



Oak Creek Club Homeowners Association

Board of Directors Virtual Meeting

Tuesday February 13, 2024

6:30 P.M.

Board Package

Prepared By: Tamika Davis, On Site Community Manager

Community Association Management Professionals

209 West Street, Suite #302, Annapolis, Maryland 21401

(703) 821-2267

Oak Creek Club Homeowners Association
Board of Directors Virtual Board Meeting
Tuesday, February 13, 2024, @ 6:30 P.M.

AGENDA

Call to Order: 6:30 P.M.

Explanation of Virtual Meeting Protocol/Agenda Order:

Approval of November 2023 Board Meeting Minutes: (Tab 1)

Management Report: (Tab 2)

Reinvestment Report: Susan Blackburn (Tab 3)

Covenants Report: TaShawn Andrews, Covenants Administrator (Tab 4)

Consent Agenda:

1. Approval of the vote taken on Tuesday, November 28, 2023, for the Lake Source Water Fall Pump Feature. (Tab 5)
2. Approval of the vote taken on Tuesday, November 21, 2023, for the Social Committee's request for an Event Planner for the 2023 holiday party. (Tab 6)
3. Approval of the vote taken on Monday, November 20, 2023, for the Weisman Electric proposal for the Bleak Hill Place light pole replacement. (Tab 7)
4. Approval of the vote taken on Tuesday, November 28, 2023, for Homestead Gardens. (Tab 8)
5. Approval of the vote taken on Monday, January 8, 2024, for the McFall and Berry 2024 snow removal contract. (Tab 9)
6. Approval of the vote taken on Tuesday, January 23, 2024, to approve the Goldklang 2023 audit engagement letter. (Tab 10)

New Business:

1. Review and Approval of Committee Volunteer Form(s) (Tab 11)
2. Review and Approval of cancellation of Sheriff's Sale for #R0297141L0251610 (Tab 12)
3. Review and approval of the Paradise Pools 2024 Pool Management Contract (Tab 13)
4. Review and approval of the Paradise Pools white coating Proposal for the Main and Wading Pool. (Tab 14)
5. Review of JC Maintenance 2024 Day Porter/Handyman Proposal. (Tab 15)
6. Review and Approval of the GRS Technology Solutions IT Services renewal. (Tab 16)

Resident Forum: 25 Minutes

Adjournment: 8:30 pm

**Oak Creek Club Homeowners Association
Board of Directors Meeting
Tuesday, November 7, 2023, @ 6:30 P.M.**

Board Members Present:

Keith Pierce—Vice President
Remi Duyile—Treasurer
Jessica P. Hill—Secretary (Minute Taker)
Travis Witmer—Developer Board Member

Board Member(s) Absent:

Dwight Ward—President

Other Present:

Susan Blackburn—President (CAMP)
Tamika Davis—On-Site Community Manager (CAMP)
Alexis Stevenson—On-Site Assistant Community Manager (CAMP)
TaShawn Andrews—Covenants Administrator (CAMP)
Members at Large (approximately 38 homeowners in attendance)

Call to Order:

Keith Pierce called the meeting to order at 6:35 P.M.

Explanation of Virtual Meeting Protocol:

Alexis Stevenson explained the meeting protocol and gave an overview of the agenda.

Approval of the September 2023 Board Meeting Minutes & October 2023 Organizational Meeting Minutes:

Keith Pierce moved to approve the September 2023 Board of Directors Meeting Minutes and the October 2023 Organizational Meeting Minutes with the updates recommended. Remi Duyile seconded the motion, which passed by a unanimous vote.

Management Report:

Tamika Davis provided the community with the management report. This report summarized the action items completed by the management team since the September 2023 Board Meeting. Mr. Pierce inquired about advertising the phone numbers for the homeowners that may have an issue with the green boxes in their yards. Ms. Hill inquired of the status of the crack repair in the tennis court. Ms. Stevenson provided the update that the vendor had death in the family and the Facilities Committee seeks to rebid without considering this vendor.

Financial Report:

Tamika Davis provided the community with the financial report. Ms. Davis reported the Association had \$3,698,102 in cash and investments as of the end of September 30, 2023.

Remi Duyile moved to approve the following maturing Morgan Stanley CDs in accordance with the Association's Investment ladder. Jessica P. Hill seconded the motion, which passed by a unanimous vote.

- | | | |
|-----------------------------|-----------|--------------------------|
| ➤ Comerica Bank TX | \$150,000 | Maturity Date 01/17/2024 |
| ➤ Morgan Stanley Private BK | \$100,000 | Maturity Date 02/07/2024 |

The Fund Balances were as follows:

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Bus Fund \$124,312
Community Center Fund \$145,691
Replacement Reserves \$2,347,394
Operating Reserves \$1,007,325

Mr. Witmer inquired about the \$22k, it should have been \$222k for collectible balance; updated. Ms. Duyile inquired about the Bus Fund changing the name and how are reinvestments decided. Susan Blackburn noted the Board has not identified where those Bus Fund dollars will go, once done, the fund can be renamed accordingly. Discussed the review of the investment funds if needed, if not reinvest them.

Covenants Report:

TaShawn Andrews provided the community with the Covenants report. This report summarized the October 2023 activity. Ms. Hill inquired about the violations in Fox Turn that were not mailed or possibly received and the 3rd party entries. Attributed to the mail as the delays. Will email the violations if needed. Ms. Andrews mentioned the 3rd party violation process and she confirms them and reenter them herself with pictures.

Committee Report(s):

- Budget and Finance Committee—No one present to provide the update.
- Social Committee—read by Alexis Stevenson Mr. Pierce inquired about the \$75 fee, would it come out of the Social Committee's budget. Gabi Powell provided clarification that Eventbrite is no cost. Mr. Pierce inquired about the process to use Eventbrite. Mr. Pierce moved to approve the use of Eventbrite to do register for the holiday party on Dec 9, 2023, with the mentioned requirements. Remi Duyile seconded the motion, passed by a unanimous vote. Ms. Davis agreed and allow the pertinent information added in the rsvp. The motion to approve the not to exceed amount of \$4,500 for the event company, Exquisite Designs. The Board then to approve the additional ask of not to exceed the \$4,770 for the mugs.

Consent Agenda:

Jessica P. Hill moved to ratify the vote made on October 15, 2023, by the Board of Directors to approved the Sheriff's Sale for File #70229.254. Remi Duyile seconded the motion, which passed by a unanimous vote.

New Business:

Jessica P. Hill moved to approve the 2024 Budget as presented. Remi Duyile seconded the motion, which passed by a unanimous vote.

Remi Duyile moved to approve the Insurance Renewal Policy as presented. Travis seconded the motion, which passed by a unanimous vote.

Jessica P. Hill moved to table the Code of Conduct until January 23, 2024, during the Planning Meeting. Remi Duyile seconded the motion, which passed by a unanimous vote.

Remi Duyile moved to approve Paramus Court Tot Lot Sidewalk Extension for \$3,060.39. Travis Witmer seconded the motion, which passed by a unanimous vote.

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Tuesday, November 7, 2023, @ 6:30 P.M.**

Jessica P. Hill moved to table this approval of the Additional Playground Equipment for Paramus Court Tot Lot. Keith Pierce seconded the motion, which passed by a unanimous vote.

Resident Forum:

Homeowners discussed the following issues:

Inquiry about the guardhouse at Fox Turn gate. Issues with the exit arm being broken continuously. When the guards are present the strikes tend to be less.

Interested in the Election Committee; and additional information is needed on updating the bylaws. Code of Conduct is not as critical with everyone being muted until allowed to speak. Robert's Rules of Order training for everyone. Code of Conduct shared with the entire community, not just the committees.

Updating the governing documents is difficult and take an extraordinary time and money to update.

Hybrid is an ideal option for hosting meetings but the space is not updated as of yet.

Code of Conduct was addressed to be representative of Oak Creek. Have not experienced things in participating in meetings. The full community needs to be involved. Verbiage of the document would go against the message shared by the Board VP during the meeting.

Concerns with the Arborist/Contract with McFall & Berry.

Question about the traffic study request from the Traffic Safety Committee; and grant funding requests.

Letter of Interest is due 4:59 pm on November 15, 2023.

Concerns about the process to replace gates. Handled at the committee level.

Concerns of how the information is disseminated is inconsistent.

Last meeting was on Halloween, reminder of having meetings on holidays.

Discussion on meeting signage for the year to ensure community is aware of all meetings. Including 508 compliance, CAMP will confirm if it applies to the Common Interest Communities.

Discussion of privacy concerns with the free Eventbrite platform.

Review for risks when reviewing the items before the board.

Budget comments were not fully visible.

Discussion for competing contracts within Oak Creek; competitively compete them.

Action Items:

The following action items were identified:

Create an elections committee as allowed by the governing documents. Ms. Rachal, Mr. Womack and Ms. King are interested in volunteers.

Add the Code of Conduct to the Annual Planning Meeting agenda scheduled for January 23, 2023.

Ensure Eventbrite will provide the necessary privacy of our data if used.

CAMP should ensure all modes of communication are used when announcing meetings. (texts, emails, FB and posting to Ciranet)

Provide the Board with the correct information for the proposed new seesaw for the tot lot on Paramus Court.

Complete the LOI with Ms. Kathryn Thomas for potential grant funding for our community related to traffic safety.

Review documentation on the tree issues and the concerns with the arborist/McFall & Berry.

Oak Creek should review from a risk perspective when making decisions for the community.

Review and confirm the 508 Compliance for signage and prepare to update the signs for events in the community to larger size and fonts.

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Tuesday, November 7, 2023, @ 6:30 P.M.

Executive Session:

By a motion duly made and properly seconded; the Board voted unanimously to enter Executive Session at 9:11 P.M. to review account #R060663L10424138 request for waiver of late fees.

By a motion duly made and properly seconded; the Board voted unanimously to exit Executive Session at 9:18 P.M.

Adjournment:

By a motion duly made and properly seconded, the Board voted unanimously to adjourn the meeting at 9:20 P.M.

DRAFT

Memorandum

To: Oak Creek Club Homeowners Association Communications Committee

From: Tamika Davis, On-Site Community Manager Community Association Management Professionals (CAMP)

Date: Monday, February 5, 2024

Re: Management Report 2/5/2024

Please see some items addressed by the management team from 11/2023-2/2024:

- The access committee and the management team began the RFP process on 11/1/2023. During this process, we sent nine RFP Requests for access control vendors and met with seven. These meetings required several site visits and multiple meetings with the prospective access control vendors. The access committee and the management team are still in the final stages of this process to provide a recommendation to the Board of Directors. Thank you to the access committee for your time and due diligence.
- On January 2, 2024, All Systems, the association's gate management vendor, informed the management team and the Board of Directors that they would close the business at the end of February. Management has provided new gate repair vendor options to the Board for approval. We hope to secure a new gate repair vendor by March 1, 2023. All Systems is wrapping up all outstanding work and providing all the information needed for a smooth transition to the new company selected.
- The Bleak Hill Place light pole was finally replaced. We received reimbursement for this damaged pole in the amount of \$10,745.
- BGE replaced the damaged light pole at the entrance of Pine Valley. This repair took 60 days to complete.
- The management team received a reimbursement of \$536.00 for November gate damage at Fox Turn.
- During the period of 12/30/2023-1/31/2024, 127 guests were added to Dwelling Live for gate entry. Please ensure you add your guest to Dwelling Live to help the access control process go smoothly.
- Approximately 160 confirmed attendees were at this year's Oak Creek Club Holiday party.
- The committees were provided Oak Creek Club email addresses on 2/1/2024. Committee members, please check your email to confirm if you would like to use your Oak Creek Club email instead of your personal email.
- All three fountains have been fully operational since 11/22/2023.
- The Markle Road and Bamberg Way street sign was hit the week of December 19, 2024. The sign has been repaired as of 1/2/2024.

- The HOA Website has been updated with the 2024 meetings. Some of the committees are opting to have in-person meetings. We will notify the community if the meeting changes within 72 hours of the meeting.
- The Crochet and Knitting group donated newborn beanies to the University of Maryland Capital Medical Center on December 15, 2023. Doreen Adair, the Social Committee treasurer, pioneered this charitable event. Fifty Beanie's were donated.
- The Angel tree donations ended on 12/12/2024. Oak Creek Club adopted 265 angels.
- Renovations have yet to begin in the clubhouse. The large meeting room can be reserved through the end of February. Once the management team gets confirmation of the start date from the Facilities Committee and the designer, we will open the calendar for future reservation dates.
- Preventative maintenance for the gate generators was completed by JBI generators on 11/29/2023.
- Preventative maintenance was completed 1/31/2024 for the kitchen equipment in the clubhouse. (ice maker, freezers, ovens)
- February 4th and 5th McFall and Berry cleared the fence on Church Road from the Queen Anne entrance towards Oak Grove Road.
- Last but not least, for those who are not aware, we welcomed a new Assistant Community Manager, Moriah Benjamin. Moriah has been at Oak Creek since 1/16/2024. She has been actively working on-site and supporting committees while training. Welcome again, Moriah.

Thank you again for your support.

MEMORANDUM

TO: Board of Directors
Oak Creek Club HOA

FROM: Tamika Davis, Onsite Community Manager
Community Association Management Professionals (CAMP)

DATE: Tuesday, January 30, 2024

RE: Maturing Investments

Suggested Motion: "I move to approve the reinvestment of the following maturing CDs in accordance with the Association's investment ladder."

Ally Bank Midvale	\$ 100,000	Maturity Date 03/04/2024
BMW Bk Salt Lake City	\$ 100,000	Maturity Date 03/13/2024
Comerica Bank TX	\$ 120,000	Maturity Date 3/28/2024
BMW Bk Salt Lake City	\$ 75,000	Maturity Date 3/18/2024

The CD's listed above will mature prior to the next Board meeting. We do not need these funds at this time, so we recommend reinvestment in the Association's investment ladder.

Morgan Stanley - Cash (Reserves)											
Description	Bank Name	Account Number			Term in Years	Term in Months	Maturity Date	November 2023 Wire, (P) & R	Earned Interest in Nov 2023	Cash Balance as of 10/31/2023	Cash Balance as of 11/30/2023
Money Market Account	Morgan Stanley								268.37	4,679.04	4,947.41
Savings and Time Deposits	Morgan Stanley							-	589.79	146,780.16	147,369.95
Morgan Stanley - GS (Reserves)											
Description	Bank Name	Treasury Bill Number	Issued Date	Term in Years	Term in Months	Maturity Date	APR	Investment Amount	Accrued Interest as of 11/30/2023		
US Treasury Bill	Morgan Stanley		7/31/2023	2	24	7/31/2025	4.570%	125,000.00	1,968.41		
US Treasury Bill	Morgan Stanley		7/17/2023	3	36	7/15/2026	4.500%	100,000.00	1,663.04		
								\$225,000.00	\$3,631.45		

Morgan Stanley - CDs (Reserves)											
Description	Bank Name	Original Investment Cost	CD Number	Issued Date	Term in Years	Term in Months	Maturity Date	APR	Investment Amount	Accrued Interest as of 11/30/2023	
Morgan Stanley Private Bk	Morgan Stanley	100,000.00		2/7/2019	5	60	2/7/2024	3.100%	100,000.00	968.75	
Ally Bank Midvale	Morgan Stanley	100,000.00		3/3/2022	2	24	3/4/2024	1.350%	100,000.00	326.37	
BMW BK Salt Lake City	Morgan Stanley	100,000.00		3/13/2020	4	48	3/13/2024	0.900%	100,000.00	192.86	
Morgan Stanley Private Bk	Morgan Stanley	100,000.00		4/25/2019	5	60	4/25/2024	2.750%	100,000.00	270.49	
Synchrony Draper UT	Morgan Stanley	100,000.00		9/17/2021	3	36	9/17/2024	0.650%	100,000.00	132.14	
Texas Exchange Crowley TX	Morgan Stanley	150,000.00		9/11/2020	4.25	52	12/11/2024	0.500%	150,000.00	39.52	
First Bank Richmond IN	Morgan Stanley	100,000.00		3/5/2021	4	48	3/5/2025	0.400%	100,000.00	94.51	
St Bank of India Chicago IL	Morgan Stanley	150,000.00		9/22/2020	5	60	9/22/2025	0.500%	150,000.00	142.17	
JP Morgan Chase Columbus OH	Morgan Stanley	100,000.00		6/30/2021	4.5	54	12/30/2025	0.600%	100,000.00	250.82	
JP Morgan Chase Columbus OH	Morgan Stanley	150,000.00		10/16/2020	5.25	3	1/16/2026	0.550%	150,000.00	100.88	
Goldman Sachs BK NY	Morgan Stanley	100,000.00		2/6/2019	7	84	2/6/2026	3.300%	100,000.00	1,040.22	
ST BK of India Chicago IL	Morgan Stanley	100,000.00		2/25/2021	5	60	2/25/2026	0.600%	100,000.00	158.15	
BMO Harris BK Chicago IL	Morgan Stanley	150,000.00		3/18/2021	5	60	3/18/2026	0.800%	150,000.00	240.66	
Goldman Sachs BK NY	Morgan Stanley	150,000.00		9/22/2021	5	60	9/22/2026	1.050%	150,000.00	298.56	
Sallie Mae Bank SLC	Morgan Stanley	150,000.00		2/23/2022	5	60	2/23/2027	2.200%	150,000.00	887.77	
Calprivate Bank CA	Morgan Stanley	60,000.00		9/23/2022	5	60	9/23/2027	4.000%	60,000.00	46.66	
Pacific Western Beverly Hills	Morgan Stanley	100,000.00		4/5/2023	5	60	4/5/2028	5.650%	100,000.00	864.48	
Discover Bank Greenwood DE	Morgan Stanley	100,000.00		6/22/2023	5	60	6/20/2028	4.400%	100,000.00	1,935.52	
								\$2,060,000.00	\$7,990.53		

Morgan Stanley - Cash (Operating Reserve)		
Ending Cash Balance	Total Savings and Time Deposits	Accrued Interest as of 11/30/2023
\$4,947.41	\$147,369.95	\$11,621.98
Total GS @ Face Value		\$225,000.00
Total CDs @ Face Value		\$2,060,000.00

Description	Bank Name	Account Number	Cash Balance as of 10/31/2023	November 2023 Wire, (P) & R	Earned Interest in Nov 2023	Cash Balance as of 11/30/2023
Money Market Account	Morgan Stanley	[REDACTED]	1.21	-	1,757.59	1,758.80
Savings and Time Deposits	Morgan Stanley	[REDACTED]	59,930.14	-	240.81	60,170.95

Morgan Stanley - GS (Operating Reserve)

Description	Bank Name	Treasury Bill Value	Treasury Bill Number	Issued Date	Term in Years	Term in Months	Maturity Date	APR	Investment Amount	Accrued Interest as of 11/30/2023
US Treasury Bill	Morgan Stanley	75,000.00	[REDACTED]	11/30/2022	2	24	11/30/2024	4.500%	75,000.00	-
US Treasury Bill	Morgan Stanley	150,000.00	[REDACTED]	9/22/2022	3	36	9/15/2025	3.500%	150,000.00	1,096.15
US Treasury Bill	Morgan Stanley	75,000.00	[REDACTED]	3/15/2023	3	36	3/15/2026	4.625%	75,000.00	724.24

\$300,000.00

\$1,820.39

Morgan Stanley - CDs (Operating Reserve)

Description	Bank Name	Original Investment Cost	CD Number	Issued Date	Term in Years	Term in Months	Maturity Date	APR	Investment Amount	Accrued Interest as of 11/30/2023
Comerica Bank TX	Morgan Stanley	150,000.00	[REDACTED]	4/17/2023	0.75	9	1/17/2024	4.900%	150,000.00	4,571.10
BMW Bk Salt Lake City	Morgan Stanley	75,000.00	[REDACTED]	9/17/2021	2.5	30	3/18/2024	0.500%	75,000.00	76.24
UBS Bank USA SLC UT	Morgan Stanley	50,000.00	[REDACTED]	6/23/2021	3	36	6/24/2024	0.350%	50,000.00	3.40
Comenity Bank Jumbo	Morgan Stanley	100,000.00	[REDACTED]	9/15/2021	3	36	9/16/2024	0.650%	100,000.00	50.49
Beal Bank SSB	Morgan Stanley	75,000.00	[REDACTED]	3/2/2022	3	36	2/26/2025	1.750%	75,000.00	320.91
Goldman Sachs Bk NY	Morgan Stanley	75,000.00	[REDACTED]	9/15/2021	4	48	9/15/2025	0.750%	75,000.00	117.44
Discover Bank Greenwood DE	Morgan Stanley	50,000.00	[REDACTED]	6/1/2023	3	36	6/2/2026	4.600%	50,000.00	1,143.72
Sallie Mae Bank SLC	Morgan Stanley	75,000.00	[REDACTED]	9/22/2021	5	60	9/22/2026	1.050%	75,000.00	149.28

\$650,000.00

\$6,432.58

Ending Cash Balance

\$1,758.80

Total Savings and Time Deposits

\$60,170.95

Accrued Interest as of 11/30/2023

\$8,252.97

Total GS @ Face Value

\$300,000.00

Total CDs @ Face Value

\$650,000.00

Morgan Stanley - Cash (Bus Fund)

Description	Bank Name	Account Number	Cash Balance as of 10/31/2023	November 2023 Wire, (P) & R	Earned Interest in Nov 2023	Cash Balance as of 11/30/2023
Money Market Account	Morgan Stanley	[REDACTED]	9.08	-	-	9.08

Ending Cash Balance \$9.08

Morgan Stanley - CDs (Bus Fund)

Description	Bank Name	CD Number	Issued Date	Term in Years	Term in Months	Maturity Date	APR	Investment Amount	Accrued Interest as of 11/30/2023
Comerica Bank TX	Morgan Stanley	[REDACTED]	3/30/2023	1	12	3/28/2024	5.250%	120,000.00	4,217.21

\$120,000.00 \$4,217.21

Ending Cash Balance \$9.08

Accrued Interest as of 11/30/2023 \$4,217.21

Total CDs @ Face Value \$120,000.00

Morgan Stanley - Cash (Community Center Fund)

Description	Bank Name	Account Number	Cash Balance as of 10/31/2023	November 2023 Wire, (P) & R	Earned Interest in Nov 2023	Cash Balance as of 11/30/2023
Money Market Account	Morgan Stanley	[REDACTED]	2,775.99	-	0.49	2,776.48

Ending Cash Balance \$2,776.48

Morgan Stanley - CDs (Community Center Fund)

Description	Bank Name	CD Number	Issued Date	Term in Years	Term in Months	Maturity Date	APR	Investment Amount	Accrued Interest as of 11/30/2023
Pacific Western Beverly Hills	Morgan Stanley	[REDACTED]	3/24/2023	1.5	18	9/24/2024	5.500%	100,000.00	1,012.36

\$100,000.00 \$1,012.36

Ending Cash Balance \$2,776.48

Accrued Interest as of 11/30/2023 \$1,012.36

Total CDs @ Face Value \$100,000.00



Covenants Report for January 2024

Exterior Modification Application Overview

For **January**, the committee approved **3 of the 3** applications submitted.

If you are interested in making exterior modifications to your home, please contact the management office during the planning stage of your project. We will be glad to help you through the covenant's approval process! For the Covenants Committee to properly review the modification applications, they must be submitted to the management office the **Tuesday before** their regularly scheduled monthly meeting unless otherwise noted. The Covenants Committee meets on the Third Tuesday of every month.

Exterior Modification Applications	January 2024				Total 2024		
	Total # Processed	Total # Approved	Total # Awaiting Information	Percentage Approved	Total # Processed	Total # Approved	Percentage Approved
	3	3	0	100%	3	3	100%

Violation Overview

For **November**, 19 % of the **16 issued** violations were maintenance related. Please remember to take care of any maintenance-related issues as soon as possible.

Thank you for helping to keep Oak Creek Club a beautiful and well-maintained place to live!

Violations Processed	January 2024			Total 2024		
	Total Issued	Total Resolved	Total Unresolved	Total #Issued	Total Resolved	Total Unresolved
	16	0	16	16	0	16

Category	% of Total
Rubbish and Debris	19%
Maintenance	19%
Vehicle Parking	19%
Landscaping	43%
Unsightly	0%
Noise	0%
Architectural	0%

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager-Community Association
Management Professionals (CAMP)

Date: Sunday, January 21, 2024

Re: Ratification of the vote made on Tuesday, November 28, 2023, to approve the Lake Source proposal to replace the waterfall pump for the fountain waterfall feature.

Suggested Motion: "I move to ratify the vote made on Tuesday, November 28, 2023, by the Board of Directors to approve the Lake Source proposal to replace the waterfall pump in the amount of \$8,065 to be expensed from repair and replacement reserves."

Lake Source has been the Fountain maintenance service provider for Oak Creek Club since 2021. As a part of their service agreement, they treat weeds seasonally on the waterfall feature, inspect and render maintenance repairs monthly. During the February 2023 monthly service, Lake Source found one of the two waterfall pumps inoperable. They could repair it then, and the waterfall pump remained operational until September 2023.

Please see the attached supporting documentation for the Board decision made on Tuesday, November 28, 2023.

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Tuesday, November 28, 2023 8:00 AM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Travis Witmer; Remi Duyile; Alexis Stevenson
Subject: Re: Lake Source Proposal for Water Fall Feature Pump (Board Action Needed)

Hi Tamika,

I support moving forward with this proposal.

Have a great day!

Regards,
Jessica

On Mon, Nov 20, 2023 at 4:21 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon,

Please see the attached proposal from Lake Source for replacing one water pump at the waterfall feature at the fountain for review and approval by the Board. Lake Source has been working through intermittent outages on this waterfall feature, but the pump is now unrepairable. Prices on fountain maintenance equipment may increase by 3-5% next year. This pump has a 3-year warranty. If approved, this repair will be expensed from repairs and replacement reserves. As of 10/31/2023, there was a remaining balance of \$2,276,314 in repair and replacement reserves. Please let me know if you have any questions or concerns.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com

manager@oakcreekclub.com

Tamika Davis

From: Dwight R. Ward <drupeward@gmail.com>
Sent: Wednesday, November 22, 2023 3:02 PM
To: Remi Duyile
Cc: Tamika Davis; Keith Pierce; Travis Witmer; Jess Hill; Alexis Stevenson
Subject: Re: Lake Source Proposal for Water Fall Feature Pump (Board Action Needed)

I support approval of this proposal.
D. Ward
Sent from my iPhone

On Nov 21, 2023, at 4:47 PM, Remi Duyile <remiduyilessa@gmail.com> wrote:

I approve this proposal. Remi

On Mon, Nov 20, 2023 at 4:21 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon,

Please see the attached proposal from Lake Source for replacing one water pump at the waterfall feature at the fountain for review and approval by the Board. Lake Source has been working through intermittent outages on this waterfall feature, but the pump is now unrepairable. Prices on fountain maintenance equipment may increase by 3-5% next year. This pump has a 3-year warranty. If approved, this repair will be expensed from repairs and replacement reserves. As of 10/31/2023, there was a remaining balance of \$2,276,314 in repair and replacement reserves. Please let me know if you have any questions or concerns.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com

Tamika Davis

From: Remi Duyile <remiduyiless@gmail.com>
Sent: Tuesday, November 21, 2023 4:51 PM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Travis Witmer; Jess Hill; Alexis Stevenson
Subject: Re: Lake Source Proposal for Water Fall Feature Pump (Board Action Needed)

I approve this proposal. Remi

On Mon, Nov 20, 2023 at 4:21 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon,

Please see the attached proposal from Lake Source for replacing one water pump at the waterfall feature at the fountain for review and approval by the Board. Lake Source has been working through intermittent outages on this waterfall feature, but the pump is now unrepairable. Prices on fountain maintenance equipment may increase by 3-5% next year. This pump has a 3-year warranty. If approved, this repair will be expensed from repairs and replacement reserves. As of 10/31/2023, there was a remaining balance of \$2,276,314 in repair and replacement reserves. Please let me know if you have any questions or concerns.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com

manager@oakcreekclub.com



Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Monday, November 20, 2023 5:43 PM
To: Tamika Davis
Cc: Dwight Ward; Travis Witmer; Jess Hill; Remi Duyile; Alexis Stevenson
Subject: Re: Lake Source Proposal for Water Fall Feature Pump (Board Action Needed)

Importance: High

I agree with the proposal.

Keith

On Nov 20, 2023, at 4:21 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon,

Please see the attached proposal from Lake Source for replacing one water pump at the waterfall feature at the fountain for review and approval by the Board. Lake Source has been working through intermittent outages on this waterfall feature, but the pump is now unrepairable. Prices on fountain maintenance equipment may increase by 3-5% next year. This pump has a 3-year warranty. If approved, this repair will be expensed from repairs and replacement reserves. As of 10/31/2023, there was a remaining balance of \$2,276,314 in repair and replacement reserves. Please let me know if you have any questions or concerns.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
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Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

<Oak Creek Waterfall Project.pdf>

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Tuesday, November 21, 2023 9:16 AM
To: Tamika Davis; WARD DWIGHT; Keith Pierce; Jess Hill; Remi Duyile
Cc: Alexis Stevenson
Subject: RE: Lake Source Proposal for Water Fall Feature Pump (Board Action Needed)

I support the proposal by Lake Source for replacement of the waterfall feature pump.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

From: Tamika Davis <tdavis@oakcreekclub.com>
Sent: Monday, November 20, 2023 4:21 PM
To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Jess Hill <jessica.hillocc@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>
Cc: Alexis Stevenson <assistantmgr@oakcreekclub.com>
Subject: Lake Source Proposal for Water Fall Feature Pump (Board Action Needed)
Importance: High

Good Afternoon,

Please see the attached proposal from Lake Source for replacing one water pump at the waterfall feature at the fountain for review and approval by the Board. Lake Source has been working through intermittent outages on this waterfall feature, but the pump is now unrepairable. Prices on fountain maintenance equipment may increase by 3-5% next year. This pump has a 3-year warranty. If approved, this repair will be expensed from repairs and replacement reserves. As of 10/31/2023, there was a remaining balance of \$2,276,314 in repair and replacement reserves. Please let me know if you have any questions or concerns.

Tamika Davis, CMCA®
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Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com



Property: Oak Creek HOA
Property Owner/ Customer: Community Association Management Professionals
Submitted to: Tamika Davis
Submitted by: Chris Fish
Date: 11/16/23

WATERFALL FEATURE RENOVATION

THIS AGREEMENT: is entered into as of Effective Date (11/16/23) by and between the Property Owner and Contractor LakeSource LLC.

SERVICES TO BE PERFORMED AND COMPENSATION:

Scope of Work:

1. Replacement Waterfall Pump

Currently only 1 of 2 waterfall pumps are operational for the waterfall feature.

- a) Contractor will install a new 1Hp 115V Aqua Control Havasu Series waterfall pump
- b) Waterfall pump will be mounted on a floating sled mount in the pond.
- c) 4" Discharge hose will be piped up to the waterfall head.
- d) Contractor will remove excess muck and vegetation from within the waterfall
- e) Waterfall power control center will be installed to existing power supply and programmed.

Conditions/Terms:

- Invoices submitted for work completed shall be paid within 30 days of invoice date. A finance charge of 1.500% per month or an annual percentage rate of 18.000% will be computed on all past due balances.
- Any incidental activity not explicitly mentioned in this proposal is excluded from the scope of services. No alterations or modifications, oral or written, of the terms contained above shall be valid unless made in writing, and wholly accepted by authorized representatives of both LakeSource LLC and the customer. LakeSource LLC will maintain insurance coverage, which includes but is not limited to; General Liability Property Damage, Automobile Liability, and workers compensation at its own expense.
- It is the obligation of the contractor to supply equipment, and required staff to complete the project.
- Contractor warrants that their work is free from defects, that they are subject to quality control inspections and require issues to be fixed within timely manner.
- If failure to complete scope of work, or there is a delay of work that is due to force majeure, including, but not limited to extreme weather events such as flooding and fires, natural disasters, war, riot, strike or other labor disturbances, chemical shortages or backorder, epidemics or pandemics, impediments of transportation, breakage or accident to machinery or equipment used, the contractor is required to report details of any of these unforeseen circumstance(s) in a timely manner to the Property Owner

PROPOSAL:

Aqua Control Havasu waterfall pump 1Hp 115V	= \$2,249.00
Sled Mount for pump	= \$1,969.00
50ft of 4" discharge hose	= \$1,059.00
Labor and installation	= \$2,349.00
Freight	= \$439.00

Total = \$8,065.00
(Sales Tax may apply)

Quote is valid for 45 days

To accept this quotation, please sign and return

Printed Name: _____

Contractor: Lake Source LLC

Signature: _____

Accepted By:

Date:

Title: Chris Fish, Owner

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager - CAMP

Date: Sunday, January 21, 2024

Re: Ratification of the vote made on Tuesday, November 21, 2023, to approve the Social Committee's request for the December holiday party.

Suggested Motion: "I move to ratify the vote made on Tuesday, November 21, 2023, by the Board of Directors to approve the social committee request to hire Exquisite Event Designs as the holiday party event planner in the amount of \$3,450 and Marvelous Life Development for the holiday mugs in the amount of \$4,700 to be expensed from Homeowner activities."

As of 11/30/2023, there was \$29,510 remaining in the homeowner activities budget.

Please see the information attached for the Board's approval of this request.

Tamika Davis

From: Remi Duyile <remiduyilessa@gmail.com>
Sent: Tuesday, November 21, 2023 4:39 PM
To: Alexis Stevenson
Cc: Dwight R. Ward; Jess Hill; Keith Pierce; Susan Blackburn (sblackburn@gocampmgmt.com); Tamika Davis; Travis Witmer
Subject: Re: Social Committee Holiday Proposal Request

Proposal is approved upon review .
Best Regards

Remi

On Wed, Nov 8, 2023 at 10:25 AM Alexis Stevenson <assistantmgr@oakcreekclub.com> wrote:

Good morning, All,

I've attached the proposal the Social Committee requested to be approved at last night's Board Meeting. The first attachment is the proposal from the event planner, Exquisite Event Designs, for the amount of \$3,450.00. This vendor is a homeowner within the community. Management has received the W9 for this vendor but is currently waiting on the Certificate of Insurance. If the Board approves this proposal, the COI will be needed to set them up as a vendor and release the payment. The second attachment is for purchasing the holiday mugs from Marvelous Life Development. The total amount of this proposal is \$4,700. This vendor is a homeowner within the community. The committee worked with the vendor to produce the event signage for the Harvest Day event.

Also, below is the link provided by the Social Committee chair regarding Eventbrite's data security and privacy policies.

[Data Processing Addendum \(DPA\) for Organizers | Eventbrite Help Center](#)

[Terms and policies | Eventbrite Help Center](#)

Please let me know if you have any questions.

Respectfully,

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Monday, November 20, 2023 5:10 PM
To: Alexis Stevenson; Keith Pierce; Jess Hill
Cc: Remi Duyile; Dwight Ward; Tamika Davis; Susan Blackburn
(sblackburn@gocampmgmt.com)
Subject: RE: Social Committee Holiday Proposal Request

I support the proposal for the holiday party.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Alexis Stevenson <assistantmgr@oakcreekclub.com>
Date: 11/20/23 4:45 PM (GMT-05:00)
To: Keith Pierce <keithpierce807@gmail.com>, Jess Hill <jessica.hillocc@gmail.com>
Cc: Remi Duyile <remiduyilessa@gmail.com>, Travis Witmer <twitmer@woodlawnllc.com>, Dwight Ward <drupeward@gmail.com>, Tamika Davis <tdavis@oakcreekclub.com>, "Susan Blackburn (sblackburn@gocampmgmt.com)" <sblackburn@gocampmgmt.com>
Subject: RE: Social Committee Holiday Proposal Request

Good afternoon, All,

Per my conversation with Dwight today at 1:45 pm, he approved the proposals for the event planner and purchase of Holiday mugs. We are waiting on feedback from two more board members.

Respectfully,

Alexis Stevenson
On Site Assistant Community Manager – Community Association Management Professionals (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
admin@oakcreekclub.com

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Wednesday, November 15, 2023 11:00 AM
To: Alexis Stevenson
Cc: Keith Pierce; Remi Duyile; Travis Witmer; Dwight R. Ward; Tamika Davis; Susan Blackburn (sblackburn@gocampmgmt.com)
Subject: Re: Social Committee Holiday Proposal Request

Hello Alexis,

I approve the proposals.

Thanks,
Jessica

On Wed, Nov 15, 2023 at 10:37 AM Alexis Stevenson <assistantmgr@oakcreekclub.com> wrote:

Good morning, Board of Directors,

I am following up on the email sent on 11/8/23 for the Social Committee's request to approve the event planner, Exquisite Event Designs proposal.

The attached proposal is \$3,450.00 and would be expensed from Homeowner Activities. As of 10/31/2023, \$36,446 has been expensed from Homeowner's Activities. There is a remaining balance of \$49,054 in Homeowner Activities.

My management recommendation would be to approve the vendor proposal. This approval will support the committee with event planning and day of event support.

Attachments Included:

- Event planning proposal
- Committees request for proposal approval.
- RFP Request
- RFP Response

Can you please provide your feedback on this proposal request by Friday, November 17, 2023. The event is less than 30 days away and the committee would like the event planner to start working as soon as possible.

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Wednesday, November 15, 2023 11:04 AM
To: Jess Hill
Cc: Alexis Stevenson; Remi Duyile; Travis Witmer; Dwight Ward; Tamika Davis; Susan Blackburn (sblackburn@gocampmgmt.com)
Subject: Re: Social Committee Holiday Proposal Request

I also approve of this proposal.

Keith

On Nov 15, 2023, at 10:59 AM, Jess Hill <jessica.hillocc@gmail.com> wrote:

Hello Alexis,

I approve the proposals.

Thanks,
Jessica

On Wed, Nov 15, 2023 at 10:37 AM Alexis Stevenson <assistantmgr@oakcreekclub.com> wrote:

Good morning, Board of Directors,

I am following up on the email sent on 11/8/23 for the Social Committee's request to approve the event planner, Exquisite Event Designs proposal.

The attached proposal is \$3,450.00 and would be expensed from Homeowner Activities. As of 10/31/2023, \$36,446 has been expensed from Homeowner's Activities. There is a remaining balance of \$49,054 in Homeowner Activities.

My management recommendation would be to approve the vendor proposal. This approval will support the committee with event planning and day of event support.

Attachments Included:

- Event planning proposal
- Committees request for proposal approval.

I've attached the proposal the Social Committee requested to be approved at last night's Board Meeting. The first attachment is the proposal from the event planner, Exquisite Event Designs, for the amount of \$3,450.00. This vendor is a homeowner within the community. Management has received the W9 for this vendor but is currently waiting on the Certificate of Insurance. If the Board approves this proposal, the COI will be needed to set them up as a vendor and release the payment. The second attachment is for purchasing the holiday mugs from Marvelous Life Development. The total amount of this proposal is \$4,700. This vendor is a homeowner within the community. The committee worked with the vendor to produce the event signage for the Harvest Day event.

Also, below is the link provided by the Social Committee chair regarding Eventbrite's data security and privacy policies.

[Data Processing Addendum \(DPA\) for Organizers | Eventbrite Help Center](#)

[Terms and policies | Eventbrite Help Center](#)

Please let me know if you have any questions.

Respectfully,

Alexis Stevenson

On-Site Assistant Community Manager – Community Association Management Professionals (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.oakcreekclubhoa.com

Assistantmgr@oakcreekclub.com

Tamika Davis

From: Alexis Stevenson
Sent: Monday, November 20, 2023 4:46 PM
To: Keith Pierce; Jess Hill
Cc: Remi Duyile; Travis Witmer; Dwight Ward; Tamika Davis; Susan Blackburn (sblackburn@gocampmgmt.com)
Subject: RE: Social Committee Holiday Proposal Request

Good afternoon, All,

Per my conversation with Dwight today at 1:45 pm, he approved the proposals for the event planner and purchase of Holiday mugs. We are waiting on feedback from two more board members.

Respectfully,

Alexis Stevenson
On Site Assistant Community Manager – Community Association Management Professionals (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
admin@oakcreekclub.com

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Wednesday, November 15, 2023 11:04 AM
To: Jess Hill <jessica.hillocc@gmail.com>
Cc: Alexis Stevenson <assistantmgr@oakcreekclub.com>; Remi Duyile <remiduyilessa@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Dwight Ward <drupeward@gmail.com>; Tamika Davis <tdavis@oakcreekclub.com>; Susan Blackburn (sblackburn@gocampmgmt.com) <sblackburn@gocampmgmt.com>
Subject: Re: Social Committee Holiday Proposal Request

I also approve of this proposal.

Keith

On Nov 15, 2023, at 10:59 AM, Jess Hill <jessica.hillocc@gmail.com> wrote:

Hello Alexis,

I approve the proposals.

Thanks,
Jessica

On Wed, Nov 15, 2023 at 10:37 AM Alexis Stevenson <assistantmgr@oakcreekclub.com> wrote:

admin@oakcreekclub.com

From: Alexis Stevenson

Sent: Wednesday, November 8, 2023 10:26 AM

To: Keith Pierce <keithpierce807@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>; Remi Duyile <remiduyiless@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Dwight R. Ward <drupeward@gmail.com>

Cc: Tamika Davis <tdavis@oakcreekclub.com>; Susan Blackburn (sblackburn@gocampmgmt.com) <sblackburn@gocampmgmt.com>

Subject: Social Committee Holiday Proposal Request

Good morning, All,

I've attached the proposal the Social Committee requested to be approved at last night's Board Meeting. The first attachment is the proposal from the event planner, Exquisite Event Designs, for the amount of \$3,450.00. This vendor is a homeowner within the community. Management has received the W9 for this vendor but is currently waiting on the Certificate of Insurance. If the Board approves this proposal, the COI will be needed to set them up as a vendor and release the payment. The second attachment is for purchasing the holiday mugs from Marvelous Life Development. The total amount of this proposal is \$4,700. This vendor is a homeowner within the community. The committee worked with the vendor to produce the event signage for the Harvest Day event.

Also, below is the link provided by the Social Committee chair regarding Eventbrite's data security and privacy policies.

[Data Processing Addendum \(DPA\) for Organizers | Eventbrite Help Center](#)

[Terms and policies | Eventbrite Help Center](#)

Please let me know if you have any questions.

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager - CAMP

Date: Sunday, January 21, 2024

Re: Ratification of the vote made on Monday, November 20, 2023, for the Weisman Electric proposal for the Bleak Hill Place light pole.

Suggested Motion: "I move to ratify the vote made on Monday, November 20, 2023, to replace the damaged light on Bleak Hill Place in the amount of \$10,745 to be expensed from Repair & Replacement Reserves."

In summary, the light at 813 Bleak Hill Place was hit by a driver and damaged on July 2, 2023. The management team began gate reimbursement procedures on Wednesday, July 5, 2023. After providing National General Insurance with all requested information for the damage claim, the claim was approved for payment to Oak Creek Club. The reimbursement check for \$10,745 was issued on 10/5/2023 and has been received at the management office and processed accounts payable.

Please see the attached support for the Board of Directors vote to approve the Wiesman Electric proposal to replace the light pole on Bleak Hill Place.

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Monday, October 16, 2023 12:56 PM
To: Tamika Davis; Jess Hill; Remi Duyile; WARD DWIGHT; Keith Pierce
Cc: Alexis Stevenson
Subject: RE: Weisman Proposal for Damaged light pole on Bleak Hill Place (Board Action Needed)

I support moving forward with Weisman proposal, glad the HOA got the insurance check already!

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

From: Tamika Davis <tdavis@oakcreekclub.com>
Sent: Monday, October 16, 2023 12:04 PM
To: Jess Hill <jessica.hillocc@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; WARD DWIGHT <Drupeward@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Keith Pierce <keithpierce807@gmail.com>
Cc: Alexis Stevenson <assistantmgr@oakcreekclub.com>
Subject: Weisman Proposal for Damaged light pole on Bleak Hill Place (Board Action Needed)
Importance: High

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached Weisman electric proposal in the amount of \$10,745 to replace the light pole on 813 Bleak Hill Place. The management team and access control identified the person who hit the light pole and pursued reimbursement from their insurance company. I have attached a copy of the payment received from National General Insurance for the insured driver. The insured driver was a visitor and not a community member. Is it okay to proceed with this proposal? This proposal also requires a signature from Jessica or Remi to order the light. Please let me know if you have any additional questions or concerns. Thanks, Tamika

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

Tamika Davis

From: Remi Duyile <remiduyilessa@gmail.com>
Sent: Monday, November 20, 2023 4:17 PM
To: Tamika Davis
Cc: Jess Hill; WARD DWIGHT; Travis Witmer; Keith Pierce; Alexis Stevenson
Subject: Re: Weisman Proposal for Damaged light pole on Bleak Hill Place (Board Action Needed)

Dear Tamika,

Documents reviewed and approved. Kindly proceed.

Best Regards

Remi Duyile

On Mon, Oct 16, 2023 at 12:03 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached Weisman electric proposal in the amount of \$10,745 to replace the light pole on 813 Bleak Hill Place. The management team and access control identified the person who hit the light pole and pursued reimbursement from their insurance company. I have attached a copy of the payment received from National General Insurance for the insured driver. The insured driver was a visitor and not a community member. Is it okay to proceed with this proposal? This proposal also requires a signature from Jessica or Remi to order the light. Please let me know if you have any additional questions or concerns. Thanks, Tamika

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

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Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com

manager@oakcreekclub.com

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Monday, November 20, 2023 2:54 PM
To: Tamika Davis
Cc: Dwight Ward; Travis Witmer; Remi Duyile; Jess Hill; Alexis Stevenson
Subject: Re: Weisman Proposal for Damaged light pole on Bleak Hill Place (Board Action Needed)

Importance: High

I agree with the plan to proceed.

Thanks

Keith

On Nov 20, 2023, at 2:48 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon,

I received the Dwight's response to proceed with this proposal today 11/20/2023. I am still waiting on two Board member responses. Thanks Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Tamika Davis
Sent: Friday, November 17, 2023 11:16 AM
To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Remi Duyile <remiduyilessa@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>
Cc: Alexis Stevenson <assistantmgr@oakcreekclub.com>
Subject: FW: Weisman Proposal for Damaged light pole on Bleak Hill Place (Board Action Needed)
Importance: High

Good Morning, Board of Directors,
I am still awaiting three Board responses to order this equipment and the repair. Please let me know if you have additional questions to help with your approval needs. Thanks, Tamika.

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

From: Tamika Davis
Sent: Monday, October 16, 2023 12:04 PM
To: Jess Hill <jessica.hillocc@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; WARD DWIGHT <Drupeward@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Keith Pierce <keithpierce807@gmail.com>
Cc: Alexis Stevenson <assistantmgr@oakcreekclub.com>
Subject: Weisman Proposal for Damaged light pole on Bleak Hill Place (Board Action Needed)
Importance: High

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached Weisman electric proposal in the amount of \$10,745 to replace the light pole on 813 Bleak Hill Place. The management team and access control identified the person who hit the light pole and pursued reimbursement from their insurance company. I have attached a copy of the payment received from National General Insurance for the insured driver. The insured driver was a visitor and not a community member. Is it okay to proceed with this proposal? This proposal also requires a signature from Jessica or Remi to order the light. Please let me know if you have any additional questions or concerns. Thanks, Tamika

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image001.png>

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Monday, October 16, 2023 12:48 PM
To: Tamika Davis
Cc: Remi Duyile; WARD DWIGHT; Travis Witmer; Keith Pierce; Alexis Stevenson
Subject: Re: Weisman Proposal for Damaged light pole on Bleak Hill Place (Board Action Needed)

Hi Tamika,

This is great news that we were able to get the reimbursement for the light pole.

I agree with moving forward with this proposal.

Also, please use Nitro so I can sign electronically.

Have a great afternoon!

Regards,
Jessica

On Mon, Oct 16, 2023 at 12:03 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached Weisman electric proposal in the amount of \$10,745 to replace the light pole on 813 Bleak Hill Place. The management team and access control identified the person who hit the light pole and pursued reimbursement from their insurance company. I have attached a copy of the payment received from National General Insurance for the insured driver. The insured driver was a visitor and not a community member. Is it okay to proceed with this proposal? This proposal also requires a signature from Jessica or Remi to order the light. Please let me know if you have any additional questions or concerns. Thanks, Tamika

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com



Service Division

42 Hudson St. #102
Annapolis, MD 21401
410-266-3522, 410-974-6564
Weismanelectric.com

Email: cweisman@weismanelectric.com

SUBMITTED TO:
Alexis Stevenson

WORK TO BE PERFORMED AT:
Oak Creek Club
813 Bleak Hill Place

Scope of Work:

We propose to furnish all labor and materials necessary to wire/ install the following:

- Replace broken pole light fixture and pole light concrete base and rework existing branch circuit for new pole light in same location as existing or right next to the location.
- Furnish and install (1) Signify Pole light base, pole, and pole head to match existing pole that was damaged.
- WEC will remove existing pole base and pour a new pole base next to the existing or in place of the existing concrete pole base.
- Pole light has 12 week lead time after release of material from manufacture.

Terms and Conditions:

- This contract is limited to the items and quantities as listed above; any additional work will be charged accordingly as an extra.
- This contract excludes all painting, patching and fire stopping.
- This contract excludes the upgrade of pre-existing conditions to meet current code requirements unless otherwise stated.
- One-year warranty on all labor and material supplied by WEC.
- Private Utilities are the sole responsibility of property owner to inform, locate, and mark for WEC prior to work starting.
- This proposal does not include an electrical permit.
- This contract is valid for 30 days.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and / or specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of (\$10,745) with 1/3 deposit payment due upon acceptance of proposal. Credit card payments over \$1,000 will be charged 5% processing fee. Balance paid at job completion. A 3% interest charge applies to all balances over (30) days.

Respectfully Submitted: Weisman Electric Co. Inc.
Per: Casey Weisman
Date: (7/17/2023)

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory, and I personally guarantee payment. Weisman Electric Co. is authorized to do the work as specified with payments to be made as outlined above. Upon customer's acceptance below, this shall become a binding contract and shall constitute the entire agreement between all parties. I agree to pay all reasonable attorney fees and court cost required for collection of this contract.

Signature & Date _____
Print Name & Title _____

NATIONAL GENERAL

an Allstate company

P O Box 3199
Winston-Salem, NC 27102-3199

52257
10/2/2023

REMITTANCE ADVICE

CHECK NUMBER	ACCOUNT	ID	ISSUE DATE	CHECK AMOUNT
8805560140	EPIC CLAIMS	21	10/05/2023	\$10,745.00

OAK CREEK CLUB HOMEOWNERS ASSOCIATION
14505 MARY BOWIE PKWY K
UPPER MARLBORO MD 20774-8995

** DESCRIPTION **

full and final payment light pole bleek hill
Property Damage, OWINGS MILLS TOWNSHIP

DETACH CAREFULLY AND RETAIN THIS PORTION FOR YOUR RECORDS PRIOR TO CASHING OR DEPOSITING

THIS MULTI-TONE AREA OF THE DOCUMENT CHANGES COLOR GRADUALLY AND EVENLY FROM DARK TO LIGHT WITH DARKER AREAS BOTH TOP AND BOTTOM.

NATIONAL GENERAL
an Allstate company

JPMorgan Chase Bank N.A.
NEW YORK, NY

P O Box 3199
Winston-Salem, NC 27102-3199

CHECK NO.
56-937213

CLAIM #

DATE OF LOSS

230552257

07/02/2023

AMOUNT: Ten Thousand Seven Hundred And Forty Five And 00/100 US Dollars

VOID AFTER SIX MONTHS
ISSUE DATE

AMOUNT

10/05/2023

*****\$10,745.00

PAY TO THE
ORDER OF : OAK CREEK CLUB HOMEOWNERS ASSOCIATION

Integron Indemnity Corporation

[Signature]
Counter Signature

[Signature]

Property Damage, OWINGS MILLS TOWNSHIP

⑈04 10655088⑈ ⑆021309379⑆

508072712⑈

Incident Report

Bottsford ave and Demonte Place - 10207 - Oak Creek Club
Mary Bowie Parkway, Maryland 20774

Status OPEN

Assignees No users assigned

Timeline

Activity	User	Date & Timestamp (EDT)
Issue opened	Keith Reed	Sun, Jul 2 9:55:48pm EDT

Incident Type & Description

Incident Type	Car Accident, Other (please add to description)
Level	Minor
Date	07/02/23
Time	18:24
Long Description	<p>At approximately 6:24pm A visitor called the guard booth stating that she ran into a light pole at Bleak hill between houses 814 and 816 Please be advised that's there is no license plate attached to the vehicle. she notified myself that she is from the military that she just got stationed here and here vehicle does not have any plates.</p> <p>Insurance is with National general policy number is 2009846722. Jhaniya west</p>
Photo(s)	

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager - CAMP

Date: Sunday, January 21, 2024

Re: Ratification of the vote made on Tuesday, November 28, 2023, to approve the Homestead Gardens proposal for additional holiday wreaths on the Oak Grove Road fence line.

Suggested Motion: "I move to ratify the vote made on Tuesday, November 28, 2023, by the Board of Directors to approve the Homestead Gardens Oak Grove Road wreath proposal in the amount of \$4,956.34 to be expensed for the holiday decorations budget line item."

Please see the attached support for the Board of Director's vote to approve the additional holiday wreaths on Oak Grove Road.

Tamika Davis

From: Remi Duyile <remiduyilessa@gmail.com>
Sent: Tuesday, November 21, 2023 4:35 PM
To: Tamika Davis
Cc: WARD DWIGHT; Travis Witmer; Keith Pierce; Jess Hill; Alexis Stevenson
Subject: Re: FW: Proposal for Oak Creek Homeowners Association - Additional Wreaths- Oak Grove 2023

Hello Tamika,

It was reviewed, and additional wreaths approved.

Best Regards
Remi

On Mon, Nov 20, 2023 at 5:02 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:
Good Evening,

Please see the attached proposal to add holiday wreaths to the community fence along Oak Grove Road. The cost to add additional wreaths is \$4,956.34. This request is to improve the presentation of the exterior holiday decorations. YTD, \$36,723 has been spent on holiday decorations, with \$25,393 remaining for the year. The balance due is \$31,133.56 for the already installed lights. If this proposal is approved, there will be a year-end variance of \$10,696.90. Janey from Homestead Gardens has advised that she has additional wreaths in stock and can install them as soon as this proposal is approved. Please let me know if you would like to proceed. Thanks, Tamika.

Tamika Davis, CMCA(r)
On-Site Community Manager - (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

-----Original Message-----

From: Homestead Landscape Division <jmartinez@homesteadgardens.com>
Sent: Friday, November 17, 2023 5:51 PM
To: Tamika Davis <tdavis@oakcreekclub.com>
Subject: Proposal for Oak Creek Homeowners Association - Additional Wreaths- Oak Grove 2023

Good afternoon Tamika,

Please find attached the proposal for the Oak Grove fence line wreaths. Please let me know if this works and I will order in the wreaths asap.

Thanks and have a good weekend,
Janey

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Monday, November 20, 2023 5:40 PM
To: Tamika Davis
Cc: Dwight Ward; Travis Witmer; Remi Duyile; Jess Hill; Alexis Stevenson
Subject: Re: Proposal for Oak Creek Homeowners Association - Additional Wreaths- Oak Grove 2023

Importance: High

I agree with the additional wreath addition.

Keith

> On Nov 20, 2023, at 5:02 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

>

> Good Evening,

>

> Please see the attached proposal to add holiday wreaths to the community fence along Oak Grove Road. The cost to add additional wreaths is \$4,956.34. This request is to improve the presentation of the exterior holiday decorations. YTD, \$36,723 has been spent on holiday decorations, with \$25,393 remaining for the year. The balance due is \$31,133.56 for the already installed lights. If this proposal is approved, there will be a year-end variance of \$10,696.90. Janey from Homestead Gardens has advised that she has additional wreaths in stock and can install them as soon as this proposal is approved. Please let me know if you would like to proceed. Thanks, Tamika.

>

> Tamika Davis, CMCA(r)

> On-Site Community Manager - (CAMP)

> Oak Creek Club Homeowners Association

> 14505 Mary Bowie Parkway

> Upper Marlboro, MD 20774

> Phone (301) 390-1721 | www.OakCreekClubHOA.com

> manager@oakcreekclub.com

>

>

>

> -----Original Message-----

> From: Homestead Landscape Division <jmartinez@homesteadgardens.com>

> Sent: Friday, November 17, 2023 5:51 PM

> To: Tamika Davis <tdavis@oakcreekclub.com>

> Subject: Proposal for Oak Creek Homeowners Association - Additional

> Wreaths- Oak Grove 2023

>

> Good afternoon Tamika,

> Please find attached the proposal for the Oak Grove fence line wreaths. Please let me know if this works and I will order in the wreaths asap.

> Thanks and have a good weekend,

> Janey

> <Oak Creek Homeowners Association - Additional Wreaths- Oak Grove 2023

> - V1.pdf>

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Tuesday, November 28, 2023 8:00 AM
To: Tamika Davis
Cc: WARD DWIGHT; Travis Witmer; Remi Duyile; Keith Pierce; Alexis Stevenson
Subject: Re: FW: Proposal for Oak Creek Homeowners Association - Additional Wreaths- Oak Grove 2023

Hi Tamika,

Has this expense been reviewed to ensure we are getting the best price possible for the services? I would like to ensure we get pricing from other companies before the next holiday season.

I agree with moving forward with this expense.

Have a great day!

Regards,
Jessica

On Mon, Nov 20, 2023 at 5:02 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:
Good Evening,

Please see the attached proposal to add holiday wreaths to the community fence along Oak Grove Road. The cost to add additional wreaths is \$4,956.34. This request is to improve the presentation of the exterior holiday decorations. YTD, \$36,723 has been spent on holiday decorations, with \$25,393 remaining for the year. The balance due is \$31,133.56 for the already installed lights. If this proposal is approved, there will be a year-end variance of \$10,696.90. Janey from Homestead Gardens has advised that she has additional wreaths in stock and can install them as soon as this proposal is approved. Please let me know if you would like to proceed. Thanks, Tamika.

Tamika Davis, CMCA(r)
On-Site Community Manager - (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

-----Original Message-----

From: Homestead Landscape Division <imartinez@homesteadgardens.com>
Sent: Friday, November 17, 2023 5:51 PM
To: Tamika Davis <tdavis@oakcreekclub.com>



Homestead Gardens Landscape Division

P.O. Box 189, Davidsonville, MD 21035

P: (410) 867-6336 P: (301) 261-4009 F: (410) 956-0547

www.homesteadgardens.com

"Because life should be beautiful"

HOA Oak Creek Club
552 Church Road
Upper Marlboro, MD 20774
Est.#16910

November 17, 2023

Proposal for Additional Wreaths- Oak Grove 2023

Additional Wreaths

Scope of work to include the staggered installation of (28)- 36" Artificial pre-lit wreaths with battery pack warm white lights and red velvet bows with streamers across existing wrought iron fence line on Oak Grove Rd. additional entrance of Oak Creek Homeowners Association.

Total for this scope \$4,688.34

Take Down - 2024

Scope of work to include the take down of (28) artificial wreaths and placement in storage after January 9th, 2024

Total for this scope \$268.00

PROPOSAL TOTAL: \$4,956.34

WE PROPOSE to furnish labor and materials - complete in accordance with above specifications, and subject to conditions found on both pages of this agreement.

ACCEPTED. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as herein specified.

The items and conditions as appear on the other page of this proposal are binding and a part of this proposal.

Date of Acceptance: _____

By: _____

By: _____

Total Contract Amount	\$4,956.34
Deposit Amount	\$1,635.59
Balance Due at Time of Installation	\$3,320.75

Respectfully submitted,

Homestead Gardens, Inc.

By: Janey Martinez

This proposal may be withdrawn if not accepted within 30 Days.

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager - CAMP

Date: Monday, January 22, 2024

Re: Ratification of the vote made on Tuesday, January 9, 2024, to approve the McFall and Berry 2023/2024 snow removal contract.

Suggested Motion: "I move to ratify the vote made on Tuesday, January 9, 2024, by the Board of Directors to approve the 2023/2024 Snow removal contract."

McFall and Berry provide Oak Creek Club landscape maintenance and snow removal services. For 2024, Oak Creek Club is budgeted for \$31,905 for the year for snow removal.

Please see the attached support for the Board approved McFall and Berry snow removal contract.

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Monday, January 8, 2024 1:35 PM
To: Jess Hill; Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Remi Duyile
Subject: RE: FW: [McFall & Berry] Oak Creek - snow removal (Board Action Needed)

Good afternoon Tamika and board members.

I support the McFall Berry snow removal contract.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Friday, January 5, 2024 6:14 PM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>
Subject: Re: FW: [McFall & Berry] Oak Creek - snow removal (Board Action Needed)

Hi Tamika,

I agree with the attached McFall & Berry snow removal contract.

Have a great a great evening!

Regards.
Jessica Hill, Secretary

On Thu, Jan 4, 2024 at 2:39 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the 2023-2024 Snow Removal Contract from McFall and Berry. Oak Creek is budgeted for \$31,905 for the year in snow removal. Please reply to all if the Board approves. This Contract must be signed and returned as soon as possible once the Board approves. Please let me know if you have any questions. Thanks Tamika

Tamika Davis

From: Dwight R. Ward <drupeward@gmail.com>
Sent: Tuesday, January 9, 2024 6:30 PM
To: Keith Pierce
Cc: Tamika Davis; Remi Duyile; Travis Witmer; Jess Hill
Subject: Re: [McFall & Berry] Oak Creek - snow removal (Board Action Needed)

I vote in the affirmative.

D. Ward
Sent from my iPhone

On Jan 5, 2024, at 12:35 PM, Keith Pierce <keithpierce807@gmail.com> wrote:

Good afternoon Tamika,

I concur with signing the contract especially if it's already been budgeted.

Keith

On Jan 4, 2024, at 2:39 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the 2023-2024 Snow Removal Contract from McFall and Berry. Oak Creek is budgeted for \$31,905 for the year in snow removal. Please reply to all if the Board approves. This Contract must be signed and returned as soon as possible once the Board approves. Please let me know if you have any questions. Thanks Tamika

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image003.png>

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Friday, January 5, 2024 6:14 PM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Remi Duyile; Travis Witmer
Subject: Re: FW: [McFall & Berry] Oak Creek - snow removal (Board Action Needed)

Hi Tamika,

I agree with the attached McFall & Berry snow removal contract.

Have a great a great evening!

Regards.
Jessica Hill, Secretary

On Thu, Jan 4, 2024 at 2:39 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the 2023-2024 Snow Removal Contract from McFall and Berry. Oak Creek is budgeted for \$31,905 for the year in snow removal. Please reply to all if the Board approves. This Contract must be signed and returned as soon as possible once the Board approves. Please let me know if you have any questions. Thanks Tamika

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com

manager@oakcreekclub.com



Tamika Davis

From: Remi Duyile <remiduyilessa@gmail.com>
Sent: Friday, January 5, 2024 4:01 PM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Travis Witmer; Jess Hill
Subject: Re: FW: [McFall & Berry] Oak Creek - snow removal (Board Action Needed)

Happy New Year All,

I approve this budgeted item as historically, we have been under budget for this service.

Best Regards
Remi Duyile

On Thu, Jan 4, 2024 at 2:39 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the 2023-2024 Snow Removal Contract from McFall and Berry. Oak Creek is budgeted for \$31,905 for the year in snow removal. Please reply to all if the Board approves. This Contract must be signed and returned as soon as possible once the Board approves. Please let me know if you have any questions. Thanks Tamika

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com

manager@oakcreekclub.com



Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Friday, January 5, 2024 12:36 PM
To: Tamika Davis
Cc: Dwight Ward; Remi Duyile; Travis Witmer; Jess Hill
Subject: Re: [McFall & Berry] Oak Creek - snow removal (Board Action Needed)

Importance: High

Good afternoon Tamika,

I concur with signing the contract especially if it's already been budgeted.

Keith

On Jan 4, 2024, at 2:39 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the 2023-2024 Snow Removal Contract from McFall and Berry. Oak Creek is budgeted for \$31,905 for the year in snow removal. Please reply to all if the Board approves. This Contract must be signed and returned as soon as possible once the Board approves. Please let me know if you have any questions. Thanks Tamika

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On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image003.png>

From: Kelly Cochran <kelly.cochran@mcfallandberry.com>
Sent: Tuesday, December 19, 2023 11:36 AM
To: Tamika Davis <tdavis@oakcreekclub.com>
Subject: [McFall & Berry] Oak Creek - snow removal
Importance: High

Good morning Tamika!

Attached please find our 2023-2024 snow removal contract for the upcoming winter season.

Please review the attached document and contact me with any questions you may have.



2023-2024 Snow Contract


Date 12/19/2023
Customer Tamika Davis | Community Association Management Professionals (CAMP) | 14505 Mary Bowie Parkway | Upper Marlboro, MD 20774
Property Oak Creek Club | 14505 Mary Bowie Parkway | Upper Marlboro, MD 20774
PO #

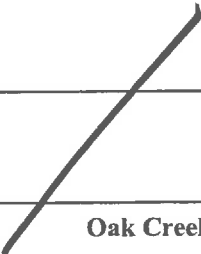
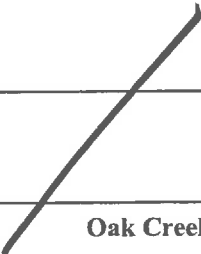
McFall & Berry will exercise its best judgement based upon weather forecast and existing conditions at the time. Customer is aware that weather conditions in the Washington DC area may change rapidly and without notice. Changes in weather conditions are considered to be an "Act of God" and McFall & Berry assumes no liability for Acts of God. Reports of damage or negligence must be reported within 48 hours. Failure to report constitutes a waiver and contractor is released from liability.

Customer understand that plowing (or applicable of ice melt) of a particular location may not clear the area to "bare pavement" and that slipper conditions may continue to prevail even after plowing (or application of ice melt product). Customer understands that McFall & Berry assumes no liability for this naturally occurring condition. Customer agrees to defend and hold harmless the Contractor for any and all trespasses or suits that may arise as a result of this naturally occurring condition.

Services Billed Upon Completion

Description	Annual Cost
SNOW SERVICES	
Snow Plowing - per hour	
Plowing/Salting Truck	\$149.00
Rock Salt - per ton	\$290.00
Sand/Salt Mix - per ton	\$248.00
Rock Salt - per bag	\$20.00
Snow Shoveling - per hour	
Shoveling / Labor	\$66.00
Snow Thrower	\$72.00
ATV/Dingo (sidewalks)	\$105.00
ATV Delivery Fees	\$300.00
Ice Melt - Bag	\$36.00
Sand - Bag	\$16.00
Snow - Front Loaders - per hour	
Skid Steer / Bobcat	\$275.00
Back Hoe (to relocate snow onsite)	\$355.00
Delivery Fees (large equipment)	\$300.00

By 
Brian Blake
Date 12/19/2023
McFall & Berry Landscape
Management

By 
Date 
Oak Creek Club

Services

Snow Plowing - per hour

SNOW PLOWING - STREETS & PARKING LOTS

A minimum of two (2) inches of snow must fall before any plowing of snow is authorized. (NOTE: No plowing under two (2) inches is authorized without prior written approval or agreement from Property Manager)

Response time in plowing of snow should be within four (4) hours of notice to contractor by Property Manager or authorized representative.

First priority areas to be cleared are main roads to allow ingress/egress for homeowners to remove vehicles from parking lot areas or to proceed to their work.

Second priority areas to be cleared will be all parking lots and spaces in front of homes.

After homeowners have removed their vehicles from parking spaces, all areas of the parking lot that are accessible to be cleared without chance of property damage will be cleared. This service is provided upon approval from Property Manager or as previously agreed upon. (NOTE: Contractor is liable for any vehicle damage caused by his equipment or workers only).

The snow will be pushed to the most convenient area of the parking lot, which might consist of a few (no more than 3) parking spaces. This will be left to the discretion of the driver at the time.

Contractor is not responsible for incidental damage to sidewalks, speed bumps, parking curbs, paver bricks, or any similar type structure from plowing equipment or de-icing materials being used that is not a direct result of the operator's negligence.

ICE REMOVAL - ROADWAYS

In the event of an ice storm and plowing is not feasible, the Property Manager or authorized representative will contact the contractor to request sand and/or ice melt (Contractor will select the least corrosive product available) to be applied to the necessary areas to allow ingress/egress by the homeowners who have to commute during this type of weather.

Normally, if the weather permits the areas to be treated, the parking lot areas authorized to be treated will be treated one (1) time only by the contractor. (Second treatment will be done if required and authorized by Property Manager). Contractor will select the least corrosive product available and cannot be held responsible for any damage to concrete, asphalt or curbing caused by product selection.

Snow Shoveling - per hour

SNOW/ICE REMOVAL - WALKWAY

All walkways as authorized and previously agreed to, will be cleared of snow/ice to allow ingress/egress in buildings, homes, and to parking areas by customers or residents once snow has completed falling and roads are passable. (NOTE: any work performed on sidewalk areas must be agreed upon and approved by Property Manager)

Contractor will clear a pathway wide enough to allow sidewalk snowplow passage and for homeowners to

walk to their vehicles in the parking lot areas.

If condition warrants, sand or ice melt will be applied to the walkways throughout the vicinity. Contractor will select the least corrosive products available and cannot be held responsible for any damage to concrete, curbing, or asphalt caused by the ice melt product.

Snow - Front Loaders - per hour

Loaders are provided on a requested basis. Typically used to remove large piles, deep snow or drive lanes not easily navigated.

Loader sizes vary from a 3/4" to a 3 cu. yard bucket with a delivery fee of \$300.00

Terms & Conditions

ACCEPTANCE OF SNOW REMOVAL CONTRACT AUTOMATICALLY RENEWS THE LANDSCAPE MAINTENANCE CONTRACT.

All charges are subject to a two-hour minimum, a four hour minimum applies to shoveling, Back Hoe, Skid Steer/Bobcat, and ATV Dingo.

Larger equipment is available within 72 hours of notification of request. A \$300.00 delivery fee applies for available equipment: Back Hoe, Skid Steer, and Bucket Loader. Front end loader price may change based on size and availability.

*Front end loader pricing will have a surcharge of 18% in any one snowfall event greater than 14 inches.

Contractor will select and apply the least corrosive product available and cannot be held responsible for damage to concrete or asphalt.

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Friday, January 5, 2024 12:36 PM
To: Tamika Davis
Cc: Dwight Ward; Remi Duyile; Travis Witmer; Jess Hill
Subject: Re: [McFall & Berry] Oak Creek - snow removal (Board Action Needed)

Importance: High

Good afternoon Tamika,

I concur with signing the contract especially if it's already been budgeted.

Keith

On Jan 4, 2024, at 2:39 PM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon Board of Directors,

Please see the 2023-2024 Snow Removal Contract from McFall and Berry. Oak Creek is budgeted for \$31,905 for the year in snow removal. Please reply to all if the Board approves. This Contract must be signed and returned as soon as possible once the Board approves. Please let me know if you have any questions. Thanks Tamika

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com

<image003.png>

From: Kelly Cochran <kelly.cochran@mcfallandberry.com>
Sent: Tuesday, December 19, 2023 11:36 AM
To: Tamika Davis <tdavis@oakcreekclub.com>
Subject: [McFall & Berry] Oak Creek - snow removal
Importance: High

Good morning Tamika!

Attached please find our 2023-2024 snow removal contract for the upcoming winter season.

Please review the attached document and contact me with any questions you may have.

Memorandum

To: Oak Creek Club Board of Directors

From: Tamika Davis, On-Site Community Manager - CAMP

Date: Sunday, January 28, 2024

Re: Ratification of the vote made on Tuesday, January 23, 2024, to approve the 2023 Goldklang audit engagement letter."

Suggested Motion: "I move to ratify the vote made on Tuesday, January 22, 2024, by the Board of Directors to approve the 2023 Goldklang audit engagement letter."

Goldklang has been the audit firm for Oak Creek Club since 2018 and provided committee support for the audit review.

Please see the attached support for the Board of Directors vote to approve the Goldklang audit engagement letter.

Tamika Davis

From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Monday, January 22, 2024 4:47 PM
To: Jess Hill; Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Remi Duyile
Subject: RE: Goldklang Audit Engagement letter 2023 (Board Action needed)

I support moving forward with the audit from Goldklang.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Sunday, January 21, 2024 5:42 PM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyiless@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>
Subject: Re: Goldklang Audit Engagement letter 2023 (Board Action needed)

Thanks Tamika.

With that breakdown and explanation, I agree with moving forward with the Goldklang auditors for 2024.

Have a great evening.

Regards,
Jessica

On Sun, Jan 21, 2024 at 8:10 AM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

Please see below the cost from the 2022 annual audit.

- Financial Statement Audit \$10,340
- Goldklang Budget and Finance Meeting attendance \$168.15

Can you confirm the payments? I reviewed the attached document and it appears the amount is different for the actual audit fees. I have copied the specific section with the fees.

Engagement Administration, Fees, and Other

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audits. Anne M. Sheehan, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for the preparation of the December 31, 2023 and 2024 audits will be \$11,200 and \$11,800, respectively. Our fee for the preparation of the federal and state income tax returns will be \$1,000 per year. Preparation of the Maryland personal property return, if needed, will be \$150 per year.

As part of our audit process, we may need to confirm the Association's bank account balances. Many banks require our firm to use a third-party service to confirm bank accounts and we will bill the Association for the direct cost incurred for any bank confirmations. Currently, the cost is \$35 per account confirmed.

Did we budget enough for the 2024 audit? I see \$11,800 vs \$11,190.

Please advise.

Have a great afternoon!

Regards,

Jessica, Secretary

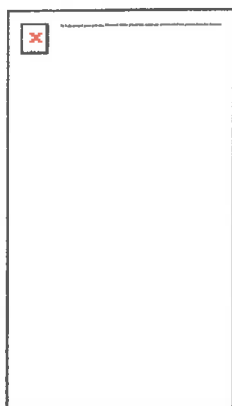
On Tue, Jan 16, 2024 at 4:13 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

Tamika Davis

From: Remi Duyile <remiduyiless@gmail.com>
Sent: Monday, January 22, 2024 4:38 PM
To: Tamika Davis
Cc: Jess Hill; Keith Pierce; Travis Witmer; WARD DWIGHT
Subject: Re: Goldklang Audit Engagement letter 2023 (Board Action needed)

Please let's move forward. Thanks



Remi Duyile

Author | International Speaker | Empowerment Coach | Strategic Consultant

<http://www.remispeaks.com>

(240)-604-1000 or (1800)-614-8061

info@remispeaks.com

CONNECT ON SOCIAL MEDIA

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<https://www.instagram.com/theremispeaks>

<https://www.theremispeaks.tumblr.com>

<https://www.youtube.com/user/remiduyile>

#RiseRestoreandShine

#Remispeaks



<remiduyiless@gmail.com>; Travis Witmer <twitmer@woodlawllc.com>

Subject: Re: Goldklang Audit Engagement letter 2023 (Board Action needed)

Hi Tamika,

Thanks for the audit information.

Can you confirm the payments? I reviewed the attached document and it appears the amount is different for the actual audit fees. I have copied the specific section with the fees.

Engagement Administration, Fees, and Other

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audits. Anne M. Sheehan, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for the preparation of the December 31, 2023 and 2024 audits will be \$11,200 and \$11,800, respectively. Our fee for the preparation of the federal and state income tax returns will be \$1,000 per year. Preparation of the Maryland personal property return, if needed, will be \$150 per year.

As part of our audit process, we may need to confirm the Association's bank account balances. Many banks require our firm to use a third-party service to confirm bank accounts and we will bill the Association for the direct cost incurred for any bank confirmations. Currently, the cost is \$35 per account confirmed.

Did we budget enough for the 2024 audit? I see \$11,800 vs \$11,190.

Please advise.

Have a great afternoon!

Tamika Davis

From: Keith Pierce <keithpierce807@gmail.com>
Sent: Monday, January 22, 2024 12:51 PM
To: Tamika Davis
Cc: Jess Hill; Dwight Ward; Remi Duyile; Travis Witmer
Subject: Re: Goldklang Audit Engagement letter 2023 (Board Action needed)

Importance: High

I agree to move forward.

Keith

On Jan 21, 2024, at 8:10 AM, Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

Please see below the cost from the 2022 annual audit.

- Financial Statement Audit \$10,340
- Goldklang Budget and Finance Meeting attendance \$168.15

Total \$10,508.15

- Federal Tax Preparation \$750.00
- Maryland Tax Prep \$100.00

Total:\$850.00

Total: 11,358.15

11,190 was approved for the 2024 Budget. Depending on the final cost we may be a little over budget as their fees have increase for the 2023 and 2024 audit.

Where it says 11,200 and 11,800 it should say or instead. Looks like they have a typo in the engagement letter.

Thanks Tamika.

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Tuesday, January 16, 2024 4:32 PM
To: Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>
Subject: Re: Goldklang Audit Engagement letter 2023 (Board Action needed)

Hi Tamika,

Tamika Davis

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Sunday, January 21, 2024 5:42 PM
To: Tamika Davis
Cc: WARD DWIGHT; Keith Pierce; Remi Duyile; Travis Witmer
Subject: Re: Goldklang Audit Engagement letter 2023 (Board Action needed)

Thanks Tamika.

With that breakdown and explanation, I agree with moving forward with the Goldklang auditors for 2024.

Have a great evening.

Regards,
Jessica

On Sun, Jan 21, 2024 at 8:10 AM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

Please see below the cost from the 2022 annual audit.

- Financial Statement Audit \$10,340
- Goldklang Budget and Finance Meeting attendance \$168.15

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Please advise.

Have a great afternoon!

Regards,

Jessica, Secretary

On Tue, Jan 16, 2024 at 4:13 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Afternoon, Oak Creek Club Board of Directors,

Please see the attached 2023 audit engagement letter for your review and approval. Goldklang has conducted the annual audit in Oak Creek since 2017. Audits typically begin mid-February once the engagement letter is received. The cost of the 2022 audit was \$11,190 in total. In the 2024 approved Budget, we budgeted for \$11,190. Please let me know if you have any questions or concerns. Thanks, Tamika.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Tamika Davis

From: Tamika Davis
Sent: Tuesday, January 23, 2024 3:07 PM
To: Travis Witmer; Jess Hill
Cc: WARD DWIGHT; Remi Duyile; Keith Pierce
Subject: RE: Goldklang Audit Engagement letter 2023 (Board Action needed)

Good Afternoon, Dwight,

Per our conversation today at 11:40 am, you agree to proceed with the Goldklang Engagement letter for the 2023 audit.

Thanks everyone for your responses. Tamika

Tamika Davis, CMCA®
On-Site Community Manager – (CAMP)
Oak Creek Club Homeowners Association
14505 Mary Bowie Parkway
Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com



From: Travis Witmer <twitmer@woodlawnllc.com>
Sent: Monday, January 22, 2024 4:47 PM
To: Jess Hill <jessica.hillocc@gmail.com>; Tamika Davis <tdavis@oakcreekclub.com>
Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>
Subject: RE: Goldklang Audit Engagement letter 2023 (Board Action needed)

I support moving forward with the audit from Goldklang.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

From: Jess Hill <jessica.hillocc@gmail.com>
Sent: Sunday, January 21, 2024 5:42 PM

Thanks Tamika.

From: Jess Hill <jessica.hillocc@gmail.com>

Sent: Tuesday, January 16, 2024 4:32 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyiless@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>

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To: Tamika Davis
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Subject: Re: Goldklang Audit Engagement letter 2023 (Board Action needed)

Thanks Tamika.

With that breakdown and explanation, I agree with moving forward with the Goldklang auditors for 2024.

Have a great evening.

Regards,
Jessica

On Sun, Jan 21, 2024 at 8:10 AM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

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Please advise.

Have a great afternoon!

Regards,

Jessica, Secretary

On Tue, Jan 16, 2024 at 4:13 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

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Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro, MD 20774

Phone (301) 390-1721 | www.OakCreekClubHOA.com

manager@oakcreekclub.com



Principals
Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals
Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Managers
Andrew T. Plaugher, CPA
Michele S. Lizama, CPA
Jennifer L. Murray, CPA

Engagement Letter

April 13, 2023

**Board of Directors and Management
Oak Creek Club Homeowners Association, Inc.**

Dear Board of Directors and Management:

We are pleased to confirm our understanding of the services we are to provide for Oak Creek Club Homeowners Association, Inc. for the years ended December 31, 2023 and 2024. The following pages of this engagement letter outline the objectives of the engagement and professional fees.

Audit Scope and Objective

We will audit the financial statements of Oak Creek Club Homeowners Association, Inc., which comprise the balance sheets as of December 31, 2023 and 2024, and the related statements of income, members' equity and cash flows for the years then ended, and the disclosures (collectively, the "financial statements"). The financial statements will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB) if the Association has a replacement reserve study. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, if the Association wishes to present supplementary information accompanying the financial statements, that information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

The objectives of our audits are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that,

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individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audits in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Association and its environment, including internal control relevant to the audits, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audits, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement which may be present as part of our audit planning: cash, accounts receivable, other assets, property and equipment, investments, debt and related liabilities, accounts payable and other liabilities, income taxes, revenue, expenses, and equity.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Other Services

We will prepare the Association's federal and state income tax returns for the years ended December 31, 2023 and 2024 based on information provided by you. During our audit, if applicable, we will provide certain nonattest services such as the preparation of the financial statements and related notes to the financial statements in conformity with accounting principles generally accepted in the United States of America, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement preparation services, and any other nonattest and tax services previously identified. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise you with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regards to those matters.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audits will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing and maintaining internal controls, relevant to the preparation and fair

presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Association from whom we determine it necessary to obtain audit evidence. At the conclusion of our audits and before the audits can be finalized, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the required supplementary information about future major repairs and replacements. You are responsible for the preparation of supplementary information in conformity with accounting principles generally accepted in the United State of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audits.

Anne M. Sheehan, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for the preparation of the December 31, 2023 and 2024 audits will be \$11,200 and \$11,800, respectively. Our fee for the preparation of the federal and state income tax returns will be \$1,000

per year. Preparation of the Maryland personal property return, if needed, will be \$150 per year. As part of our audit process, we may need to confirm the Association's bank account balances. Many banks require our firm to use a third-party service to confirm bank accounts and we will bill the Association for the direct cost incurred for any bank confirmations. Currently, the cost is \$35 per account confirmed.

The fees above are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Fee adjustments may be needed due to management or financial reporting changes, such as change in management agents, special assessments or borrowings, etc. We will bill for changes to the draft audit that are at the request of the Association. If the Association requests us to attend meetings, we will bill for such meetings at our hourly rates, including travel time.

Our fees for audit services will be billed when we issue the draft audit report and for tax services when the tax returns are prepared, if applicable. We reserve the right to progress bill. Invoices are payable upon receipt. A late payment fee of 2% may be charged to all balances not paid within 30 days of invoice date. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent.

Reporting

We will issue a written report upon completion of our audits of the Association's financial statements. Our report will be addressed to the Board of Directors of the Association. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of the circumstances, it may be necessary for us to modify our opinion or add an emphasis of matter, other-matter paragraph, or separate section to our auditor's report, or if necessary, withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Discontinuation of Services

Should the Association decide to terminate this agreement for any reason after completion of the first year's engagement, but prior to the commencement of audit fieldwork for the second or subsequent year, notice must be provided in email or by mail.

If we elect to terminate our services for nonpayment, inability to obtain necessary financial records, or for any other reason not provided for in this letter, our engagement letter will be deemed to have been completed upon written notification of termination even if we have not issued a report. You will be invoiced for time expended through the date of termination and any out-of-pocket costs.

Representation Letter and Issuance of Final Audit

An audit representation letter will be included with the draft audits. This letter is required by auditing standards and is needed to finalize the audits. It must be signed by the Board President or Treasurer and a management representative. The signed letter must be returned to our office within 60 days of the date of the draft audits with most recent financial statements to our office. If not received within

60 days, we will bill the Association for additional audit procedures at our standard hourly rates. These additional audit procedures are required if the representation letter is past due. Once the audits have been finalized, we will provide you with an electronic copy of the audit reports.

If we do not receive the signed engagement letter before the income tax extension filing deadline, we will automatically prepare income tax extensions. If the engagement letter is subsequently not accepted, we will bill \$100 for the income tax extension preparation.

This signed engagement letter should be returned to us by email, fax, or mail at:

Goldklang Group CPAs, PC
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191
Email: engagement_letters@ggroupcpas.com
Fax: 703.391.9004

We appreciate the opportunity to serve you and look forward to working with you in the upcoming year. We believe this letter accurately summarizes the significant terms of our engagement. If the above is acceptable to you, please sign below and return this letter to us, retaining a copy for your files.

Please contact us with any questions.

Very truly yours,

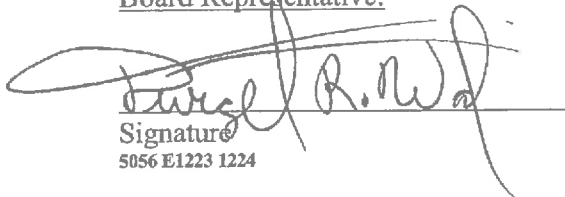
Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the understanding of Oak Creek Club Homeowners Association, Inc.:

Board Representative:


Signature
5056 E1223 1224

Dwight B. WARD
Printed Name

1-24-24
Date



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

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Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Managers
Andrew T. Plaugher, CPA
Michele S. Lizama, CPA
Jennifer L. Murray, CPA

Acknowledgment of Management Responsibilities

April 13, 2023

Management Agent for
Oak Creek Club Homeowners Association, Inc.

Dear Management Agent:

We are pleased to confirm your acknowledgment of management responsibilities for the services we are to provide for Oak Creek Club Homeowners Association, Inc. for the years ended December 31, 2023 and 2024.

Audit Scope and Objective

We will audit the financial statements of Oak Creek Club Homeowners Association, Inc., which comprise the balance sheets as of December 31, 2023 and 2024, and the related statements of income, members' equity and cash flows for the years then ended, and the disclosures (collectively, the "financial statements"). The financial statements will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB) if the Association has a replacement reserve study. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, if the Association wishes to present supplementary information accompanying the financial statements, that information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

The objectives of our audits are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that,

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individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

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We will conduct our audits in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Association and its environment, including internal control relevant to the audits, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audits, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement which may be present as part of our audit planning: cash, accounts receivable, other assets, property and equipment, investments, debt and related liabilities, accounts payable and other liabilities, income taxes, revenue, expenses, and equity.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Other Services

We will prepare the Association's federal and state income tax returns for the years ended December 31, 2023 and 2024 based on information provided by you. During our audit, if applicable, we will provide certain nonattest services such as the preparation of the financial statements and related notes to the financial statements in conformity with accounting principles generally accepted in the United States of America, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement preparation services, and any other nonattest and tax services previously identified. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise you with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regards to those matters.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audits will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud

or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Association from whom we determine it necessary to obtain audit evidence. At the conclusion of our audits and before the audits can be finalized, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the required supplementary information about future major repairs and replacements. You are responsible for the preparation of supplementary information in conformity with accounting principles generally accepted in the United State of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audit.

Very truly yours,

Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the acknowledgment of management responsibilities for the services we are to provide for Oak Creek Club Homeowners Association, Inc.:

Management Representative:

Signature
5056 E1223 1224

Printed Name

Date