

**Oak Creek Club Board of Directors Planning Session Agenda**  
**Tuesday, January 23, 2024 @ 6:30 PM**  
**Virtual**

Call to Order 6:30 PM

Review of completed goals and objectives from the 2023 Planning Session:

Committee Chair or Co-Chair 2024 goal report to the Board:

Review of the 2024 Management Administrative Annual Calendar:

Resident Forum: 20 minutes (2 Minutes per person)

Final Board Member remarks:

Adjournment: 8:30p

## Oak Creek Club HOA 2023 Planning Session Results & Priorities

### Board of Directors

New residential parcel development/annexation/design/construction **(In Progress)**  
Relationship with golf club/Grove **(In progress)**  
Assignment of committee liaisons/adoption of liaison policy **(Complete)**  
Establish Ad Hoc Traffic Safety Committee Charter **(Complete)**  
Committee & homeowner training program **(Complete)**  
Solicit volunteers **(Complete)**  
volunteer appreciation  
CAI Community of the Year Award submission **(submitted)**  
In person vs. virtual meetings  
Adopt policy for handling tie votes for Board officer positions. **(Pending)**

### Facilities Committee

2023 pool contract recommendation due February 7, 2023 **(Complete)**  
New Oak Creek parcel/use/design/funding/construction  
Paramus Court tot lot fencing **(Complete)**  
Clubhouse refresh/painting & furniture **(In progress)**  
Storage concerns

### Grounds Committee

Recommendation re: grounds maintenance contract bid due April 11, 2023 **(Complete)**  
Sangerville Circle improvements/landscaping, fencing, border **(In progress)**  
Chesapeake Bay Stewardship Grant Program – trees  
Pet waste issues and solutions

### Access Committee

Recommendation re: community access control contract bid due April 11, 2023 **(In progress)**  
Recommendation re: new Fox Turn Gatehouse  
Gate alternatives/speed bumps @ gates/lighting cameras/improved signage

### Finance Committee

Recommendation regarding management contract bid, due April 11, 2023  
Review 2022 Audit **(Complete)**  
Recommend 2024 Budget **(complete)**  
Identify 2023 reserve study projects **(complete)**  
Offer support to other committees on project costs and sources of funding **(complete)**

### Communication Committee

Review/update social media policy **(Complete)**  
EZ text platform **(complete)**

Create "Did You Know" for Facebook

**Social Committee**

Event planning/budgeting/expense tracking (**Complete**)

Consider alternative events & locations (**Complete/In progress**)

Discuss RFP process & process for vendor selection (**In progress**)

Vendor payment processing & purchasing options/credit card (**In progress**)

Solicit non-committee member event volunteers (**Completed**)

Hold in-person meetings (**Complete**)

**Covenants Committee**

Applications

Violations

Appeals

**Ad Hoc Traffic Safety Committee/NEW**

Recommend speed mitigation options/police radar/speed bumps/camera tickets.  
(**In progress**)

# Oak Creek Club- 2024 Annual Calendar

<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
<p style="text-align: center;"><b>BOD PLANNING SESSION 1/23</b></p> <p style="text-align: center;">Establish Board Liaisons Establish Community Goals and Priorities</p> <p style="text-align: center;">Pool Mgmt Proposals Pool Whitecoat Proposals McFall &amp; Berry Renewal Contract EZ Texting Proposal JC Maintenance Contract Registration deadline for National Night Out (2/1/2024) Review Maturing Investments Manage Weather Events</p> <p><u>Committee Meetings</u> Finance Comm 1/8 Access Comm 1/17 Grounds Comm 1/11 Traffic Safety 1/10 Facilities Comm 1/25 Social Comm 1/18 Covenants Comm 1/16</p>	<p style="text-align: center;"><b>BOD MEETING 2/13</b></p> <p style="text-align: center;">Audit Engagement Letter McFall &amp; Berry Contract Renewal Pool Management Contract Pool Whitecoat Project EZ Texting Services Management Contract JC Maintenance Contract Renewal Reinvestment of CD's 2/7, 3/4, 3/13, 3/18, 3/28, 4/25/2024</p> <p style="text-align: center;">YELP Testing (Gate entrances) Manage Weather Events RFP Access Control</p> <p><u>Committee Meetings</u> Finance Comm 2/5 Access Comm 2/21 Grounds Comm 2/8 Traffic Safety Comm 2/14 Facilities Comm 2/29 Social Comm 2/15 Covenants Comm 2/20 Communications Comm 2/14</p>	<p style="text-align: center;"><b>TOWN HALL MEETING 3/12</b></p> <p style="text-align: center;">Tot lot mulch proposal Prepare for Watershed clean-up day 2023 Audit Begins Gates/Monument Sign Painting Proposals Plan Oak Creek Day Review Maturing Investments Manage Weather Events Board Package Production Member Splash Proposal GRS Proposal Gate Management vendor transition RFP Access Control</p> <p><u>Committee Meetings:</u> Finance Comm 3/4 Access Comm 3/20 Grounds Comm 3/14 Traffic Safety Comm 3/13 Facilities Comm 3/28 Social Comm 3/21 Covenants Comm 3/19</p>
<p style="text-align: center;"><u>APRIL</u></p> <p style="text-align: center;"><b>BOD MEETING 4/9</b></p> <p style="text-align: center;">Gates/Monument Sign Painting Reinvestment of CD 6/24/2024 Grounds contract Review Amenity Reservation System (Member Splash) GRS Contract Renewal Oak Creek Day Proposal approval Gates/Monument Sign Painting</p> <p style="text-align: center;">Tot lot Mulch Proposals Annual Arch Inspections Begin Connect Pool Phone Pool Registration Starts Pool Preparation Begins Schedule Landscaping Seminar</p>	<p style="text-align: center;"><u>MAY</u></p> <p style="text-align: center;"><b>TOWN HALL MEETING 5/14</b></p> <p style="text-align: center;">Audit Deadline Pool Opening (Memorial Day) Annual Flower Sale Grounds Maintenance Spring Flower installations Collections Referrals Confirm WSSC received backflow results.</p>	<p style="text-align: center;"><u>JUNE</u></p> <p style="text-align: center;"><b>BOARD MEETING 6/11</b></p> <p style="text-align: center;">Oak Creek Day Approval CD Reinvestment 9/16, 9/24/2024 2023 Audit Approval Review and Sign Tax Return Appoint Elections Committee</p> <p style="text-align: center;">Fire Extinguisher Service 6/30 Oak Creek Day Prep National Night Out Prep Pool Operations Grounds Maintenance Contract Finalize Electronic voting.</p>

<p>Schedule Annual Backflow testing Perform Generator Maintenance</p> <p><u>Committee Meetings:</u>  Finance Comm 4/1  Access Comm 4/17  Grounds Comm 4/11  Traffic Safety Comm 4/10  Facilities Comm 4/25  Social Comm 4/18  Covenants Comm 4/16  Communications Comm 4/16</p>	<p>YELP Testing (Gate Entrances)</p> <p><u>Committee Meetings:</u>  Finance Comm 5/6  Access Comm 5/15  Grounds Comm 5/9  Traffic Safety Comm 5/8  Facilities Comm 5/30  Social Comm 5/16  Covenants Comm 5/21</p>	<p><u>Committee Meetings:</u>  Finance Comm 6/3  Access Comm 6/19  Grounds Comm 6/13  Traffic Safety Comm 6/12  Facilities Comm 6/27  Social Comm 6/20  Covenants Comm 6/18  Communications Comm 6/12</p>
<p style="text-align: center;"><b><u>JULY</u></b></p> <p><b>TOWN HALL MEETING 7/9</b></p> <p>2025 Budget Development  Send Signed Audit Rep Letter  Oak Creek Activity  Pool Operations  Call for Candidates 7/31  Collections Referrals  Review Monthly Financials</p> <p><u>Committee Meetings:</u>  Finance Comm 7/1  Access Comm 7/17  Grounds Comm 7/11  Traffic Safety Comm 7/10  Facilities Comm 7/25  Social Comm 7/18  Covenants Comm 7/16</p>	<p style="text-align: center;"><b><u>AUGUST</u></b></p> <p>Final Budget Draft  Board Package Production  Call for Candidates 8/1  Annual Meeting Notice 8/1  Pool Operations  Collections Referrals  YELP testing (Gate Entrances)  Review Monthly Financials  Annual meeting preparation.</p> <p><u>Committee Meetings:</u>  Finance Comm 8/5  Access Comm 8/21  Grounds Comm 8/8  Traffic Safety Comm 8/14  Facilities Comm 8/29  Social Comm 8/15  Covenants Comm 8/20  Communications Comm 8/14</p>	<p style="text-align: center;"><b><u>SEPTEMBER</u></b></p> <p><b>BOARD MEETING 9/10</b></p> <p>CD Reinvestment 11/30/2024  GRS Contract Renewal  Dunbar Contract Renewal  JBI Generator Contract 11/2024  Hybrid Meeting Proposal Approval  Holiday Lighting Proposal</p> <p>Pool Closure 9/4/2024  Annual Meeting Prep  Election Prep  Holiday Event Prep  Obtain Insurance renewal quotes.  Collections Referrals  Review Monthly Financials  Lake Source contract renewal  Generator Preventative maintenance</p> <p><u>Committee Meetings:</u>  Finance Comm 9/2  Access Comm 9/18  Grounds Comm 9/12  Traffic Safety Comm 9/11  Facilities Comm 9/26  Social Comm 9/19  Covenants Comm 9/17</p>

<p style="text-align: center;"><b><u>OCTOBER</u></b></p> <p style="text-align: center;"><b>ANNUAL MEETING/ELECTION 10/8</b></p> <p>Board Package Production Candidates Forum Organizational Meeting Pool winterization Collections Referrals Review Monthly Financials Confirm 2025 Board and committee meeting dates</p> <p><b><u>Meetings/Events:</u></b> Finance Comm 10/7 Access Comm 10/16 Grounds Comm 10/10 Traffic Safety Comm 10/9 Facilities Comm 10/13 Social Comm 10/17 Covenants Comm 10/15 Communications Comm 10/9</p>	<p style="text-align: center;"><b><u>NOVEMBER</u></b></p> <p style="text-align: center;"><b>BOD MEETING 11/12</b></p> <p style="text-align: center;">Final 2025 Budget Approval Insurance Renewal Reinvestment of CD 12/11/2024 2024 Audit Engagement letter</p> <p>Playground Inspection (Hawley Ln., Bleak Hill Pl., &amp; Paramus Ct.) YELP Testing (Gate Entrances)</p> <p><b><u>Meetings/Events:</u></b> Finance Comm 11/4 Access Comm 11/20 Grounds Comm 11/14 Traffic Safety Comm 11/13 Facilities Comm 11/28 Social Comm 11/21 Covenants Comm 11/19</p>	<p style="text-align: center;"><b><u>DECEMBER</u></b></p> <p style="text-align: center;">Adult holiday party Update HOA Calendars for the upcoming year PG County HOA Registration</p> <p><b><u>Meetings/Events:</u></b> Finance Comm 12/2 Access Comm 12/18 Grounds Comm 12/12 Traffic Safety Comm 12/11 Facilities Comm 12/26 Social Comm 12/19 Covenants Comm 12/17 Communications Comm 12/11</p>

**Routine/Weekly/Monthly tasks:**

Send Community Communications-Daily

Place Community Signage for event/meeting reminders-Weekly  
Gate arm damage reimbursement request and follow up weekly.  
Update HOA Website Calendar-Monthly  
CAMP Enrichment Training-Monthly  
Resale Inspections-Per Request  
Covenants Inspection every Monday, Wednesday, and Thursday  
Transponder Programming-Daily  
Inspect Gate Entrances every Monday.  
Meet with/Dunbar every Wednesday at 1:00 PM-Weekly.  
Pull speed radar data on the 15<sup>th</sup> of every month monthly.  
Review accounts 90 days delinquent on the 15<sup>th</sup> of every month-Monthly  
Review and Pay invoices- weekly.  
Management Report -Biweekly or as needed.  
Follow up on gate arm reimbursements- weekly.  
Collection Referrals-monthly