

OAK
CREEK



OAK CREEK CLUB
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Virtual Meeting

DATE: April 14, 2026

6:30 P.M.

BOARD MEETING PACKAGE

You are invited to a Zoom meeting.

When: Tuesday, April 14, 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.”

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

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

****Last updated 4-9-26****

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



**BOARD OF DIRECTORS MEETING
Tuesday, APRIL 14, 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	4-5
6:35 PM – 6:37 PM	
II. APPROVAL OF MINUTES [TAB A]	7-55
A. January 13, 2026 Board Meeting Minutes	
B. February 10, 2026 Board Meeting Minutes	
C. March 10, 2026 Town Hall Meeting Minutes	
6:38 PM – 6:53 PM	
III. TED HART – MORGAN STANLEY	
6:54 PM – 7:01 PM	
IV. COMMITTEE REPORTS AND MINUTES [TAB B]	56-78
A. Budget & Finance Committee	
B. Community Access Committee - Gate Incident Report	
C. Elections Committee	
D. Facilities Committee	
E. Social Committee	
7:02 PM – 7:10 PM	
V. BOARD INFORMATION & DISCUSSION [TAB C]	
A. Management Report	79-95
B. Covenants Report	79-95
7:11 PM – 7:14 PM	
VI. CONSENT AGENDA [TAB D]	
A. Sheriff Sale#R0643718L0251879 (File No. 70229.318)	96-156
Sheriff Sale#R0462388L0372252 (File No. 70229.24)	
B. Committee Volunteer Form (Budget and Finance Committee)	96-156

C. Collection Enforcement Actions **Acct#R0297141L0251610**
and **Acct#R0297401L0251872**

96-156

7:15 PM – 7:35 PM

VII. BOARD DECISIONS [TAB E]

NEW BUSINESS

- | | |
|--|----------------|
| A. Tennis Court Resurfacing Approval | 157-206 |
| B. Social Committee Caterer Approval | 157-206 |
| C. Access Control RFP | 157-206 |
| D. Policy Resolution Request – All Electronic Voting | 157-206 |
| E. Recommendation to Invest \$1million from Morgan Stanley Cash Accounts | 157-206 |

7:36 PM – 8:06 PM

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

8:07 PM – 8:50 PM

IX. EXECUTIVE SESSION [TAB F] (for purposes of consulting with legal counsel, contract negotiations, discussing rule violations *and discussing delinquencies*) **207-220**

1. Motion – To enter Executive Session

8:51 PM

X. ADJOURN

Next Board Meeting: **June 9, 2026**

TAB

A



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
April 14, 2026

TOPIC: Draft Meeting Minutes

Motion by:

"I move to approve the revised January 13, 2026, Board Meeting Minutes, revised February 10, 2026, Board Meeting Minutes, and the March 10, 2026, Town Hall Meeting Minutes, as presented."

Second by:

Summary:

Meeting minutes currently outstanding are the following:

- Revised draft Board Meeting Minutes 1-13-2026
- Revised draft Board Meeting Minutes 2-10-2026
- Revised draft Town Hall Meeting Minutes 3-10-2026

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 April 14, 2026 at the board meeting or a subsequent meeting as needed.

Oak Creek Club Homeowners Association, Inc.
Board of Directors Meeting
Tuesday, January 13, 2025 @ 6:30 P.M. Virtual

Board Members Present:

Jessica Hill - President
Kip Banks - Vice President
Michael McFarlane - Treasurer
Suzann King - Secretary

Board Members Absent:

Dr. Lenora Gant - Board Member

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

Michael McFarlane stated that he wanted to add three items to the agenda: Fox Turn Resident Bi-Fold Gate, Discussion regarding improving and streamlining the process for gate repairs and 2 maturing CDs.

Kip Banks moved to approve the agenda, with including the two maturing CDs. The motion did not receive a second.

Kip Banks moved to approve the agenda as presented for the January 13, 2026, Board Meeting. Jessica seconded the motion, which carried with Jessica Hill, Kip Banks, and Suzann King voting for the motion and Michael McFarlane opposed.

Approval of December 9, 2025, Board Meeting Minutes:

Suzann King moved approval of the revised December 9, 2025, Board Meeting Minutes. Kip Banks seconded the motion, which passed unanimously among those present.

Treasurer's Financial Report:

Michael McFarlane provided the following financial update:

- Net Operating Surplus: Approximately \$120,000 (favorable variance to budget; final figures subject to December close-out).
- Expense Variances: Savings primarily in landscaping, repairs & maintenance, on-site personnel, communications, and homeowner activities.

- Delinquencies: Approximately \$467,000 outstanding. This is a 15% delinquency rate, up from 11% earlier in the year.

Committee Reports

The Grounds Committee submitted a memorandum to the Board containing various requests. Suzann King moved that the Board: approve the initiation of an RFP concerning trash collection, take under advisement the Committee's request regarding Sangerville Circle, and have the Grounds Committee submit the following for consideration during the Board's Strategic Planning Session its Committee Member Recognition-Cost Saving Recommendation and Board Governance, Strategy and Committee Operations. Jessica Hill seconded the motion which passed unanimously by those present.

Management Report:

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

- The need for additional committee volunteers
- Information about a recent incident in the community
- Holiday light removal and final invoice amount.
- The completion of the GFI outlet installation.
- The approved Fox Turn Pedestrian gate.
- Main Gate Update
- Approved 2025 Additional Winterization completion.
- 2026 Reserve Study Update.
- Pond condition update.
- The number of conveyances.

Covenants Report:

Courtney Spalding provided the following report regarding covenants:

- Year to date, the community recorded 5 conveyances.
- One Approved Covenants Application.
- 33 vehicles were reported tagged for violations in January.
- One vehicle-related gate incident, which resulted in a \$1,000.00 reimbursement.

A question was raised regarding whether the new homeowner or HOA paid various fees related to conveyances of property. Management will follow up with the Board regarding this matter.

New Business:

Premier Pool Management, Inc. Est. 14535 Rebuilt Filter (\$3,950):

Michael McFarlane moved to approve Premier Pool Management, Inc. estimate 14535 to complete internal rebuild of the existing filter system in the total amount of \$3,950 and to approve the use of glass media instead of sand, to be expensed from Repair and Replacement Reserves. Jessica Hill seconded the motion, which passed unanimously among those present.

Board and Committee Orientation Date Confirmed:

Suzann King moved to approve Tuesday, February 3, 2026, as the confirmed date for the Board and Committee Orientation. Kip Banks seconded the motion, which carried with Jessica Hill, Kip Banks and Suzann King voting in favor of the motion and Michael McFarlane opposed.

Strategic Planning Session Meeting Date Confirmed:

Kip Banks moved to approve Tuesday, March 17, 2026, as the confirmed date for the Strategic Planning Session. Suzann King seconded the motion, which passed unanimously among those present.

Timeline for Committees to submit Items for Board Package Inclusion.

Suzann King moved to approve a process improvement requiring all Committees to submit Board requests no later than two (2) weeks prior to the scheduled Board meeting. Kip Banks seconded the motion, which passed unanimously of those present.

Resident Forum

Residents shared the following comments and concerns:

- Residents had concerns about security at the Grove, including open gates and unauthorized access.
- A resident suggested a virtual option for those who cannot attend the Committee Orientation.
- Homeowners requested a save-the-date reminder for the volunteer orientation and suggested a two-hour session to ensure all information is covered.
- A resident made a request that reminders be sent to Committee members about due dates for recommendations to be submitted to the Board, as well as clarification about how that process will work.
- A resident suggested that CAMP consider adding additional staff to the onsite office.

Executive Session:

The Board of Directors unanimously voted to enter Executive Session at 7:49 pm, by a motion duly made and seconded.

Open Session:

The Board returned to Open Session at 10:04 pm

Michael McFarlane moved to approve the Sheriff Sales for accounts #R0297165L0251634 and #R1046381L0317216. Jessica Hill seconded the motion which was approved unanimously by those present.

Kip Banks moved to approve Complete Landscaping Services to perform snow removal services for 2026. Michael McFarlane seconded the motion which passed with Jessica Hill, Kip Banks, and Michael McFarlane voting in favor of the motion and Suzann King abstaining.

Jessica Hill moved to approve the changes recommended by legal counsel and ask legal counsel to provide the Board with a finalized version to sent to CAMP. Michael McFarlane seconded the motion which passed with Jessica Hill, Kip Banks, and Michael McFarlane voting in favor of the motion and Suzann King abstaining.

Michael McFarlane moved to ask the Board President and Treasurer to communicate with the Vice President of CAMP about certain concerns. Jessica Hill seconded the motion which was approved unanimously by those present.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 10:18 pm.

Item	Mtg date	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	
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	Completed – included in February 3, 2026 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	
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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		
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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

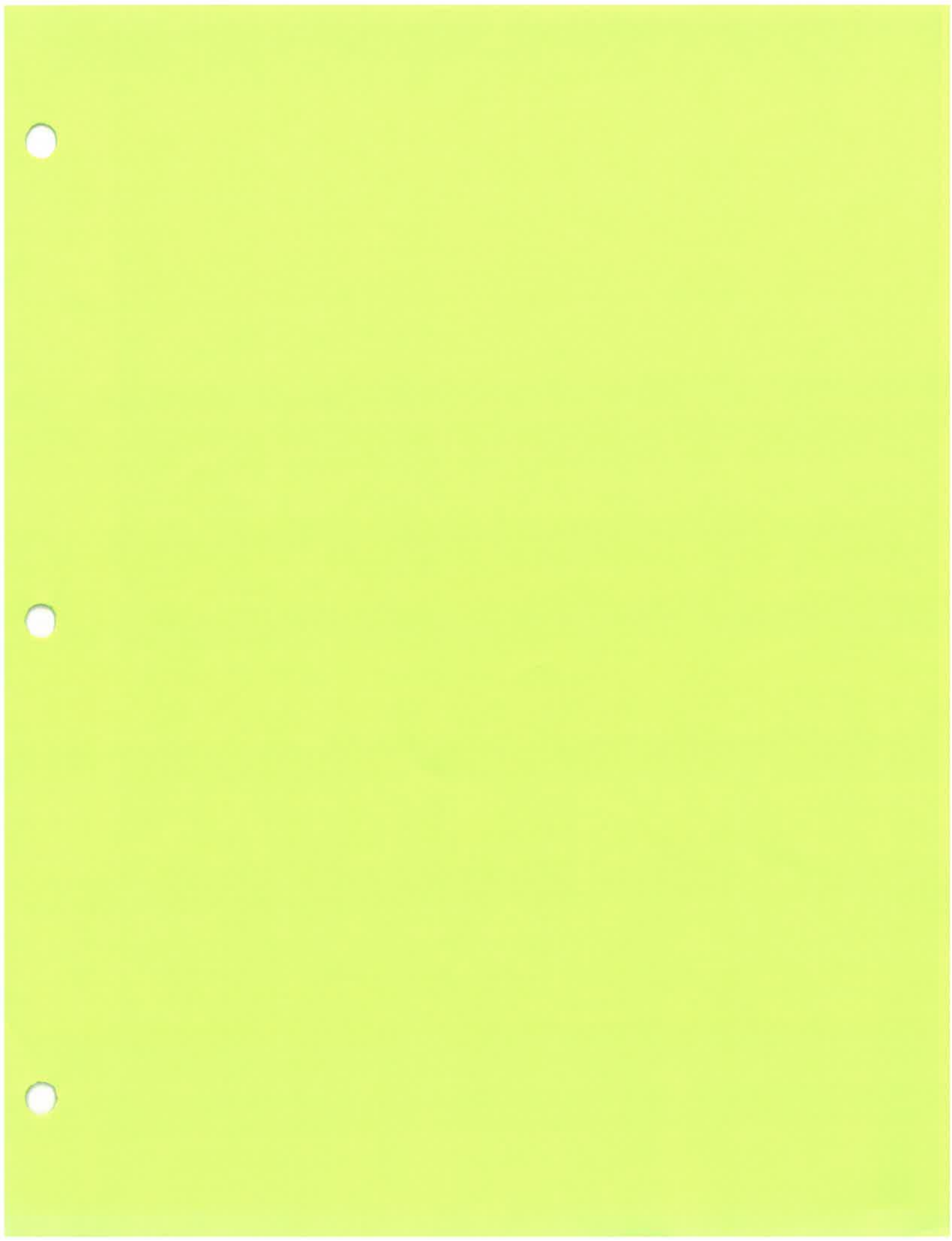
Information and budget details before her departure.			regarding the need for a smooth transition
Prepare an in-depth review of the HOA budget, including analyzing the audit reports, reserve study, and budget actuals, to be discussed during the strategic planning session.	12-10-24		Ongoing

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, Inc.
Board of Directors Meeting
Tuesday, February 10, 2026 @ 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
Present at 7:30 P.M

Others Present:

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:

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

Approval of Agenda

Suzann King to approve the February 10, 2026, Board Meeting Agenda. Jessica Hill seconded the motion, which passed unanimous among those present.

Approval of December 9, 2025, Board Meeting Minutes:

Suzann King moved to table the approval of the revised January 13, 2026, Board Meeting Minutes until the March Board Meeting. Jessica Hill seconded the motion, which passed unanimous among those present.

Gate Report:

Tashawn Andrews provided the following update:

- All gates are functional except for the Queen Anne Golf Gate.

Treasurer's Financial Report:

Michael McFarlane provided the following financial update:

- Net Operating Surplus: Approximately \$142,963 (favorable variance to budget; final figures subject to December close-out).
- Delinquencies: Approximately \$485,000 outstanding. This is a 15% delinquency rate, a year-over-year increase of 40%
- Total operating revenues for 2025 were approximately \$2.81 million, reflecting a favorable variance of about \$57,000 compared to budget. Operating expenses finished approximately \$86,000 under budget, producing the overall surplus of approximately \$142,963.
- Expense Variances: Savings primarily in landscaping, repairs & maintenance, on-site personnel, communications, and homeowner activities.

- At year-end 2025, the Association held approximately:
 - Operating Fund: ~\$700,000 (cash basis)
 - Replacement Fund: ~\$3.9 million
 - Community Center Fund: ~\$15,000
 - Special Projects Fund: ~\$135,000
 - Total cash across funds was approximately \$4.1 million.

Femi Aje noted that these were unaudited numbers. Mr. McFarland also noted that the Board is taking steps to reduce delinquencies.

Management Report:

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

- Dunbar Security Proposed Options for 2026 renewal
- Additional Pool Furniture
- Snow Removal Services Update
- Financial Advisor Morgan Stanley Update
- Prince George’s County Registration Completion
- 2026 Reserve Study Acceptance Proposal Update
- DMV Gates Preventive Maintenance Agreement Update
- The number of conveyances.

Michael McFarlane inquired about the HOA’s contracts, their expiration dates, and process for issuing RFPs. CAMP provided some information and agreed to send the updated contract/contract expiration schedule to the Board.

Covenants Report:

Courtney Spalding provided the following report regarding covenants:

- Year to date, the community recorded 3 conveyances.
- Two Approved Covenants Application.

Consent Agenda:

Suzann King moved to ratify the vote taken by the Board of Directors on Friday, January 16, 2026, approving the reinvestment of two maturing Morgan Stanley Certificates of Deposit, each in the amount of \$100,000, maturing on February 6, 2026, and February 25, 2026. Jessica Hill seconded the motion, which passed unanimous among those present.

Michael McFarlane moved to ratify the vote taken by the Board of Directors on Friday, January 16, 2026, to approve the DMV Gates proposal for \$9,756.24 for the procurement and installation of one (1) Lift Master Heavy Dual Swing Gate Operator to be expensed from the Repair/Replacements Reserve. Jessica Hill seconded the motion, which passed unanimous among those present.

New Business:

Board Orientation Date on 3-3-2026

Michael McFarlane moved to approve Tuesday, March 3, 2026, as the confirmed date for Board Orientation. Jessica Hill seconded the motion, which passed unanimous among those present.

Temporary Authorization for the Budget and Finance Committee:

Michael McFarlane moved and accepted a friendly amendment to authorize the management team to

work with legal counsel to develop a written resolution temporarily allowing the current four Budget and Finance Committee members to continue to operate, and vote at an open meeting or a unanimous written vote. Kip Banks seconded the motion, which passed unanimous among those present.

Maturing CD's March and April:

Michael McFarlane moved to approve the reinvestment of the following maturing CD and Treasury Bills.

- BMO Harris BK in the amount of \$150.00, which expires March 18, 2026.
- U.S. Treasury Bill in the amount of \$75,000, that expires on March 15, 2026.
- U.S. Treasury Bill in the amount of \$120,000, that expires on April 15, 2026.

Jessica Hill seconded the motion, which passed unanimous among those present.

Resident Forum:

Residents shared the following comments and concerns:

- Residents raised concerns about the main gate not being plowed and the process for overseeing contractor work.
- A resident suggested the need for a calendar of contracts and historical documents for committee members.
- A homeowner asked why the management company does not respond to Facebook posts.

The management company was asked to add a disclaimer to the Facebook page to indicate that Facebook was not an official method of communicating with the HOA and residents should contact the management office with any questions or concerns.

Executive Session:

The Board of Directors unanimously voted to enter Executive Session at 7:30 pm, by a motion duly made and seconded.

Dr. Gant joined the meeting at 7:30 P.M

Open Session:

The Board returned to Open Session at 9:13 pm

Kip Banks moved to approve that legal counsel's recommendations be shared with Complete Landscaping Services. That motion was seconded by Jessica Hill and passed with Jessica Hill, Kip Banks, Michael McFarlane, and Lenora Gant voting in favor of the motion and Suzann King abstaining.

Jessica Hill moved to provide certain responses to CAMP's comments on the contract. That motion was seconded by Lenora Gant and passed with Jessica Hill, Kip Banks, Michael McFarlane, and Lenora Gant voting in favor of the motion and Suzann King abstaining.

Jessica Hill moved that the Board hold meetings on March 4th from 5-6:30 pm and March 7th from 4-6 pm to prepare for the Board's Strategic Planning Meeting, and that the management company send out notices to the community at least 72 hours in advance of those meetings. That motion was seconded by Kip Banks and passed unanimously.

Kip Banks moved to adjourn the meeting. That motion was seconded by Michael McFarlane and passed unanimously. The meeting adjourned at 9:18 pm.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 9:18 pm.

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

Item	Board Meeting	Notes/Assigned	Disposition
Draft a written resolution to temporarily allow the current four-member Budget & Finance Committee to continue operating (management may work with legal counsel on the draft as directed by the board).	2/10/2026	Management and Association Legal Counsel	
Send the board-approved legal comments on the Complete Landscaping contract to the vendor for their review and request the vendor's response (target quick turnaround to support March service timing).	2/10/2026	Management	
Update the contract schedule spreadsheet (listing contracts, contacts, expiration dates, amounts, billing frequency) and provide it to the board ahead of the strategic planning session.	2/10/2026	Management	
Work with management and Morgan Stanley to improve the CD reinvestment approval process and produce recommendations so future reinvestments are handled with earlier committee review	2/10/2026	Management/Committee	
Remove compacted snow at the main gate	2/10/2026	Management	
Add disclaimer to Facebook	2/10/2026	Management	
A question was raised regarding whether the new homeowner or HOA paid various fees related to conveyances of property. Management will follow up with the Board regarding this matter.	1-13-2026	Management	

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

Item	Mtg date	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	
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	Completed – included in February 3, 2026 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	
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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		

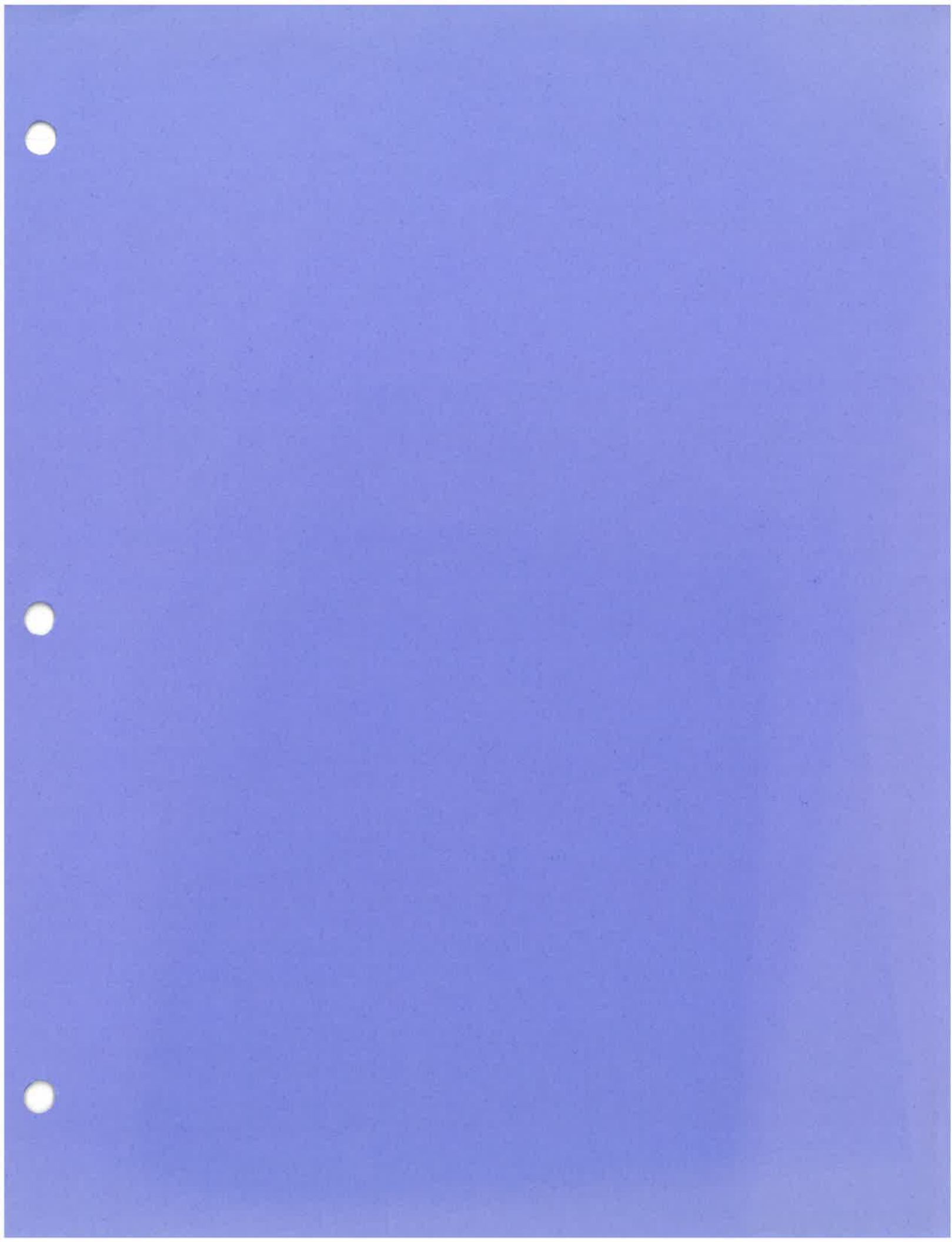
Follow up with the association's legal counsel to obtain a recommendation regarding the best approach for regular reporting to the Board on legal matters.	12-10-24		
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CAMP will review its process and information from the collection attorney to provide 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, Inc.
Board of Directors Town Hall Meeting
Tuesday, March 10, 2026 @ 6:30 P.M. Virtual

Board Members Present:

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

Board Members Present:

Suzann King – Secretary

Others Present:

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

Call to Order:

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

Explanation of Virtual Meeting Protocol:

Tashawn Andrews explained the virtual meeting protocol.

Committee Opening

Tashawn Andrews provided an update on the number of current committee openings.

PG Police Crime Report by Officer Tyrik Battle:

Officer Battle provided the Oak Creek Club community with a county-wide overview of the past 30 days of calls for service. He noted trends in the Upper Marlboro area indicating an increase in theft from vehicles and package theft. Residents were encouraged to remove valuables from vehicles, lock doors, and arrange for package retrieval when away. He also highlighted recent carjackings at gas stations involving unattended running vehicles and warned of ongoing toll-related scam messages. Officer Battle encouraged residents to remain vigilant and to report incidents with case numbers or exact locations for follow-up.

Legal Updates Provided by Ray Via of Whiteford Taylor and Preston

Ray Via Oak Creek Club's Association's Counsel provided an update regarding the 2019 land swap with Carrollton Enterprises and the proposed development across Mary Bowie Parkway. The developer's initial proposal for 64 mixed housing units was reduced to 28 single-family homes, which has received conditional approval and remains subject to the County's ongoing review process. A Planning Board hearing is scheduled for the 19th of March, with community recommendations generally supporting the project subject to conditions. Key items discussed included clarifying language to ensure the development is limited to 28 homes, as well as future opportunities to address traffic, parking, stormwater management, and fencing within easement areas.

Association counsel also provided an update on the new legislation that was effective October 1, 2025,

that significantly changes HOA election procedures. The law now requires that elections be conducted by an independent third party, prohibiting management, association attorneys, or homeowners from distributing, collecting, or counting ballots. This requirement is intended to ensure neutrality and reduce potential liability in contested elections.

Counsel further advised that proposed legislation currently under review in the 2026 legislative session may clarify that the independent third-party requirement would apply only in contested elections, while elections by acclamation may be exempt. Additional clarification is also being considered regarding the definition of an independent party and potential exemptions for very small associations.

Elections committee members inquired about distribution of the ballots by the independent party? Do the mailers qualify? Are we allowed to go all electronically? What would the cost be? Mark Moore, VP MD Division of CAMP, shared there has already been an election at another property that hired a disinterested party with an attorney. Also, write-in candidates are still of concern.

Resident Forum:

Residents shared the following comments and concerns:

- Concerns about the recent fires in the community and supporting our neighbors.
- Residents inquire about the status of pet waste stations.
- Gates going offline frequently.
- Securing the heavy gate at the golf course when it is closed to prevent unauthorized access.
- Pine Valley gates visitor panel and the Resident side cars jump over aggressively – we need to consider skimming time off gate arms (reducing timing).
- Communications Committee plans for the first meeting – Strategic Planning meeting on April 23, 2026.

New Business:

Dunbar Security Solutions, Inc. Service Agreement Renewal:

Kip Banks moved to approve a one-year extension of the Dunbar Security Solutions service agreement for access services, for the term of April 1, 2026, through March 31, 2027. The agreement includes an annual amount of \$712,861.26 for security and patrol services, an additional \$63,000 for peak officer coverage (both to be expensed from the Security and Patrols line item), and \$38,428.68 to be expensed from the CellGate line item. Dr. Gant seconded the motion. Jessica Hill abstained; the motion carried.

Complete Landscaping Service Contract 2026:

Kip Banks moved to approve the Complete Landscaping Services Contract for the 2026 season, with the option to extend the agreement for the 2027 season. Jessica Hill seconded the motion, which passed unanimously.

LakeSource LLC Renewal Agreement 2026:

Michael McFarlane moved to approve the LakeSource LLC Service Agreement for 2026. Kip Banks seconded the motion, which passed unanimously.

Premier Pool Management, Inc. Additional Inspection Estimates:

Michael McFarlane moved to approve the Premier Pool additional inspection repair estimates, as presented, in the total amount of \$18,555, to be expensed from Repairs and Replacement Reserves. Dr. Gant seconded the motion, which passed unanimously.

Social Committee- Budget for Individual Events:

Dr. Gant moved to approve the Social Committee's 2026 Event Calendar and the associated budget allocations as presented, not to exceed the Board-approved social budget of \$80,000 for the 2026 fiscal year. Kip Banks seconded the motion, which passed unanimously.

Community Volunteer Form Social:

Kip Banks moved to approve the appointment of Erica Phillips to the Social Committee. Jessica Hill seconded the motion, which passed unanimously.

Executive Session:

The Board of Directors unanimously voted to enter Executive Session at 7:53 pm, by a motion duly made and seconded.

Open Session:

The Board returned to Open Session at 8:14 pm

A motion was made to deny the removal of late fees for account R0297159L025168. The motion passed with one abstention

A motion was made to deny the removal of late fees for account R0550246L0251703 The motion passed unanimously.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 8:16 pm.

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

Item	Board Meeting	Notes/Assigned	Disposition
Plan and budget for conducting future HOA elections with an independent vendor (research vendor options such as Vote HOA Now, estimate costs, and prepare a recommended process)	3/10/2026	Management	
Provide and document the exact duties and deployment pattern of the peak-hour officer coverage (what they do during 10 am–6 pm, whether one person per gate, roaming duties, and how the \$63,000 is allocated)	3/10/2026	Management/ Vendor	
Initiate and schedule an RFP process for security services to be completed before the Dunbar contract expires so the board can evaluate future coverage options.	3/10/2026	Management	
Perform the follow-up inspection for Premier Pools to confirm the cited items from last year, and proceed with the approved reserve-funded items	3/10/2026	Management	
Finalize and execute the Complete Landscaping Services contract for the 2026 season, with the option to continue for the 2027 season	3/10/2026	Management	
Draft a written resolution to temporarily allow the current four-member Budget & Finance Committee to continue operating (management may work with legal counsel on the draft as directed by the board).	2/10/2026	Management and Association Council	Completed- New Committee member added, no resolution needed.
Send the board-approved legal comments on the Complete Landscaping contract to the vendor for their review and request the vendor's response (target quick turnaround to support March service timing).	2/10/2026	Management	Complete
Update the contract schedule spreadsheet (listing contracts, contacts, expiration dates, amounts, billing frequency) and provide it to the board ahead of the strategic planning session.	2/10/2026	Management	
Work with management and Morgan Stanley to improve the CD reinvestment approval process and produce recommendations so future reinvestments are handled with earlier committee review	2/10/2026	Management/Committee	
Remove compacted snow at the main gate	2/10/2026	Management	Completed

A question was raised regarding whether the new homeowner or HOA paid various fees related to conveyances of property. Management will follow up with the Board regarding this matter.	1-13-2026	Management	Completed

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

Item	Mtg date	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	
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	Completed – included in February 3, 2026 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
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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
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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
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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	
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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		
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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		
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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
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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		
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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

TAB

B

Budget and Finance Committee
February 2, 2026, Meeting Minutes

Attendees

- Marisa Reid
- Danielle Telesford
- Kristen Stierwalt-Huff
- Will Abdul
- Michael McFarlane, Board Treasurer and Committee Liaison
- CAMP, Femi

Establish Minute-Taker

Will Abdul was established as the notetaker, and Kristen Stierwalt-Huff will serve as the backup notetaker.

Call to Order

- The meeting was called to order at 7:03pm

Meeting Minutes Approval

- Marisa Reid moved to approve January 2026 minutes; Kristen seconded; and the attending committee members voted to approve the January 2026 minutes, Will Abdul, abstained due to his absence.

Review of Financials:

- Will moved to recommend to the Board the renewal of the following Morgan Stanley CDs upon maturity:
 - \$75,000 US Treasury Bill maturing 3/15/26.
 - \$150,000 BMO Harris BK maturing 3/18/26.
 - \$120,000 US Treasury Bill maturing 4/15/26.
- Danille seconded the motion, and the vote carried unanimously.
- Marisa requested that CAMP should confirm the investments the Committee approved for January were actually rolled over.
- Will asked CAMP to provide additional explanation for Water & Wastewater over \$21,877. According to Femi, the increase was due to a leak in the pump room during the swim season. In addition, the irrigation system was redone as more water was used during the process.

- Will asked CAMP to provide additional explanation for Legal expenses over budget by \$20,202. According to Femi, the increase was mainly due to Land Swap billing for meetings with the Board. As well as other contract consultations.
- Kristine asked CAMP if there are two gate repair line items on the budget.
 - General site items, accidents, or vandalism. – 2025 - \$76,111.90
 - According to CAMP, this relates mainly to repairs that fall outside of the Reserve Study.
 - Reserve, any repairs to the gates not related to accidents, vandalism. For example, Board approving all gate upgrades. – 2025 - \$112,483.68
- The Board had a meeting with Morgan Stanley, to rebalance \$647,000 of cash. Knowing we have a full reserve study coming up, Morgan Stanley will use the old reserve study to determine investment ladder to ensure sufficient liquidity for 2026 replacement repairs.
 - Kristin asked a follow up question to ensure the \$647,000 is not in one account with the FDIC insured limit being \$250,000. CAMP would look into this further and revert.
- The Board is also in discussion with Morgan Stanley to consider a blanket approval for certain reinvestments based on appropriate documentation and communication. Further updates will be provided as discussions progress.

New Business

Reserve Study

- Board approved the Full Reserve Study to be completed in the 3rd Qtr of 2026. And it might include the Land Swap depending on timing.
- The estimated 2025 expense for the reserve study was not completely spent. There were several reasons why. The way forward is for the new reserve study to look at what has been completed and use that to come up with a new schedule for work that should be completed.

2026 Final Budget

- Requested a copy of the final budget spreadsheet reflecting all Board-approved changes from December. This request is still pending.

Committee Budget & Deadlines Planning

- Discussed the 2027 Budget process dates and opportunities to streamline timelines. Reviewed a draft proposed schedule, which will be adjusted once the Oak Creek Club strategic plan is completed and Board priorities are established.
- Femi mentioned getting the budget approved prior to the new board being elected. Marisa mentioned she would add that to the agenda.

B&F Committee Composition

- Marisa mentioned the Committee does not have an appetite to make changes to the Committee positions until we have a larger group than current 4 members. As such Kristen moved to reaffirm Marisa as the Chair of the Committee, Danielle seconded it. The 3 Committee members all approved. Marisa abstained and has been reconfirmed as the Chair of the Committee.
- Due to the Committee not meeting the size requirements set forth in its charter, the Committee sought legal counsel and was advised that it may continue to meet and make recommendations to the Board. However, the Committee will be required to reconvene to revise and/or affirm any recommendations once the Committee is fully constituted or if the Board approves a temporary amendment to the charter permitting the Committee to act with four members. Accordingly, any actions or decisions made by the Committee at this time are advisory in nature and not binding.

Resident Forum

- No questions.

Adjourned 8:36pm



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

Virtual

March 18, 2026 6:30 P.M.

Committee Members Present Remotely:

Julian Brown – Chair

Peter Smith – Vice Chair

Ettereteen Craven – Committee Member (CM)

Gary Yancy – Committee Member (CM)

Jonathan Newton – Committee Member (CM)

Peacola Johnson – Committee Member (CM)

Committee Members Absent:

Teika Haymon – Committee Member (CM)

CAMP:

Tashawn Andrews – Assistant Manager/AC Liaison

Special Guest:

Michael Peretz – Senior Project Manager / DMV Gates

Others Present Remotely:

Michael McFarlane – Oak Creek HOA Board Treasurer / AC Liaison

Danielle Telesford – Budget & Finance Committee

Oak Creek Residents

Call to Order:

Chairman called the Access Committee (AC) meeting to order at 6:33 PM.

Approval of March 2026 Meeting Agenda:

Acceptance of AC Meeting Agenda for March 2026 were motioned for approval by VC Smith and seconded CM Yancy. The minutes were approved accordingly.

Approval of February 2026 Meeting Minutes:

Acceptance of AC Meeting Minutes from February 2026 were motioned for approval by CM Yancy and seconded by CM Johnson. The minutes were approved accordingly.

Special Guest – DMV Gates: (6:37pm – 7:15pm)

DMV Gates answered several questions from the AC, Board and CAMP liaisons. Spoke to their proposed maintenance plan and provided their recommendations for the safest implementation of gate operations and timing.

Incident Report:

Chairman provided summary of incidents for – January - March 2026

By Party:

Incidents Per Month	Party Involved	RESIDENT	VISITOR	Grand Total
Jan		1	2	3
Mar		1		1
Grand Total		2	2	4

By Gate:

Gate Entrance Location	Lane Resident	Vistor	Grand Total
PINE VALLEY	2	1	3
QUEEN ANNE	1		1
Grand Total	3	1	4

- Total incidents (2026): 4
- Visitor-related: 2
- Resident-related: 2
- Unidentified: 0
- Incidents causing damage: 3
- Information retrieved: 3
- No information retrieved: 1

Gate Entrances Report:

Chairman provided update on all gate entrances. All bi-fold gates previously held open following previous winter storm have been returned to normal operations.

- Main Entrance
 - Resident gate arm stop functioning.
- Clubhouse
 - Entrance gate arm hangs low. Currently positioned in the upright position.
- Pine Valley
 - N/A

- Deer Run Estates
 - Exit gates are malfunctioning and closing at different speeds. Unusual noise can be heard from left bi-fold operator (looking into the community).
- Deer Run
 - N/A
- Queen Anne
 - N/A
- Fox Turn
 - Resident gate arm fell off without any vehicle strike.
 - Exit gate right bi-fold operator (looking into the community) fell off during operation as a result of high winds.
- Bolling Terrace
 - N/A
- Bamberg
 - N/A

Matters for Committee Discussion/Status Information:

- Board Liaison Updates
 - Board Liaison/Treasurer Michael McFarlane provided relevant Board updates.
- CAMP Liaison Updates
 - CAMP Liaison/Asst. Manager TaShawn Andrews provided relevant CAMP updates.
- Motion to amend implementation of open gates during rush hour. (Pending Board review)
- Motion to adjust gate timing and configuration. (CAMP is working with DMV Gates)
- Motion for installation of speed bumps at Fox Turn on a trial basis to measure and collect data on its effectiveness. (Tabled by the Board, requesting more information)
- Motion to request permission to initiate RFPs for the new access control contract in 2026. (Pending submission to the Board for review)
- Motion to request six-month extension of the existing access control contract with a modified schedule of officers. (Action completed by CAMP)

Matters for Committee Recommendation:

- Dunbar Security 2026 Contract Extension
 - CAMP facilitated negotiations for a one-year extension which has been approved by the Board.
- Announcement to Committees – Strategic Planning
 - AC reviewed the directive from the Board and will follow guidance accordingly.
- Project List Template
 - AC reviewed the template and will follow guidance accordingly.

Management/Committee Follow-up & Next Steps:

CAMP:

- Provide gate opening times to AC. – NEW
- Secure e-loop quotes from Gate Logic. – NEW
- Post AC Meeting minutes for February 18, 2026 to Oak Creek HOA website. – NEW
- Send AC Meeting invite for April 15, 2026. – NEW
- Post AC Meeting minutes for January 21, 2026 to Oak Creek HOA website. – PENDING
- Send AC Meeting invite for March 18, 2026. – COMPLETE
- Submit AC (Board Request for Committee Action template) to Board. – COMPLETE
- Capture gate opening times at all gates. – COMPLETE
- 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:

- Complete AC Project List for 2026/2027. – NEW
- Compose March 18, 2026 AC meeting minutes. – NEW
- AC Meeting April 15, 2026. – NEW
- Compose February 18, 2026 AC meeting minutes. – COMPLETE
- AC Meeting March 18, 2026. – COMPLETE
- Provide AC Board Liaison with all pending recommendations to the Board. – COMPLETE
- Review alternate access control schedules. – PENDING
- Review CAMP authorization for repairs options. – PENDING
- Engage Prince George's County Police Department regarding the establishment of MOU with Oak Creek HOA. – PENDING
- Inquire about signage for malfunctioning equipment. – BACKLOG
- Conduct survey of townhome residents regarding visitor parking. – BACKLOG
- Parking Policy review/recommendation. – BACKLOG
- Compose draft CellGate policy and/or rules of behavior to mitigate any misuse or abuse. – BACKLOG
- Compose a spreadsheet comparing the video surveillance quotes for further review. – BACKLOG

Resident Forum: 30 minutes (2 minutes per person)

Residents, AC, CAMP liaison, TaShawn Andrews and Board liaison, Michael McFarlane, provided questions, comments and/or answers.

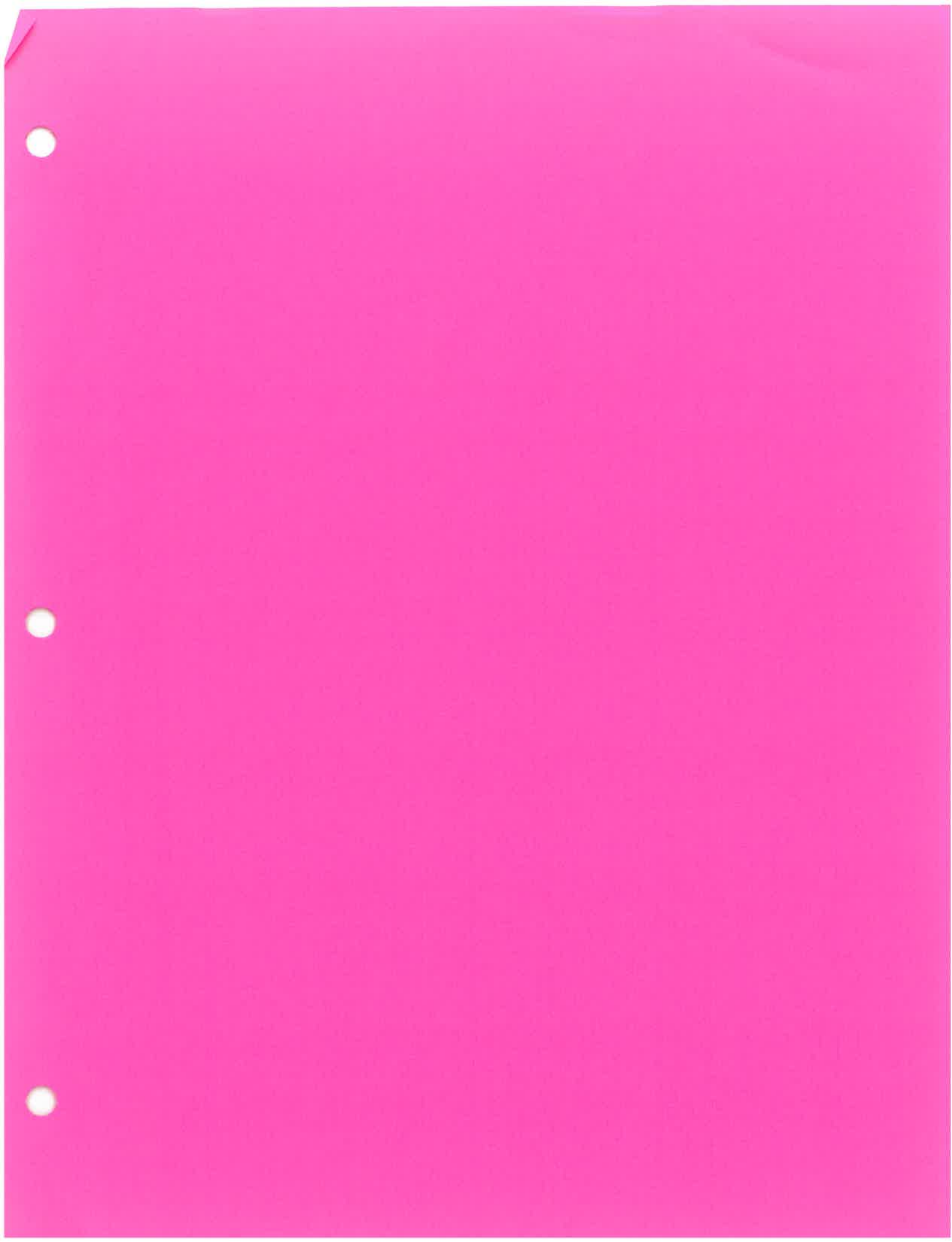
Adjournment:

A motion was made to adjourn by CM Yancy and seconded by CM Johnson. Chairman Brown adjourned the AC meeting at 7:54pm.

March Gate Claims 2026

Date of Incident	Location	Reimbursement Status	Amount	Vendor	What happened? Resident or Visitor
1/12/26	Queen Ann Golf Gate	Not vehicle related.	\$250.00	Weisman Electric/DMV Gates	Gate is operational 3/27/26
1/28/26	Queen Ann Resident	N/A	N/A	DMV Gates	Gate was being worked on when it malfunctioned and hit resident's car *Video footage was obtained on 2/4/26*
3/2/26	Queen Ann Resident	N/A	N/A	DMV Gates	Gate arm was reported to be in "open" position when the resident drove through and the arm came down on his car, causing damage. The arm was able to be popped back into place, since it had no damage.
3/10/26	Main Resident Gate	N/A	\$250.00	DMV Gates	Resident gate was noted malfunctioning. Not caused by vehicle damage
3/10/26	Clubhouse Entry Gate	N/A	\$250.00	DMV Gates	Gate was reported to be hanging too low to the ground for it to operate properly. Left in upward position.
3/11/26	Fox Turn Exit Bifold Gate Arm	Not vehicle related.	\$2,450.00	DMV Gates	Gate arm fell off without any vehicle damage. * To replace Secondary Arm* *DMV on

					site for repair 4/8*
3/16/26	Pine Valley Resident Gate	\$250.00	\$250.00	DMV Gates	Resident hit arm while entering community. Wants to pay out of pocket.
3/22/26	Main Resident Gate	N/A	\$750.00	DMV Gates	Gate arm malfunctioned while resident was entering. Gate arm in upward position.
3/22/26	Pine Valley Exit Gate	N/A	N/A	DMV Gates	Residents' car was hit when exit bifold was closing. No damage to gate.
3/27/26	Deer Run Estates Exit	N/A	\$2,450.00	DMV Gates	Primary Arm Replacement. *DMV on site for repair 4/8*
3/27/26	Deer Run Estates Exit	N/A	\$500.00	DMV Gates	Service Call



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

**Elections Committee Meeting Minutes (1st Meeting - 2026)
Tuesday, January 20, 2026, @ 6:30 pm**

Pamela Rachal called the Elections Committee Meeting to order at 6:38 pm (ET).

Minutes Taker: Yolanda Ricks – Secretary

Committee Members in Attendance:

- Jessica Hill – HOA Board Chair, Committee Member (partial attendance - due to schedule)
- Pamela Rachal – Chair
- Yolanda Ricks – Secretary

Residents in Attendance:

- Danielle Telesford, Patti Dorsey

Camp Representative:

- Not present

Old Business:

1. Approval of meeting minutes for November 18, 2025:

- Pam Rachal motion to approve meeting minutes for September 18, 2025, and October 21, 2025, passed unanimously. Jessica Hill seconded. Minutes approved unanimously.

2. Discussion of Meeting Agenda

- Pam Rachal reminded members that any documents for the HOA Board's review need to be submitted two weeks prior to a Board Meeting.
- Pam Rachal indicated that tonight's meeting would focus on 1) developing a timeline for the 2026 Board Election; 2) Reviewing a draft of the Lessons Learned document from 2024 and 2025 elections; and, 3) discussion of the recently passed MD legislation HB1534 effective October 1, 2025, establishing new requirements for elections and financial transparency in condominiums and HOA's in Maryland. See Title 11B-118 of the Maryland HOA Act.

New Business:

- 1. Changes to Elections and Financial Transparency in the MD HOA Act, effective October 1, 2025.**
 - o Yolanda Ricks discussed in general, recent laws passed in the Maryland Legislature affecting HOA elections and financial transparency. The recent legislative changes will supersede the current HOA bylaws became effective on October 1, 2025. In general, the changes involve requiring elections to be conducted by independent parties and most importantly, the property managers of many associations will not qualify as independent parties under the new requirements. After discussion, Board Member Jessica Hill agreed that she would share these findings with the HOA counsel Ray Via for his consideration.

- 2. Review of Elections Committee Achievements and Lessons Learned Summary 2024 & 2025:**
 - o Pam Rachal discussed the 2026 Elections Timeline, the Annual Meeting, Announcement/Call for Candidates, the Annual Meeting and Election Letter to Residents, the Candidate Forum (including write-in candidates and the Election and Vote Count Process.

 - o Pam Rachal indicated the need to document a clear delineation of roles and responsibilities between the Elections Committee and CAMP (which is now clearly required by the Maryland HOA Act), Pam Rachal indicated that she would complete a final draft of the Lessons Learned document and 2026 elections timeline dates within the next two weeks.

Resident Forum:

- o Danielle Telesford asked for a recap of discussion about the changes to the Maryland HOA Act and Yolanda Ricks provided a quick recap and indicated that Board Member Jessica Hill was going to forward the information shared in the meeting tonight with the HOA counsel Ray Via.

Completed Tasks:

1. Yolanda Ricks completed the meeting minutes for the November 18, 2025, Elections Committee meeting.
2. Pam Rachal completed an extensive draft of Committee Achievements and review of Lessons Learned from election in 2024 and 2025.
3. Pam Rachal began work on roles and responsibilities between CAMP and the Elections Committee as well as began work on the upcoming dates and deadlines for the 2026 Oak Creek Election.

Elections Committee New Tasks:

1. **ACTION ITEM:** Pam Rachal indicated she will complete a final draft of the Lessons Learned document and 2026 elections timeline dates within the next two weeks.

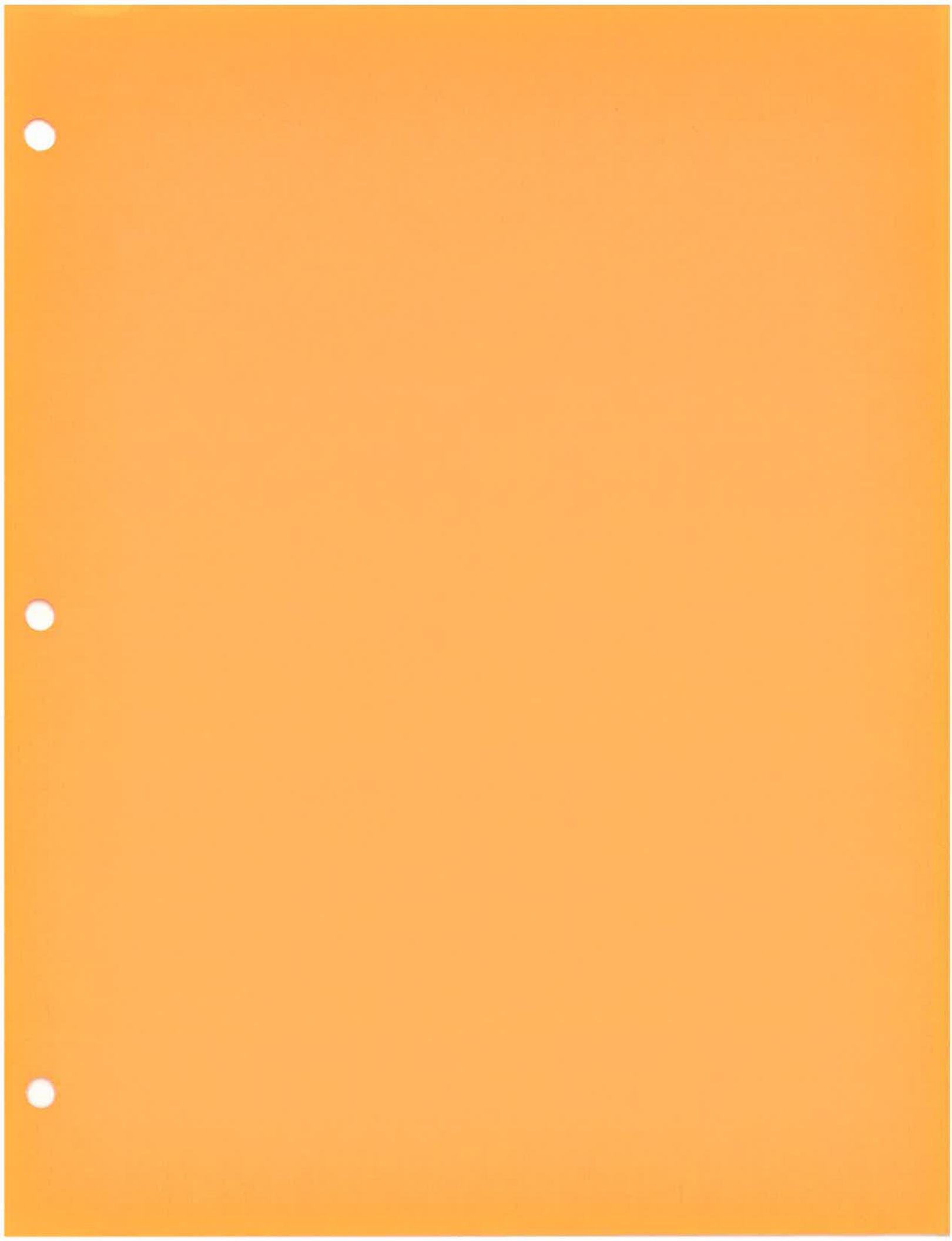
CAMP Tasks:

1. **ACTION ITEM:** The Elections Committee requests that a CAMP representative regularly attend committee meetings. (Second request).

Adjournment:

Pam Rachal made a motion to adjourn the meeting. Yolanda Ricks seconded. Motion passed unanimously. Ms. Rachal adjourned the meeting at 7:52 pm (ET).

Next Meeting: Third Tuesday of every month at 6:30 pm. February 17, 2026, at 6:30 pm.



OAK CREEK CLUB HOMEOWNERS' ASSOCIATION, INC.
Facilities Committee Meeting
March 24, 2026

COMMITTEE MEMBERS PRESENT:

Shani Haden – Co-Chair
Vonda Williams – Co-Chair
Denise Milligan – Secretary
Victoria Pittman – Treasurer
Cheryl Barnes – Timekeeper

ALSO PRESENT:

Suzann King – Board Liaison
TaShawn Andrews – HOA Management
Courtney Spalding – HOA Management

Residents Present:

Patti Dorsey
Michael McFarlane
Doreen Adain

I. CALL TO ORDER

Motion: The meeting was called to order at **6:32 p.m.**

II. APPROVAL OF AGENDA

Motion: A motion was made and seconded to approve the **February 18, 2026 meeting minutes.**

Vote: Motion passed unanimously.

IV. RESIDENT OPEN FORUM

Residents expressed appreciation for committee efforts and support for:

- Farmer's market pop-up concept
- Estate planning seminar
- Continued enhancement of community engagement

Concerns raised included:

- Community signage deterioration
 - Conservation area misuse
 - General community aesthetics maintenance (signage, fencing, striping)
-

V. MATTERS FOR COMMITTEE DISCUSSION / INFORMATION

The Committee discussed the following:

- 1. HOA Management Transition**
 - Transition from TaShawn Andrews to Courtney Spalding announced
 - Both will support during transition period
- 2. Strategic Planning (Due April 13, 2026)**
 - Committee to submit goals and priorities to Board
- 3. Pool Furniture Update**
 - Budget: \$48,650
 - Actual (to date): ~\$39,998.97
 - Additional ~\$9,000 pending (prior approved expense)
 - Delivery expected early April

- Lack of signage
 - Ineffective guest registration compliance
- Action: Improve enforcement with current vendor
- 6. **Tennis Court Project**
 - Prior vendor (ATC) removed due to lack of responsiveness
 - Two remaining vetted vendors presented
 - Committee to finalize recommendation
- 7. **Community Programming Ideas (Strategic Planning)**
 - Farmer's Market Pop-Up
 - Tennis Lessons (with revenue-sharing potential)
 - Estate Planning Seminar
- 8. **Committee Charter Discussion**
 - Board Liaison raised scope concerns
 - Committee affirmed alignment through facility usage and engagement
- 9. **Additional Priorities Identified**
 - Tot lot inspection reports
 - Fitness center equipment updates (pending reserve study)
 - Pool open 7 days/week (future planning)

VI. MATTERS FOR COMMITTEE RECOMMENDATION

Motion: A motion was made and seconded to recommend the following items for the **Strategic Planning Meeting:**

For 2026:

- Farmer's Market Pop-Up
- Tennis Lessons Program
- Estate Planning Seminar
- Request for Tot Lot Inspection Reports

For 2027:

- New Pool Reservation System
- Fitness Equipment Upgrades
- Pool Operations (7-day schedule)

VIII. COMMITTEE FOLLOW-UP AND NEXT STEPS

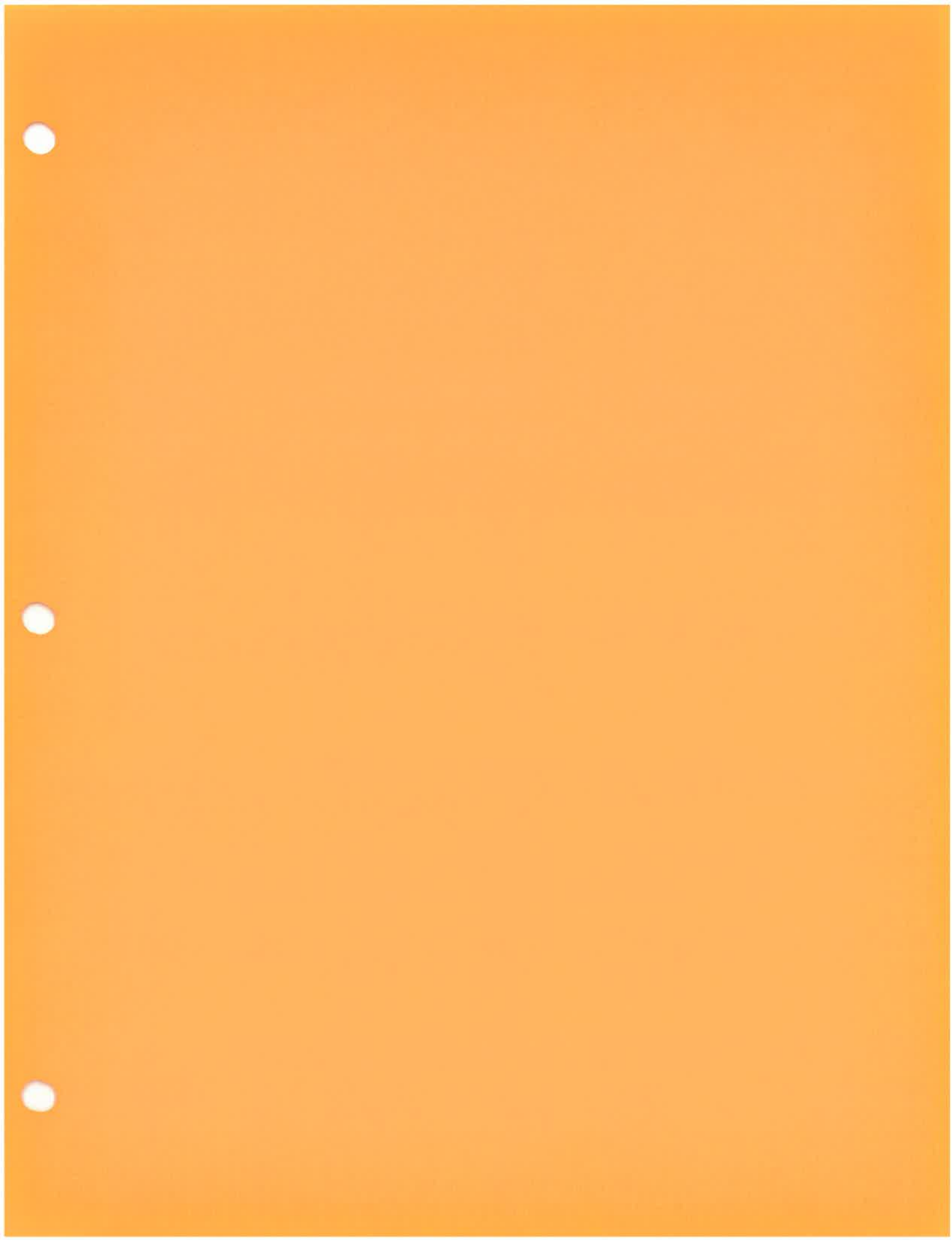
- Submit Strategic Planning documentation by **April 13, 2026**
 - Obtain and review tot lot inspection reports
 - Support upcoming community events (Easter event, Little Library recognition)
-

IX. ADJOURNMENT

Motion: A motion was made and seconded to adjourn the meeting at **7:35 p.m.**

Vote: Motion passed unanimously.

Respectfully Submitted,
Denise Milligan, Secretary



**Oak Creek Club Homeowners Association
Social Committee Meeting Minutes
Thursday, February 19, 2026 @ 6:00 P.M.
Virtual**

Committee Members Present:

Michele Carr
Doreen Adair
Jennifer Phillips
Letia Ballard
Sidney Nelson III

Others Present:

Danielle Telesford

Call to Order:

Meeting called to order at 6:13 P.M.

Explanation of Virtual Meeting Protocol:

Approval of the January 2026 Meeting Minutes:

Michelle Carr made a motion to approve the January meeting minutes and Sidney Nelson III 2nd the motion. The vote was unanimously approved by the present committee members.

Old Business:

Updated meeting minute template: Committee minutes were updated to reflect "social committee" in the header.

New Business:

Event Chair Updates

Michelle Carr shared the committee calendar and committee members chose events they will co-chair.

Doreen will co-chair the mother's day event

Sidney will co-chair the father's day event

Sidney will chair the health fair event (TBD date)

Possible date would be around back to school time (September/October)

Budget

Overall budget was lowered this year but the committee will still hold amazing events.

Budget was adjusted between events to maximize events

Easter Egg Hunt

Tent rental is in process with HOA

DJ, games, multiple easter egg hunts by age group

Doreen is working on securing volunteers

Setup starts around 12-12:30p - event starts at 2p and runs until 4p

Mother's Day

Event was a huge success last year (30 attendees) but it was a heavy lift for the committee who used their own tea setups

Location for 2026: will possibly move to the grove to lessen the lift

Jennifer will do kids tables

Volunteers and setup timing will be discussed at the next meeting

Father's Day

Ideas - Mobile cigar truck - HOA is following up to see if it is possible. Gifts for Dads

Art craft: Sidney will work on finding the craft

Photos at Events

Committee will work to share more photos of the events that don't include faces to show the community what is happening.

Oak Creek Day

Tent and chairs contract is in process with HOA - multiple quotes were received

Game truck, ice cream truck and kona ice have been contacted

License process has been started

Pool has been confirmed to be open during the entire event - will not close early

Activities for kids but we need adult activities

Some games were damaged last year, may need to replace

Card games, line dance instructor, competitive games with medals

Theme

Homecoming - rep your high school, college, fraternity/sorority, country, etc.

Residents can order an Oak Creek 20th anniversary tee if they don't have

anything to "rep"

White Party

Will cover more details next meeting

Resident Forum:

No residents had questions.

Follow Up Items:

None

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 7:05 P.M.

TAB

C



Oak Creek Club Homeowners Association, Inc.
Board of Director's Meeting
April 14, 2026

MANAGEMENT REPORT

- A. Little Library – Update 4/9/26:** Management worked with the facilities committee to complete the installation of the Little Library project last month. Kudos to the **Facilities Committee** for all their continuous hard work! Special thanks to Danielle Buchanan and Dr. Stacey-Ann Baugh for spearheading this effort.



- B. Easter Egg Hunt on Saturday 3-28-26 was a SUCCESS – Update 4/9/26:** The Easter Egg Hunt held on Saturday, March 28, 2026, was a great success. Management wants to extend our appreciation to the **Social Committee**. Special thanks to **CAMP Leadership** for their support and generous monetary donation to this event. A few photos from the event, provided by the Social Committee, are included below.



- C. CONFIRMED Continuance of Hearing (CDP for Land Swap) – Update 4/9/26:** The continued hearing regarding the CDP for the land swap has been confirmed for **Thursday, April 16th at 10:00 AM**). Anyone wishing to speak must sign up and submit documentation by 12:00 p.m. the

Tuesday before the meeting by visiting our website at www.pgplanningboard.org/participate. Please be advised that persons wishing to speak may be subject to time limits as deemed necessary in order to reasonably accommodate all who wish to speak. Individuals with special needs are asked to contact the planning board office at 301-952-3560 or Maryland relay 7-1-1. Attention: in case of inclement weather, please call 301-952-5330 as to the status of the planning board meeting.

Agenda item #8

Comprehensive design plan (inquiries call 301-952-3530)
CDP-9903-05 Oak Creek club – Evidentiary Hearing

Agenda item #9

Comprehensive design plan (inquiries call 301-952-3530)
CDP-9902-06 Oak Creek club – Evidentiary Hearing

Note: *This item was continued from the Planning Board Meeting of March 26, 2026.*

The Planning Board staff will send the link to those who have signed up to speak. Sign up to speak at this link: <https://www.pgplanningboard.org/participate/sign-up-to-speak/>

Please note that you will need to sign up twice (*once for Agenda Item 8 and once for Agenda Item 9*).

D. Complete Landscaping Services – Update 4/9/26: Complete Landscaping Services has been selected by Board for Oak Creek Club HOA, Inc. as the new landscaping provider. Management has received a tentative service schedule from Complete Landscaping Services (CLS). Below is the projected schedule for upcoming spring services, as provided by CLS, and is subject to change.

- **Spring Cleanup:** Week of 3/30
- **Spring Bed Edging:** Week of 3/30
- **Tot Lot Maintenance:** Week of 3/30
- **Bed Pre-Emergent Weed Control:** Mid-April
- **Plant Bed Fertilization:** Late April
- **Lawn Pre- and Post-Emergent Treatments with Fertilizer:** Late April
- **Tree Pruning/Elevation:** First week of May

The following services are still being finalized, and CLS will confirm scheduling shortly:

- Dormant Oil Application
- Leaf Cleanup
- Soil Testing

E. Update regarding Premier Pool Management Inc. Estimates#14924 and #14926) – Update 4/9/26: As a recap, Premier Pool recently reinspected the pool after the cover was removed and it was drained for seasonal preparation and repairs. Following this inspection, they recommended full resurfacing. This was unexpected, as the pool’s white coating was completed in FY2024 by Paradise Pool. As a result, Management reached out to some professional structural engineers as well as third-party pool companies to get their recommendations.

With the pool season approaching, it may not be practical or advisable to complete the white coating beforehand, depending on the final determination. As a result, this item will likely need to be deferred until after the pool season concludes.

For your reference, below is what the third-party pool companies summarized:

Continental Pools:

“At this time, the pool does not require resurfacing. During the inspection, I evaluated the overall condition of the white coat, including surface texture, visible wear patterns, and sounding of select areas to check for hollow or delaminated spots. I did not observe widespread delamination, structural cracking, bond failure, or deterioration of the plaster to the extent that would justify a full resurfacing at this time. The areas that may appear visually rough or discolored are consistent with normal wear patterns and do not currently present a condition that would require immediate corrective resurfacing. Based on the current condition observed, it is reasonable to expect that the existing white coat should continue to provide service for several more years before resurfacing would typically need to be considered. While exact lifespan depends on water chemistry management, usage, and seasonal care, the surface condition at present does not reflect premature failure. At this stage, my recommendation would be to continue normal maintenance and monitoring of the surface condition over time. If isolated areas of wear develop in the future, localized patching or repairs may be considered as needed, rather than undertaking a full resurfacing prematurely.”

High Sierra Pools stated:

“What to do now ?

As a pool management company, our role is to identify issues and recommend the best solutions based on our professional judgment and experience. If you are asking whether the pool should be replastered, my professional opinion is yes. However, this should be properly planned and budgeted. If the question is whether this work must be completed before the upcoming season, that decision is ultimately up to you. Please note that hollow areas in the plaster may crack or deteriorate further during the season, which could require underwater patch repairs. Additionally, there are rough areas that may pose a safety concern, as they can cause minor scratches or injuries to patrons’ feet, legs, or hands.

HSP offer:

Our Service Department can prepare a proposal for this option. I understand this may not be something you are planning to undertake immediately, but it could also be scheduled for the fall

once the pool is closed. Please let me know how you would like to proceed or if you would like to discuss options further.”

**For your reference, below is what the Structural Engineer summarized on April 7, 2026:
(FULL REPORT ENCLOSED)**

Engineering and Technical Consultants, Inc.:

While discussing the main pool, it was stated “In our opinion, other than general cleanup and maintenance preparations for opening the pool, we believe any needed repairs to the cracks and sealants can be deferred until after the pool season.

Main Pool

Overall, we found this pool to be in reasonably good condition. We did not find any hollow or unsound areas in the plaster or fill tile. Some minor hairline cracks were noted in the plaster.



Additional hairline cracks were noted in the coping - near the skimmers. Minor concrete deterioration was also present around the top of the skimmers.

While discussing the wading pool, it was stated “In our opinion, the debonded area of plaster should be repaired before the pool season. This would help control further deterioration from occurring in this area. The rough areas as well as the gate post concrete should also be repaired now. The other items could be addressed in the fall.”

Wading Pool

Overall, we found this pool to be in fair condition. We found one relatively large area (4'x6') of hollow or unsound plaster. This was around a previous repair/patch in the pool. A few “rough” spots were noted around the previous repair.

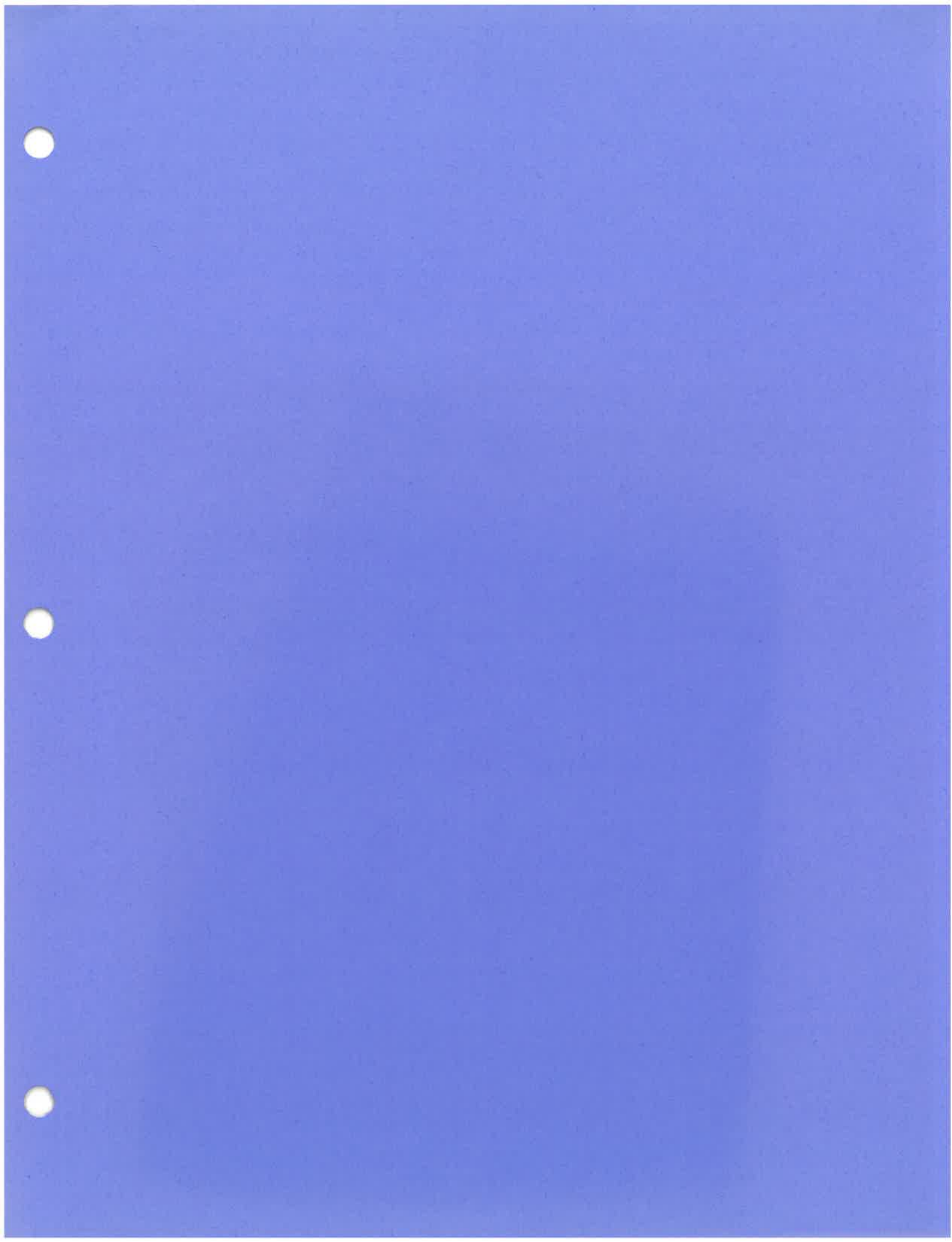


F. Reserve Study 2026 – Update 4/9/26: As previously shared with the Board, Management received the 2026 Draft Reserve Study from PM+ Reserves on Tuesday, March 24, 2026. The draft has been distributed to both the Board and the Budget & Finance Committee for review. Please note that this document remains a working draft and may be updated throughout the year, or at minimum, through the upcoming budget season. PM+ Reserves will also conduct up to three (3) virtual meetings to review the study, provide clarification, and respond to any questions.

G. Light Outage on Hebron Lane – Update 4/9/26: Management has been working closely with Weisman Electric Co. to investigate the power issues affecting the pole lights on Hebron Lane. Through ongoing troubleshooting, a short was identified in the wiring running beneath the roadway, specifically between the poles located at 13603 and 13604.

Management has authorized Weisman Electric Co. to proceed with efforts to locate the issue, which will involve digging to access the underground power lines serving the affected streetlights. This work is scheduled to begin on or around Monday, April 13. Thereafter a proposal will be provided for the required repairs.

H. Conveyances - 16 conveyances year-to-date for 2026.





2026 Conveyances

Jan 26	Feb 26	Mar 26	Apr 26	Jun 26	Jul 26	Aug 26
5	5	6				



OAK CREEK
COVENANTS COMMITTEE

Covenants Activity Report 2026	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26
Application Approved-Expedited	1	0	1 *solar panel project*				
Applications Approved with Stipulations	0	1	1				
Applications Required More Info	0	1	2				
Denied	0	0	1				
Total Applications 2026	1	2	9				



INSPECTIONS AND VIOLATIONS 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
Total Open:	5	2	58			
Courtesy Letter Sent:	2	6	3			
Violation Letter Sent:	4	1	12			
Hearing Notice Sent:	0	0	4			
New Cited Violations:	5	1	88			
Violations Abated:	0	4	1			
Completed Resales:	5	5	5			
Completed Annual Inspections:	0	0 <i>*Starts 3/23/26</i>	88			
YTD Totals for 2026:						
Homes Cited for Violations:	5	3	94			
Violations Abated:	0	4	1			
Annual Inspections Completed:	0	0	88			
Design Applications Submitted:	1	2	6			

Design Applications Approved:	1 *Management approved Solar Panel Project	2	4			
Vehicles Tagged:	31	42	28			

TAB

D



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
April 14, 2026

TOPIC: Consent Agenda Items

Motion by:

"I move to ratify the vote taken by the Board of Directors on Friday, February 6, 2026, to approve the Sheriff's Sale for Account No. R0643718L0251879, File No. 70229.318."

"I move to ratify the vote taken by the Board of Directors on Tuesday, March 3, 2026, to approve the Sheriff's Sale for Account No. R0462388L0372252, File No. 70229.24."

"I move to ratify the vote taken by the Board of Directors on Friday, February 27, 2026, approving the appointment of James L. Bolden II, to the Budget and Finance Committee."

"I move to ratify the vote taken by the Board of Directors on Thursday, March 19, 2026, to approve the collection Enforcement Actions for Accounts R0297141L0251610 and R0297401L0251872."

Second by:

Summary:

Two Sheriff Sales

Committee Member- James Bolden

Collection Enforcement Actions Account# R0297141L0251610 and Account# R0297401L0251872

Please see all attached documentation.

TAB

E



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
April 14, 2026

TOPIC: Tennis Court Resurfacing Approval

Motion by:

“I move to approve Add In Tennis, LLC to complete repairs to the tennis courts in the amount of \$13,000, to be expensed from the Repair & Replacement Reserves.”

Summary:

In April of last year, the Board approved ATC Corp to complete repairs to the tennis courts; however, the vendor failed to perform the contracted services.

In 2025, the Association solicited and reviewed proposals from four vendors for tennis court repairs and resurfacing: **Add In Tennis, American Tennis Courts, ATC Corp, and Finley Asphalt**. Each vendor presented varying approaches in terms of scope, materials, pricing, and warranties.

Due to ATC Corp’s failure to perform, the Facilities Committee recommends proceeding with Add In Tennis, LLC, whose proposal remains competitive and comprehensive. Notably, Add In Tennis has agreed to honor their 2025 proposal pricing for 2026, providing cost stability to the Association.

The proposal includes crack repairs, resurfacing, and application of acrylic coating systems to restore the court’s condition.

Warranty- The proposal includes a one-year workmanship and surface warranty, with a three-year warranty on cracks repaired with Armor Crack

CAMP Recommendation:

Management recommends approval of Add In Tennis, LLC to complete the tennis court repairs in the amount of \$13,000. The vendor has demonstrated responsiveness and willingness to maintain prior pricing, and the scope of work aligns with the Association’s maintenance needs.

Budget:

Tennis court resurfacing was a 2024 Reserve Study Item budgeted for \$20,290.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

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



Add In Tennis, LLC.
855 Mildred Avenue
Baltimore Maryland
21222

To: Femi Aje

3/9/26

Project Name: (2 Tennis Courts) *Armor Crack*

Scope Of Work:

Court(s) will be cleaned and scraped with high powered blower

Cracks will filled with SportMaster Acrylic Patch Binder

Armor Crack will be applied over structural cracks as per specs

* Armor cannot be used on cracks 2 foot or closer to edge of court or fence

Low areas will be filled with SportMaster Acrylic Patch Binder in birdbaths that cover

a nickel when rest of court is dry * this is not a guarantee that all water will be removed from court

One coat of SportMaster Acrylic Resurfacer (primer/ filler coat) will be applied

Two coats of SportMaster Color Coat will be applied

Two inch lines will be taped out and painted by hand using SportMaster Line Paint

2 Tennis Courts (Pickleball lines would be an additional \$300.00 per court)

Time Frame:

Add In Tennis will work with the customer to the best of its ability to schedule work

* Do to the nature of this work, acts of God such as rain play a big part in time frame

Guaranty:

All workmanship is guaranteed for one year from completion

Surface is guaranteed from peeling and fading for one year from completion

Cracks are not guaranteed . Do to the freeze and thaw cycle in the mid-atlantic region,

cracks will return. We recommend keeping cracks filled to prevent excess moisture from getting in the cracks.

Cracks that are covered with Armor Crack are guaranteed for three years. (approx. 100')

Payment Schedule:

Upon acceptance of this contract a thirty three percent of total price deposit is due

The remainder is due upon completion .

Please stipulate colors you would like:

Inside Color:

Total: \$13,000.00

Deposit: \$4300.00

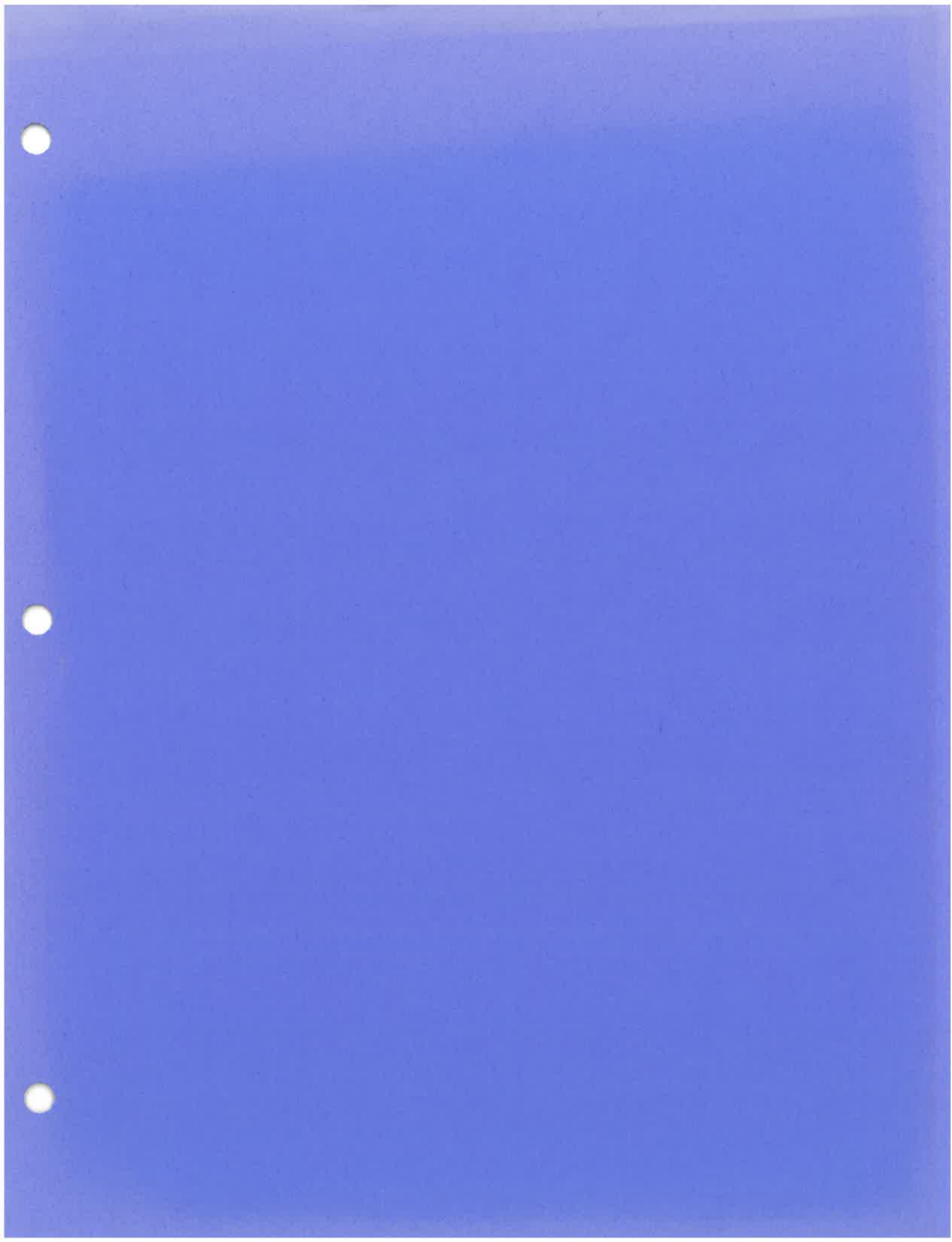
Outside Color:

Remainder: \$8700.00

Customer: _____ Please sign and return with deposit

President:







Oak Creek Club Homeowners Association, Inc.
Board Decision Request
April 14, 2026

TOPIC: Social Committee Caterer Approval

Motion by:

“I move to approve Barbecue Everything Co. as the caterer for the 2026 Oak Creek Day event in the amount of \$20,241.49, to be expensed from the Homeowner Activities line item.”

Summary:

The Social Committee is requesting Board approval to select Barbecue Everything Co. as the caterer for 2026 Oak Creek Day event.

The Social Committee obtained two bids for catering services. After review, Barbecue Everything Co. was determined to be the most cost-effective option. Additionally, the vendor has successfully served the community during the two most recent Oak Creek Day events, demonstrating reliability and quality service.

CAMP Recommendation:

Management recommends approval of Barbecue Everything Company. Barbecue Everything Co. provides the best value among the bids received and has a proven track record of successfully servicing prior Oak Creek Day events.

Budget: Homeowner Activities year to date has \$_____, remaining.



Barbecue Everything Co. sent you an estimate

Estimate expires on May 16, 2026

Estimating these figures requires time and effort, so if you opt not to engage with our company, we kindly request that you inform us.

Show full details 

Oak Creek Community Day 2026 (750 People)

Service date: July 18, 2026

Pork Ribs (Case)

(\$200.00 ea.) × 3

12 Slabs

\$600.00

Chicken Tenders (Case)

(\$100.00 ea.) × 2

Fried chicken tenders.

\$200.00

Drumsticks (Case)

(\$75.00 ea.) × 5

\$375.00

Chicken Wings (Case)

(\$150.00 ea.) × 5

Jumbo whole wings that are grilled. Multiple flavors are available.

\$750.00

Hamburgers (Box)

(\$45.00 ea.) × 14

 Text us

Turkey Burgers (Box) (\$21.00 ea.) × 16 Grilled turkey burgers.	\$336.00
Hamburger Buns (16) (\$4.00 ea.) × 49	\$196.00
Hotdogs (Pack) (\$30.00 ea.) × 18 40 Count	\$540.00
Hotdog Buns (16) (\$4.00 ea.) × 45	\$180.00
Beyond Burgers (Pack) (\$21.00 ea.) × 3 10 Patties	\$63.00
Fried Fish {Whiting} (Case) (\$135.00 ea.) × 3 Fried fish	\$405.00
String Beans (Long Pan) (\$85.00 ea.) × 6	\$510.00
Potato Salad (Long Pan) (\$145.00 ea.) × 6	\$870.00
Pasta Salad (Long Pan) (\$80.00 ea.) × 6 A mix of red onions, broccoli, grape tomatoes, and sweet peppers with pasta.	\$480.00
Mac N Cheese (Long Pan) (\$95.00 ea.) × 6	\$570.00
Water (Case) (\$6.00 ea.) × 10	\$60.00
Soda (Case) (\$15.00 ea.) × 20 5 - Coke 3 - Diet Coke 7 - Nestea 5 - Sprite	\$300.00
Capri Sun (\$12.00 ea.) × 8 40 Count per case	\$96.00

Condiments



Individual Packets of

- ketchup
- mustard
- mayonnaise
- hot sauce
- bbq sauce (B.E. Sauce)

Tableware

\$60.00

Utensils

(Fork, knife)

Supplies

\$2,000.00

Supplies are items listed but not limited to (charcoal, veggies, oil, fish fry, chicken fry, condiments, seasonings, marinade, etc.)

Staff

\$1,600.00

(\$25.00/hr) × 64

4 Essential Staff Members

Staff (Part Time)

\$2,700.00

(\$18.00/hr) × 150

15 Part Time Employees

Delivery Fee

\$60.00

Delivery fee for having to bring food to a select location.

Service Charge

\$5,318.75

The cost of labor for food prep and cooking.

Subtotal

\$19,095.75

Sales Tax

\$1,145.74

Total

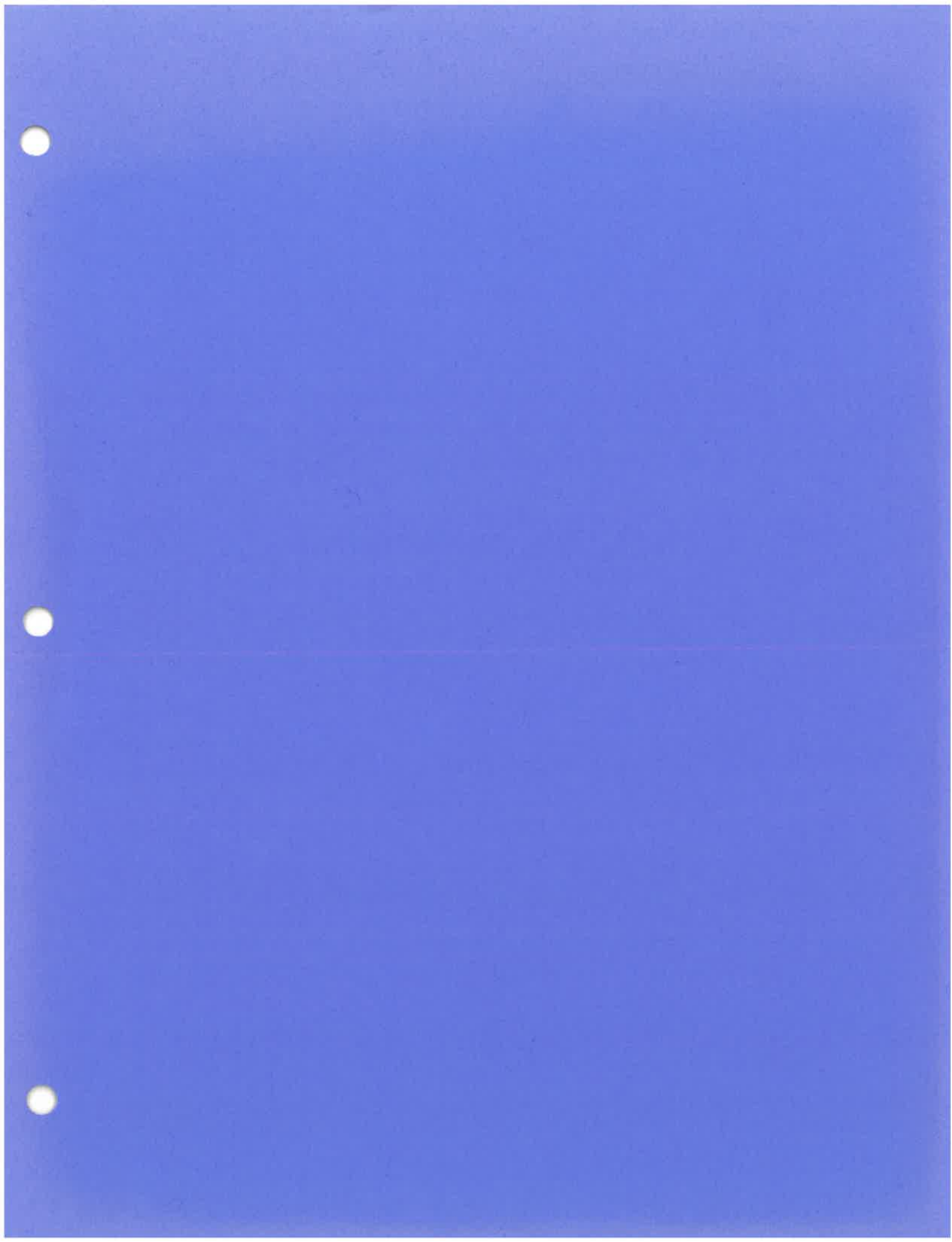
\$20,241.49



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Oak Creek Club Homeowners Association, Inc.
Board Decision Request
April 14, 2026

TOPIC: Access Control RFP

Motion by:

“I move to authorize Management, in coordination with the Access Committee, to initiate and administer a formal Request for Proposal (RFP) process to solicit bids for Access Control Vendor services for the 2027 contract term, and to present findings and a recommendation to the Board for final approval.”

Summary:

The current access control vendor contract is scheduled to expire in 2027. To ensure continuity of operations, maintain service quality, and secure competitive pricing, the Access Committee recommends initiating the Request for Proposal (RFP) process in advance of the contract expiration.

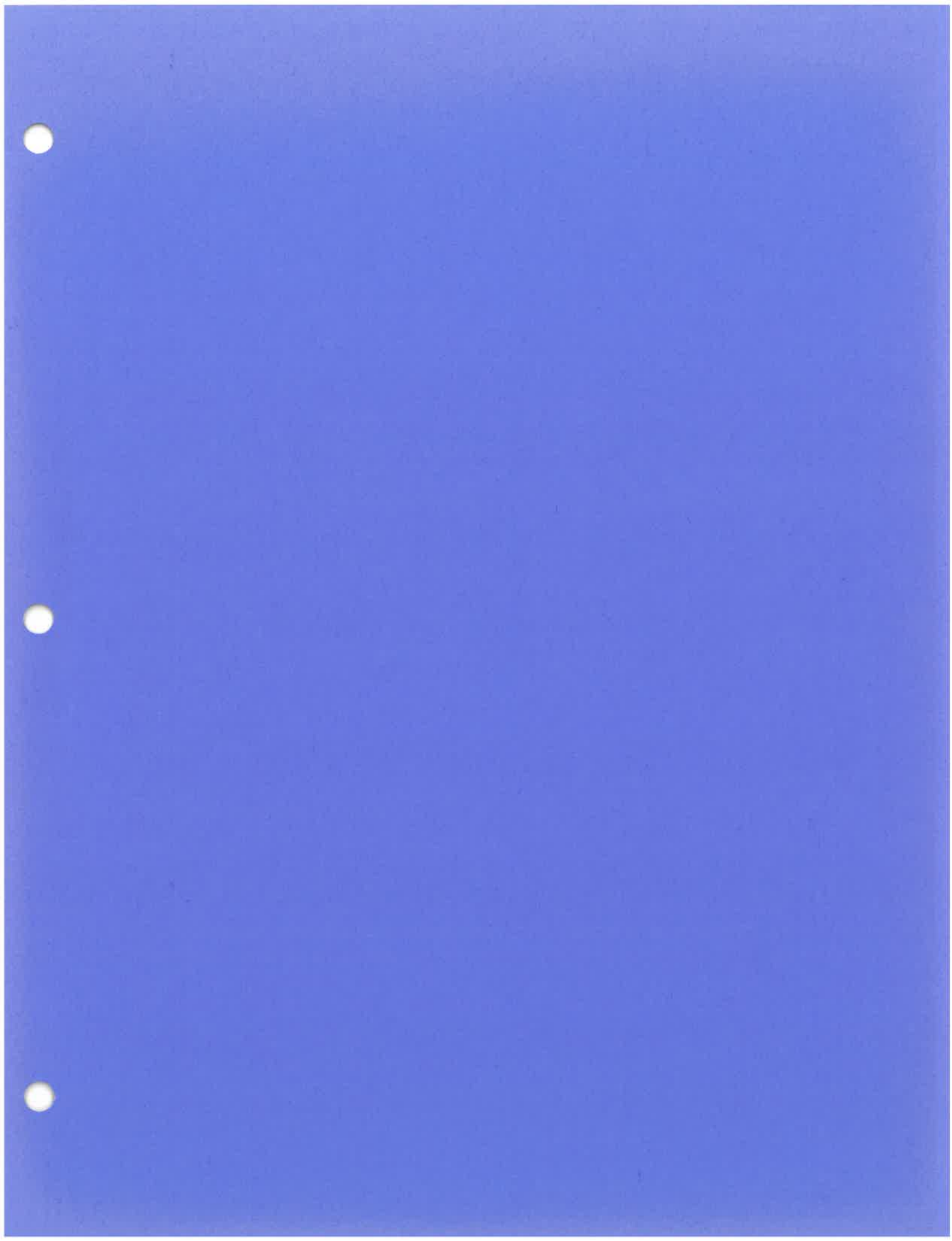
Beginning the RFP process early will allow the Association to:

- Evaluate current vendor performance and system effectiveness
- Identify opportunities for system improvements, including gate operations, loop detection systems, and access management technology
- Solicit proposals from qualified vendors with relevant experience
- Conduct a thorough comparison of pricing, service offerings, and technical capabilities
- Allow adequate time for due diligence, vendor interviews, and transition planning if needed

CAMP Recommendation:

Management recommends approval of this request. Initiating the RFP process at this stage ensures sufficient time to conduct a comprehensive and competitive procurement process, minimizing the risk of service disruption, and positions the Association to secure the most qualified vendor at the best overall value.

Budget: N/A





Oak Creek Club Homeowners Association, Inc.
Board Decision Request
April 14, 2026

TOPIC: Policy Resolution Request – Electronic Voting for 2026 HOA Election

Motion by:

“I move to approve the Board of Directors to draft a resolution for all electronic voting for the 2026 HOA election.”

Summary:

The Elections Committee has submitted a request for Board consideration regarding the implementation of electronic voting for the 2026 HOA Election.

Following the March Town Hall, Ray Via provided an overview of updates to the Maryland HOA Act, effective October 1, 2025. The Elections Committee reviewed this legislation in relation to Oak Creek Club’s current election procedures and identified several areas requiring updates to ensure compliance.

An email exchange between Management (on behalf of the Elections Committee) and legal counsel outlines key questions and corresponding responses. This correspondence highlights critical considerations related to transitioning to an electronic voting process and should be included in the Board packet for review.

The Committee has also requested that legal counsel provide a template resolution to support the formal adoption of any revised election procedures.

CAMP Recommendation:

Management recommends that the Board approve the development of a formal policy resolution to implement electronic voting for the 2026 HOA Election.

N/A





Oak Creek Club Homeowners Association, Inc.
Board Decision Request
APRIL 14, 2026

TOPIC: RECOMMENDATION TO INVEST \$1 MILLION FROM MORGAN STANLEY CASH ACCOUNTS

Motion by:

“I move to approve the investment of \$1,000,000 currently held in cash accounts at Morgan Stanley, superseding the Board’s prior approval regarding reinvestments as approved in the February 10, 2026 Board Meeting.”

Second by:

Summary: Management, together with the Board Treasurer and Board President, met virtually with the Association’s financial broker, Mr. Ted Hart, on Wednesday, March 18, 2026, to review the status of the Association’s financial assets (please refer to the attached document; minor variations in totals may be noted). During this meeting, it was recommended that a portion of the funds currently held in non-interest-bearing cash accounts at Morgan Stanley be invested. **This recommendation was presented to the Budget & Finance Committee via consent agenda and received unanimous approval on March 22, 2026.** Accordingly, a Consent Agenda item was provided to the Board for review and action, recommending investment of \$1,000,000 from these accounts. This recommendation reflects the guidance provided by Mr. Hart, as summarized below.

At present, the Association holds approximately \$1,200,000 in cash, along with two CDs that matured in March. Based on this, Mr. Hart is comfortable with the Association’s liquidity position. Additionally, the Association maintains approximately \$326,000 in cash at Banc of California. The Committee previously recommended the reinvestment of the following maturing instruments as well as some others that matured already in FY2026:

- BMO Harris Bank CD (\$150,000) matured March 18, 2026
- U.S. Treasury Bill (\$75,000) matured March 15, 2026

This updated recommendation supersedes those prior actions in favor of a consolidated investment approach aligned with current cash management and reserve funding objectives. While Mr. Hart has not provided specific details of the proposed investment ladder, management has supplied him with the 2026 Reserve Budget, a 3-year reserve study expenditure spreadsheet (FY2023 to FY2025), and the 2023 Reserve Study. He is also aware that the Reserve Study is being updated this year and will structure the ladder to align with projected expenditures. **Below are previous Board approved motions at the February 10, 2026 Board meeting:**

As per the Consent Agenda item on February 10, 2026 Board Meeting Agenda:

TOPIC: Consent Agenda Items

Motion by:

"I move to ratify the vote taken by the Board of Directors on Friday, January 16, 2026, approving the reinvestment of two maturing Stanley Morgan Certificates of Deposit, each in the amount of \$100,000, maturing on February 6, 2026, and February 25, 2026.

"I move to ratify the vote taken by the Board of Directors on Friday, January 16, 2026, to approve the DMV Gates proposal in the amount of \$9,756.24 for the procurement and installation of one (1) Lift Master Heavy Duty Dual Swing Gate Operator. To be expensed from the Repair/Replacements.

Second by:

Summary:

Two Maturing Morgan Stanley CDs

Fox Turn Resident Lane - Heavy Duty Dual Swing Gate Operator Replacement

Please see all attached documentation.

As per the Board Decisions – New Business item on February 10, 2026 Board Meeting Agenda:

TOPIC: MATURING CDS

Motion by:

"I move to approve the reinvestment of the following CD and U.S. Treasury Bills with upcoming maturity dates:

1. BMO Harris Bk in the amount for \$150,000 that expires March 18, 2026;
2. U.S. Treasury Bill in the amount of \$75,000 that expires on March 15, 2026
3. U.S. Treasury Bill in the amount of \$120,000 that expires on April 15, 2026"

Second by:

Summary: The Budget and Finance Committee meeting was on Monday, February 2, 2026. During the meeting, the following investments maturing in March and April 2026 were discussed:

1. BMO Harris Bk in the amount for \$150,000 that expires March 18, 2026
2. U.S. Treasury Bill in the amount of \$75,000 that expires on March 15, 2026
3. U.S. Treasury Bill in the amount of \$120,000 that expires on April 15, 2026

The Committee reported that "Due to the Committee not meeting the size requirements set forth in its charter, the Committee sought legal counsel and was advised that it may continue to meet and make recommendations to the Board. However, the Committee will be required to reconvene to revise and/or affirm any recommendations once the Committee is fully constituted or if the Board approves a temporary amendment to the charter permitting the Committee to act with four members. Accordingly, any actions or decisions made by the Committee at this time are advisory in nature and not binding."

CAMP Recommendation: Management supports adoption of this motion. Management also awaits further financial recommendations from the association's Financial Advisor, Mr. Ted Hard of Morgan Stanley. **Mr. Hart has been invited to attend the April 14, 2026 Board meeting to answer any questions.**

Budget: N/A. This action represents a reallocation of existing funds to optimize returns; no new expenditure is required.

Committee Recommendation (if Any): The Budget & Finance Committee supports adoption of this motion in accordance with Mr. Hart's recommendations.