 3, 2026. With the many enhancements we are proposing, I would rather be in attendance with the entire Board during this important meeting."

CAMP Recommendation: Management supports the adoption of this motion.

Budget: N/A

Committee Recommendation (if Any):

N/A

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Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

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



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
January 13, 2026

TOPIC: STRATEGIC PLANNING DATE CONFIRMATION

Motion by:

“I move that the Board approve Tuesday, March 17, 2026, at 6:30 PM as the date and time for the Strategic Planning Session.”

Second by:

Summary: On Friday, December 19, 2025, Femi Aje emailed the following:

“As we prepare for FY2026 and begin this next iteration with the Board and management team, we would like to propose a series of dates for Board consideration and approval. Given the timing of the Reserve Study and the Budget and Finance Committee’s request to complete the 2026 Reserve Study earlier in the year, management believes it would be prudent to ensure both committee involvement and completion of the Reserve Study before holding the Strategic Planning Session. Accordingly, management recommends scheduling the Strategic Planning Session only after the Reserve Study has been completed and submitted for review. As mentioned earlier today, we have requested that PM+ Reserves complete the Reserve Study no later than March 5, 2026 and we are currently awaiting their response.

Based on this approach, the following timeline is being proposed for the Orientation and Strategic Planning process:

- **December 30** – Management receives feedback on the **attached draft notice and Strategic Planning Session agenda**
- **January 26** – Final deadline for committee “wish lists” and submitted forms
- **January 27** – Board and Committee Orientation
- **March 17** – Strategic Planning Session

Please let us know if there are any questions or suggested adjustments to this proposed timeline. Thank you and enjoy your weekend.”

CAMP Recommendation: Management supports the adoption of this motion.

Budget: N/A

Committee Recommendation (if Any):

N/A

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Oak Creek Club Homeowners Association, Inc.
Board Decision Request
January 13, 2026

TOPIC: BOARD PACKAGE SUBMITTAL & PROCESS IMPROVEMENT – RECOMMENDATION.

Motion by:

“I move that the Board approve the proposed Board package submittal process, requesting all committees to submit materials to management no later than two (2) weeks prior to a Board meeting for inclusion in the Board meeting package, otherwise inclusion may not be guaranteed.”

Second by:

Summary: In response to recurring timing challenges, management is proposing process improvements to strengthen governance, efficiency, and decision-making while working with the Board and Committees. Historically, management has received materials from various committees too close to Board meeting dates, limiting the ability to adequately review submissions, provide feedback, and develop informed recommendations for the Board. This has, at times, resulted in delayed decisions, rushed reviews, or joint frustration. To address these issues, management discussed Friday, December 19, 2025, to establish clearer expectations and timelines for Board package submissions. The goal is to ensure Board members receive complete and well-reviewed materials with sufficient time for consideration prior to meetings.

Proposed Process Improvement:

- **Management will formally communicate to all Committees that documents must be submitted at least two (2) weeks prior to a Board meeting for inclusion in the Board meeting package.**
- Submissions received after this deadline may not be guaranteed inclusion in the Board package.
- This timeline is intended to allow management to review materials, provide feedback or recommendations as appropriate, and ensure Board members receive the final package at least **72 business hours prior to the meeting.**

Management believes this process will improve transparency, preparedness, and overall effectiveness of Board meetings while supporting better governance outcomes. Management requests that the Board review and approve the proposed Board package submittal timeline and authorize management to implement and communicate this process to all Committees.

CAMP Recommendation: Management supports the adoption of this motion.

Budget: N/A

Committee Recommendation (if Any):

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