

OAK
CREEK



OAK CREEK CLUB
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Virtual Meeting

DATE: June 9, 2026

6:30 P.M.

BOARD MEETING PACKAGE

You are invited to a Zoom meeting.

When: Tuesday, June 9, 2026, at 6:30 pm.

Register in advance for this meeting:

Zoom link:

<https://us06web.zoom.us/j/85713522242?pwd=oVTv713aLuoSBINGoBk4e407x2Av7c.1>

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.”

Association Calendar

Oak Creek Club HOA (2026):

****PLEASE SEE ELECTRONIC VERSION OF THE ANNUAL CALENDAR****



**BOARD OF DIRECTORS MEETING
Tuesday, June 9, 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]	7-28
A. April 14, 2026 Board Meeting Minutes	
B. April 23, 2026 Strategic Planning Meeting Minutes	
6:38 PM – 6:50 PM	
III. COMMITTEE REPORTS AND MINUTES [TAB B]	30-48
A. Budget & Finance Committee	
- Treasurer’s Report	
B. Community Access Committee	
- Gate Incident Report	
C. Facilities Committee	
6:51 PM – 6:58 PM	
IV. BOARD INFORMATION & DISCUSSION [TAB C]	
A. Management Report	50-71
B. Covenants Report	50-71
6:59 PM – 7:03 PM	
V. CONSENT AGENDA [TAB D]	
A. Premier Pool Management, Inc. Estimate#16191 (Main Pool Pump Motor)	73-128
B. Premier Pool Management, Inc. Estimate #16198 (Main Pool Pump)	73-128
C. Premier Pool Management, Inc.’s estimate #16162 (Pool Supplies)	73-128
D. Continental Pools – Pool Repairs and Resurfacing Proposal	73-128

7:04 PM – 7:25 PM

VI. BOARD DECISIONS [TAB E]

NEW BUSINESS

- A. Playground Patrol Repair Proposal **130-153**
- B. Committee Volunteer Request Form (Procurement Committee) **130-153**
- C. Irrigation System Head Replacements **130-153**
- D. Strategic Planning Meeting Rescheduled Date **130-153**
- E. Maturing Investments – US Treasury Bill 7/15/26
and BOA CD 7/7/26 **130-153**

7:26 PM – 7:56 PM

VII. RESIDENT OPEN FORUM (Limit to 2 minutes per household)

7:57 PM – 8:30 PM

VIII. EXECUTIVE SESSION [TAB F] (for purposes of consulting with legal counsel, contract negotiations, discussing rule violations *and discussing delinquencies*) **155-250**

1. Motion – To enter Executive Session

8:31 PM

IX. ADJOURN

Next Board Meeting: **July 14, 2026**

TAB

A



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
June 9, 2026

TOPIC: Draft Meeting Minutes

Motion by:

“I move to approve the revised April 14, 2026, Board Meeting Minutes and revised April 23, 2026, Strategic Planning Board Meeting Minutes, as presented.”

Summary:

- Revised draft Board Meeting Minutes 4-14-2026
- Revised draft Strategic Planning Board Meeting Minutes 4-23 2026

CAMP Recommendation:

The board is to review the 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 June 9, 2026, at the board meeting or a subsequent meeting as needed.

Oak Creek Club Homeowners Association, Inc.
Board of Directors Meeting
Tuesday, April 14, 2026 @ 6:30 P.M. Virtual

Board Members Present:

Jessica Hill - President
Kip Banks - Vice President
Suzann King – Secretary
Dr. Lenora Gant - Board Member
(Dr. Gant Arrived at 7:36 P.M.)

Board Members Absent:

Michael McFarlane - Treasurer

Others Present:

Mark Moore- Vice President-Maryland (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:

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

Approval of Agenda

Kip Banks moved to approve April 14, 2026, Board Meeting Agenda. Jessica Hill seconded the motion, which passed unanimously by all members present.

Approval of January 13, 2026 and February 10, 2026, Board Meeting Minutes and March 10, 2026 Town Hall Meeting Minutes

Kip Banks moved to approve the revised January 13 and February 10 Board meeting minutes, as well as the March 10 Town Hall meeting minutes. Jessica Hill seconded the motion, which passed unanimously by all members present.

Ted Hart- Morgan Stanley

Ted Hart provided an overview of the Association's reserve portfolio, including current reserve balances, investment objectives, liquidity management, and the use of guaranteed investment vehicles such as FDIC-insured certificates of deposit and U.S. Treasuries.

Discussion followed regarding investment ladder strategies, interest rates, liquidity availability, secondary market options, and risk management associated with reserve investments. Mr. Hart advised that the Association maintains significant liquidity and emphasized the importance of maximizing reserve fund returns while preserving capital and maintaining access to funds for future projects and reserve expenditures. He also noted the possibilities of selling unmatured CDs in the secondary market for a fee, if needed, and a shift to institutional management of funds by Morgan Stanley,

Board members also discussed the possibility of investing approximately \$1 million in reserve funds, the impact of current economic conditions and interest rates, and the use of operating reserve or contingency funds for unexpected expenses such as gate repairs and maintenance. Mr. Hart and Management discussed the purpose of the Association's operating reserve fund and the importance of maintaining appropriate reserve funding practices.

Committee Reports

Marisa Ried, Chair of the Budget & Finance Committee:

Provided an update on behalf of the Budget & Finance Committee. She reported that the committee completed its review of the draft Reserve Study and will be submitting detailed comments and recommendations to the Board and Management for consideration. The committee is also continuing work on upcoming budget projects and preparations to remain aligned with the Association's budget calendar, including coordination with the Board and other committees. Ms. Reid further noted that the committee currently has five members and is looking forward to contributing ideas during the Strategic Planning process.

Julian Brown, Chair of the Access Committee:

Reported that there have been seven gate incidents year-to-date in 2026, including four visitor-related incidents and three resident-related incidents. Six of the incidents resulted in property damage. Access Control was able to retrieve information for five incidents, while two incidents remained unresolved. The committee also reported that, as of the date of the meeting, all community gates were functioning properly despite a few recent operational issues.

Pamela Rachal, Chair of the Elections Committee:

Provided an update on behalf of the Elections Committee regarding recent changes to the Maryland HOA Act and their impact on the Association's election process. She explained that the updated law affects who may participate in election administration and creates additional opportunities for the Association to utilize electronic voting and electronic communications. Ms. Rachal noted that a Board resolution regarding electronic voting was before the Board for consideration and shared that paper ballot usage has significantly decreased in recent years. The committee's primary focus remains ensuring full compliance with Maryland law while modernizing and improving the Association's election procedures moving forward.

Vonda Williams, Chair of the Facilities Committee:

Provided an update on behalf of the Facilities Committee. She reported that the committee held a productive March meeting and welcomed Courtney Spaulding as the new HOA representative, along with Board Liaison Suzann King. The committee identified several priorities in preparation for the upcoming Strategic Planning Meeting, including exploring seven-day pool operations, continued fitness equipment upgrades, and other facility improvement initiatives. Ms. Williams also noted that the committee currently has five members and is looking forward to recruiting additional volunteers.

Management Report:

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

- The successful completion of the Little Library project and Easter Egg Hunt event, recognizing the contributions of the Facilities and Social Committees.
- Updates were provided regarding the continued Planning Board hearing for the Oak Creek Club land swap CDP scheduled for April 16, 2026. Community residents were urged to become Persons of Record in order to receive status updates from

- the Planning Board.
- Complete Landscaping Services (CLS) was confirmed as the Association's new landscaping provider, and Management shared the projected spring service schedule.
 - Management reviewed third-party evaluations regarding pool resurfacing recommendations and advised that major resurfacing work may be deferred until after the 2026 pool season, with limited repairs recommended before opening.
 - The 2026 Draft Reserve Study was distributed to the Board and Budget & Finance Committee for review.
 - Management reported ongoing efforts with Weisman Electric Co. to address the Hebron Lane light outage.
 - Management reported sixteen (16) conveyances year-to-date for 2026.

Covenants Report:

Courtney Spalding reported that, year-to-date, 94 homes have been cited for covenant violations, and 16 conveyances have been completed. Annual inspections began on March 23, 2026, with 88 homes completed to date. Management's goal is to complete approximately 30 inspections per week, with inspections anticipated to conclude by mid-to-late June or early July. Additional inspection updates and details were included in the written report provided to the Board.

Consent Agenda:

Suzann King moved to ratify the vote taken by the Board of Directors on Friday, February 27, 2026, approving the appointment of James L Bolden, to the Budget and Finance Committee. Kip Banks seconded the motion, which passed unanimously by all members present.

Suzann King moved to ratify the votes taken by the Board of Directors on February 6, March 3, and March 19, 2026, approving two sheriff sales and related collection enforcement actions for accounts R0297141L0251610 and R0297401L0251872. Jessica Hill seconded the motion, which passed unanimously by all Directors present.

New Business:

Tennis Court Resurfacing Approval

Suzann King moved 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 and Replacement Reserves. Kip Banks seconded the motion, which passed unanimously by all members present.

Dr. Gant joined the meeting at 7:36 pm.

Social Committee Caterer Approval:

Kip Banks moved to approve move to approve Barbecue Everything Company as the caterer for the 2026 Oak Creek Day event, in the amount of \$20,241.49 to the expense from the Homeowners Activity line item. Jessica Hill seconded the motion, which passed unanimously by all members present.

Access Control RFP:

Kip Banks moved 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 recommendations to the Board for final approval. Jessica Hill seconded the motion, which passed unanimously by all members present.

Policy Resolution Request – All Electronic Voting:

Kip Banks moved to approve the management company work with legal counsel and the Elections Committee to draft a resolution for all electronic voting for the 2026 HOA election and submit to the Board an implementation plan regarding this process. Jessica Hill seconded the motion, which passed

unanimously by all members present.

Recommendation to Invest \$1million from Morgan Stanley Cash Accounts:

Lenora Gant moved to approve the reinvestment of \$1 million currently held in cash accounts at Morgan Stanley into guaranteed investment funds, superseding the Board's prior investment approval made during February 10, 2026, Board Meeting. Suzann King offered a friendly amendment to the motion to clarify that the reinvestment would be limited to guaranteed funds. Lenora Gant accepted the friendly amendment. Kip Banks seconded the amended motion. Kip Banks and Lenora Gant voted in favor of the motion, Suzann King voted in opposition and Jessica Hill abstained. The motion failed.

Resident Forum:

Residents shared the following comments and concerns:

- A resident raised concerns about not seeing the Budget and Finance meeting minutes on the HOA website.
- Residents raised concerns about where the Board is in the process for the RFP Process for CAMP.
- A resident wanted to know what steps the Board is taking to restore opening the pool on Monday's.
- A resident asked for clarification on why the Board did not move to approve the investment of \$1 million dollars in cash account and will this be revisited.
- A resident encouraged more homeowners to get involved.
- A homeowner asked the Board to invest the money back into the community.

Executive Session:

The Board of Directors unanimously voted to enter Executive Session at 8:38 pm, by a motion duly made and seconded.

Open Session:

The Board returned to Open Session at 9:00 pm

A motion was made to approve the Sheriff Sale for File no. 70229.39. The motion passed unanimously among those present.

A motion was made to deny account #R0297574L0252047, reimbursement for gate arm damage. The motion passed unanimously among those present.

A motion was made to table the item regarding communications to the management company until the next Board meeting. The motion passed unanimously among those present.

A motion was made to approve the renewal of the CAMP Management Contract. Motion passed with Suzann King abstaining.

Adjournment:

Lenora Gant made a motion to adjourn the meeting at 9:03 pm. The motion was seconded by Suzann King and passed unanimously of those present.

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

Item	Board Meeting	Notes/Assigned	Disposition
Coordinate with the access committee to initiate and administer a formal request-for-proposal process for access control vendor services for the 2027 contract term and prepare findings and recommendations for presentation to the board for final approval.	4/14/2026	Management	Completed RFP in Process
Work with legal counsel and the Elections Committee to draft a board resolution establishing all-electronic voting for the 2026 HOA election and develop a detailed implementation plan, then submit both to the board for consideration at its next meeting.	4/14/2026	Management	Completed- Board Approved 5/12/2026
Follow up with developer representative Chris Hatcher regarding the inclusion of Oak Creek Club activity-center language in the Parcel M comprehensive design plan materials and confirm whether any related commercial development requirements could affect future use of the land swap property.	4/14/2026	Management	Completed: A follow-up was provided to the board.

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

Item	Mtg date	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	Completed
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	Completed
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	Completed
Draft a written resolution to temporarily allow the current four-member Budget & Finance Committee to continue operating	2/10/2026	Management and Association Council	Completed- New Committee member added, no resolution needed.

(management may work with legal counsel on the draft as directed by the board).			
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	Completed
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	Completed
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	Complete: The Board treasurer and management have been working to ensure this process.
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
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)	Completed
Collect and forward Board questions/concerns to the developer of the Locust Hill Project .	12-9-25	Board	Complete: 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	In progress
Complete the new, comprehensive 2026 Reserve Study by the end of April 2026 .	12-9-25	Management (CAMP)	Completed
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)	Completed

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	In progress
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 pdate 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	Completed: Committee decided not to move forward.
Facilities: Proper storage of newly- purchased pool furniture	9-9-25	Management (CAMP) Facilities Committee	Completed
Completion of tennis court repair or solicit another vendor	9-9-25	Management (CAMP) Facilities Committee	Completed: New vendor selected and work is near completion
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	Completed
Completion of approved transfers to Repair and Replacement Reserve	9-9-25		Completed
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		Completed
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		Completed
---	---------	--	-----------

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		Completed
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		Completed
Resident gate signage	4-8-25		Completed
Gather more information on the cost and necessity of the safety bollard at the clubhouse entrance.	4-8-25		Completed
Recording virtual board meetings.	4-8-25		Need to decide whether to pursue and include in 2027 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	Completed
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	Completed and discussion in committee orientation 2/2026
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	Completed- Towing Oak Reward provided to Ms. Howard.
Attempt to recruit two (2) new grounds committee members	2-11-25	Assigned to Kip Banks, due TBD	Complete
M-206 Financial Management course via CAI	2-11-25	Assigned to Dwight Ward, due TBD	Not completed- No longer on the OCC Board of Directors
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	Completed
Agenda item "Identifying the support committees' need to succeed in the new year" and "Establishing KPIs and Targets" was tabled	2-11-25		Completed
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		Completed: Chart is available for review during board meetings.
Explore opportunities for cost savings with DMV Gates on the proposed gate repair work.	1-14-25		Completed: Femi is in regular negotiations with DMV Gates regarding all gate matters.
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		Completed during Committee Orientation February 2026

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		Completed
--	----------	--	-----------

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

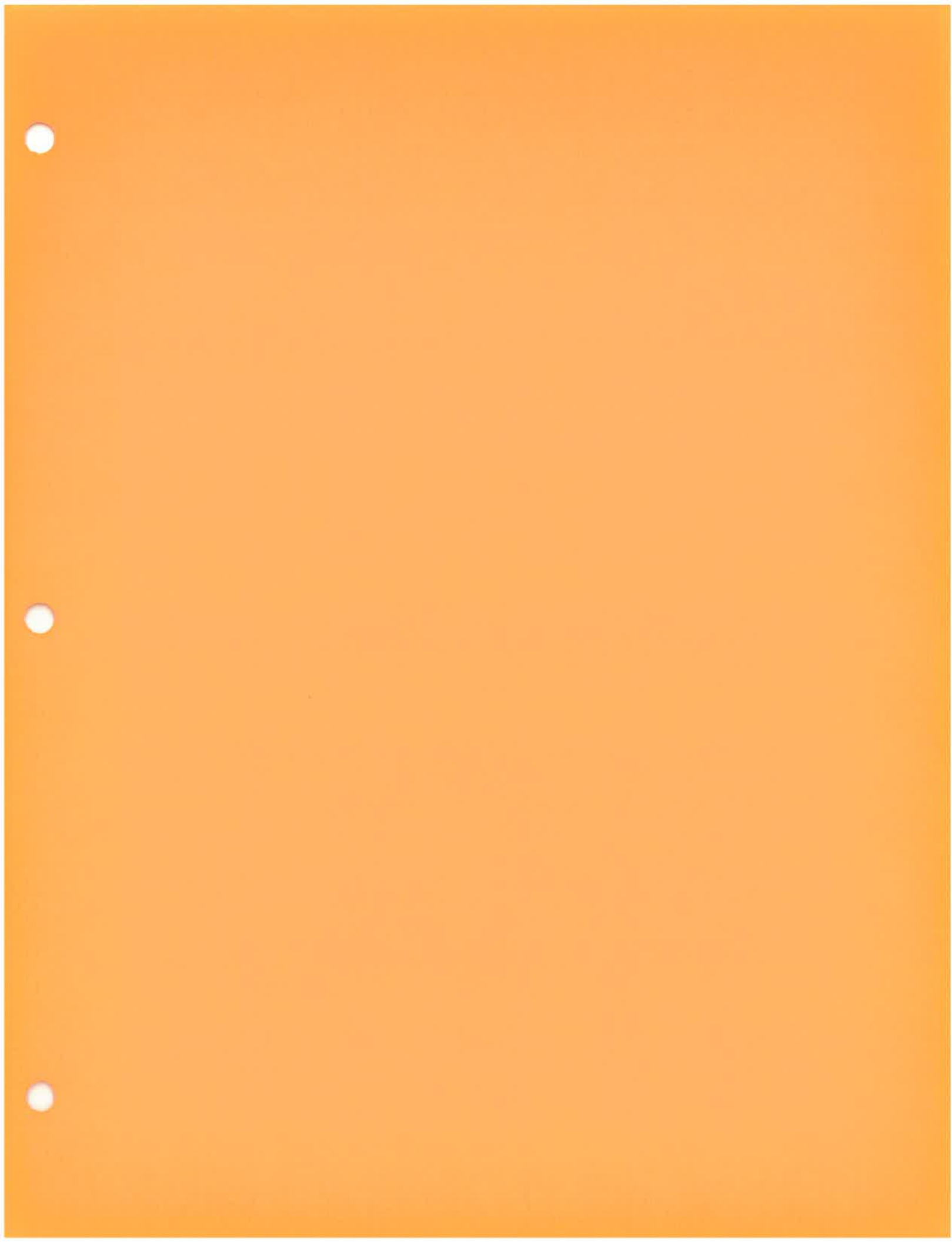
Prepare an in-depth review of the HOA budget, including analyzing the audit reports, reserve study, and budget actuals, to be discussed during the strategic planning session.	12-10-24		Completed 2025
--	----------	--	----------------

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 January 14, 2025, Board meeting

Explore ways to better leverage automation and technology to streamline repetitive tasks in the CAMP office.	12-10-24		Ongoing
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 Strategic Planning Session
Thursday, April 23, 2026 @ 6:30 P.M. Virtual**

Board Members Present:

Jessica Hill -President
Kip Banks – Vice President (left the meeting at 7:10 pm)
Michael McFarlane – Treasurer
Suzann King – Secretary
Dr. Lenora Gant – Board Member (joined at 7:10 pm)

Others Present:

Femi Aje – General Manager (CAMP)
Tashawn Andrews – Assistant General Manager (CAMP)
Members at large

Call to Order:

Jessica Hill called the meeting to order at 6:33 P.M.

Explanation of Virtual Meeting Protocol:

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

Approval of Agenda

Kip Banks moved to approve the April 23, 2026, Board of Directors Strategic Planning Session Agenda. Suzann King seconded the motion, which passed unanimously by all members present.

Vision Statement

Kip Banks provided Oak Creek Club's Mission and Vision Statement.

Community Survey Results

Management presented the results of the recent homeowner survey, which received approximately 176 responses. Key concerns identified by homeowners included HOA dues and budgeting, gate and gate arm issues, and overall community safety and security. Additional discussion occurred regarding speeding concerns, support for speed bumps, and the need for improved community communication methods.

Meeting overview

The Board of Directors and Committee representatives participated in a Strategic Planning discussion for the Oak Creek Club HOA focused on operational priorities, long-term community improvements, financial stewardship, and resident engagement initiatives.

Dr. Lenora Gant joined the meeting at 7:10 pm and Kip Banks left the meeting.

Access Committee: The Access Committee reviewed strategic priorities related to gate infrastructure and community safety, including e-loop installations, gate maintenance agreements, access control vendor services, speed bump pilot programs, traffic mitigation concepts, and potential safety initiatives involving Prince George's County Police. Additional discussion included concerns regarding Oak Grove Road access and future gate system planning.

Budget & Finance Committee: The Budget & Finance Committee presented initiatives centered on financial process improvements, budget transparency, reserve planning, contingency funding concepts, investment policies, and financial performance monitoring. The committee also discussed collaboration with the Access Committee regarding long-term gate infrastructure planning and reserve funding strategies. A question also arose concerning updating the Investment Policy adopted in 2016.

Elections Committee: The Elections Committee provided updates regarding compliance with recent changes to the Maryland HOA Act, including efforts to transition toward electronic voting and electronic communications for Association elections. The committee discussed the operational and financial benefits of reducing paper ballot usage while ensuring future election procedures remain compliant with Maryland law, including the possibility that the HOA may need to secure an independent party to assist with the tabulation of results.

Facilities Committee: The Facilities Committee discussed several long-term facility improvement initiatives, including the possibility of seven-day pool operations, fitness center equipment upgrades, and additional amenity enhancement projects. The committee also reviewed future planning efforts intended to support continued community improvements and operational efficiency.

Grounds Committee: The Grounds Committee discussed landscape beautification initiatives, including dead tree assessment and replacement efforts, cicada nest treatment, retention pond maintenance, and mosquito mitigation, as well as lighting improvements for cluster mailboxes throughout the community.

Social Committee: TaShawn Andrews presented the Social Committee's initiatives: standardized event planning procedures, vendor management improvements, centralized reservation and budget-tracking systems, equipment purchases for community events, and additional storage-organization enhancements.

Management: Management presented several operational initiatives and recommendations, including management process improvements, vendor management systems, parking management technology, staffing and operational efficiency enhancements, review of spending authorization limits, and additional infrastructure and technology-related considerations.

Board Discussion

Board members also discussed strategic initiatives, including procurement committee development, reserve project completion planning, committee support and training, contract and vendor review processes, scholarship program concepts, and additional community engagement initiatives.

The Board acknowledged and thanked all committee members and volunteers for their continued participation and contributions throughout the strategic planning process. The Board further advised that final prioritization and implementation decisions will be reviewed and considered at a future Board meeting following additional evaluation and discussion.

Resident Forum

- A resident discussed the need to examine the flow of information from the management company to the committees to ensure that the committees have all the necessary information and historical background.
- A resident suggested that the Board and management company explore other avenues to ensure properties are adequately monitored and maintained, as well as ensure HOA rules are enforced.
- A resident supported the prior comments and added that it was critical that we re-invest in our community.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 8:59 pm.

TAB

B

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

Budget and Finance Committee
April 6, 2026 Meeting Minutes

Committee Members Present:

Participants

- Marisa Reid, Chair
- Will Abdul, Co-Chair
- James Bolden, Committee Member
- Danielle Telesford, Committee Member
- Kristen Stierwalt-Huff, Committee Member

Committee Members Absent: N/A

Also Present:

- Michael McFarlane, Board Liaison

- I. **Call to Order:** Marisa Reid called the meeting to order at 7:05 pm
Establish Minute Taker: Danielle Telesford established as minute taker.

- II. **Review & Approval of March 2026 Meeting Minutes:**
Motion: Will Abdul **MOVED** and Danielle Telesford **SECONDED** to approve the March 9, 2026, meeting minutes as submitted. Approved unanimously.

- III. **Matters for Committee Discussion/Information:**
 - Discuss B&F review of 2026 Reserve Study results
 - Reserve study is currently in draft form.
 - Committee supports holding a joint session with other committees to consolidate feedback to PM Plus.

 - Review & Discuss February 2026 financial reports
 - FY26 opening cash balance as cited in reserve study: \$3,452,020.
 - Committee's year-end statement data: \$3,152,205.76 – a discrepancy of \$299,815.
 - Action: Need to determine which report (balance sheet vs. cash flow) is correct and reconcile actual cash on hand.
 - Page 34: \$248,360 scheduled in 2026 for pavement overlays in Deer Run Estates. Last reserve study did not have any repairs for Deer Run Estates until 2037.

- Action: Need to find out why it was brought from 2037 to 2026. Is it from a missed pavement repair from a prior year?
 - Page 36: Gate repairs now included as a single reserve line item (\$180,000 for 2026). Expenditures above reserve allocation (e.g. more than \$180K in a year) should come from operating reserve, not replacement reserve.
 - Suggestions: Break down reserve allocation per gate to improve transparency for tracking and special project planning.
 - Action: Need clarity on whether replacing the gate due to failure would be covered under the repair and replacement reserve.
 - Pg 40-41: Assumption made that all interest earned is retained in reserves, but in practice it is not.
 - According to the assumption we would need to fund \$92,860 for FY26 if interest is not re-invested.
 - Noted \$72,000 in reserve study for stormwater; unclear scope/context.
- Outline April & May Investments
 - It was confirmed that the CDs maturing on March 15th, March 18th and April 15th were motioned and approved by the committee in February's meeting.
 - The committee formally reconfirmed the motion to account for the addition of a new committee member.
- Discuss Financial reports
 - February financials were reviewed, with no material discrepancies or variances identified.
- Review, discuss, edits of B&F 2026 – 2027 proposed strategic initiatives
 - The Committee intends to finalize the budget calendar timeline but is awaiting additional information following the upcoming Board meeting and strategic planning session.
- New business from B&F Committee members
 - No new business discussed

IV. RESIDENT OPEN FORUM

- **Resident 1: No residence in attendance**

Meeting adjourned at 8:29pm

Respectfully Submitted,

Committee Member(s)

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

Budget and Finance Committee
May 4, 2026 Meeting Minutes

Committee Members Present:

Participants

- Marisa Reid, Chair
- Will Abdul, Co-Chair
- James Bolden II, Committee Member
- Danielle Telesford, Committee Member
- Kristen Stierwalt-Huff, Committee Member

Committee Members Absent: N/A

Also Present:

- Michael McFarlane, Board Liaison
- Femi Aje, CAMP Management Representative
- Ted Hart, Morgan Stanley Representative

I. Call to Order:

Marisa Reid called the meeting to order at 7:08pm

Establish Minute Taker: Danielle Telesford established as minute taker.

II. Review & Approval of March & April 2026 Meeting Minutes:

Motion: Danielle Telesford **MOVED** and Kristen Stierwalt-Huff **SECONDED** to approve the April 6th, 2026, meeting minutes with the mentioned corrections. Approved unanimously.

March.8682minutes; Committee agreed to defer the approval of the revised version until June meeting due to differences in distributed copies

III. Matters for Committee Discussion/Information:

- Review & Discuss March 2026 financial reports
 - Committee members noted problems retrieving or viewing the files.
 - Femi (CAMP Rep) made aware
 - Snow removal: no payment shown; budgeted but not paid due to ongoing dispute/negotiation with provider.
 - Femi confirmed that the budget spread is completed
 - Discussion over fiscal year 2026 opening cash balance and the reserve study figures:

- A notable delta (~\$299,000) between actual cash balances and the reserve study due to the handling of special funds (e.g., community center, special projects).
 - Correct number to use: The balance sheet cash total is the accurate figure. The cash flow statement reflects contra asset/interfund adjustments.
 - Reserve study is still in draft; figures may vary until finalized (estimated by September).
 - If the reserve study shows a higher balance than exists, future contributions might have to increase to "true up."
 - Committee plans for PM+ (consulting group) to do an in-depth educational session on the reserve study with the community for transparency.
- Morgan Stanley Briefing – Brokerage vs Advisory Financial Services
 - Current (Self-Directed Brokerage) Approach:
 - Board/CAM must authorize investment actions for each event (deposit, maturity, etc.).
 - Results in periods of large cash holdings (e.g., \$1.3 million currently uninvested), lowering returns and periodically exceeding FDIC insurance limits.
 - Pricing is retail: buy at face value (par); bank pays commission embedded in transaction.
 - Oak Creek Club's reserve assets have grown (~\$3.6 million), necessitating a move from a self-directed brokerage to an institutional/advisory approach.
 - Funds managed by an advisory team with fiduciary duty (must act in the community's best interest).
 - Invest exclusively in FDIC-insured CDs and US Treasuries; no change to risk profile, only the framework.
 - Will not hold excess cash: funds only transferred for expenses as needed, maximizing investment returns.
 - Expected Financial Impact:
 - Elimination of retail pricing markup (currently built into bank/CD pricing); move to wholesale pricing
 - Annual advisory fee: ~\$17,000.
 - Estimated annual interest income benefit: Additional \$35,000
 - Under brokerage: fees ~\$10,000/year in spreads, not including lost interest from idle cash.
 - Operational Benefits:
 - Greater efficiency: Advisors can act without separate authorizations for each deposit/maturity.
 - All investments monitored by the advisory firm; improved compliance, reporting, and cash management.
 - The advisor recommends reviewing the portfolio together at least twice a year
 - Handling Large Invoices and Liquidity Needs:
 - When large payments are due, the advisor will utilize the secondary market to liquidate assets if needed.

- Assets are bought at low enough prices to ensure gains, even if early liquidation is needed.
- Tax harvesting is incorporated:
 - Instead of selling \$100,000 from a single security, \$25,000 may be sold from four different ones.

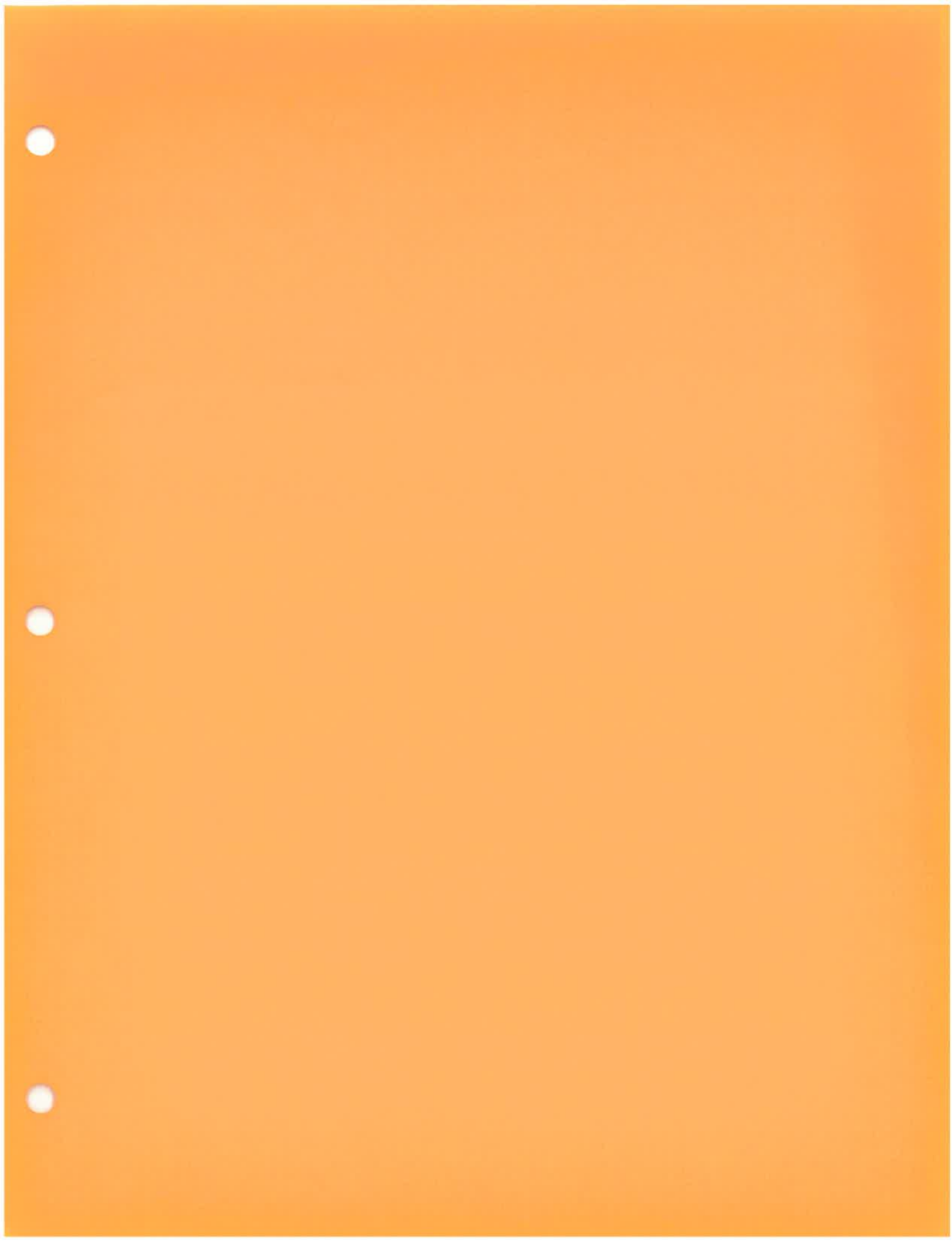
IV. RESIDENT OPEN FORUM

- **Resident 1:** Expressed concern regarding snow removal and township-related charges. Suggested the Board explore alternative financial institutions or advisory firms in addition to Morgan Stanley and recommended diversifying association funds across multiple banking institutions.
- **Resident 2:** Recommended that the Board evaluate competitors and alternative firms to Morgan Stanley as part of its financial management review process.
- **Resident 3:** Asked what strategy or educational plan would be implemented to help the Board better understand the potential advantages and long-term benefits of utilizing advisory services.

Meeting adjourned at 9:00pm

Respectfully Submitted,

Committee Member(s)



Financial Report
April 30, 2026

Operating Income and Expense

As of April 30, 2026, the Association's Operating Income and Expense Statement reflected a net surplus of \$132,198, which represents a favorable variance of \$95,257 relative to the approved budget.

	Month Ending 04/30/2026				YTD 04/30/2026			
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %
Total Revenues	\$233,657	\$237,053	(\$3,396)	-1%	\$936,260	\$948,206	(\$11,946)	-1%
Total Expenses	\$217,740	\$237,133	\$19,393	8%	\$804,062	\$911,265	\$107,203	12%
Net Surplus (Deficit)	\$15,917	(\$80)	\$15,997		\$132,198	\$36,941	\$95,257	

Significant Budget Variances

	Month Ending 04/30/2026				Explanation
	\$ Actual	\$ Budget	\$ Variance	Var %	
Revenues					
Bad Debt Adjustment	(\$35,736)	(\$13,586)	(\$22,150)	163%	Higher delinquencies than forecast. Annual budget \$40,758
Late Payment Charges	\$24,718	\$20,000	\$4,718	24%	Increased 15-30 day delinquencies
Misc Income	\$4,463	\$2,000	\$2,463	123%	
Interest income	\$30,005	\$23,332	\$6,673	29%	Forecasted additional fed rate cuts
Total	\$23,450	\$31,746	(\$8,296)		
Expenses					
Electricity	\$92,343	\$102,128	\$9,785	10%	Budget timing/spread. Electricity bills are usually highest in the summer months and utilities usually have higher rates during peak periods.
Landscape General	\$10,682	\$21,332	\$10,650	50%	Budget timing/spread
Snow Removal	\$456	\$35,000	\$34,544	99%	\$66K anticipated expense will result in \$26K unfavorable variance based on \$40K annual budget
Pool Operating	\$11,847	\$26,633	\$14,786	56%	Budget timing (spread)
Repair & Main - General	\$24,500	\$19,400	(\$5,100)		Handyman Services December 2025 and expenses related to troubleshoot the existing vehicle detection loops issues.
Security and Patrols	\$261,347	\$286,334	\$24,987	9%	Less Guard Services expenses than forecasted primarily because during contract negotiation with Dunbar Security, they did not bill for extra coverage during those peak hours.

Significant Budget Variances

Expenses	Month Ending 04/30/2026				Explanation
	\$ Actual	\$ Budget	\$ Variance		
Water & Waste water	(\$5,870)	\$9,060	\$14,930	165%	Actuals were paid and 2025 accruals were adjusted accordingly. Budget timing/spread due the late start-up of the Association's irrigation systems by the Landscaper, and the pool season May start date.
Audit & Tax Prep	\$300	\$12,600	\$12,300	98%	Budget timing/spread
Legal	\$24,600	\$15,068	(\$9,532)	-63%	Higher legal service expenses than forecasted to date.
Holiday Decorating	\$27,668	\$8,665	(\$19,003)	-219%	Budget timing/spread
Homeowner Activities	\$4,116	\$7,300	\$3,184	44%	Budget timing/spread
Site Personnel	\$100,296	\$106,000	\$5,704	5%	Budget timing/spread
Coupons	\$7,044	\$0	(\$7,044)		Budget timing/spread
Printing & Copying	\$9,558	\$2,600	(\$6,958)	9300%	Budget timing/spread
Total	\$544,387	\$632,720	\$88,333		

Repair & Replacement Fund

As of April 30, 2026, The Repair and Replacement Fund reflected a net surplus of \$193,383 which is \$24,873 favorable to budget.

	Month Ending 04/30/2026				YTD 04/30/2026			
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %
Total Revenues	\$62,163	\$62,163	\$0	0%	\$248,656	\$248,656	\$0	0%
Total Expenses	\$11,422	\$7,600	(\$3,822)	-50%	\$55,273	\$30,400	(\$24,873)	-82%
Net Surplus (Deficit)	\$50,741	\$54,563	\$3,822	7%	\$193,383	\$218,256	\$24,873	11%

Cash and Investments

As of April 30, 2026, the Association held \$4,287,458 in cash and investments. It is noteworthy that the Operating Reserve Cash on Hand (COH) balance totaled only \$442,937. This balance has been significantly impacted by elevated net receivables of \$414,812, which consist of total accounts receivable of \$586,012, offset by an allowance for doubtful accounts of \$171,200.

Cash & Investment Balances as April 30 2026

	Cash	Investments	Total
Operating Fund	\$330,838	\$0	\$330,838
Operating Reserves	\$218,403	\$224,534	\$442,937
Replacement Fund	\$1,386,765	\$1,972,757	\$3,359,522
Community Center Fund	\$15,734	\$0	\$15,734
Special Projects Fund	\$138,428	\$0	\$138,428
Total	\$2,090,168	\$2,197,291	\$4,287,458

Delinquencies

As of April 30, 2026, total delinquencies amounted to \$586,012, representing a delinquency rate of 17%. Over the past nine months, 30-day delinquencies increased by \$64,704, or 168%, while 90-day delinquencies increased by \$183,945, or 46%. Accounts more than 90 days delinquent currently represent 77% of total delinquencies. During this same nine-month period, the overall delinquency rate increased from 13% to 17%.

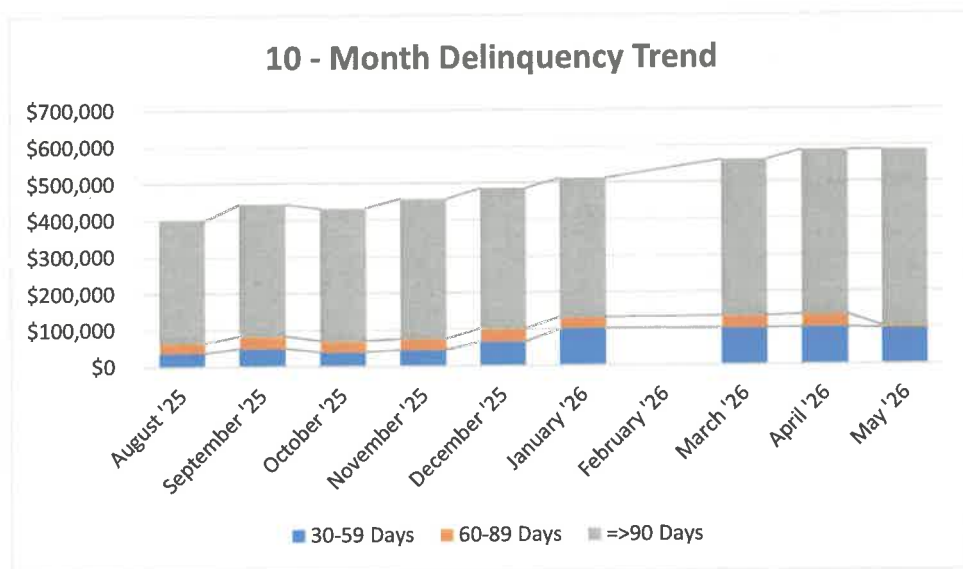
Elevated delinquency levels can have a significant adverse impact on the Association’s cash flow. It can also have a significant impact on mortgage financing, property values, and the overall financial health of a community.

Currently, one homeowner is subject to a pending foreclosure action, and three homeowners have filed for bankruptcy protection.

Delinquency 10-Month Trend

Month	30-59 Days	60-89 Days	=>90 Days	Total	Annual Assessment	Delinquency %
August '25	\$37,891	\$27,979	\$336,198	\$402,067	\$3,212,064	13%
September '25	\$49,937	\$33,356	\$360,114	\$443,407	\$3,212,064	14%
October '25	\$39,815	\$29,600	\$361,843	\$431,258	\$3,212,064	13%
November '25	\$43,996	\$31,735	\$381,659	\$457,390	\$3,212,064	14%
December '25	\$67,084	\$34,288	\$383,628	\$485,000	\$3,212,064	15%
January '26	\$101,705	\$30,265	\$381,314	\$513,284	\$3,451,560	15%
February '26				\$532,478	\$3,451,560	15%
March '26	\$100,604	\$33,173	\$427,129	\$560,906	\$3,451,560	16%
April '26	\$101,595	\$34,735	\$449,682	\$586,012	\$3,451,560	17%
May '26	\$99,158	\$5,473	\$481,811	\$586,442	\$3,451,560	17%

* February details unavailable





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

Virtual

May 27, 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)

Committee Members Absent:

Teika Haymon – Committee Member (CM)

Peacola Johnson – Committee Member (CM)

CAMP:

Tashawn Andrews – Assistant Manager/AC Liaison

Others Present Remotely:

Oak Creek Residents

Call to Order:

Chairman called the Access Committee (AC) meeting to order at 6:55 PM.

Approval of May 2026 Meeting Agenda:

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

Incident Report:

Chairman provided summary of incidents for – January - April 2026

By Party:

Party	Incidents
RESIDENT	7
VISITOR	5
Grand Total	12

By Gate:

Gate Entrance	Incidents
FOX TURN	4
PINE VALLEY	6
QUEEN ANNE	1
DEER RUN	1
Grand Total	12

- Total incidents (2026): 12
- Visitor-related: 5
- Resident-related: 7
- Unidentified: 1
- Incidents causing damage: 10
- Information retrieved: 9
- 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
 - N/A
- Clubhouse
 - N/A
- Pine Valley
 - Exit bifold was hit by a car on 5/24/2023 at approximately 10:34 PM. The gate is currently awaiting repairs.
- Deer Run Estates
 - N/A
- Deer Run
 - N/A

- Queen Anne
 - N/A
- Fox Turn
 - N/A
- Bolling Terrace
 - N/A
- Bamberg
 - N/A

Matters for Committee Discussion/Status Information:

- Board Liaison Updates
 - Board Liaison/Treasurer Michael McFarlane not in attendance.
- CAMP Liaison Updates
 - CAMP Liaison/Asst. Manager TaShawn Andrews provided relevant CAMP updates.
- Motion to amend implementation of open gates during rush hour. (Will be included as an option in new RFP)
- Motion to adjust gate timing and configuration. (Dependent on e-Loops installation)
- 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. (Approved)

Matters for Committee Recommendation:

- Underground LV Cabling & Conduit Replacement Program
 - AC reviewed reports provided by Dunbar and CAMP regarding identified significant deterioration and failure risks within the existing underground infrastructure
- Announcement to Committees – Strategic Planning
 - AC announced the Board’s Strategic Planning meeting scheduled for May 28, 2026 at 6:30pm.
- Project Prioritization List
 - AC reviewed the list and agreed the Underground LV Cabling & Conduit Replacement Program should be added.

Management/Committee Follow-up & Next Steps:

CAMP:

- Send AC Meeting invite for June 17, 2026. – NEW
- Follow-up with CM Craven regarding service interruptions at Fox Turn on 5/26/26 – NEW
- Establish timeline for Access Control RFP process – NEW

- Provide gate opening times to AC. – COMPLETE
- Secure e-loop quotes from Gate Logic. – COMPLETE
- Send AC Meeting invite for April 15, 2026. – CANCELLED
- Send AC Meeting invite for May 27, 2026. – COMPLETE
- Post AC Meeting minutes for January 21, 2026 to Oak Creek HOA website. – PENDING
- Post AC Meeting minutes for February 18, 2026 to Oak Creek HOA website. – PENDING
- Post AC Meeting minutes for March 18, 2026 to Oak Creek HOA website. – PENDING
- 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:

- Coordinate timeline with CAMP for Access Control RFP process – NEW
- Review new e-Loops quote from Gate Logic. – NEW
- Attend Board Strategic Planning Meeting May 28, 2026. – NEW
- Compose May 27, 2026 AC meeting minutes. – NEW
- AC Meeting June 17, 2026. – NEW
- Complete AC Project List for 2026/2027. – COMPLETE
- Compose March 18, 2026 AC meeting minutes. – COMPLETE
- AC Meeting April 15, 2026. – CANCELLED
- 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 (two) provided general comments of support.

Adjournment:

A motion was made to adjourn by CM Yancy and seconded by CM Newton. Chairman Brown adjourned the AC meeting at 7:11pm.

Gate Claims 2026

Date of Incident	Location	Reimbursement Status	Amount	Vendor	What happened? Resident or Visitor
3/11/26	Fox Turn Resident Gate Arm	Not vehicle related.	\$5,278.80	DMV Gates	Gate arm fell off without any vehicle damage. * To replace Primary & Secondary Arms*
3/24/26***	Fox Turn Exit	\$250.00 *waiting*	\$250.00	DMV Gates	Home Depot truck was driving at an accelerated speed while exiting, causing gate arm to break off.
4/7/26	Deer Run Estates Exit Bifold	N/A	\$2,490.00	DMV Gates	Replacement of Primary Arm
4/11/26	Pine Valley Entrance	\$500.00	\$500.00	DMV Gates	Design Landscaping hit gate arm while entering community.
4/13/26	Main Resident Gate	N/A	N/A	DMV Gates	Gate was noted to be malfunctioning while operating. *No charge from DMV*
4/13/26	Clubhouse Entrance Gate	N/A	\$350.70	DMV Gates	Gate arm was noted to be malfunctioning and getting stuck in the closed position.
4/13/26	Deer Run Resident Gate	\$2,300.00	\$2,300.00	DMV Gates	Resident hit gate arm while entering community.
4/16/26	Fox Turn Resident Gate	\$250.00	\$250.00	DMV Gates	Resident hit gate arm while entering community.
4/16/26	Queen Ann Golf Gate	Service Call	\$250.00	DMV Gates	Gate was not operating properly.
4/16/26	Queen Ann Resident	N/A	\$250.00	DMV Gates	Gate is not operating properly. Not

					reading transponders/
4/17/26	Clubhouse Entrance	\$672.66	\$672.66	DMV Gates	Weisman Electric hit gate arm while entering the community. Replace the Red LED light strip on gate arm.
4/20/26	Queen Ann Golf Gate Entry	N/A	\$1,787.96	DMV Gates	Installation of Lift Master Main Control Board
4/21/26	Queen Ann Golf Gate Exit	N/A	\$795.00	DMV Gates	Installation of Traveler Carriage Service Kit.
4/21/26	Fox Turn Visitor Gate	\$250.00	\$250.00	DMV Gates	Bowie Trash and Trucking came through the visitor gate, hitting the gate arm while entering community.
4/23/2	Queen Ann Resident Gate	N/A	\$125.00	DMV Gates	Gate keeps malfunctioning after being repaired.
4/24/26	Main Resident Gate	N/A	\$250.00	DMV Gates	DoorDash driver over corrected car causing it to hit the gate arm.
4/24/26	Main Resident Gate	N/A *Homeowner responsible for damages*	\$250.00	DMV Gates	Uber was entering community when guard told her to use the Resident Gate as the Visitor gate was down. H/O triggered gate too early causing arm to hit uber car.
5/4/26	Fox Turn Resident	\$250.00	\$250.00	DMV Gates	Homeowner struck gate arm while entering community.
5/16/26	Fox Turn Resident	\$250.00	\$250.00	DMV Gates	Homeowner struck gate arm while entering community.
5/20/26*	Pine Valley Visitor	\$250.00	\$250.00	DMV Gates	School bus hit gate arm while entering community.

5/20/26*	Fox Turn Resident	\$2,423.00	\$2,423.00	DMV Gates	Resident hit and damaged gate arm causing it to be replaced.

Star (*) = waiting for payment



Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

From: Facilities Committee

Date: 5/28/2026

Re: **Request Board Approval of Committee recommendations:**

Suggested Motion:

- "I move that the facility committee receives the board approval on a Food Service Option (i.e. The Grove or possible Food Truck) during the 2026 Pool season."

Committee Recommendation (if any):

- The Committee would like to recommend that the board move to consider a Food Service Option (i.e. The Grove or possibly Food Truck) at Pool side during the 2026 Pool season.

Management Recommendation (if any): [Insert any recommendations provided by management.]

Action Needed: The committee Request the Board VOTE at the next Board Meeting or virtually due to Pool season schedule.

TABC



Oak Creek Club Homeowners Association, Inc.
Board of Director's Meeting
June 9, 2026

MANAGEMENT REPORT

- A. CAMP Staff Announcement dated 5-21-26:** As part of CAMP's continued growth and commitment to excellence, we are pleased to announce the addition of Maria Au to the CAMP team as Vice President of Financial Services. Maria brings more than 30 years of accounting and financial management experience to CAMP. Throughout her distinguished career, she has served in key leadership roles, including Accountant, Chief Financial Officer, and most recently, Vice President of Financial Operations for a large management company specializing in community associations. Her extensive expertise in financial operations, strategic planning, and community association management will be a tremendous asset to our organization and the communities we serve. **Please see the enclosed announcement and join us in welcoming Maria Au to the CAMP team.**
- B. Tennis Court Resurfacing Update 6-3-26:** Add in Tennis, LLC began the approved repairs and resurfacing work on the two tennis courts on Thursday, May 28, 2026. As of today, the patch work has been completed, and Armor Crack has been applied. The first blue coat was completed on 6-2-26. Weather permitting, the project will continue as planned with completion scheduled for the first or second week of June.



- C. GoDaddy Email / Email Deliverability Concerns – Update 6/3/26:** The Oak Creek HOA email domain was listed on the UCEPROTECT Level 3 blocklist, which may have affected email deliverability. Management contacted GRS Technology Solutions to investigate. GRS has since recovered access to DNS management for the domain and completed updates to improve email authentication and deliverability, including DKIM and DMARC configuration. Please note that Management still does not have full access to the Oak Creek HOA GoDaddy account. GRS is continuing to investigate this matter. However, because GRS previously had limited access, they were able to address immediate email concerns. Residents are encouraged to review their email spam and junk mail settings regularly. If HOA communications are found in a spam or junk folder, please mark them as “Not Spam” and report the issue to GRS so it can be investigated and addressed.
- D. Pedestrian Gate Concerns – Update 6/3/26:** During Management’s recent discussions with GateLogic Security, their technician noted that the pedestrian gates may not have the appropriate operators installed. Management requested a written assessment, including supporting details and recommendations, to ensure compliance and report back to the Board. GateLogic provided information referencing UL325 guidance regarding the use of vehicle gate operators on pedestrian gates, along with a pedestrian gate operator specification sheet. Management is reporting this safety concern to the Board and the Community Access Committee for further review and direction. (See attachment 1 & 2) and the email below from GateLogic.

“Good Morning,

I hope you all had a great holiday weekend! If you review page 7 of 8 you will see the documentation from UL325 in reference to not putting vehicle gate operators on pedestrian gates. I have also attached a spec sheet for a pedestrian gate operator. If this is something you are interested in pursuing we would need to have someone from sales out to the site to detail each gate for replacement. In addition, our tech was recommending the property install speed bumps, but we typically don’t install speed bumps. However, after talking to our sales team this is something we can quote. Again, someone from our sales team would need to make a visit as we were primarily detailing for the loops. If you would like me to get a site visit set up just let me know.”

- E. Snow Removal Invoices Update 6/3/26:** As previously reported, Complete Landscaping Service (CLS) billed a Grand Total of \$72,775.00 for snow removal services as follows:

Invoice# CD50651722 (\$5,400.00)
Invoice# CD50652156 (\$67,375.00)
Grand Total for Snow Removal Services (\$72,775.00)

Management continued diligent efforts to negotiate discounted snow removal expenses but was met with continued resistance and disagreement. However, continuing efforts to negotiate

a slightly cheaper cost than **\$72,775.00** has finally proved to be a successful endeavor to yield **total cost savings of \$6,737,50**. CLS has stated the following:

"I wanted to let you know that I went ahead and applied a 10% reduction to the larger invoice as discussed. Please take a moment to review it. I truly value our working relationship and appreciate you working with us on this matter. Thank you for your continued partnership."

As a result, the new totals are as follows:

Invoice# CD50651722 (**\$5,400.00**)

Invoice# CD50652156 (**\$60,637.50**)

New Grand Total for Snow Removal Services (\$66,037.50)

Management has now submitted full payment to CLS for snow removal services.

- F. Pool Inspection and Pool Opening – Update 6-3-26:** As a result of the Board's approval of several recent consent agenda items, Management was able to work expeditiously with Premier Pool Management, Inc. to complete the necessary repairs on Saturday, May 23, 2026. Management was onsite throughout the repair/replacement process to assist with coordination efforts and help ensure a successful outcome. Premier Pool Management, Inc. officially opened the pool on Monday, May 25, 2026, at 11:00 a.m.

A special thank you to the Board of Directors for your support, responsiveness, and commitment throughout this process.

A reminder to sign up for your Member Splash profile at https://oakcreekclubhoa.membersplash.com/?utm_source=chatgpt.com.

Lifeguards will check reservations to confirm residency and household membership. If you used the Member Splash system during the previous pool season, your login information will remain the same. Your keyfob and CellGate app will provide access to the swimming pool during operating hours.

Click the link below to access the 2026 Pool Rules and Regulations for your review and quick reference. If you have any questions or concerns, please contact the Management Office at (301) 390-1721 during normal business hours, Monday–Friday, 9:00 AM–5:00 PM

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.oakcreekclubhoa.com%2Fwp-content%2Fuploads%2F2025%2F05%2FPool-Rules-1.docx&wdOrigin=BROWSELINK>

We look forward to a safe and enjoyable pool season!

- G. Board-Approved Investment Motions from May 12, 2026 – Update 6-3-26:** Management followed up with Mr. Ted Hart of Morgan Stanley regarding the Board approved motions from

the May 12, 2026 Town Hall Meeting. Mr. Hart confirmed that all authorized purchases have been completed. Management has requested transaction documentation so that tangible records can be provided to the Board. Morgan Stanley is also working to provide Management with view-only online access to review the reinvestment purchases; however, setup is still pending. Approximately \$1,000,000 in cash has been invested as follows:

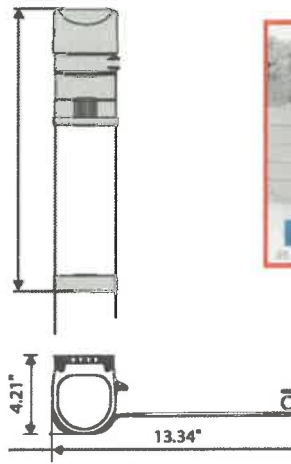
- Five U.S. Treasury securities totaling \$750,000, with each security valued at \$150,000.
- Two Certificates of Deposit totaling \$250,000, in the amounts of \$150,000 and \$100,000, respectively.

The current cash balance at Morgan Stanley is approximately \$214,000. Verbal reinvestment instructions were provided by an authorized signatory on June 2, 2026, for the Discover Bank Certificate of Deposit that matured on that date.

H. Conveyances - 24 conveyances year-to-date for 2026.



Electromechanical automation systems for pedestrian swing gates



24V reversible electromechanical operator for pedestrian swing gates up to 4 ft./175 lbs., for use in homes and apartment buildings. Its small size allows for installation on small pillars and columns (minimum width 3.15" required). The slide arm option ensures avoidance of obstacles and constraints close to the operator. The limit switch function is regulated by the absolute encoder. The D-track system with slide arms and anti-shear design ensures that the gate moves safely by tracking friction, position, and force. A Bft photo eye is required.



d-track



D-Track dynamic path tracking: smart torque management system that constantly updates the gate torque level, ensuring safe gate operation regardless of weather conditions, temperature, or the degree of wear of the system.

Absolute Encoder: absolute encoder allows that the E5 BT A recognizes the position of the gate at any time, managing the slow down phase during opening and closing with absolute precision.

Ease of installation: the fixing bracket on the column or pillar provides simpler installation. The Thalia UL control unit has standardized color terminal blocks which provides the identification of the outputs/inputs. The removable terminal blocks facilitate the wiring process. Extremely easy to set the closing and opening limit switches.

Speed: The E5 BT A12 takes only 4.5 to 6.5 seconds to open (90° to a° operation, including slowdown), based on the weight and dimensions of the gate leaf.

Push&Go: When activated, the Push & Go function allows the gate to open completely when manually pushed.

Multi-family or commercial sites: The E5 BT A12 is ideal for apartment installations or public buildings, with features such as remote opening from inside the building and the ability to set the gate to close automatically after opening.





DASMA

Door & Access Systems
Manufacturers Association
International

GATE OPERATOR & ACCESS CONTROL POINT SYSTEMS DIVISION

TECHNICAL DATA SHEET

#353

1300 Sumner Avenue
Cleveland, Ohio 44115-2851
Phone: 216-241-7333 • Fax: 216-241-0105
E-mail: dasma@dasma.com

Gate Operators and the ANSI/UL 325 Standard

Introduction

UL 325 is a standard for safety that addresses the automatic operation of garage doors, vehicular gates, louvers, and windows. In this Technical Data Sheet, we will provide you with some background information about UL, UL standards, and the requirements in UL 325 that apply to vehicular gate operators. In addition to this Technical Data Sheet, DASMA has produced a brochure that summarizes safety issues related to automated vehicular gates. The brochure is available on the DASMA website on the following web page:

<http://www.dasma.com/pdf/publications/brochures/GateSystemsSafetyBrochure.pdf>

What is UL

Underwriters Laboratories, Inc., established in 1894, is self-described as “the leading third-party certification organization in the United States and the largest in North America.” UL’s primary stated mission is “to evaluate products in the interest of public safety.” Note that while UL declares it is the “leading” third-party certification organization, it is not the only one. There are other testing laboratories and certification organizations in the United States and in many other countries.

What is a UL Standard

UL standards are voluntary standards that establish minimum requirements for a product. The standards are developed via an open, non-exclusionary process, and they continually evolve over time. “Voluntary” means that the standard has not been initiated through any government or similar regulatory agency mandate. “Minimum” means that the industry and those who developed the standard believe that the requirements should be met by all participants and products governed by the standard and that more stringent provisions may be adopted by some in the industry. Finally, an “open, non-exclusionary process” indicates that any interested party can participate in the development of a UL standard. In addition, a number of UL standards have undergone a review and voting process in order to obtain additional recognition as American National Standards.

Note: Technical Data Sheets are information tools only and should not be used as substitutes for instructions from individual manufacturers. Always consult with individual manufacturers for specific recommendations for their products and check the applicable local regulations.

This Technical Data Sheet was prepared by the members of DASMA's Operator & Electronics Division Technical Committee. DASMA is a trade association comprising manufacturers of rolling doors, fire doors, grilles, counter shutters, sheet doors, and related products; upward-acting residential and commercial garage doors; operating devices for garage doors and gates; sensing devices; and electronic remote controls for garage doors and gate operators; as well as companies that manufacture or supply either raw materials or significant components used in the manufacture and installation of the Active Members' products.

The purpose of this process is to gain a wider acceptance of a specific standard. The process typically includes interested individuals and organizations that may have direct or material interest in a particular standard. UL 325 is one of the standards that have attained the ANSI (American National Standards Institute) designation.

What is the UL 325 Standard

For products within the scope of the standard, UL 325:

1. Contains the basic qualifying factors that products must meet in order to be documented (listed) and marked (labeled) as complying with the requirements of the UL 325 voluntary Listing and Labeling program;
2. Provides methods for testing products, primarily related to safety performance;
3. Covers installation of products in accordance with the National Electrical Code, which is maintained by the National Fire Protection Association (NFPA) and is in force nationwide. UL 325 is to be harmonized with this Code;
4. Addresses safety concerning potential fire and electrical hazards, as well as the safety of the general public.

How is UL 325 Used

UL 325 is used as a basis to test products at a nationally recognized testing laboratory. Gate operator manufacturers that choose to participate in a listing and labeling program submit their products for testing. If they are found to be in compliance with the UL 325 standard, they are “Listed” and receive a “Mark.” It is very important to remember two facts:

- There are laboratories other than UL that are capable of listing and labeling products to the UL 325 standard, including Intertek Testing Services NA, Inc., Met Laboratories, Inc., and TUV Rheinland of North America, Inc. A “UL label” is not a generic term. For example, many people use “Kleenex” and “Band-Aid” as generic terms when, in fact, they are specific brand names. UL is a brand name, and “UL label” should not be used generically.
- Products are not approved by UL or other laboratories. Approval implies acceptance of responsibility for compliance with standards. This responsibility lies with the listing and labeling applicant and not with the laboratory. The burden of proof regarding data always lies with the manufacturer.

Note: Technical Data Sheets are information tools only and should not be used as substitutes for instructions from individual manufacturers. Always consult with individual manufacturers for specific recommendations for their products and check the applicable local regulations.

This Technical Data Sheet was prepared by the members of DASMA's Operator & Electronics Division Technical Committee. DASMA is a trade association comprising manufacturers of rolling doors, fire doors, grilles, counter shutters, sheet doors, and related products; upward-acting residential and commercial garage doors; operating devices for garage doors and gates; sensing devices; and electronic remote controls for garage doors and gate operators; as well as companies that manufacture or supply either raw materials or significant components used in the manufacture and installation of the Active Members' products.

Development of UL 325

The first edition of UL 325 was released in 1973. That edition was primarily focused on the electric operation of garage doors and did not contain provisions for gates. DASMA members of the gate operator industry initiated the inclusion of vehicular gate operator provisions within UL 325 in the early 1990's.

Overview of UL 325 and Gates

Highlights of UL 325 include the following:

- A glossary which defines each type of operator
- Different classes of gate operators
- Entrapment* protection criteria for types of operators
- Requirements for gate construction and installation (for detailed requirements regarding construction, see ASTM F2200, *Standard Specification for Automated Vehicular Gate Construction*)
- Instructional requirements and warning requirements

*In the document, entrapment is defined as "the condition when an object is caught or held in a position that increases the risk of injury."

The heart of the UL 325 provisions for gate operators and entrapment protection is section 32 and tables 32.1 and 32.2. These parts of the UL 325 standard outline the options for different means of protecting against entrapment and state the minimum quantities of entrapment protection sensors for each type of gate operator.

Section 32.1.1 states: "A vehicular gate operator or vehicular barrier (arm) operator shall:

- a. Have provisions for or be supplied with, a minimum of two independent entrapment protection means as specified in Table 32.1 for each entrapment zone.
- b. Operate only after installation and enabling of the minimum number of acceptable entrapment protection means, as specified in Table 32.2..."

Note: Technical Data Sheets are information tools only and should not be used as substitutes for instructions from individual manufacturers. Always consult with individual manufacturers for specific recommendations for their products and check the applicable local regulations.

This Technical Data Sheet was prepared by the members of DASMA's Operator & Electronics Division Technical Committee. DASMA is a trade association comprising manufacturers of rolling doors, fire doors, grilles, counter shutters, sheet doors, and related products; upward-acting residential and commercial garage doors; operating devices for garage doors and gates; sensing devices, and electronic remote controls for garage doors and gate operators; as well as companies that manufacture or supply either raw materials or significant components used in the manufacture and installation of the Active Members' products.

Table 32.1
Protection against entrapment
 Table 32.1 effective August 1 2018

Gate operator category	
Horizontal slide, vertical lift, and vertical pivot	Swing and vehicular barrier (arm)
Entrapment protection types ^a	Entrapment protection types ^a
A, B1, B2 or D	A, B1, B2, C or D
Note - The same type of device shall not be utilized for both entrapment protection means. Use of a single device to cover both the opening and closing directions is in accordance with the requirement.	
^a Entrapment protection types:	
Type A - Inherent entrapment protection system. See 32.1.6.	
Type B1 - Non-contact sensor (photoelectric sensor or the equivalent). See 32.1.7 - 32.1.15.	
Type B2 - Contact sensor (edge device or the equivalent). See 32.1.8 and 32.1.17 - 32.1.19.	
Type C - Inherent force limiting, inherent adjustable clutch or inherent pressure relief device. See 32.1.21 and 32.2.1.1 (b) .	
Type D - Actuating device requiring continuous pressure to maintain opening or closing motion of the gate. See 32.1.22 and 32.1.23.	

This table is reprinted from the 7th edition of UL 325 and is reprinted with the permission of Underwriters Laboratories, Inc.

Table 32.2
Minimum quantity of entrapment protection means
 Added Table 32.2 effective August 1, 2018

	Opening	Closing
Horizontal Slide Gate	2	2
Horizontal Swing Gate	2*	2*
Vertical Pivot Gate	2	2
Vertical Lift Gate	1	2
*For a horizontal swing gate operator, at least two independent entrapment protection means are required in each direction of travel. Except, if there is no entrapment zone in one direction of travel, only one means of entrapment protection is required in that direction of travel; however, the other direction must have two independent entrapment protection means.		

This table is reprinted from the 7th edition of UL 325 and is reprinted with the permission of Underwriters Laboratories, Inc.

Note: Technical Data Sheets are information tools only and should not be used as substitutes for instructions from individual manufacturers. Always consult with individual manufacturers for specific recommendations for their products and check the applicable local regulations.

This Technical Data Sheet was prepared by the members of DASMA's Operator & Electronics Division Technical Committee. DASMA is a trade association comprising manufacturers of rolling doors, fire doors, grilles, counter shutters, sheet doors, and related products; upward-acting residential and commercial garage doors; operating devices for garage doors and gates; sensing devices, and electronic remote controls for garage doors and gate operators; as well as companies that manufacture or supply either raw materials or significant components used in the manufacture and installation of the Active Members' products.

Gate Definition and Types

UL 325 defines a gate as “a moving barrier such as a swinging, sliding, raising, lowering, rolling, or the like, barrier that is a stand-alone passage barrier or is that portion of a wall or fence system that controls entrance and/or egress by persons or vehicles and completes the perimeter of a defined area.” The main types of gate operators/systems addressed in UL 325 are barrier, vertical pivot gate, horizontal slide gate, swing gate, and vertical lift gate. It is important to note that all gate operators included in UL 325 are defined to be used with vehicular gates and NOT PEDESTRIAN GATES. Property owners must provide a separate entrance for pedestrian access because pedestrian gates provide a safe way for pedestrians to enter or exit a property and help to keep people away from vehicles and automatic vehicular gate systems.

Gate Operator Classifications

Four distinct types of classifications have been established:

- Class I: "A vehicular gate operator (or system) intended for use in garages or parking areas associated with a residence of one-to four single families."
- Class II: "A vehicular gate operator (or system) intended for use in a commercial location or building such as a multi-family housing unit (five or more single family units), hotel, garages, retail store, or other buildings accessible by or servicing the general public."
- Class III: "A vehicular gate operator (or system) intended for use in an industrial location or building such as a factory or loading dock area or other locations not accessible by or intended to service the general public."
- Class IV: "A vehicular gate operator (or system) intended for use in a guarded industrial location or building such as an airport security area or other restricted access locations not servicing the general public, in which unauthorized access is prevented via supervision by security personnel."

Provisions of Note Regarding Gate Operators

We have identified the following notable provisions included in UL 325 that are relevant to gate operators and related entrapment protection devices.

1. *For MOST installations, at least 2 independent means of protecting against entrapment are required in each direction of travel. For ALL installations, at least 2 independent means of protecting against entrapment are required in each direction WHERE THERE IS A RISK OF ENTRAPMENT.*
2. ALL external means of protecting against entrapment must be monitored.

Note: Technical Data Sheets are information tools only and should not be used as substitutes for instructions from individual manufacturers. Always consult with individual manufacturers for specific recommendations for their products and check the applicable local regulations.

This Technical Data Sheet was prepared by the members of DASMA's Operator & Electronics Division Technical Committee. DASMA is a trade association comprising manufacturers of rolling doors, fire doors, grilles, counter shutters, sheet doors, and related products; upward-acting residential and commercial garage doors; operating devices for garage doors and gates, sensing devices, and electronic remote controls for garage doors and gate operators; as well as companies that manufacture or supply either raw materials or significant components used in the manufacture and installation of the Active Members' products.

3. *Slide gate operators for Classes I and II, and vertical lift-gate operators shall not exceed a speed of 1 foot per second when the operator is pulling 75 pounds or more.*
4. *Manufacturers will be required to specify a brand and model number of external sensors compatible for connection to an operator. This provision arose from concern over the gate operator and external devices acting in tandem as a system, with a maximum allowable fault rate of 6 failures in 1 million hours of use (which equates to 115 years of continuous operation).*
5. *After sensing an obstruction, reversing must begin within 2 seconds. This requirement is intended to keep a person from being entrapped in a stationary position by the gate system. After the first contact the gate must reverse and travel a minimum of 2 inches. If a second contact is detected by a Type A device (inherent sensor), the gate must stop only and not reverse. If a second contact is detected by Type B1 or B2 device (photoelectric sensor or edge sensor), the gate must stop but may also reverse.*
6. *After any obstruction stop or reversal by either an A or B2 device, the timer-to-close is disabled until reset. Both A and B2 devices sense direct gate contact with an obstruction, and the devices must perform their intended function without interference from a timer-to-close action.*
7. *A Type A (inherent sensor) must stop the gate upon sensing a second sequential obstruction, must activate an audio entrapment alarm, and must not operate until an intended hard wired input is received. A person within the line of sight of the gate must see what has caused the second sequential obstruction and must resolve this obstruction before operating the gate.*
8. *If a Type C device is chosen, swing gates must not exert more than 40 pounds of force at the leading edge of the shortest recommended gate length, two seconds after initial start-up.*

Installation Effects

The UL 325 gate operator provisions have an effect on gate and fence dealers:

1. Gate and fence dealers should look for an indication of the class of each operator, which will be specified by the gate operator manufacturer.
2. Fence dealer sales personnel must match the site application with the class of operator. The gate operator manufacturer should be contacted if there is any question about the site application.
3. Ensure that all potential entrapment zones are protected as required in Tables 32.1 and 32.2, which must be described in the instruction manual for the gate operator. For most automatic gates, external entrapment protection sensors will be required. The expertise of dealers is required to apply the provisions of the standard to the wide variety of site specific conditions that are encountered in the field.

Note: Technical Data Sheets are information tools only and should not be used as substitutes for instructions from individual manufacturers. Always consult with individual manufacturers for specific recommendations for their products and check the applicable local regulations.

This Technical Data Sheet was prepared by the members of DASMA's Operator & Electronics Division Technical Committee. DASMA is a trade association comprising manufacturers of rolling doors, fire doors, grilles, counter shutters, sheet doors, and related products; upward-acting residential and commercial garage doors; operating devices for garage doors and gates, sensing devices, and electronic remote controls for garage doors and gate operators; as well as companies that manufacture or supply either raw materials or significant components used in the manufacture and installation of the Active Members' products.

4. The gate operator manufacturer will provide extensive guidance and instructions which must be followed at all times. Any questions should be directed to the gate operator manufacturer.
5. A minimum of two (2) warning signs must be displayed in the area of the gate. UL 325 includes specific requirements on the format, content, and placement of these signs.

Factors Related to Automatic Gate Construction and Installation

- Vehicular gate operators can ONLY be used on vehicular gates and never pedestrian gates.
- A separate pedestrian gate must be provided for all sites where pedestrian access is likely.
- The design and construction of all automatic gates and the adjacent fence must conform to ASTM F2200.
- Adequate clearance should be provided between a swinging gate and adjacent structures to reduce risk of entrapment.
- A sliding gate should work smoothly with easy rolling/movement in both directions prior to the installation of the operator.
- All gate activation controls should be as far away from the gate as possible and must be at least 6 feet from the gate to reduce the opportunity for "reach-through" injury.
- Warning signs and placards must be installed and be must visible in the area of the gate opening from both sides of the gate.
- See DASMA TDS-370 and ASTM F2200, *Standard Specification for Automated Vehicular Gate Construction* for information about gate construction.

Device-Specific Installation Instructions

There are also specific installation requirements for each type of external entrapment protection sensor. These specific requirements emphasize the care and attention that each device must be given prior to and during installation.

All external entrapment protection sensors must be monitored, and the operator must verify the presence of every device at least once during each open and close cycle. According to the standard, "Upon monitoring, should any device not be present, or a fault condition occur that precludes the sensing of an obstruction, including an interruption of the wireless signal to the wireless device or an open or short circuit in the wiring that connects the external entrapment device to the operator and the device's supply source, the operator shall function with constant pressure...for the direction of travel being protected, or shall only be able to be moved manually...."

There shall be no modification made in the field to bypass, interfere with, or otherwise defeat the monitoring function by adding, suppressing, or changing, either on the operator or on external entrapment protection

Note: Technical Data Sheets are information tools only and should not be used as substitutes for instructions from individual manufacturers. Always consult with individual manufacturers for specific recommendations for their products and check the applicable local regulations.

This Technical Data Sheet was prepared by the members of DASMA's Operator & Electronics Division Technical Committee. DASMA is a trade association comprising manufacturers of rolling doors, fire doors, grilles, counter shutters, sheet doors, and related products; upward-acting residential and commercial garage doors; operating devices for garage doors and gates; sensing devices; and electronic remote controls for garage doors and gate operators; as well as companies that manufacture or supply either raw materials or significant components used in the manufacture and installation of the Active Members' products.

device(s) by the connection of wires; terminals; switches; jumpers; or components supplied with the operator or with the external entrapment protection device.

For gate operators utilizing non-contact sensor devices (Type B1), instructions should be consulted for placement for each application and care should be exercised to reduce the risk of nuisance tripping. One or more of these devices must be installed in all potential entrapment zones.

For gate operators utilizing contact sensor devices (Type B2), several requirements are spelled out in UL 325. One or more contact sensors shall be located in all potential entrapment zones.

A wired contact sensor shall be located, and its wiring arranged, so that communication between the sensor and the gate operator is not subjected to mechanical damage. A wireless contact sensor shall be located where the transmission of the signals is not obstructed or impeded by building structures, natural landscaping, or similar obstructions, and shall function under the intended end use conditions.

For gate operators utilizing a continuous pressure activating device (Type D), controls must be placed so that a user has full view of the gate area when the gate is moving. A placard must be placed adjacent to the controls, and no other activation device shall be connected. Most importantly, an automatic closing device shall not be employed.

Statements in Manufacturer's Instructions Concerning Installation

Gate and fence dealers can expect to see detailed information regarding compliance with the UL 325 standard in gate operator instruction manuals. It is essential that dealers and installers follow all instructions provided by the operator manufacturer.

Note: Technical Data Sheets are information tools only and should not be used as substitutes for instructions from individual manufacturers. Always consult with individual manufacturers for specific recommendations for their products and check the applicable local regulations.

This Technical Data Sheet was prepared by the members of DASMA's Operator & Electronics Division Technical Committee. DASMA is a trade association comprising manufacturers of rolling doors, fire doors, grilles, counter shutters, sheet doors, and related products; upward-acting residential and commercial garage doors; operating devices for garage doors and gates, sensing devices, and electronic remote controls for garage doors and gate operators; as well as companies that manufacture or supply either raw materials or significant components used in the manufacture and installation of the Active Members' products.





- Management has received **33 architectural applications year-to-date**, demonstrating continued homeowner investment in property improvements and compliance with the architectural review process.
- Management completed **204 annual inspections during May**, bringing the **year-to-date total to 322 inspections completed**. Through these inspections and ongoing compliance efforts, **210 new violations were cited**, while **50 violations were successfully resolved**, resulting in improved compliance throughout the community.
- Management issued **79 violation letters** and **3 hearing notices** during May to address unresolved violations and ensure consistent enforcement of the Association's governing documents.
- In addition to inspections and compliance activities, Management processed **6 resale packages** and reviewed multiple architectural applications while continuing to support the Covtenants Committee and homeowners with design review requests and compliance education.



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*	0	0		
Applications Approved with Stipulations	0	1	1	3	2		
Applications Required More Info	0	1	1	2	3		
Denied	0	0	0	0	1		
Total Applications 2026	1	2	9	20	33		



INSPECTIONS AND VIOLATIONS 2026

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
Total Open:	5	2	58	220	170	
Courtesy Letter Sent:	2	6	3	0	42	
Violation Letter Sent:	4	1	12	223	79	
Hearing Notice Sent:	0	0	4	0	3	
New Cited Violations:	5	1	88	90	210	
Violations Abated:	0	4	1	116	50	
Completed Resales:	5	5	6	1	6	
Completed Annual Inspections:	0	0 *Starts 3/23/26	88	55	204	
YTD Totals for 2026:						
Homes Cited for Violations:	5	3	94	322	231	
Violations Abated:	0	4	5	121	171	
Annual Inspections Completed:	0	0	88	143	322	
Design Applications Submitted:	1	2	12	19	33	

Design Applications Approved:	1 *Management approved Solar Panel Project	2	4	17	25	
Vehicles Tagged:	31	42	28	65	48	

TAB

D



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
June 9, 2026

TOPIC: Consent Agenda Items

Motion by:

"I move to ratify the vote taken by the Board of Directors on May 3, 2026, approving Continental Pools Management Services' proposal for the full resurfacing of the main pool and wading pool, including tile repairs, in the amount of \$78,391.00."

"I move to ratify the vote taken by the Board of Directors on May 18, 2026, approving Premier Pool Management, Inc.'s Estimate #16162 for pool supplies in the amount of \$4,992.24."

"I move to ratify the vote taken by the Board of Directors on May 22, 2026, approving Premier Pool Management, Inc.'s Estimate #16191 for the replacement pool motor in the amount of \$5,784.00."

"I move to ratify the vote taken by the Board of Directors on May 23, 2026, approving Premier Pool Management, Inc.'s Estimate #16198 for the replacement of the main pool pump in the amount of \$7,620.00."

Summary:

- Complete resurfacing of the main pool and wading pool, including tile repairs
- Pool Supplies
- Replacement pool motor
- Replacement of the main pool pump

Please see all attached documentation.

TAB

E



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
June 9, 2026

TOPIC: Playground Patrol "Faults Only" Report Repair Proposal for Tot Lot off Hawley Lane.

Motion by:

"I move to approve the proposal from Playground Patrol for repairs to the tot lot located off Hawley Lane in the total amount of \$4,205.00."

Second by:

Summary: Management received updated proposals from Playground Patrol on May 27, 2026, following up on the August 2025 playground inspection "Faults Only" reports. The proposals address several items listed in the previous "faults only" report provided to the Board and the Facilities Committee. Below is a summary of the scope of work provided for all three (3) tot lot locations.

HAWLEY LANE: (TOTAL IS \$4205.00) – Needs board approval (see enclosed attachment)

- Add required stickers & labels - \$45.00
- Secure loose post caps w/ new pop rivets - \$275.00
- Replace missing fastener on Yellow Race Car - \$125.00
- Install (3) high traffic slide mats - \$790.00
- Install 38 cubic yards of playground certified engineered wood fiber - \$2,300.00 (management negotiated this price from \$2,508.00)
- Clean & sanitize existing equipment & furniture on site - \$495.00
- Trip / Crew / Fuel Fee (*regardless of options selected*) - \$175.00

BLEAK HILL PLACE: (TOTAL IS \$1,010.00) – Management has approved this work

- Add required stickers & labels - \$45.00
- Tighten loose fasteners & replace missing hardware - \$295.00
- Clean & sanitize existing equipment & furniture on site - \$495.00
- Trip / Crew / Fuel Fee (*regardless of options selected*) - \$175.00
- Rubber Repair (?) - By Others, we don't perform PIP Rubber Repair - For the damaged rubber, they suggested reaching out to "Playground Specialists" - <https://www.playspec.com/> - they installed the newest playground at Paramus Court. It was also recommended to reach out to Dave Smith (301-748-7067, dave@playspec.com) who manages Prince Georges County for them. Management will reach out to them.



PARAMUS COURT: (TOTAL IS \$445.00) – Management has approved this work

- Add required stickers & labels - \$45.00
- Replace (5) missing bench frame pipe caps - \$225.00
- Trip / Crew / Fuel Fee (*regardless of options selected*) - \$175.00

****Please note that that the above scope of work in no way constitutes bringing these play areas into FULL compliance. The above scope of work is simply a punch work to-do list based on an inspection report intended to reduce most of the hazards noted. ****

CAMP Recommendation: Management supports adoption of the motion.

Budget: The proposed expenditure will be charged to the Repair and Replacement Reserves for the Hawley Lane Tot Lot. Of the total cost, \$2,300 will be allocated to the “Mulch Replenishment” reserve component, while the remaining \$1,905 will be allocated to “Metal and Plastic Equipment”. Although no funds were budgeted for these reserve components in FY2026, the reserve study budgeted \$2,800 for “Mulch Replenishment” in FY2025 and has budgeted \$2,940 for FY2027, consistent with recommendations outlined in the FY2023 Reserve Study.

To date, no expenses have been incurred for “Mulch Replenishment” at the Hawley Lane Tot Lot, including no expenditures within the past three fiscal years. As this is a one-time expenditure intended to maintain the tot lot in good condition, Management recommends funding the work through the Association’s Repair and Replacement Reserves.

Based on PM+ Reserves guidance, expenses should generally be charged to reserve funds when they are one-time expenditures intended to maintain, repair, or replace reserve components and preserve them in good working condition. Conversely, expenses that are recurring in nature and expected to occur as part of the Association’s ongoing operations should be charged to the operating budget. Below is an excerpt from the 2023 Reserve Study.

FUNDING FROM RESERVE VERSUS OPERATING ACCOUNT - There could be components in this study the association is funding from the operating account. When there are, we recommend they be funded from the reserves. When components are worked on it usually extends their useful life - a proper reserve expense. Reserve funds are intended to keep property components in good repair and to replace those that need replacing; operating funds are intended for maintenance and reoccurring operating expenses.

Committee Recommendation (if Any): N/A

PRICE: The Total Price set forth above shall be due and payable in accordance with the payment terms set forth in this Agreement.

A. A nonrefundable deposit of 50% of the Total Price is due upon acceptance of this Agreement by the Customer. The balance of the Total Price shall be payable by the Customer within 15 days after the Service Date contemplated by this Agreement.

The Company accepts payment by check, credit card, or bank or wire transfer. For any payments made by credit card, you acknowledge that the Company charges an additional 3% credit card processing fee on each payment.

Owner is fully aware that the above scope of work in no way constitutes bringing these play areas into FULL compliance. The above scope of work is simply a punch work to-do list based on an inspection report intended to reduce most of the hazards noted. Owner should always consult the equipment manufacturer prior to modifying equipment. Playground Patrol is assisting in an attempt to reduce or eliminate hazards with this maintenance-related project.

LOCATION(S) OF SERVICE:

OAK CREEK CLUB TOT LOT off Hawley Lane, Upper Marlboro, MD.

SERVICE DATE(S): *[To complete based on selected Services within 3-6 weeks of receipt of deposit.]*

EXCLUSIONS:

None.

TERMS & CONDITIONS:

The Terms and Conditions attached to this Agreement are incorporated herein by reference and hereby made a material part of this Agreement.

(Signature Page Attached)

ACCEPTANCE BY CUSTOMER:

The prices, specifications, terms, and conditions set forth in this Agreement, including the Terms and Conditions attached hereto, are hereby accepted. By your signature below, you hereby authorize Playground Patrol, LLC to perform the services specified in this proposal and agree to promptly pay the total purchase price as set forth herein.

Customer Name: _____

By: _____
Authorized Signature of Owner or Representative

Date

Print Name of Owner or Authorized Representative

ACCEPTANCE BY COMPANY:

PLAYGROUND PATROL, LLC

Keith Lively

By: _____
Keith Lively, Managing Member

Date: *05/27/2026*

TERMS AND CONDITIONS

1. The Customer shall place orders for the services to be provided hereunder (the "Services") by completing, executing, and returning the attached proposal, together with these terms and conditions (the "Agreement"), to Playground Patrol, LLC ("Company") and paying the deposit set forth in the proposal, if applicable. The Agreement shall be effective on the date it is executed by the Customer ("Effective Date") and constitutes the entire agreement between the parties regarding the Services.

2. The term of the Agreement shall commence on the Effective Date and shall continue in full force and effect until terminated in accordance with this Agreement. The Customer may terminate this Agreement by providing thirty (30) days advance written notice to the Company. The Company may terminate this Agreement at any time upon written notice to Customer.

3. All amounts are due and payable in accordance with the payment terms set forth in the Agreement, including payment of a deposit prior to the Company commencing Services, if applicable. Time is of the essence for any payment owed hereunder. In the event that any payment due under this Agreement is not paid within thirty (30) days thereof, Customer shall pay 1.5% interest per month (18% annual rate) on any unpaid balance from the date such payment is due until paid in full. Returned checks will be subject to a \$35.00 returned check fee. Customer's failure to pay any amount when due is a material breach of this Agreement, which will entitle Company to do any or all of the following, in Company's sole and absolute discretion: (1) terminate this Agreement, in which event any unpaid balance on this Agreement shall immediately become due and owing for Services performed on or before the termination date; (2) suspend or terminate performance of the Services; and/or (3) commence civil actions against Customer. In addition to the foregoing remedies, Company shall also have the right to pursue any and all other remedies available as well as damages available under applicable law.

4. Any additional Services requested by Customer or other changes to this Agreement shall be set forth on an addendum, which shall include any applicable changes to the Total Price, and which shall be executed by both parties and incorporated by reference herein.

5. Customer represents and warrants that he/she/it either owns the location(s) where the Services will be performed or has the lawful authority to engage Company to perform the Services at such location(s) set forth herein and that he/she/it has the legal right, power and authority to enter into this Agreement and the person executing this Agreement on behalf of Customer (if applicable) represents and warrants that such person is duly authorized to execute this Agreement on behalf of Customer. Customer further represents that the location site conditions are in proper order for completion of the Services, which shall include ensuring Company vehicles have proximate access to the location where the Services will be performed and the location has sufficient water supply access if requested, and Customer agrees that he/she/it shall provide and maintain access to each location contemplated in the proposal at all times prior to completion of the Services. Customer acknowledges that his/her/its failure to provide the Company with access to any Service location shall be deemed a material breach of this Agreement. The Company shall not be responsible for any property damage caused during the performance of the Services and shall not be required to repair any such damage, including, but not limited, to any damage to grass or sod as a result of Company's use of vehicles at the Service location, unless such damage is the result of the Company's gross negligence or intentional misconduct.

6. Notwithstanding anything contained herein to the contrary, the Company is not responsible for any failure of or delays in the completion of the Services to the extent such failure or delay results from a Force Majeure Event. A "Force Majeure Event" means any of the following: weather conditions; vandalism; theft; natural disasters; pandemics or epidemics; Federal, state, and/or local rules, regulations, or orders, including orders or judgments of any court, agency or commission; delays in obtaining materials from third party manufacturers, distributors, suppliers, or other vendors; delays as a result of equipment malfunction or maintenance; issues related to the property and/or Services site that are not reasonably foreseeable; Acts of God; strikes or labor disputes; war or acts of terrorism; or any other cause or condition beyond the control of the Company. The Company and Customer agree that the date of completion shall be extended by the number of days equal to the period of delay caused by the event of Force Majeure.

7. THE COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND RELATING TO THE SERVICES (INCLUDING ANY REPORT), INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTY ARISING BY STATUTE, OPERATION OF LAW, COURSE OF DEALING OR PERFORMANCE OR USAGE OF TRADE. THE COMPANY MAKES NO WARRANTY THAT THE SERVICES (INCLUDING ANY REPORT) WILL MEET THE CUSTOMER'S REQUIREMENTS OR THAT THE SERVICES (INCLUDING ANY REPORT) WILL BE

ERROR-FREE, OR COMPLY WITH MANUFACTURER REQUIREMENTS, LIMITATIONS, AND/OR WARRANTIES. THE CUSTOMER EXPRESSLY AGREES THAT THE PROVISION OF THE SERVICES (INCLUDING THE CREATION OF ANY REPORT) ARE AT CUSTOMER'S SOLE RISK. THE CUSTOMER ACKNOWLEDGES THAT ANY REPORT CREATED AS PART OF THE SERVICES CONTEMPLATED HEREUNDER SHALL BE EFFECTIVE ONLY AS OF THE DATE OF THE REPORT AND THE COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING THE LOCATION AFTER THE EFFECTIVE DATE OF SUCH REPORT. THE SERVICES ARE PROVIDED WITH ALL FAULTS, ON AN "AS IS" AND "AS AVAILABLE" BASIS.

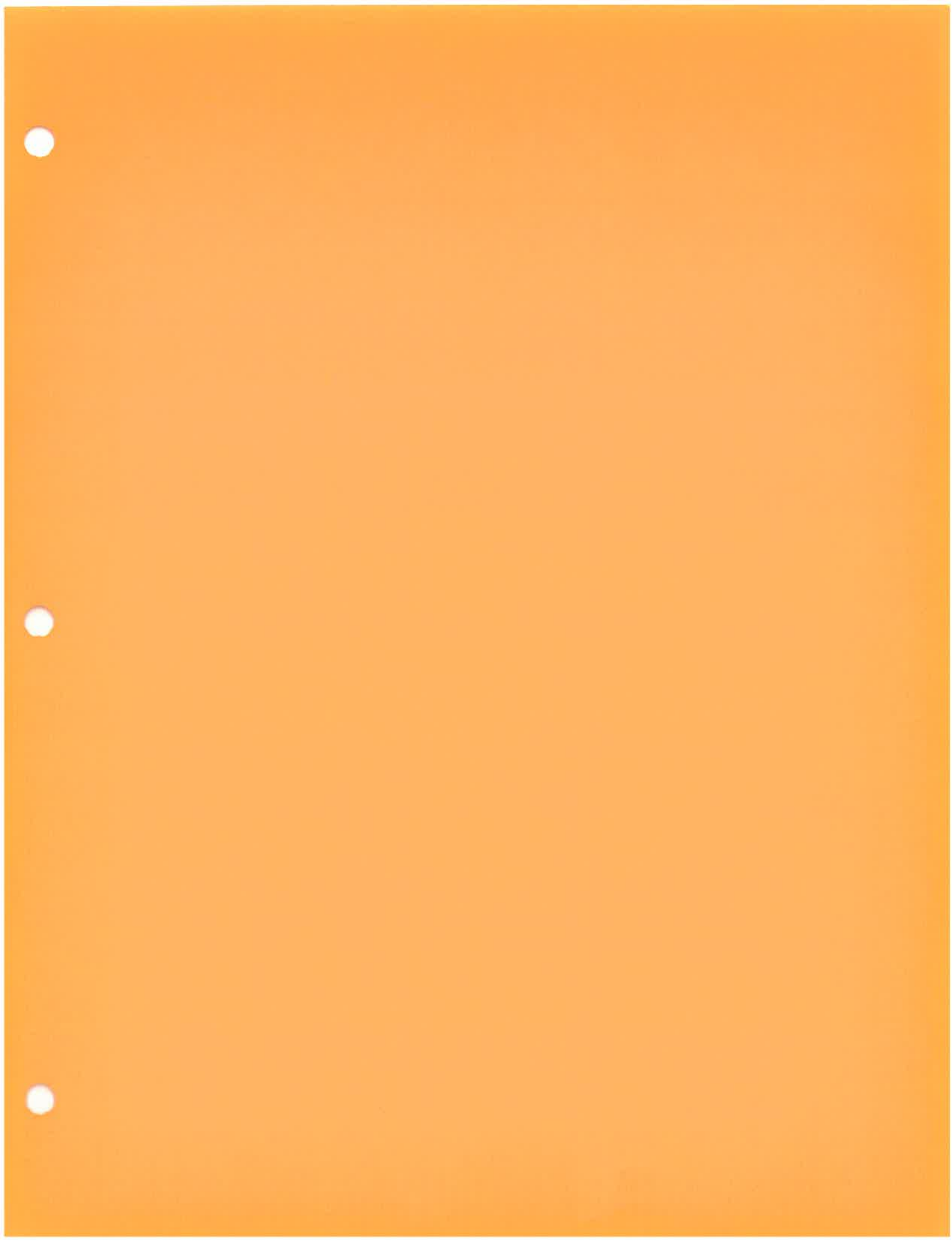
8. THE COMPANY SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST PROFITS, REVENUE, LOSS OF USE, INTERRUPTION OF PRODUCTION, COST OF CAPITAL, LOST DATA, PROPERTY DAMAGE, BODILY INJURY (INCLUDING EMOTIONAL DISTRESS) OR FOR ANY OTHER DAMAGES, OR SUMS PAID BY CUSTOMER, WHETHER IN AN ACTION FOR AGREEMENT, NEGLIGENCE, OR OTHER TORT OR OTHERWISE, EVEN IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, UNDER NO CIRCUMSTANCES SHALL COMPANY'S LIABILITY HEREUNDER EXCEED THE TOTAL PRICE PAID BY CUSTOMER.

9. Customer agrees to indemnify, defend, and hold harmless Company, and its owners, members, officers, directors, managers, employees, agents, contractors, insurers, legal and personal representatives, successors, and assigns (collectively, "Indemnitees"), from and against any and all losses, costs, obligations, liabilities, damages, penalties, actions, suits, causes of action, claims, demands, liens, encumbrances, security interests, settlements, judgments, and other expenses (including cost of defense, settlement, and reasonable attorneys' fees), of whatever type or nature, including, but not limited to, damage or destruction to property, physical or mental injury (including emotional distress) or death to any person or persons, which are asserted against, incurred by, imposed upon, or suffered by Indemnitees by reason of any third-party claims arising out of or otherwise relating to the performance of the Services.

10. The Agreement shall be interpreted, construed, and governed according to the laws of the State of Maryland, without regard to any otherwise applicable choice of law provisions. The Customer and Company agree that any action commenced to enforce the terms of this Agreement must be brought exclusively in the Courts for Montgomery County, Maryland. The Customer and the Company consent to the exclusive jurisdiction and venue of these Courts. The Customer expressly waives the right to transfer any action filed therein. The Customer agrees to accept service of process pursuant to Maryland Rules and procedures. In the event of any legal action arising under this Agreement or the relationship of the parties, the Company, if the substantially prevailing party, shall be entitled to receive all costs and expenses, including reasonable attorneys' fees, incurred in enforcing or defending any of the terms, covenants, or conditions of this Agreement or in any action relating to the relationship of the parties, including costs incurred prior to the commencement of any legal action and costs incurred in any appeal.

11. All notices required or permitted hereunder shall be in writing addressed to the respective parties as set forth in the Agreement, unless another address shall have been designated in writing, and shall be delivered by hand, electronically, or by regular mail to the respective addresses set forth above. The Customer may not assign this Agreement without the prior written consent of the Company. This Agreement is freely assignable by Company. The Company reserves the right in its sole discretion to amend these terms and conditions upon written notice to the Customer. The Agreement shall be binding upon, and inure to the benefit of, Customer and Company, and their respective successors and assigns. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signed counterparts may be delivered via electronic mail, with all executed copies so delivered to be deemed to have the same force and effect as if bearing all required original signatures.

12. THE COMPANY AND CUSTOMER HEREBY EXPRESSLY WAIVE ANY RIGHT TO A TRIAL BY JURY FOR ANY DISPUTES ARISING OUT OF THIS AGREEMENT OR BETWEEN THE PARTIES.





Oak Creek Club Homeowners Association, Inc.
Board Decision Request
June 9, 2026

TOPIC: Committee Appointment- Procurement Committee

Motion by:

"I move to approve the appointment of Cory Thomas to the Procurement Committee."

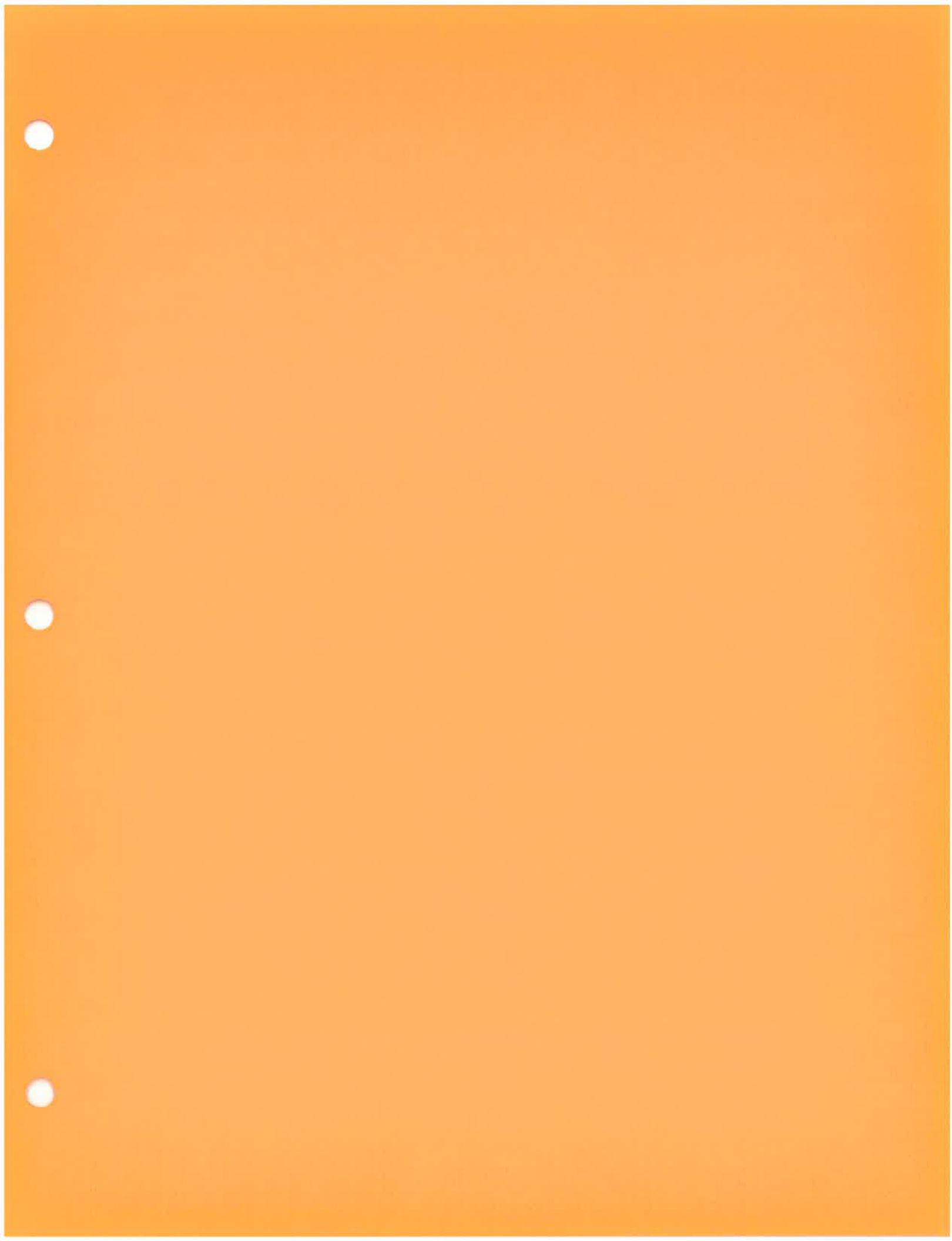
Summary:

Please see the attached form regarding the committee appointment below.

- Cory Thomas

CAMP Recommendation:

Management has verified that the member requesting to be a volunteer is in good standing with the association. Management recommends the approval of the request above.





Oak Creek Club Homeowners Association, Inc.
Board Decision Request
June 9, 2026

TOPIC: Mary Bowie East Entrance and Pool House Irrigation System Repairs

Motion by:

“I move to approve Complete Landscaping Service's proposal in the amount of \$2,585.00 for repairs to the irrigation system at the Mary Bowie East Entrance and Pool House.”

Summary:

Management received a proposal from Complete Landscaping Service dated May 26, 2026, for repairs to the irrigation system serving the Mary Bowie East Entrance and Pool House. During recent inspections and startup activities, several irrigation components were identified as damaged or non-functional, including spray nozzles, spray heads, rotary heads, and valve solenoids throughout the 76-zone Baseline irrigation system.

The proposed work includes the replacement of damaged components and associated labor required to restore proper irrigation coverage and system functionality. Timely repairs are recommended to maintain the health and appearance of landscaped common areas, prevent plant stress during the summer season, and ensure the irrigation system operates efficiently.

CAMP Recommendation:

Management recommends approval of Complete Landscaping Service's proposal in the amount of \$2,585.00 to replace damaged irrigation heads, nozzles, valves, and related components within the Mary Bowie East Entrance and Pool House irrigation system.

Budget: To be expensed from Replacement Reserves, Line Item: Irrigation System Upkeep. Current year-to-date expenditures are \$0, with \$4,380 remaining.



Date May 26th, 2026
Project Name Oak Creek Mary Bowie East Entrance Road
Site East Side Church Road and Mark Bowie Parkway
City, State, Zip Upper Marlboro MD. 20744
Attn: TaShawn Andrews
Phone# 240 437-6187
Email tandrews@oakcreekclub.com
Billing Address 14505 Mary Bowie Parkway. Upper Marlboro MD. 20744

Complete Landscaping Service
 2410 N. Crain Hwy
 Bowie, MD 20716
 (301) 218-1800

Prepared By: Scott Wilber

Scope of work: Proposed replacement of broken heads, nozzles and valve solenoids on 76 zone Base Line system.

Materials

Qty	Description	Unit	Total
32	Spray Nozzles	\$ 5.00	\$ 160.00
5	Spray Heads 4"	\$ 15.00	\$ 75.00
8	Rotary Heads	\$ 35.00	\$ 280.00
5	1.5" Electric Zone Valve	\$ 150.00	\$ 750.00
			\$ -

Labor:

8	Technician @ \$100 Hr @ 8 hours	\$ 100.00	\$ 800.00
8	Laborer @ \$65 / Hr @ 6 hours	\$ 65.00	\$ 520.00

Grand Total: \$ 2,585.00

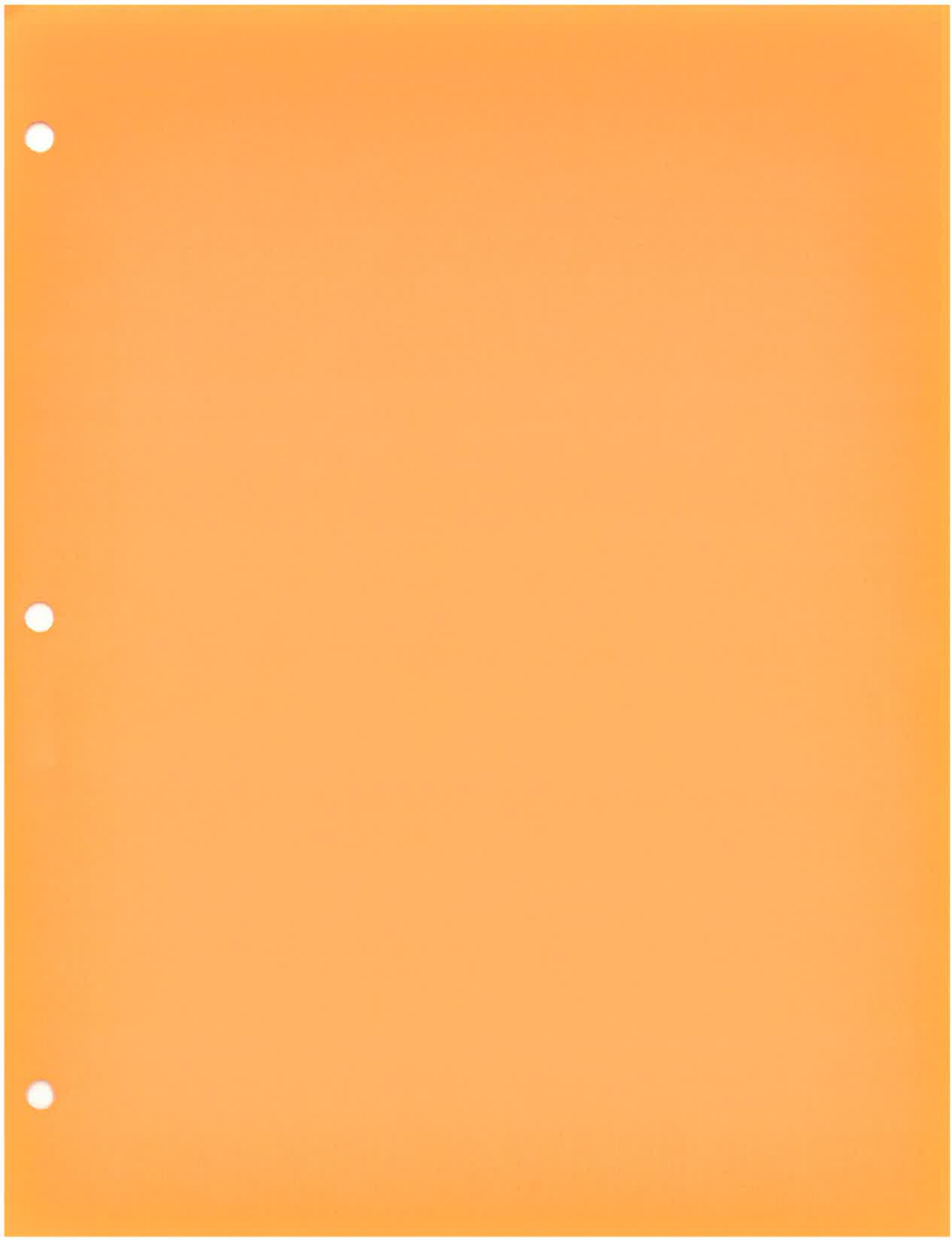
Conditions/Warranty:

Complete Industries, Inc. herein referred to as "Complete Landscaping Service" warrants that all plant material furnished under this contract meets the size and quality specifications of the Associated Society of Landscape Architects (ASLA). Products will also meet ASLA standards. All plant material shall be guaranteed for a period of one full year after installation, providing it maintained in a proper manner (One time replacement). Customer assumes risk of loss due to incorrect watering, application of fungicide, or insecticide or lack thereof. Additionally, in accordance with Complete Landscaping Service's GREEN PEACE OF MIND WARRANTY, all plant material described herein shall be guaranteed for as long as we maintain the property. It is also understood that Complete Landscaping Service shall not be liable for losses, damages, or delays occasioned by fire, strikes, vandalism, or materials stolen after delivery to customer, force majeure, inclement weather, floods, freight embargoes, national emergencies, acts of war or causes beyond its control. Prices quoted in offer are on condition that proposal will be accepted within thirty (30) days; thereafter, prices are subject to change.

Terms:

Unless otherwise agreed, in writing, payment in full is due upon completion of work by Complete Landscaping Service. In the event that the payments set forth are not received within fifteen (15) days after the due date for this and/or any additional contracts, Complete Landscaping Service has the right to temporarily suspend service without prejudice to collecting delinquent or future payments as stated in this or any additional contracts. After thirty (30) days, interest shall accrue on unpaid balance at the monthly periodic rate of 1.5% corresponding to 18% annual percentage rate. If suit is brought by Complete Landscaping Service for the recovery of payment due under this contract, customer agrees to pay all costs connected with suit, including reasonable attorney fees, whether or not suit proceeds to judgment. Parties agree that any venue for litigation at Complete Landscaping Service's option should be Anne Arundel County.

Submitted By: _____ Date _____ Accepted By: _____ Date _____





Oak Creek Club Homeowners Association, Inc.
Board Decision Request
June 9, 2026

TOPIC: RESCHEDULED STRATEGIC PLANNING MEETING DATE CONFIRMATION

Motion by:

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

Second by:

Summary: On Friday, May 29, 2026, Management emailed the following to the Board for consideration:

“The Strategic Planning Meeting was postponed and needs to be rescheduled. Potential dates for Board consideration include Monday, June 15; Monday, June 29; or Tuesday, June 30, all at 6:30 p.m. Management will discuss these dates with Jessica and present them for Board approval at the June 9th Board meeting. Please let Management know if you have any questions.”

Due to upcoming June 2026 committee meetings, related discussions, and the finalization of the draft FY2026 Reserve Study, Management recommends rescheduling the strategic planning meeting to June 30, 2026 to allow proper prioritization by the Board.

CAMP Recommendation: Management supports the adoption of this motion.

Budget: N/A

Committee Recommendation (if Any): N/A





Oak Creek Club Homeowners Association, Inc.
Board Decision Request
June 9, 2026

TOPIC: MATURING INVESTMENTS AT MORGAN STANLEY

Motion by:

"I move that the Board authorize the reinvestment of the following maturing investments in accordance with the Association's Investment Policy and the term recommendations of the Association's Financial Advisor:

- Bank of America CD in the amount of \$100,000, maturing on July 7, 2026; and
- U.S. Treasury Bill in the amount of \$100,000, maturing on July 15, 2026"

Second by:

Summary:

There are two investments maturing as follows:

- Bank of America Certificate of Deposit – \$100,000, maturing July 7, 2026
- U.S. Treasury Bill – \$100,000, maturing July 15, 2026

Verbal instructions from an authorized signatory will be required on the maturity dates.

CAMP Recommendation: Management supports adoption of the motion. Management also awaits further financial recommendations from the association's wealth management team, Mr. Ted Hard of Morgan Stanley.

Budget: N/A

Committee Recommendation (if Any): The Budget and Finance Committee recommends reinvesting. See enclosed email from the Budget and Finance Committee on 6-2-26

TAB

F



Oak Creek Club Homeowners Association, Inc.
Board Decision Request
June 9, 2026

TOPIC: CLOSED EXECUTIVE SESSION

Motion by:

"I move that the Board enter into a Closed Executive Session pursuant to the Maryland Homeowners Association Act to discuss matters permitted by law, including confidential and/or privileged information."

Second by:

Summary: Management recommends a closed meeting to discuss business matters pertaining to Oak Creek Club HOA, Inc. in accordance with the Maryland HOA Act

§ 11B-111. Meetings of homeowners association or its governing body.

"(4) A meeting of the board of directors or other governing body of the homeowners association or a committee of the homeowners association may be held in closed session only for the following purposes:

- (i) Discussion of matters pertaining to employees and personnel;
- (ii) Protection of the privacy or reputation of individuals in matters not related to the homeowners association's business;
- (iii) Consultation with legal counsel on legal matters;
- (iv) Consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters;
- (v) Investigative proceedings concerning possible or actual criminal misconduct;
- (vi) Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association;
- (vii) Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure;
- (viii) Discussion of individual owner assessment accounts;

(5) If a meeting is held in closed session under paragraph (4) of this section: (i) An action may not be taken and a matter may not be discussed if it is not permitted by paragraph (4) of this section; and (ii) A statement of the time, place, and purpose of a closed meeting, the record of the vote of each board or committee member by which the meeting was closed, and the authority under this section for closing a meeting shall be included in the minutes of the next meeting of the board of directors or the committee of the homeowners association.;"

CAMP Recommendation: Management supports the adoption of this motion.

Budget: N/A

Committee Recommendation (if Any): N/A