

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

Grounds Committee Meeting Agenda
Tuesday, March 24, 2026

1. Call to Order

The will beginning at **7:00 PM**.

Minute Taker:

Time Keeper:

2. Old Business

- Porter schedule and related concerns
- Sinkholes reported in communities near drainage areas

3. Key Decisions from Previous Meeting

The committee finalized **2026 strategic priorities** to present to the Board of Directors. All priorities focus on **community safety and maintenance improvements, which is in alignment with the vision and mission shared with the community by our board liaison.**

Issues Identified Outside the Committee's Scope: The following concerns may require coordination with other entities:

- **Church Road Power Lines:** Some lines remain above ground
- **Above-Ground Power Infrastructure:** Additional lines throughout the community remain above ground

3. New Business

- Update on **Complete Landscaping** contract
 - Follow-up on **CAMP onboarding updates**
 - **Sink holes**
 - **Porter RFP**
 - **Board Strategy Session**
 - **Arbor Day Update and Grounds Team Attendance**
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4. Grounds Committee Project Priority List

Project	Status	Board Approved	Grounds Lead	Notes
Issue RFP for a new Porter service	Idea	TBD	TBD	Issue RFP for a new Porter service-documented several instances of this vendor not performing per contact
Tree Maintenance (dead, overgrown, tilting trees)	Idea	TBD	TBD	Remove dead trees and plant replacements
Retention Ponds	Idea	TBD	TBD	Mosquito infestation during summer months; potential safety concern
Wasp Infestation / Cicada Killer Mounds	Idea	TBD	TBD	Ground wasp activity reported
Pet Waste Stations	Idea	TBD	TBD	Increased pet waste reported throughout the community
Additional Pet Waste Signage	Idea	TBD	TBD	Identify streets where signage is needed
Lighting for Cluster Mailboxes	Idea	TBD	TBD	Improve visibility and safety
Yard of the Month Program	Idea	TBD	TBD	Community engagement initiative

Project	Status	Board Approved	Grounds Lead	Notes
Road Re-Striping	Planning / In Progress	TBD	TBD	Work currently underway; it may fall under Facilities Committee?

5. Completed Projects

Project	Status	Lead	Notes
Landscaping RFP	Completed	Stephanie Brown	Awaiting CAMP update on contract finalization

6. Resident Forum

7. Key Meeting Notes

CAMP Action Items- REQUESTED

1. Audit Porter Services- **HIGH PRIORITY**

- Confirm whether the Porter is operating in accordance with contract requirements. **Yes- All current services align with contractual expectations. Please refer to JC Maintenance contracts that were previously sent.**
- Courtney received a request to begin auditing services on **March 2** and will forward this to CAMP. **Management has been tracking services with vendor via emails, pictures of completed jobs, etc.**
- **Grounds requests a monthly report of trash collected including the time spent collecting trash**
- **Grounds requested this vendor attend our monthly meeting, and the vendor denied this request!**

2. Landscape Contract Update

- Provide status update on the **Complete Landscaping contract finalization. Contract has been signed by BOD and are awaiting KICKOFF.**

- Once contract is finalized, invite to Grounds Monthly Meeting
- 3. **Community Communication Completed**
 - Send a communication to residents encouraging them to:
 - Pick up pet waste
 - Help keep the community clean
 - Avoid littering

8. Grounds Committee Action Items

Responsible Party	Action Item
Richard Huff	Retrieve and share the site design plan with committee
Stephanie Brown	Follow up with CAMP regarding status of the new landscape contract
TBD	Explore celebrating Arbor Day (April 24, 2026) with a community tree-planting initiative

9. Meeting Attendance

Grounds Committee Member	10/2	10/29	12/10	1/6/26	2/24/26	3/24/26
Brooke Walker	Yes	Yes	Yes	Yes	Yes	Yes
Othalene Lawrence	*	*	No	No	Yes	
Charles Steward	Yes	Yes	Yes	Yes	Yes	Yes
Tim Stewart	*	Yes	No	No	Yes	
Richard Huff	*	*	Yes	No	Yes	
Lynne Todd	Yes	Yes	Yes	Sick	Yes	
Stephanie Brown	Yes	Yes	Yes	Yes	Yes	

10. Community Attendance

Date Community Members Present

10/2/25 18

10/29/25 19

12/10/25 2

1/6/26 1

2/24/26 0

