



Oak Creek Club Homeowners Association

Board of Directors Virtual Meeting

Tuesday September 10, 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, September 10, 2024, @ 6:30 pm
Upper Marlboro MD, 20774
AGENDA

Call to Order: 6:30 pm.

Explanation of Virtual Meeting Protocol/Agenda Order: Moriah Benjamin

Approval of June Board Meeting Minutes: (Tab 1)

Management Report: Tamika Davis (Tab 2)

Covenants Report: TaShawn Andrews, Covenants Administrator (Tab 3)

Committee Reports: (Tab 4)

Committee Meeting Minutes: (Tab 5)

Maturing Investments Memo: (Tab 6)

Consent Agenda:

1. Approval of the vote made on Wednesday July 31, 2024, to approve gate repairs for the Bamberg exit lane and the Deer Run resident lane. (Tab 7)
2. Approval of the vote made on Sunday August 4, 2024, to replace the Fox Turn resident lane transponder reader. (Tab 8)

Old Business:

3. Review and Approval of Dead Conservation Tree Removal (Tab 9)
4. Review and Approval of the DMV Gates proposal for the replacement of the clubhouse entry gate arm. (Tab 10)

New Business:

1. Review and Approval of Committee Volunteer Form (s) (Tab 11)
2. Review and Approval of the 2024 Annual Audit (Tab 12)
3. Review and Approval of Irrigation maintenance proposals/upgrades. (Tab 13)
4. Review and Approval of the McFall and Berry fall plantings change recommendation. (Tab 14)
5. Review and Approval of the 2024-2025 McFall and Berry snow removal contract. (Tab 15)
6. Review and Approval of the Main Gate entry pedestrian and Pine Valley exit pedestrian gate repair. (Tab 16)
7. 2025 Budget Draft Review. (Tab 17)
8. Review and Approval of Swell Repair for Mary Bowie Parkway. (Tab 18)

Resident Forum: 25 Minutes

Adjournment: 8:30 pm

Executive Sessions:

1. Account #R0297344L0251814 Exterior Modification Denial (**Tab 19**)
2. Account # R0297736L0252209 Gate arm damage reimbursement (**Tab 20**)
3. Account # R0688572L0252022 Gate arm damage reimbursement (**Tab 21**)
4. Account # R0297341L0251811 Gate arm damage reimbursement (**Tab 22**)
5. Account # R0365209L0307411 Gate arm damage reimbursement (**Tab 23**)

Oak Creek Club Homeowners Association
Board of Directors Meeting
Tuesday, June 11, 2024 @ 6:30 P.M.
Virtual

Board Members Present:

Dwight Ward- President
Keith Pierce – Vice President
Jessica Hill - Secretary
Remi Duyile – Treasurer
Travis Witmer - Board Member

Others Present:

Tamika Davis- Community Manager (CAMP)
Moriah Benjamin – Assistant Community Manager (CAMP)
TaShawn Andrews - Covenants Administrator (CAMP)
Members at large

Call to Order:

Dwight Ward called the meeting to order at 6:30 P.M.

Explanation of Virtual Meeting Protocol:

Tamika Davis explained the meeting protocol and gave an overview of the agenda.

Community Update:

Officer Battle (PGCP) provided a community update regarding recent incidents, including gate arm damage, package theft, and rising car thefts throughout the county. He reminded homeowners to lock their car doors and know their surroundings. He informed residents that 232 gate arm incidents were reported to the Prince George County Police Department for the Oak Creek Club Community. Office Battle is working with Management to find solutions to mitigate gate arm incidents.

Approval of the April Board Meeting Minutes and May Town Hall Meeting Minutes:

Jessica Hill moved to approve the May 2024 Town Hall Meeting Minutes with Travis Witmer's amended correction regarding the Oak Grove Road Update. Dwight Ward seconded the motion, which passed by unanimous vote. The Board tabled the vote on the April Board Meeting Minutes until clarification regarding a vote made on the March Executive Session was corrected.

Management Report:

Tamika Davis provided the community with the Management Report. This report summarized the action items completed by the management team since the April 2024 Board Meeting.

Financial Report:

Tamika Davis provided the community with the Financial Report. Ms. Davis reported that the Association had \$3,902,645 in cash and investments as of the end of April 2024. The fund balances were as follows:

Repair & Replacement Reserve Fund	\$2,218,688
Operating Reserve Fund	\$1,024,388
Community Center Fund	\$120,490
Bus Fund	<u>\$127,885</u>
	\$3,491,451

Jessica Hill moved to approve reinvesting the funds from the CD maturing on June 24, 2024, in the amount of \$50,000 in the Operating Reserve Investment Fund ladder at Morgan Stanley. Dwight Ward seconded the motion, which passed by unanimous vote.

- UBS Bank USA SLC UT \$50,000 Maturity Date 06/24/2024

Covenants Report:

TaShawn Andrews provided the community with the Covenants Report.

Committee Reports/Meeting Minutes:

Gabrielle Powell provided the community with the Social Committee report.
Julien Brown provided the community with the Access Committee report.
Jessica Hill read the collection report provided by the Law Offices of Gregory Alexandrides, LLC.

Committee Member Removal:

Jessica Hill moved to approve the removal of an in-active Access Committee Member from the Access Committee. Remi Duyile seconded the motion, which passed by unanimous vote.

Consent Agenda:

Keith Pierce moved to ratify the Board of Directors vote made on Monday, May 6, 2024, to approve gate repairs for Pine Valley and at the clubhouse in the amount of \$23,374.06 to be expensed from Repair & Replacement Reserves. Jessica Hill seconded the motion, which passed by unanimous vote.

Remi Duyile moved to ratify the Board of Directors vote made on Tuesday, May 7, 2024, to approve the sheriff's sale for File #70229.241. Jessica Hill seconded the motion, which passed by unanimous vote.

Keith Pierce moved to ratify the Board of Directors vote made on Wednesday, May 8, 2024, to approve the Paradise Pools proposal for the pool motor replacement in the amount of \$5,900 to be expensed from Repair & Replacement Reserves. Remi Duyile seconded the motion, which passed by unanimous vote.

Jessica Hill moved to ratify the Board of Directors vote made on May 14, 2024, to approve repairs for the Queen Anne exit gate in the amount of \$9,351 to be expensed from Repair & Replacement Reserves. Dwight Ward seconded the motion, which passed by unanimous vote.

Old Business

Elections Committee Charter:

Keith Pierce moved to approve the Elections Committee Charter in accordance with Article 7 of the Oak Creek Club Bylaws and Article 5, section 5.3, section C of the Articles of Incorporation and to approve Jessica Hill as the Board Member on the Elections Committee. Dwight Ward seconded the motion, which passed by unanimous vote.

Contract Bid Recommendation for the Grounds Contract:

Keith Pierce moved to start the bidding process for the Grounds maintenance contract. Dwight Ward seconded the motion, which passed by a unanimous vote.

New Business

Committee Appointments

Remi Duyile moved to approve the appointments of Pamela Rachal and Yolanda Ricks to the Elections Committee and Chuck Snow and Lynne Todd to the Grounds Committee. Jessica Hill seconded the motion, which passed by a unanimous vote.

Review and Approval of DMV Gate Repair Proposals:

Jessica Hill moved to approve the DMV Gates proposals for repairs at the Main Gate, Deer Run Estates, Fox Turn, and Pine Valley in the total amount of \$40,440.06 to be expensed from Repair & Replacement Reserves. Keith Pierce seconded the motion, which passed by unanimous vote.

Review and Approval of Tree Removal Proposals from McFall & Berry:

The Board voted unanimously to table the proposals for tree removal, in the amount of \$7,442.83, until the Prince George's County Park and Planning Commission identifies the tree ownership.

Review and Approval of Large Conference Room Floor Repairs

Keith Pierce moved to approve the proposal from JC Building Maintenance to replace the damaged floor in the large conference room for \$3,295.00, to be expensed from the Repair & Replacement Reserves. Dwight Ward seconded the motion which passed by a vote of 4 in Favor (Keith Pierce, Dwight Ward, Travis Witmer, Remi Duyile), 1 opposed (Jessica Hill).

Review and Approval of the Finance Committee recommendation for the Renaming of the Bus Fund:

Remi Duyile moved to approve the recommendation of the Budget & Finance Committee to rename the Bus Fund to the Special Projects Fund, as suggested in the 2022 and 2023 annual Audits. Dwight Ward seconded the motion, which passed by unanimous vote.

Resident Forum:

Homeowners discussed the following issues:

- Their gratitude for the formation of an Elections Committee
- Street parking in the community
- Gate arm timing configuration to prevent tailgating and gate damage

Follow Up Items:

Management to send information regarding the parking and vehicle policy to the community

The Board will follow up with the committees regarding action items

Executive Session:

At 8:49 P.M., by a motion duly made and seconded, the Board voted unanimously to enter Executive Session to review owner accounts and appeals.

Open Session:

The Board returned to open session at 10:30 P.M.

By a motion duly made and seconded, the Board voted unanimously to deny the appeal for gate arm damage reimbursement for Acct# R0518704L0422430.

By a motion duly made and seconded, the Board unanimously approved a one-time waiver of the return payment fee for account # R0606933L0251804.

By a motion duly made and seconded, the Board voted unanimously to approve the reimbursement for gate arm damage for Acct# R0672694L0251943.

By a motion duly made and seconded, the Board voted unanimously to deny the appeal for violation fee removal and exterior modifications for Acct# R0559371L0251820.

Adjournment:

By a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 10:35 P.M.

Memorandum

To: Oak Creek Club Homeowners Association Communications Committee

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

Date: Wednesday, September 4, 2024

Re: Management Report 9/4/2024

Please see some items addressed by the management team from 6/12/2024-9/4/2024:

- The floor repairs in the large meeting room were completed on Tuesday 9/4/2024 by JC Maintenance.
- MNCPPC has been contacted regarding the observed and reported trail concerns. Community members can help create urgency for these repairs by contacting MNCPPC by calling (301) 699-2255 or emailing customerservice@pgparks.com.
- As many community members know, the speed radar sign was hit by Bates Trash Removal on 9/4/2024. An insurance claim has been filed. Traffic Logix has provided a proposal for the sign to be replaced. We hope to have the sign back in place by November.
- The board-approved camera upgrades have started in the community. So far, the Clubhouse, Main Gate, and Pine Valley have been completed. Dunbar has communicated that this project will be completed by the end of September. During the camera upgrade installation, we had no camera outages.
- The management team is working with Dunbar Security Solutions to upload homeowner data into the new intercom database. Please make sure all of your contact information is updated in CIRANET to ensure you have no access interruptions once the new Cell Gate intercoms are installed. Please feel free to stop by the office for assistance accessing your accounting if you're having trouble.
- Fit Repair has repaired the broken pedal strap on an exercise machine in the gym. They also conducted preventative maintenance service in July 2024.
- There was a public hearing regarding an increase in the number of homes being built in Locust Hill to 706 homes. The hearing was on Thursday, September 9, 2024, at 10:00 AM. Anyone that is registered as person of record received a notification. The management team has added information on the HOA website on how to become a person of record.
- Thank you to all the community members who came out for National Night on 8/6/2024. We had a great time.
- The broken Main Gate Pillar light was replaced on 8/6/2024.
- Hornets nests were removed from the Hawley Lane Tot lot and on Shannock Lane.

- Annual backflow testing was completed July 16, 2024. All data has been reported to WSSC on time.
- The management team consistently follows up with the county regarding the damaged curb outside the Deer Run Estates entrance. The county has provided a repair ETA of one year for this issue. Community members can help expedite the process by reporting the problem to 311 or using the online 311 county reporting system.
- The new seesaw was installed at the Paramus Court tot lot in July 2024. This installation was a great addition to the playground.
- There are currently nineteen insurance claims pending for gate damage reimbursement.
- Oak Creek day was a success with 907 attendees and 17 volunteers to support the Social Committee host this event. Thank you to the Social Committee for hosting an amazing event. The 90's theme was nostalgic.
- There were 3074 successful pool reservations through Membersplash this pool season

Thank you again for your support.



Covenants Report for August 2024

Exterior Modification Application Overview

For August, the committee approved 4 of the 7 applications submitted.

If you are interested in making exterior modifications to your home, please get in touch with 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 on 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	August 2024				Total 2024		
	Total # Processed	Total # Approved	Total # Awaiting Information	Percentage Approved	Total # Processed	Total # Approved	Percentage Approved
	7	4	3	57.1%	64	45	70.3%

Violation Overview

For August, 62 % of the 103 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	August 2024			Total 2024		
	Total Issued	Total Resolved	Total Unresolved	Total #Issued	Total Resolved	Total Unresolved
	103	14	198	251	53	198

Category	% of Total
Rubbish and Debris	15%
Maintenance	62%
Landscaping	8%
Parking	3%
Architectural	4%
Noise	2%
Signs & Sport Equipment	2%
Unsightly	4%
Total	100%

Oak Creek Club Homeowners Association Facilities Committee Report

September 10, 2024

Current Committee Membership

The Facilities Committee currently has eight members:

Cynthia Whittenburg, Chair
Shani Haden, Vice Chair
Martazsh Henderson, Secretary
Patricia Partee, Treasurer
Marilyn Akinfolarin
Cheryl Barnes
Denise Milligan
Vonda Williams

The committee has one vacancy and our regularly scheduled monthly meetings are held the last Thursday of each month at 6:30 p.m. The default location for the meetings will be in person according to the Facilities Charter at the Tennis and Swim Center.

Calendar Year 2024 Key Accomplishments To-Date

- **Tennis Courts:** The recent independent inspection performed January 2023 identified deficiencies on the tennis courts. The remaining deficiency is a significant crack in the asphalt. The repair of the court has been tabled.
- **Paramus Court Tot Lot:** The additional piece of play equipment has been installed. Due to the delay in moving forward with the sidewalk extension and fencing, new and updated estimates were required. The sidewalk extension should be constructed prior to the fencing; however, the Committee has tabled reviewing the proposals due to not possessing the technical expertise to make a sound recommendation.
- **Resident Survey:** The Committee conducted and assessed a resident wide survey to determine the type of enhanced services the community would be interested in made available at Oak Creek facilities.
- **Tennis & Swim Center Renovation:** The renovation, performed by McClean and Tircuit LLC, began in June 2024, beginning with the painting. The shipping of furnishings ordered have been delayed. It is anticipated that the project will be completed by the end of September 2024. The Committee is working to identify a suitable organization(s) to receive the used furniture.
- **HOA Office Furniture:** It is noted that the office furniture of the Oak Creek management staff is in disrepair. The Committee had planned to work within the budgetary line item available to pursue options for furniture replacement; however, the HOA staff worked directly with the Board to replace and purchase office furniture.

- **Pool Furniture:** In July, the Committee initially voted affirmatively to rent pool furniture and chair refurbishing provided by Criterion. After viewing a picture of the rental furniture, the Committee decided not to recommend moving forward with Criterion rental and refurbishing. The Committee decided to recommend
- **Concession Options at Community Pool:** The Committee did formally pursue opportunities to partner with the Oak Grove Restaurant. Oak Grove Restaurant declined to offer food at the pool. The Committee drafted a vending machine proposal.
- **Project Manager:** The Committee needs assistance in the form of a Construction Project Manager to assist with assessing proposals.

Committee Recommendations - Board Approvals Sought:

- **Pool Furniture:** The Committee is seeking approval to have all pool chairs (72 armchairs; 42 lounge chairs) refurbished by Southern Company LLC (*see attached estimate*) at the rate of \$33,285. The Committee is concerned about storage of the refurbished furniture once the work is completed.
- **Vending Machine at Tennis & Swim Center:** The Committee is seeking approval to pursue offering a vending machine. The first step being publishing a request for proposals. (*See attached draft RFP*)
- **Construction Project Manager:** The Committee is seeking approval to solicit proposals with the goal of contracting the services of a Construction Project Manager. The Committee submitted a 2025 budget request for these services in the amount of \$7,680.
- **Tennis & Swim Center Open House:** The Committee is seeking approval to host an Open House Saturday, November 2, 2024, showcasing the renovation.

Respectfully submitted by:

Cynthia F. Whittenburg, Chair

Oak Creek HOA
Elections Committee Update
September 10, 2024 Board Meeting

Committee Members: Jessica Hill, Pamela Rachal, Yolanda Ricks

The Elections Committee was announced at the June 2024 Board meeting. Since then, we have actively and energetically begun to identify and tackle the challenges our committee is tasked to address. We recognized that we are working under very tight time constraints and have been diligent in our efforts to make a positive impact on the 2024 Board of Directors election.

First meeting – June 26, 2024

Identified key areas of focus for the committee:

- Review the Annual Meeting and Board of Directors Elections processes (some of which were put in place because of Covid) to ensure they align with the HOA bylaws and are in service to the community's current needs.
 - This includes the platform used for electronic voting
- Ensuring all communications for the Call for Candidates, Annual Meeting, Candidate Forum, and any related events are clear, demonstrate high professional standards, and adhere to the bylaws of the community.

Accomplishments to date:

- Reviewed, redesigned, and rewrote the forms needed to run for the Board.
 - Separated the Candidate Form and Nominating Petition into two separate documents.
 - Restructured the Candidate Form to include specific questions that provide more robust information on a candidate's background, the issues they feel are most critical, and their level of interest and commitment to the community.
 - Incorporated feedback from residents shared during committee meeting as well as from the Board of Directors.
 - Recommended the forms be posted on the HOA website as Microsoft Word documents, which will make completing the forms much easier.
- Rewrote the cover letter for the Call for Candidates packet.
- Created content with strong visuals to drive continued awareness of the Call for Candidates. Content can be shared via email, text, FB page and on gate exit signs.
- Have begun to identify potential voting platform vendors to understand costs, capabilities, and adherence to CAI best practices, including security. A recommendation for a HOA voting vendor to be delivered in order to impact the 2025 election.
 - Met with a vendor – ONR
 - Awaiting more information about current vendor, Vote Now HOA.

- Reviewed and made recommended changes to the elections timeline – from the mailing of the Call for Candidates up to the Annual meeting.
 - These changes were designed to provide adequate time for candidates to submit their nominations and for homeowners to fully review each candidate. It also moves the final date to vote closer to the Annual meeting.
 - Developed a communications timeline to maximize awareness of key milestones in the elections process (Call for Candidates, Candidate forum, voting deadline, and Annual Meeting).
- Rewrote the cover letter for the Annual Meeting and Board of Directions election packet.
 - Accurately reflect the purpose of the Annual Meeting
 - Reorganized to improve the flow of the document
 - Provided greater clarity on How to Vote in the election
 - Included information on the Candidate Forum
- Have held a total of five (5) committee meetings since the Elections Committee was announced two months ago.

Oak Creek Social Committee
Board Updates
September 2024

- The Committee has completed 4 successful events this year:
 - Easter event
 - Mother's Day jewelry making event
 - Paint with Pops Father's Day event
 - Oak Creek Day 90's Block Party
- In addition to these events, the Committee is currently working on planning the following events during the year:
 - Oak Creek Storytime
 - Harvest Day event
 - Photos with Santa
 - Adult Holiday Party

The committee is currently on budget and working to pull together final requests for approval of the board for the holiday party to include catering. Please stay tuned as we work on researching any remaining big ticket items.

The committee does not have any requests for the Board at this time and thanks the Board for all of its support throughout the year and respectfully requests your flexibility as we prepare final holiday items that will require the Board's vote.

Weekly Access Committee / Camp Meeting Notes

August 28, 2024 @ 12:00 PM

Incident Report:

- Gate strikes total for the month (Jan): 9
- Gate strikes total for the month (Feb): 16
- Gate strikes total for the month (Mar): 11
- Gate strikes total for the month (Apr): 17
- Gate strikes total for the month (May): 14
- Gate strikes total for the month (June): 7
- Gate strikes total for the month (July): 11
- Gate strikes total for the month (Aug): 4
- Gate strikes total for the year 2024: 87
 - Resulting in damage: 53 (1 entry damage)
 - Money collected: \$58,321
 - Money owed: 19 claims pending.

Gate Entrances Report:

- Main Entrance
 - Pedestrian gate entrance broken, estimate pending.
- Clubhouse
 - Barrier arm broken off, estimate PBA.
- Bamberg
 - Exit barrier arm malfunctioning, estimate approved by the Board. Repair expected to be completed by the end of the week.
- Bolling Terrace
- Deer Run
- Deer Run Estates
- Pine Valley
 - Pedestrian gate entrance broken, estimate pending.
- Queen Anne
 - Visitor barrier arm bent, estimate approved by the Board.
 - Exit bi-fold gate operator broken (right side), repair approved.
- Fox Turn

New Gate Equipment Report:

- Fox Turn
 - Resident lane – New barrier arm gate operator
 - Visitor lane – New barrier arm gate operator
 - Exit lane – New barrier arm gate operator
 - Exit lane – New bi-fold gate operator
 - Transponder reader
- Pine Valley
 - Resident lane – New barrier arm gate operator
 - Resident lane – New bi-fold gate operator

- Visitor Lane – New bi-fold gate operator
- Exit lane – New barrier arm gate operator
- Exit lane – New bi-fold gate operator
- Deer Run Estate
 - Resident lane – New barrier arm gate operator
 - Resident lane – New bi-fold gate operator
 - Visitor lane – New bi-fold gate operator
- Deer Run
 - Resident lane – New barrier arm gate operator
 - Resident lane – New safety sensor
 - Resident lane – New bi-fold gate operator
 - Visitor lane – New barrier arm gate operator
 - Exit lane – New bi-fold gate operator
- Main Gate
 - Exit lane – New barrier arm gate operator
- Queen Anne
 - Exit lane – New bi-fold gate operator
 - Exit lane – New barrier arm gate operator
 - Golf cart gates – 2 New bi-fold gate operators

Vendor Report:

- DMV Gates
 - Several invoices pending and provided.
 - Signage proofs w/ arrows are pending.
- Dunbar
 - Completed camera replacements at:
 - ❖ Clubhouse
 - ❖ Clubhouse gate arm
 - ❖ Bamberg
 - ❖ Main gate
 - New equipment has been ordered.
 - Intercom installation estimated late September (3-month duration).
 - ❖ Pending database updates
 - ❖ Pending complete camera installation
 - Training materials are pending. (late September)
 - Attending AC Meeting 8/28/2024.

Review of Previous Action Items:

- Ms. Davis / CAMP:
 - Follow-up on all outstanding repairs. – Update provided above.
 - Ask Association’s Counsel Ray Bia about governance of any fines. – Currently no language in our governing documents. We will need to compose drafts for review. Also producing corporate transparency act correspondence for the community.
 - Coordinate the implementation of new gate configuration at all gate entrances. – In progress (Queen Anne & Fox Turn pending)

- Request quotes for camera at Oak Creek West Park – Responses are pending from Dunbar and DMV Gates. Targeting September Board package.
 - Remove red stripe from Queen Anne golf gate entrances. – Porter has been tasked.
 - Request new signage mockups for gate entrances from DMV Gates. – Pending
 - Begin composing training materials for Cellgate rollout. – In progress
 - Notify Board of AC member resignation. – Complete
 - Notify AC of AC member resignation. – Complete
- Chairman / Access Committee:
 - Review our trespassing policies and signage. – In progress
 - Review policy for reimbursement for damages. – In progress
 - Work with CAMP & AC to compose property damage mitigation process. – In progress

New Action Items:

- Ms. Davis / CAMP:
 - AC Meeting August 28, 2024
- Chairman / Access Committee:
 - AC Meeting August 28, 2024.

Backlog Items:

- Ms. Davis / CAMP:
 - Create a new template to include gate entrance access status updates on the Oak Creek website.– CAMP Assistant Manager has been tasked and currently working on it.
 - Follow-up with DMV Gates regarding e-Loops. – Pending.
- Chairman / Access Committee:
 - N/A

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

**Elections Committee Meeting Minutes
Wednesday July 10, 2024, @ 6:30 pm**

Pamela Rachal called the Elections Committee Meeting to order at 6:31 pm.

Committee Members in Attendance:

- Jessica Hill
- Pamela Rachal
- Yolanda Ricks

Residents in Attendance:

- Steven Ricks

Camp Representative

- Moriah Benjamin, Assistant Community Manager

Resident Forum:

Steven Ricks suggested that the Resident Forum be held at the end of the Committee's Business. Pam Rachal suggested that holding the Resident Forum at the end of the meeting would be okay. Jessica Hill suggested that the Resident Forum could be up to 15 Minutes. Yolanda Ricks suggested that holding the Resident Forum at the end of the meeting is fine unless residents participating need to speak earlier in the meeting. Since the Committee discussed being flexible with residents attending meetings, no vote on holding the Residents Forum at the end of meetings was taken by the committee.

New Business:

1. Review and discussion of the Election Timeline Proposed by HOA Management/CAMP on Tuesday, July 9, 2024, (5:11 pm):

- General discussion of the need for the Elections Committee to review all election materials before printing or mailing to residents.
- Pamela Rachal moved to send out the Call for Candidates materials to Sundry Printing on Monday, July 22, 2024. Yolanda Ricks seconded. Motion carried unanimously.
- Pamela Rachal moved to send out the Call for Candidates/Annual Meeting Notice/Candidate Forum Notice on Monday, August 5, 2024. Jessica Hill seconded. Motion carried unanimously.
- Pamela Rachal moved to set the deadline for the Call for Candidates for Monday, August 26, 2024. Yolanda Ricks seconded. Motion carried unanimously.

- Pamela Rachal moved to send out electronic and paper ballots to eligible homeowners no later than Monday, September 9, 2024. Jessica Hill seconded. Motion carried unanimously.
- Pamela Rachal moved to set the deadline for electronic and paper ballots for Friday, October 4, 2024, at 5 pm. Jessica Hill seconded. Motion carried unanimously.

2. Discuss and Confirm Elections Committee Deadline for Review of Call for Candidates Document Before Printing:

- Pamela Rachal moved to Review the Call for Candidates Documents no later than Tuesday, July 16, 2024. Yolanda Ricks seconded. Motion carried unanimously.

3. Discussion of Adding Specific Questions to the Candidate Form and Nominating Petition

- Pam Rachal will provide her recommendations for additional questions to the Committee and CAMP by Thursday, July 11, 2024.
- Yolanda Ricks provided recommendations to CAMP to provide the address/date/and time of final submission of Candidate forms on both the letter to residents and the Candidate Form and Nominating Petition.

Old Business:

1. Discussion of ONR HOA Voting App and Quote:

- The committee discussed having ONR sales representative Gabriel Campos provide a demonstration of the ONR voting/survey/access control application at the next Elections Committee Meeting, July 31, 2024, at 6:45 pm.
- Yolanda Ricks provided information on the ONR quote, which includes unlimited voting, surveys, and an access control feature (like Dwelling Live). The initial quote for voting and surveys was \$1249, good through August 7, 2024. More information on the quote to be developed as the committee looks forward to options to prepare for the 2025 calendar year.

2. Discussion of Additional HOA Voting/Survey Platforms

- Discussion of eballot.com by Votenet Solutions, recommended by Jessica Hill to research for quotes for the 2025 Calendar year at the Wednesday, June 26, 2024, Elections Committee Meeting. Yolanda Ricks discussed trying to find vote.net, and the website is eballot.com.

Tasks:

1. CAMP to provide copies to the Elections Committee of the voting documents that were sent out to residents for the 2023 calendar year.
2. CAMP to confirm what the voting window/timeframe (number of days) is allowed under the current contract with Vote HOA Now.

Adjournment:

Pamela Rachal adjourned the meeting at 8:37 PM

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

**Elections Committee Meeting Minutes
Wednesday July 16, 2024, @ 6:30 pm**

Pamela Rachal called the Elections Committee Meeting to order at 6:33 pm.

Committee Members in Attendance:

- Jessica Hill - HOA Board Secretary, Committee Member
- Pamela Rachal - Chair
- Yolanda Ricks - Secretary

Residents in Attendance:

- Dorian Adair
- Larry Kibler
- Suzann King

Camp Representative:

- Not Present

Resident Forum:

Larry Kibler suggested that we push to make the needed changes to the Election Materials with CAMP as well as review the Printing Vendor and Voting Vendors. Suzann King discussed adding a few changes to the Candidate Form questions to ensure the involvement of the Community and not just people who have served on Board Committees. Dorian Adair agreed with Ms. King. Pamela Rachal assured Ms. King and Ms. Adair that we want inclusivity and will include their concerns for inclusion in the questions on the Candidate Form. Yolanda Ricks explained that the Committee has been working overtime with CAMP and the HOA Board to make some changes to the Forms for this election cycle, to encourage participation by the Residents, and to advocate for encouraging participation in our elections on all available HOA platforms. Ms. Ricks also said that the Committee had been working to bring forward changes to the forms, even though CAMP management was out of the office, and in light of the very tight timelines to get ready for the HOA Elections for 2024.

New Business:

- 1. Review and discussion of the Election Timeline Proposed by HOA Management/CAMP on Tuesday, July 9, 2024, and need for proposed changes to the Nominating Petition and Candidate Form.**
 - Pamela Rachal discussed the 2023 Board Election Package. Jessica Hill discussed challenges with the Sundry Printing Company (used by the HOA

since 2015) for the 2023 Election process (note that Tamika Davis from CAMP sent the Elections Committee an email on July 10, 2024, indicating that CAMP got the HOA a 50% discount because of Sundry having problems with some election mailers to Oak Creek Residents after issues with printing staff changes).

2. Discussion of Changes Made to the Nominating Petition and Candidate Form (Forwarded to the HOA Board for Approval):

- Discussion of our unanimous vote to forward the new Nominating Petition and Candidate Form drafted by Chair, Pamela Rachal, to the Board for Approval on Friday, July 12, 2024, which was sent to the HOA Board Members via email and text message by Jessica Hill. The Elections Committee was in communication with CAMP on this issue, Moriah Benjamin and Tamika Davis (who were both out of the Office Friday, July 12, 2024).

3. Discussion of Resident Forum and request of Residents to include questions to encourage HOA Residents to apply for Board positions who may not have had prior Board or Committee experience:

- Pamela Rachal thanked the Resident Forum participants for their feedback and agreed to look at the Candidate Form to make some adjustments.

4. Discussion of Feedback from the HOA Board on recommended 2024 Nominating Petition and Candidate Form.

- The HOA Board is expected to provide feedback on the forms by July 18, 2024. Jessica Hill indicated that she is in contact with the Board and will let the Committee know their feedback.

Old Business:

1. Discussion of ONR HOA Voting App and Quote:

- The committee discussed having ONR sales representative Gabriel Campos provide a demonstration of the ONR voting/survey/access control application at the next Elections Committee Meeting, July 31, 2024, at 6:45 pm.
- Yolanda Ricks provided information on the ONR quote, which includes unlimited voting, surveys, and an access control feature (like Dwelling Live). More information on the quote will be developed by the Committee as we look forward to elections in 2025.

2. Discussion of Additional HOA Voting/Survey Platforms:

- Discussion of other voting platforms that could save the HOA money for the 2025 Election year, including Mentimeter and eballot.com.
- Pamela Rachal indicated that she will add an agenda item for the next meeting on July 31, 2024, to establish criteria for reviewing HOA Voting/Survey Platforms for Election 2025.

Tasks:

1. CAMP to provide copies to the Elections Committee of the voting documents that were sent out to Residents for the 2023 calendar year.
2. Camp to post Committee Meeting Minutes from June 26, 2024, (unanimously approved); July 10, 2024, (unanimously approved); and July 16, 2024, (still to be approved).
3. CAMP to post Committee Meeting Agendas for June 26, 2024, July 10, 2024; and July 16, 2024.
4. CAMP to inform the Committee if we will receive an HOA email address.
5. CAMP to add Committee Members to all lists, on all platforms (oakcreekclubhoa.com; Ciranet, etc.).
6. Pamela Rachal will add an agenda item for our next meeting on July 31, 2024, to establish criteria for reviewing HOA Voting/Survey Platforms for Election 2025.

Completed Tasks:

1. CAMP confirmed that the voting window timeframe (number of days) allowed under the current contract with Vote HOA Now is unlimited, via email to the Committee on Friday, July 12, 2024, at 2:24 pm.

Adjournment:

Pamela Rachal adjourned the meeting at 7:37 pm.

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

Facilities Committee Special Meeting Agenda
Thursday July 25, 2024, @ 6:30 pm
Tennis & Swim Center

Call To Order: 6:38 pm

1. Committee Attendees:
 - a. Cynthia Wittenburg
 - b. Vonda Williams
 - c. Shani Haden
 - d. Patricia Partee
 - e. Marilyn Akinfolarin
 - f. Denise Milligan
2. Other Attendees:
 - a. Doreen Adair

Call to Order: 6:38 pm

Approve Meeting Minutes

July 11, 2024 minutes approved as submitted

July 5, 2024 minutes remain unapproved

Resident Forum:

1. Doreen Adair, Social Committee member, noted that some residents who visited the center to pick up Oak Creek Day tickets expressed concern regarding the new Swim and Tennis Center's paint
2. Most of Oak Creek Day will take place in the Swim and Tennis Center parking lot. Food will be served in community center, and a few tables will be placed on pool deck.
3. Chairs needing to be refurbished will be hidden behind a backdrop.

Old Business:

- Update on pool furniture rental – Committee voted not to go forward with rental of pool furniture from Criterion, due to it not matching the current aesthetic.
- The committee is exploring a hybrid approach to pool furnishings – some furniture will be refurbished and new furniture will be purchased.
- Review of pool deck refurbishment options:
 - The committee chair and co-chair received refurbishing quotes from two vendors - [Criterion](#) and [The Southern Company](#).
 - Purchasing all new furniture would cost approximately \$75K.

- The committee voted to use The Southern Company to refurbish existing furniture. The company will pick up the furniture at the end of the pool season and store it until February 2025.
- The committee will need to identify a storage unit to store the furniture between February and the pool opening. Shani will ask The Southern Company for advice on side of storage unit; Vonda will research unit rental costs.
- Follow-up: Paramus Court sidewalk extension/fencing (need reason for Chesapeake increase)
 - The committee has not received a matrix comparing the proposals from Camp (management company). Committee members will table until advisory project manager is secured.
- Presentation by Monica Byrd of Charcoal Blue – Project Management Firm
 - Flexible Pricing – can be paid by retainer or on a project-by-project basis
 - Best use to consult for Facilities’ current projects; board can expand after pilot (Facilities Committee) projects are complete
 - Monica will prepare a scope of work and a contract to be submitted to the Facilities Committee by 07/29. It will be included in the upcoming budget request.
- Budget Presentation – the co-chair will present estimates for the following items for inclusion in the budget. Of note – future budget requests should be created by July 1:
 - Project Management
 - Pool Contract
 - Pool Furniture Refurbishment and Storage Need Monica’s quote now
- Follow-up: Outstanding tennis court asphalt repair – the committee did not receive a matrix of the proposals (ATC Corp; American Paving & Striping; Finley Asphalt & Concrete; and Keystone) for the Committee to compare specifications and pricing. Item tabled.
- Tennis & Swim vending Request for Proposal
 - The committee reviewed the draft RFP for vending services.
 - The committee discussed placing the vending machines in the hallway outside of the kitchen.
 - Martazsh recommended two edits to the RFP – inclusion of a clause specifying that the machines should never fall below 50% full and specificity regarding the types of drinks provided.
 - The committee voted to approve releasing an RFP for two vending machines – one for drinks and one for snacks – in the Swim and Tennis Center. One member, Denise Milligan, abstained.

New Business:

- The committee did not review pool rules
- Swim and Tennis Center Open House
 - Trainer – Patricia received quote of \$125 an hour for less than 4 hours; \$100 for more than 4 hours. Marilyn will seek a second quote.

- Patricia and Marilyn will put together a total budget for the event
 - The committee will determine a name for the event at a later time
- Special Facilities Committee Meeting August 8, 2024 (virtual)
 - Committee Specialties
- Denise presented additional tennis repair options and noted that gym equipment may need repair

Announcements:

- Regularly scheduled monthly Facilities Committee Meeting – August 29, 2024, 6:30 p.m., in-person at Tennis & Swim Center

Action Items:

1. Shani –size of rental space for pool furniture storage
2. Vonda – estimates for storage unit rental
3. Marilyn – quote for a trainer to demo gym equipment
4. Patricia and Marilyn - estimate for the cost of the Swim and Tennis Center Open House
5. Monica Byrd – proposal for project management services by 07/29
6. Cynthia – Notification of special meeting to be held by the committee on 08/08

Adjournment: 8:14pm

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

**Elections Committee Meeting Minutes
Wednesday June 26, 2024, @ 6:30 pm**

Jessica Hill called the Elections Committee Meeting to order at 6:38pm

Minute Taker: Moriah Benjamin, Assistant Community Manager CAMP

Committee Members in Attendance:

- Jessica Hill
- Pamela Rachal
- Yolanda Ricks

ResidentS in Attendance

- Danelle Telesford
- Steven Ricks

Camp Representative

- Moriah Benjmain, Assistant Community Manager

Resident Forum:

No concerns were raised.

New Business:

1. Establish a Chair and Secretary:

- Yolanda Ricks moved to appoint Pamela Rachal as Chair of the Elections Committee. Jessica Hill seconded. Motion carried unanimously.
- Pamela Rachal moved to appoint Yolanda Ricks as Secretary of the Elections Committee. Jessica Hill seconded. Motion carried unanimously.

2. Discuss and Confirm Committee Meeting Dates:

- Pamela Rachal moved to schedule the next committee meetings for Wednesday, July 10, 2024, and Wednesday, July 31, 2024. Jessica Hill seconded. Motion carried unanimously.

3. Review Elections Committee Charter:

- The committee reviewed the duties and responsibilities outlined in the Elections Committee Charter along with Exhibit 3 Bylaws for Oak Creek Club Homeowners Association Article 2 Section 2.8 Record Date to Determine Owners: List of Owners.

4. Review and Confirm Election Deadlines:

- Pamela Rachal moved to send out the Call for Candidates on July 15, 2024. Yolanda Ricks seconded. Motion carried unanimously.
- Pamela Rachal moved to set the deadline for the Call for Candidates as August 14, 2024. Yolanda Ricks seconded. Motion carried unanimously.
- Pamela Rachal moved to mail ballots to eligible homeowners on September 4, 2024. Jessica Hill seconded. Motion carried unanimously.
- Pamela Rachal moved to set the deadlines for electronic and paper ballots as follows:
 - Electronic ballots: Monday, October 7, 2024, by 5:00 PM
 - Paper ballots: Friday, October 5, 2024, by 5:00 PM
 Jessica Hill seconded. Motion carried unanimously.

5. Review Draft Materials for Upcoming Election:

- The committee decided to review draft materials individually.
- Pamela Rachal and Yolanda Ricks will review the Candidate Form and Nomination Petition.
- Yolanda Ricks will review the draft dated Tuesday, August 1, 2024.
- Pamela Rachal will review the draft dated Friday, September 6, 2024.

6. Review Vote Now Invoice:

- Yolanda Ricks moved to review the Vote Now invoice along with invoices from Mentimeter and Vote Net. Jessica Hill seconded. Motion carried unanimously.

7. Vote on In-Person or Virtual Annual Meeting:

- Pamela Rachal moved to hold the annual meeting virtually. Jessica Hill seconded. Motion carried unanimously.
- Pamela Rachal moved to continue researching options for a hybrid annual meeting. Jessica Hill seconded. Motion carried unanimously.

Announcements:

- Save the Date for Oak Creek Day: July 27, 2024

Adjournment:

Pamela Rachal adjourned the meeting at 9:12 PM

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

**Elections Committee Meeting Minutes
Wednesday July 31, 2024, @ 6:30 pm**

Pamela Rachal called the Elections Committee Meeting to order at 6:33 pm.

Committee Members in Attendance:

- Jessica Hill - HOA Board Secretary, Committee Member
- Pamela Rachal – Chair
- Yolanda Ricks - Secretary

Residents in Attendance:

- Nathaniel Thomas
- Steve Ricks

Camp Representative:

- Moriah Benjamin – CAMP Asst. Manager

Resident Forum:

After the ONR presentation, Steve Ricks asked a question about how the ONR software/application manages a case where two residents from the same house vote in an election. ONR Representative, Christian Padilla responded and stated that whoever votes first in the household has the vote that counts, or you can opt in to vote by consent.

Old Business:

1. Discussion of mailing of Call for Candidates to Oak Creek Residents:

- o Pam Rachel noted that the revised Call for Candidates letter with the new Candidate Form and Nominating Petition was mailed to residents one week early and thanked CAMP, committee members and the HOA Board for their hard work and availability in order to send out a quality mailing ahead of schedule.

2. Feedback on revised timelines and email from CAMP on the Oak Creek Club Annual Meeting:

- o Pam Rachal noted that the committee needs an email to announce the annual meeting package being mailed to residents on September 9, 2024.

- o Pam Rachal asked if CAMP had any feedback on revised timelines voted on by the Elections Committee at the July 10, 2024, meeting. Moriah Benjamin indicated there was no objection to the timelines.

3. Discussion of texting Oak Creek Residents on the timeframe to vote on upcoming elections:

- o Pam Rachal discussed with CAMP the need to send out text alerts to all residents on the upcoming candidate forum and annual meeting election.

New Business:

1. Presentation of the ONR HOA Voting App:

- o ONR sales representative Christian Padilla provided a demonstration of the ONR voting/survey/access control application.
- o ONR supports 1000 associations, 300 of which are in Florida and a few in Maryland. ONR has conducted over 2,500 elections. The founders of ONR are all former HOA Board Presidents.
- o Voting is available by phone, pad, computer, IOS or Android platforms. Jessica Hill asked about software security. Padilla indicated that the application is cloud based and password protected. Additionally, residents may vote by consent in the application.
- o The platform includes unlimited surveys. There is also an ability to use the application for residents to register for pool access, and to register pets.
- o On the administrative side, there is a dashboard to utilize voting by consent or surveys, whether electoral or non-electoral (for example, special assessments or for amendments to association documents).
- o Moriah Benjamin asked how elections work with the ONR App if residents are delinquent. Padilla responded that Oak Creek management can use the administrative feature to create a new group and that 60 days in advance of the election is the cut off where management can mark residents as delinquent with no ability to vote. Padilla stated that management also can add delinquent residents to the report at the meeting for an election.
- o Padilla stated that email is the primary vehicle for notification for votes.
- o Voting stats are retained in the application. ONR is hands on for the first election. ONR can do workshops and provide pre-recorded videos on voting. Oak Creek would have a dedicated representative.
- o Pam Rachal asked about support for the application. Padilla responded that we would have unlimited support from 9 am to 6 pm each day and remote support for election days and chat box support.
- o Pam Rachal asked about ONR's Competitors. Padilla indicated the Vote HOA now, which Oak Creek currently uses, charges for one election. Padilla indicated for unlimited elections in a year and for surveys is \$1295. Padilla indicated that with the addition of consent voting, the app is \$2000.

- o Pam Rachal asked for a side-by-side comparison of ONR versus competitors Vote HOA Now, HOA Buddy and Election Buddy. Padilla committed to sending a one page document with comparisons.

Tasks:

1. CAMP to provide copies to the Elections Committee of the voting documents that were sent out to Residents for the 2023 calendar year.
2. CAMP to inform the Committee if we will receive an HOA email address.
3. CAMP to provide the current Vote HOA Now Invoice and Report.
4. Camp to correct Committee Members Pam Rachal and Yolanda Ricks names on the Oakcreekclubhoa.com website and include the Elections Committee in the Committees Roster and Committee email addresses.
5. Pam Rachal to host the Oak Creek Candidate Forum and questions from the floor.

Completed Tasks:

1. CAMP posted Elections Committee meeting notes.
2. CAMP listed Elections committee members in the Oakcreekclubhoa.com website.
3. CAMP sent out Call for Candidates to all eligible Oak Creek residents.
4. Yolanda Ricks emailed a screen shot of the missing Elections Committee meeting notice to CAMP to ensure that our meetings are being posted in the News section of the Oackcreekclubhoa.com website.

Adjournment:

Pamela Rachal adjourned the meeting at 8:04 pm.

Next Meeting: Tuesday, August 20, 2024, at 6:30 pm.

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

Virtual

July 31, 2024 6:30 P.M.

Committee Members Present Remotely:

Julian Brown – Chair

Peter Smith – Vice Chair

Gary Yancy – Committee Member (CM)

Jonathan Newton – Committee Member (CM)

Peacola Johnson – Committee Member (CM)

Teika Haymon – Committee Member (CM)

Committee Members Absent:

Charles Roseberry – Committee Member (CM)

Others Present Remotely:

Tamika Davis – CAMP Manager

Michael Peretz – DMV Gates

Oak Creek Residents

Call to Order:

Chairman called the Access Committee (AC) meeting to order at 6:34 PM.

Approval of May 2024 Meeting Minutes:

Acceptance of AC Meeting Minutes from May 15, 2024 were motioned for approval by CM Yancy and seconded by CM Johnson. The minutes were approved accordingly.

Special Guests Presentations

- DMV Gates, Michael Peretz provided an overview and status of our gate entrances status and recommendations. Additionally, responded to questions from AC members.

Resident Forum: 20 minutes (2 minutes per person)

Comments and/or questions were provided by nine different residents.

Incident Report:

Chairman provided summary of gate strikes to date, including total number, damages, money owed and money collected.

Gate Entrances Report:

Chairman provided update on all gate entrances.

New Gate Equipment Report:

Chairman provided update on all new gate equipment.

Vendor Updates:

Chairman provided updates for Dunbar and DMV Gates.

Old Business:

Organize community training session and material for new gate access system.

- CAMP training was completed last week. Training material for Access Committee and the community will be compiled and provided in August.

Oak Creek Park West; Camera surveillance options.

- Quotes are pending from Dunbar and DMV Gates.

Develop analytics plan for recommendation for a guardhouse at Fox Turn for the 2025 budget.

- The agreed upon data requirements were aggregated and a report was provided to CAMP in recommendation for inclusion in the 2025 budget.
- Additional data to consider will include the new community scheduled for development on Church Road.

Removal of inactive committee member.

- The inactive committee member has been notified of their official removal. CAMP management has submitted advertisement for new volunteers to the Oak Creek community.

New Business:

Speed mitigation revisited discussion.

- The Access Committee discussed and unanimously agreed as a committee to allow the Board to take action regarding the lack of productivity of the Traffic Control Committee.

Review of Previous 2024 Action Items:

Ms. Davis / CAMP:

- Provide reserve study to AC. – COMPLETE
- Provide a bullet list of items required for gate damage reimbursement. – COMPLETE
- Provide the AC recommendation to the Board for removal of inactive committee member. – COMPLETE
- Coordinate with AC to provide statistics, costs and relevant data regarding Fox Turn guardhouse requirements. – COMPLETE
- Secure proposal requests from Dunbar and DMV Gates for camera installation at Oak Creek Park West entrance. – PENDING
- Secure mockups from DMV Gates of proposed signs. – PENDING

Chairman / Access Committee:

- Coordinate with CAMP to provide statistics, costs and relevant data regarding Fox Turn guardhouse requirements. – COMPLETE
- Review signage mockups upon availability from DMV Gates. – PENDING
- Review our trespassing policies and signage. – PENDING
- Review/draft policy for reimbursement for gate damages. – PENDING

Review of New Action Items:

Ms. Davis / CAMP:

- Provide DMV Gates recommendations report.
- Request DMV Gates check Pine Valley resident gate arm response time.
- Coordinate pilot of gate arms utilizing a sensor.

Chairman / Access Committee:

- Review DMV Gates recommendations report once provided.

Backlog Items:

- Ms. Davis / CAMP:
 - Create a new template to include gate entrance access status updates on the Oak Creek website
 - Follow-up with DMV Gates regarding e-Loops.

Adjournment:

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

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

**Facilities Committee Special Meeting Agenda
Thursday August 8, 2024, @ 6:00 pm
Virtual**

1. Committee Attendees:

- a. Marilyn Akinfolarin
- b. Shani Haden
- c. Martazsh Henderson
- d. Denise Milligan
- e. Patricia Partee
- f. Cynthia Whittenburg
- g. Vonda Williams

2. Other Attendees:

- a. Moriah Benjamin – CAMP (until 6:30pm)
- b. Sheryl McLean – McLean and Tircuit (until 6:32pm)
- c. Doreen Adair – Resident/Social Committee Member
- d. Gabrielle Powell – Resident/Social Committee Chair

Update from McLean and Tircuit – 6:00pm:

1. Paint point-up is completed at the end of the project. She can't advise the painter to do point-up until then.
2. Painter stated he needs payment in order to return to point up. According to McLean and Tircuit, he has not received the final check for services.
 - a. Moriah noted that he should receive a check next week.
2. Several new items for the renovation are on backorder. Community room furnishing delivery estimate is mid-September. Custom rug required two revisions and estimated delivery is a week past the conference room furniture if the sample McLean and Tircuit receives is acceptable.
3. McLean and Tircuit sent artwork samples three weeks ago. Facilities Committee needs to respond to the proposed selections.
4. McLean and Tircuit recommends we budget for extra lighting and accessories in the next budget cycle.
5. A change in paint colors would require a new job at new cost.
6. Cynthia will schedule a recurring bi-weekly meeting with McLean and Tircuit.

Regular Meeting Call To Order: 6:36 pm

Agenda Approved

July 25 Meeting Notes Approved

Old Business:

- Tennis & Swim Center renovation update
 - McLean and Tircuit provided an overview of the renovation status prior to the start of the meeting.
- Tennis & Swim vending RFP – Seeking decision to publish
 - Cynthia will follow up with CAMP and request that the RFP be published in the community.
 - Martazsh will ask CAMP how they publicize proposals to determine if we have the capacity to publish outside of Oak Creek.
 - Vendors should only use products encased in plastic due to prohibition of glass on the pool deck.
- Tennis & Swin Center Open House Event – Target November 2
 - Vonda will check with her CPR point of contact to see if he is available that day.
 - Marilyn and Patricia will continue to draft a budget for the event and coordinate trainers to demo equipment.

Resident Forum:

- Gabrielle (Social Committee) noted that the large meeting room setup is difficult to reset after events and asked if the standard room setup has to be board-meeting ready. Shani recommended porter service. Cynthia noted that new furniture will be stackable and set aside and that she will see if the room's standard setup is modifiable.

New Business:

- Review Pool Rules (see attached) – the committee revised the pool rules. Cynthia will provide to CAMP for legal review.
- Request RFPs for 2025 pool season – the committee needs to work quickly to submit an RFP for 2025 season.
- Shani provided update to pool furniture storage requirements. One Southern (refurbishment vendor) recommended a 10x10 storage unit. Vonda obtained price quotes ranging between \$122-\$158 per month. The committee would need storage between February and May (Memorial Day) of 2025, since One Southern will keep the furniture it is refurbishing from post-pool season to February 2025.
- CAMP recommended Hansen and Sons as a vendor for new pool furniture. They are willing to come to the community to provide a revised quote (they had provided a quote in years past).
 - Moriah will see if they also provide refurbishing services.
 - Moriah will schedule a tennis court and pool refurbishment meeting with vendors.
 - Tennis Court Meeting Attendees: Tamika Davis, Moriah Benjamin, Vonda Williams, Denise Milligan
- The committee selected sub-committee members and responsibilities
 - Pool: Shani Haden, Martazsh Henderson

- Tennis: Denise Milligan, Vonda Williams
- Swim and Tennis Center Interior: Cynthia Whittenburg
- Gym: Marilyn Akinfolarin, Patricia Partee
- Tot Lots: Cynthia Whittenburg
- The committee needs to develop an inspection calendar for each sub-committee to follow

Announcements:

- Regularly scheduled monthly Facilities Committee Meeting – August 29, 2024, 6:30 p.m., in-person at Tennis & Swim Center

Action Items:

New:

1. Cynthia
 - a. Ask CAMP to publicize request for proposal for vending in swim and tennis center
 - b. Research if the meeting room furniture has to be set up in board meeting style to assist the social committee
 - c. Submit revised pool rules to CAMP for legal review
2. Martazsh
 - a. Ask CAMP how they publicize requests for proposal
 - b. Let CAMP know that any tennis meetings need to include Tamika Davis, Denise Milligan and Vonda Williams.

Outstanding from Prior Meeting:

1. Marilyn – quote for a trainer to demo gym equipment
2. Patricia and Marilyn - estimate for the cost of the Swim and Tennis Center Open House
3. Monica Byrd – proposal for project management services

Adjournment: 8:00pm

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

**Elections Committee Meeting Minutes
Wednesday, Aug 20, 2024, @ 6:30 pm**

Pamela Rachal called the Elections Committee Meeting to order at 6:32 pm.

Committee Members in Attendance:

- Jessica Hill - HOA Board Secretary, Committee Member
- Pamela Rachal – Chair
- Yolanda Ricks - Secretary

Residents in Attendance:

- Suzann King
- Steve Ricks
- Jamar Robinson

Camp Representative:

- Moriah Benjamin – CAMP Asst. Manager

Resident Forum:

Jamar Robinson made several suggestions for increasing resident participation in the upcoming Oak Creek HOA elections: signage at all six gate entrances in the community announcing the call for candidates and upcoming election. Mr. Robinson also suggested that we use QR codes linked to the oakcreekclubhoa.com website to fill out the call for candidates forms and other election-related information.

Old Business:

1. Approval of meeting minutes for July 31, 2024:

- o Although a quorum of the committee approved the meeting minutes prepared by Yolanda Ricks via email August 16, 2024, (P. Rachal and Y. Ricks), Yolanda Ricks requested approval of the minutes by all committee members. Pam Rachal made the motion to approve the minutes, Yolanda Ricks seconded, all committee members were in favor and the Motion to approve the July 31, 2024, meeting minutes passed.

2. Discussion of Review of Voting Vendors

- o Pam Rachal suggested that we focus on the upcoming elections and continue to do requirements gathering for the 2025 election cycle.
- o Yolanda Ricks indicated that we continue to review vendors in the regular course of Elections Committee meetings and try to have a report for the HOA Board for the upcoming meeting September 10, 2024, at 6:30 pm. Ricks also discussed information from ONR sent on August 5, 2024, that was shared with the committee.
- o Pam Rachal indicated that we need to prepare a comparison chart as we review vendors.
- o Pam Rachal indicated that she will update the HOA Board on the Committee's progress for the 2024 election and voting vendor requirements gathering for the 2025 election in the Committee Report at the upcoming HOA Board meeting on September 10, 2024. Pam Rachal will share a draft of the report with committee members prior to the HOA Board meeting.

New Business:

1. Discussion of Oak Creek Election Communication Plan/Timelines:

- o Pam Rachal went over an excel chart with committee timelines:

Call for Candidates mailing 8/5/24 - Email, Text and Facebook
 Reminder to vote 1: 8/16/24 - Email, Text and Facebook
 Reminder to vote 2: 8/20/24 - Email, Text and Facebook
 Reminder to vote 3: 8/23/23 - Email, Text and Facebook
 Deadline Call for Candidates: 8/26/24

Announcement of Candidates candidate with bios and voting information mailed to residents: 9/9/24
 Reminder 1: 10/18/24 - Email, Text and Facebook
 Reminder 2: 10/26/24 - Email, Text and Facebook
 Reminder 3: 10/3/24 - Email, Text and Facebook
 Vote for Candidates by 10/4/24

The Candidate Forum: 9/24/24
 Announcement of Candidate Forum: 9/10/24 - Email, Text and Facebook
 Reminder 1: 9/16/24 - Email, Text and Facebook
 Reminder 2: 9/23/24 - Email, Text and Facebook

Oak Creek HOA Election
 Deadline for submitting ballots: 10/4/24
 Announcement of Candidates Elected: 10/8/24 (live at the Board Meeting) – Email, Text and Facebook

- o After the resident forum, and discussion of additional suggestions by resident Jamar Robinson, the committee voted on the Communications Plan/Timelines and

added the suggestions of Jamar Robinson to post signage at all Oak Creek Entrances (6). Pam Rachal made the motion, Jessica Hill seconded, all were in favor and the motion passed.

- Pam Rachal encouraged Jamar Robinson to join the Communications Committee. All committee members thanked Mr. Robinson for his suggestions.
- Discussion of how to prepare signage for the Oak Creek entrances (6). CAMP agreed to assist with preparing the signage and posting the signs for the call for candidates at all six Oak Creek entrances by using Staples application to assist in preparing the postings.

Tasks:

1. CAMP to inform the Committee if we will receive an HOA email address.
2. CAMP to provide the current Vote HOA Now Report.
3. Camp to include the Elections Committee in the Committees Roster and Committee email addresses.
4. CAMP/Moriah to post and assist to develop elections signage that could be placed at all six Oak Creek exits.
5. Pam Rachal to share a draft of the Elections Committee Report prior to the HOA Board meeting on September 10, 2024.

Completed Tasks:

1. CAMP provided copies to the Elections Committee of the voting documents that were sent out to Residents for the 2023 calendar year.
2. CAMP provided the current Vote HOA Now Invoice.
3. Camp corrected Committee Members Pam Rachal and Yolanda Ricks names on the oakcreekclubhoa.com website.

Adjournment:

Pamela Rachal adjourned the meeting at 7:42 pm.

Next Meeting: Friday, August 23, 2024, at 6:00 pm.

**Oak Creek Club Homeowners Association
Budget and Finance Committee Meeting
(Virtual)**

**Monday, May 5, 2024 @ 7:00 pm
14505 Mary Bowie Parkway
Upper Marlboro MD, 20774**

Minutes

Call to Order: by committee Co-Chair Will Abdul Reid at 7:08pm

Minute Taker: London Wills

Attendees:

Marisa Reid, Chair
Will Abdul, Co-chair
Danielle Telesford
Kristen Stierwalt-Huff
Michael McFarlane
Nina Murphy
London Wills

Other attendees attending was Board Members (Jessica Hill and Keith Pierce) along with a number of homeowners.

NOTE: No management representative was present for the meeting.

I. APPROVAL OF THE FEBRUARY 2024 MEETING MINTUES

Kristen's Statement: Kristen acknowledged that the February meeting minutes are more detailed than usual to capture all important points raised by the committee members.

Motion to Approve: A motion was made by Marisa Reid and seconded by Michael McFarlane to approve the February 2024 meeting minutes.

Unanimous Vote: The committee voted unanimously to approve the February 2024 meeting minutes.

March Minutes: Marisa agreed to circulate the March minutes to the committee for review and approval during the May meeting.

April Minutes: Kristen informed the committee that there was not a quorum (minimum number of members required) for the April meeting. Since no meeting occurred, there would not be official minutes to approve. However, Kristen agreed to create a document stating the lack of quorum for the April meeting.

Bus Fund Recommendation: Discussion to change the name of the current Bus Fund.

- Marisa commented that we have discussed the bus fund a number of times, but it does not appear that we voted to officially make a name change.
- Danielle commented that we need to put stipulations around the fund to ensure proper use of the funds. After attending other committee meetings, a comment was made that we have a lot of money and also at a board meeting using some of the meeting an Access Committee meeting there was mentioned that we have lot of money sitting around and shard if there is no guidance on how the funds should be used, monies could be pulled from the Bus Fund for regular expenses, etc.
- Kristen shared that we all agreed that we need to change the name, but we need to understand the legal ramifications and/or parameters that we need to put in place.
- Michael shared that it would be a segregated account, potentially named “Special Projects” and the criteria could be special projects at the discretion of the board.
- Will recalled that we discussed that it will be important to find out how the community will be made aware and/or involved before decisions are made regarding the Bus Fund.
- Michael noted that Tamika sent an email after the February meeting with language there stating that there are not any legal impediments to changing the name.
- Marisa recommended that we ask Tamika to resend the email to the B&F Committee.
 - Will found Tamika’s email regarding feedback from legal and Morgan Stanley: There are no issues with changing the name and it does not impact financials.
- Kristen stated that we could put something forward to the board with our recommendations to rename the Bus Fund, parameters and intended use of the funds if ever spent, with input from the community, and for the benefit of the ENTIRE community.
- Michael recommended that we submit a request to the board to rename the Bus Fund to “Special Projects” with a stipulation that any expenditure should be for the good of the entire community.
 - Next board meeting is scheduled for June 11, 2024.
 - Marisa suggested that we send a recommendation to the board at least 1 week prior to the next meeting.
 - After discussion Marisa restated our recommendation to the board: We recommend to the Board to rename the Bus Fund to Special Projects with stipulations that any expenditures made are for the good of the entire community and with community input.
 - Motion by Danielle, seconded by Marisa and unanimously approved.
 - Discussed suggestions for how to gather feedback: Suggestions included surveys, town hall and include polling questions, leverage social media (Facebook), etc.

Action Next steps: London and Kristen will draft the recommendation to send the board and will share with the B&F Committee rationale and suggested action steps. This formal recommendation will be sent to the board from the Budget &

Finance Committee requesting to add the Bus Fund recommendation to the agenda item for the June 11th meeting.

New Business:

- **Focus on March Financials:** Marisa recommended to review March financials which includes February data, the committee agreed decided to review just March's report.
- **Good News on Bad Debt:** The committee received positive news regarding bad debt collection, with Michael confirming it appears to be under control and Will adding that around \$7,000 was recovered by the HOA.
- **GRS Expense:** Kristen inquired about "GRS" listed under office equipment. The committee agreed to ask Tamika to clarify the company name associated with this line item.
 - **Increased Patrol Service Costs:**
 - Will raised a concern about a significant increase (~\$8,200) in Patrol Service costs for March.
 - Tamika's explanation attributed the rise to Fox Turn coverage, down gates, and holidays associated with the down gates.
 - Michael pointed out there was not a budget for overtime in 2024.
 - Jessica offered a different perspective, believing the increase stemmed from a jump in the monthly service fee (from around \$500 to \$1,200). She expressed concern that the committee did not obtain quotes from other companies before moving forward.
 - **Action Item:** The committee decided to request clarification from Camp regarding the reasons behind the cost increase for Patrol Services.

Michael provided an overview of recap of the March financial statement:

Operating Fund: Michael reported the Operating Fund is tracking under budget year-to-date (YTD), which is positive news.

Replacement Fund Concerns: However, Michael expressed significant concerns about the Replacement Fund. He has not received answers from Tamika regarding questions raised in the February meeting about budgeted amounts reflected there.

Entrance Gate Discrepancies:

- The Replacement Fund shows \$35,000 spent on entrance gates YTD, with no budgeted amount allocated for this expense.
- There is a \$86,840 budgeted amount for something related to entrance gates/access upgrades in the reserves, but it is unclear if this is for repairs, replacements, or upgrades.
- The board recently approved \$75,000 for entrance gate upgrades, but there is no corresponding amount in the Reserve Study. If the upgrade was not planned for in the Reserve Study, the approved funds might have to come from the Operating Fund instead.

Discrepancy: There is a discrepancy between the total Replacement Fund expenses for 2024 (\$337,000) and the amount shown in the Reserve Study (\$287,000).

- **Action Items:**

- The committee needs clarification from Tamika about the accuracy of the \$337,000 figure.
- If the figure is accurate, the committee is requesting a detailed explanation for the variance between it and the amount in the Reserve Study.

Delinquency Rate:

- Kristen raised the question about the delinquency rate, which refers to the percentage of outstanding payments.
- The committee decided to request a delinquency report from Tamika. Jessica asked to be copied on the email since she serves as the board representative for the Budget & Finance Committee.
- **Action Item:** The committee needs to ask Tamika to send the Budget & Finance Committee the delinquency report monthly.

Reinvestment of Funds:

- Will made a motion to reinvest \$50,000 from the UBS Bank USA SLCT (CD) with a mature date of 6/4/2024.
- The motion was seconded by Michael McFarlane.
- The details of the reinvestment (similar letter refers to a similar investment product) are not specified here.

Communication with Camp:

- Kristen inquired about the committee co-chairs' response to Tamika's request regarding improved communication with Camp (a management company or service provider).
- There seems to be a need for better communication between the committee and Camp.
- **Action Item:** Marisa will draft an email to solicit input from the committee before sending it to Tamika. This suggests they want to ensure a unified message regarding communication with Camp.

RESIDENT FORUM:

- **Resident Appreciation:** Resident 1 expressed appreciation to the committee for:
 - Discussing the Bus Fund and its name change.

- Their commitment to involve the community in the decision-making process.
- Being responsible financial stewards.
- **Suggestions for Improvement:** Resident 1 offered two suggestions to improve the committee's governance:
 - Maintain a follow-up list at the end of meeting minutes to track action items and their progress.
 - Consider adding deadlines to requests made during meetings to ensure timely responses.
- **Question on Unbudgeted Expenditures:** Resident 1 asked how the committee handles situations where there are expenditures that weren't budgeted for after the budget is approved.
- **Response:** Will explained that the committee primarily focuses on the operating budget.
 - They do not dictate how reserve funds are spent (the Reserve Study guides those recommendations).
 - He clarified that CAMP (the management company) cannot spend money without board approval. This suggests there might be a separate approval process for expenditures from the Reserve Fund.

Keith Pierce as Resident 2:

- Resident 2 commended the Budget & Finance Committee for having a good and productive meeting.

Jessica Hill as Resident 3:

Concern about GRS Increase: Resident 3 raised concerns about a significant increase in GRS expenses, a service that includes technology for three desktops, three laptops, and guardhouse technology.

- The monthly cost jumped from \$1,299 in 2023 to \$1,799 in February 2024 (a \$500 increase).
- **Lack of Competitive Bids:** Resident 3 highlighted that the board approved the increase without obtaining at least three bids for the service, which is typically best practice. This suggests she believes the committee should have explored alternative options before approving the higher cost.
- **Recommendations:** Resident 3 proposed two recommendations:
 - Committees requesting funding/spending should seek three bids before selecting a service provider.
 - This helps ensure the committee gets the best value for the community's money.

Action Items

ACTION ITEM(S)	COMPLETED (√)
Kristen and London draft a recommendation to send to the board in advance of their June 11 th meeting with a recommendation to rename the Bus Fund and with clear parameters.	X
Reserve Study: Ask Camp to provide clarification on the correct amount that should be reflected in the reserve fund (\$337 or \$287K)?	
Submit request to Tamika that we consistently get a copy of the delinquency report monthly.	
Marisa will formulate an email to share with the committee before sending it to Tamika to capture all input.	

Adjournment: 8:40PM

**Oak Creek Club Homeowners Association
Covenants Committee Meeting Minutes
Tuesday, August 20, 2024, @ 6:30 P.M.
Virtual**

Committee Members Present:

Larry Harris, Reggie Hill; Dianna Coley, Bridgette Tillman; Vincent Sanders, Anthea Francis, Becca Walawender, Kuiana Carson, John White

Others Present:

Tashawn Andrews-CAMP

Call to Order:

Mr. White called the meeting to order at 6:05 PM; Diana Coley seconded the motion.

Explanation of Virtual Meeting Protocol:

Tashawn Andrews discussed the meeting protocols

Resident Forum:

There was an open forum for homeowners to discuss projects.

Old Business:

1) [REDACTED]	Patio	Additional Information Requested
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New Business:

1) [REDACTED]	Patio, Hot Tub, Pergola, and Screening	Approved
2) [REDACTED]	Generator	Additional Information Requested
3) [REDACTED]	Solar Panels	Additional Information Requested
4) [REDACTED]	Patio with sitting wall	Approved with Stipulations
5) [REDACTED]	Deck	Approved
6) [REDACTED]	Deck	Approved
7) [REDACTED]	Deck with porch	Additional Information Requested

Adjournment:

By a motion duly made and seconded, the Committee voted unanimously to adjourn the meeting at 8:29 P.M.

**Oak Creek Club Homeowners Association
Covenants Committee Meeting Minutes
Tuesday, July 16, 2024, @ 6:30 P.M.
Virtual**

Committee Members Present:

Larry Harris; Reggie Hill; Dianna Coley; Becca Walawender; Anthea Francis; Bridgette Tillman; Vincent Sanders

Others Present:

Tashawn Andrews-CAMP

Call to Order:

Mr. White called the meeting to order at 6:05 PM; Mr. Hill seconded the motion.

Explanation of Virtual Meeting Protocol:

Tashawn Andrews discussed the meeting protocols

Resident Forum:

There was an open forum for homeowners to discuss projects.

Old Business:

1)	[REDACTED]	Removal of Trees and Bushes	Approval
2)	[REDACTED]	Painting	Conditional Approval
3)	[REDACTED]	Gazebo	Denied
4)	[REDACTED]	Front Door Installation	Approved
5)	[REDACTED]	Fence, Deck, Patio	Approved
6)	[REDACTED]	Enclosed Deck	Approved
7)	[REDACTED]	Patio Door and Window Installation	Approved
8)	[REDACTED]	Fence	Denied
9)	[REDACTED]	Deck	Additional Information Requested
10)	[REDACTED]	Deck and Patio	Approved
11)	[REDACTED]	Installation of Deck & Patio	Approved
12)	[REDACTED]	Tree Replacement	Additional Information Requested
13)	[REDACTED]	Tree Removal and Installation	Additional Information Requested
14)	[REDACTED]	Installation of a Fence/Gazebo	Approved
15)	[REDACTED]	Extending Existing Patio	Approved
16)	[REDACTED]	Patio	Additional Information Requested

New Business:

1)	[REDACTED]	Storm Door	Approved
2)	[REDACTED]	Tree Replacement and Landscaping	Approved
3)	[REDACTED]	Enclosed Deck	Denied
4)	[REDACTED]	Solar Panel	Approved
5)	[REDACTED]	Playset	Approved
6)	[REDACTED]	Fence	Approved
7)	[REDACTED]	Patio	Approved

Adjournment:

By a motion duly made and seconded, the Committee voted unanimously to adjourn the meeting at 8:59 P.M.

MEMORANDUM

TO: Board of Directors
Oak Creek Club HOA

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

DATE: Wednesday, September 4, 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."

Synchrony Draper UT	\$ 100,000	Maturity Date 09/17/2024
Pacific Western Beverly Hills	\$ 100,000	Maturity Date 09/24/2024
Comenity Bank Jumbo	\$ 100,000	Maturity Date 9/16/2024

The CDs mentioned will mature before the next Board meeting in November. As the Association does not currently require these funds, it is strongly recommended that the Board reinvest them according to the Association's Morgan Stanley investment ladder.

Memorandum

To: Oak Creek Club Board of Directors

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

Date: Tuesday, August 27, 2024

Re: Ratification of the vote made on Wednesday, July 31, 2024, to approve gate repairs.

Suggested Motion: "I move to ratify the vote made on Wednesday, July 31, 2024, by the Board of Directors to approve the DMV Gates gate arm repair proposals for Bamberg Way and the Deer Run resident lane totaling \$25,501.15 to be expensed from Repairs & Replacement Reserves."

Please see the attached support for the Board decision made on Wednesday July 31, 2024, for gate repairs at Bamberg Way and Deer Run.

Itemized Cost:

- Bamberg Way gate arm replacement cost \$15,628.00
- Deer Run resident lane repair cost \$9,873.50

Re: Fw: Oak Creek/Tamika Davis - Estimate for the Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor

Jess Hill <jessica.hillocc@gmail.com>

Tue 7/30/2024 7:25 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

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

Hello Tamika,

I am in favor of this repair for the Deer Run resident lane.

Thanks,

Jessica Hill, Secretary

On Mon, Jul 29, 2024 at 2:38 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

DMV Gates provided proposals for upgrading all gates with the new configuration before this damage occurred, which now requires replacement. Does the board require a new estimate with a different date in order to approve the necessary repairs? Please let me know. 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

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

Sent: Sunday, July 28, 2024 8:41 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

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

Subject: Re: Fw: Oak Creek/Tamika Davis - Estimate for the Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor

Re: Bamberg Gate Repair needed

Remi Duyile <remiduyiless@gmail.com>

Wed 7/31/2024 10:50 AM

To: Dwight R. Ward <drupeward@gmail.com>

Cc: Travis Witmer <twitmer@woodlawnllc.com>; Jess Hill <jessica.hillocc@gmail.com>; Tamika Davis <tdavis@oakcreekclub.com>; Keith Pierce <keithpierce807@gmail.com>

Good morning,

I hereby support the proposed gate repairs for Deer Run and Bamberg. Thanks, Remi Duyile

On Wed, Jul 31, 2024 at 9:45 AM Dwight R. Ward <drupeward@gmail.com> wrote:

I also support moving forward with this replacement.

Thanks for the background information.

D. Ward

Sent from my iPhone

On Jul 31, 2024, at 8:12 AM, Travis Witmer <twitmer@woodlawnllc.com> wrote:

Thanks for the info Tamika.

I support the repairs at the Bamberg gate as proposed.

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

Date: 7/30/24 7:22 PM (GMT-05:00)

To: Tamika Davis <tdavis@oakcreekclub.com>

RE: Fw: Oak Creek/Tamika Davis - Estimate for the Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor

Travis Witmer <twitmer@woodlawnllc.com>

Wed 7/31/2024 8:09 AM

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>

I too support the repair as proposed for the Deer Run entrance.

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

Date: 7/30/24 7:25 PM (GMT-05:00)

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: WARD DWIGHT <Drupeward@gmail.com>, Keith Pierce <keithpierce807@gmail.com>, Travis Witmer <twitmer@woodlawnllc.com>, Remi Duyile <remiduyilessa@gmail.com>

Subject: Re: Fw: Oak Creek/Tamika Davis - Estimate for the Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor

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Thanks,
Jessica Hill, Secretary

On Mon, Jul 29, 2024 at 2:38 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

DMV Gates provided proposals for upgrading all gates with the new configuration before this damage occurred, which now requires replacement. Does the board require a new estimate with a different date in order to approve the necessary repairs? Please let me know. Thanks Tamika.

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Re: Oak Creek/Tamika Davis - Estimate for the Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor

Dwight R. Ward <drupeward@gmail.com>

Wed 7/31/2024 9:42 AM

To: Travis Witmer <twitmer@woodlawnllc.com>

Cc: Jess Hill <jessica.hillocc@gmail.com>; Tamika Davis <tdavis@oakcreekclub.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>

I concur.

D. Ward

Sent from my iPhone

On Jul 31, 2024, at 8:20 AM, Travis Witmer <twitmer@woodlawnllc.com> wrote:

I too support the repair as proposed for the Deer Run entrance.

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 -----

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Date: 7/30/24 7:25 PM (GMT-05:00)

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: WARD DWIGHT <Drupeward@gmail.com>, Keith Pierce <keithpierce807@gmail.com>, Travis Witmer <twitmer@woodlawnllc.com>, Remi Duyile <remiduyilessa@gmail.com>

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Tamika Davis, CMCA®

On-Site Community Manager -- (CAMP)

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14505 Mary Bowic Parkway

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

Sent: Sunday, July 28, 2024 8:41 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

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

Subject: Re: Fw: Oak Creek/Tamika Davis - Estimate for the Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor

Hello Tamika,

Any update on this request?

Thanks,
Jessica Hill, Secretary

On Sat, Jul 20, 2024 at 12:46 PM Jess Hill <jessica.hillocc@gmail.com> wrote:

Hi Tamika,

Is this the correct estimate?

The estimate is dated June 21, 2024, but you reference a FedEx incident on July 9, 2024.

Thanks,
Jessica

On Fri, Jul 19, 2024 at 3:58 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:
Good Afternoon, Oak Creek Club Board of Directors,
Please find the attached estimate for the replacement of the barrier at the Deer Run resident lane. This repair is necessary due to gate damage caused by a Fed Ex truck attempting to tailgate on July 9, 2024. An insurance claim has been filed and is currently pending. DMV Gates has indicated that the equipment will be available within 5 business days once approved. If approved, these repairs will be expensed from the repair and replacement reserves. As of June 30, 2024, there was \$2,196,226 remaining in the repair and replacement reserves. Please do not hesitate to contact me if you have any questions or concerns. Thank you, 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: service@dmvgates.com <service@dmvgates.com>

Sent: Friday, July 19, 2024 3:43 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: Tamika Davis <tdavis@oakcreekclub.com>; Michael Peretz <Michael@dmvgates.com>; Andres Betancourt <andres@dmvgates.com>; DMV Office <office@dmvgates.com>

Subject: Oak Creek/Tamika Davis - Estimate for the Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor

Dear Tamika,

I hope this email finds you well.

Attached is our Estimate for the **Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor**. Please find the estimate justification notes at the bottom of the attached document.

We look forward to working with you on this project.

Feel free to contact us if you have any questions or concerns.

Respectfully,

—

 Thanks,

 photo

Jenny Orlanics
Customer Service Manager
DMV Gates and Security Solutions

TF: 888-958-5815 | **O:** 202-505-4445 | **D:** 202-505-4647
service@dmvgates.com | www.dmv gates.com

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DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4445
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3445

DATE
Jun 21, 2024

TOTAL
USD \$9,873.50

TO

Oak Creek/Tamika Davis - Deer Run Resident Lane

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Deer Run Resident Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor The Procurement and Installation of One (1) Liftmaster Mega Arm Tower - High-Performance DC	\$9,314.62	1	\$9,314.62

The high-traffic DC barrier gate operator is a reliable and heavy-duty motor designed for demanding applications. It features a battery backup that provides up to 900 cycles of operation during power outages, ensuring your property stays safe and secure. The operator also includes a smooth start/stop operation that extends the life of the motor, magnetic limit sensors designed for high-cycle applications, and surge suppression for industrial surge and lightning protection. The product comes with a 10-year warranty for the aluminum frame and a 2-year warranty for parts. Additionally, the operator offers a range of optional accessories, including a traffic light and LED barrier arm for exceptional visibility, and a connected access portal for cloud-based, credentialed access control.

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet.

The product complies with UL® 325 and UL 991 standards, including Class I, II, III, and IV classifications.

DESCRIPTION	RATE	QTY	AMOUNT
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Recommended capacities include a maximum arm length of 9–17 ft. with Aluminum or PVC arms and a cycle limit of 6,000/day.
 The barrier arm material is made of aluminum.
 The operating voltage is 12VDC.
 The lamp type used is LED 2528 IP68 Silica Gel Filled.
 The color of the lamp is red/white.
 The power consumption is 14.4 W/m.
 The product is UL Listed under UL 325 and UL 991—Class I, II, III, and IV.
 It comes with a 6-month limited warranty.

Power:

The product is designed for 120V applications, with an optional 220V power supply.
 The accessory power is 24VDC with a rating of 500 mA.
 It features a 24VDC/800 RPM continuous-duty motor, equivalent to 1/2 HP.
 The gear reduction is provided by a 60:1 reducer in a synthetic oil bath.
 The chassis is made of powder-coated 1/4 inch material.

Additional Features:

It has a battery backup system that can support up to 900 cycles.
 The barrier arm length can be extended up to 17 ft.
 SAMS (Sequenced Access Management System) is included to provide control between the barrier and slide/swing gate operator, optimizing traffic flow.
 Surge suppression is implemented to provide industrial surge and lightning protection.
 Magnetic limit sensors are designed specifically for high-cycle applications.
 The smooth start/stop operation helps extend the life of the operator.

Accessories:

RGL24LY Traffic Light
 LED Barrier Arm for exceptional visibility
 Connected Access Portal for cloud-based, credentialed access control

Warranty of 10 Years for Aluminum Frame and 2 Years for parts.

Include Labor & Installation:

The purchase of LiftMaster MEGA ARM TOWER includes labor and

DESCRIPTION	RATE	QTY	AMOUNT
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installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Liftmaster 14' LED Barrier Arm

Aluminum arm with integrated red LED light and DOT tape provides exceptional visibility 24 hours a day. Built with aluminum product material to offer great versatility and allow creativity and innovation in design and construction. Durable feature for better reliance and usability.

Product Details

- Exclusive patented design with 3" round flat sides
- IP68 rated, waterproof LED lights
- Operating temperature: -13°F - +140°F
- LED operating voltage: 12VDC
- LED Type: 3528 IP68 Silica gel filled
- Power: 14.4W / 4 meter roll
- Safety and Security

Include Labor & Installation:

The purchase of Liftmaster LED Barrier Arm includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Omron Photo-Eye Safety Sensors

The Omron E3K Series offers high-performance photoelectric sensors ideal for various industrial applications. Known for reliability and ease of use, these sensors are suitable for object detection, positioning, and

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

monitoring.

Key Features:

Detection Methods: Through-beam, retro-reflective, diffuse-reflective

Sensing Distance: Up to 10 meters

Response Time: 1 ms

Output Type: NPN/PNP transistor

Power Supply: 12-24V DC

Connection Types: Pre-wired cable, M8/M12 connectors

Enclosure Rating: IP67

Operating Temperature Range: -25°C to +55°C

Detailed Specifications:

Power Consumption: ≤ 30 mA

Load Current: 100 mA max. at 24V DC

Operating Mode: Light-ON/Dark-ON selectable

Ambient Light Immunity: Incandescent lamp: 5,000 lux max., Sunlight: 10,000 lux max.

Environmental Resistance: Operates in temperatures from -25°C to +55°C, and humidity from 35% to 95% RH

Physical Specifications:

Housing Material: ABS, Polycarbonate

Lens Material: PMMA

Cable Length: 2 meters standard

Weight: Approx. 100 grams

Applications:

Industrial automation

Material handling

Automotive assembly lines

Food and beverage packaging

Logistics and warehouse automation

Include Labor & Installation:

The purchase of Omron Retro-Reflective Photoelectric Sensor includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any

DESCRIPTION	RATE	QTY	AMOUNT
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issues that may arise during this period.

Estimate Justifications:

Upon our team's arrival for the service calls on July 5 and July 10, we found that the board was malfunctioning, the motor was overheating, and the belt was ripped. Replacing the board alone does not ensure full functionality due to the overheating motor. Therefore, we recommend replacing the entire system with a new one. For any further questions, please contact us at 202-505-4445 or reach out to Michael directly at 202-505-4441.

SUBTOTAL		\$9,314.62
TAX (6%)		\$558.88
TOTAL		USD \$9,873.50

Thank You for Reviewing our Estimate.
Your Security is Our Priority!

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.

KEITH B PIERCE
Keith B Pierce
 07/29/2024

Re: Bamberg Gate Repair needed

Dwight R. Ward <drupeward@gmail.com>

Wed 7/31/2024 9:45 AM

To: Travis Witmer <twitmer@woodlawnlc.com>

Cc: Jess Hill <jessica.hillocc@gmail.com>; Tamika Davis <tdavis@oakcreekclub.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyiless@gmail.com>

I also support moving forward with this replacement.

Thanks for the background information.

D. Ward

Sent from my iPhone

On Jul 31, 2024, at 8:12 AM, Travis Witmer <twitmer@woodlawnlc.com> wrote:

Thanks for the info Tamika.

I support the repairs at the Bamberg gate as proposed.

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

Date: 7/30/24 7:22 PM (GMT-05:00)

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: Travis Witmer <twitmer@woodlawnlc.com>, WARD DWIGHT <Drupeward@gmail.com>,

Keith Pierce <keithpierce807@gmail.com>, Remi Duyile <remiduyiless@gmail.com>

Subject: Re: Bamberg Gate Repair needed

Hello Tamika,

Re: Bamberg Gate Repair needed

Jess Hill <jessica.hillocc@gmail.com>

Tue 7/30/2024 7:22 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: Travis Witmer <twitmer@woodlawnc.com>; WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>;

Remi Duyile <remiduyilessa@gmail.com>

Hello Tamika,

I am in favor of the Bamberg gate repair with the additional information provided on the pricing.

Thanks.

Jessica Hill, Secretary

On Mon, Jul 29, 2024 at 4:22 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good afternoon Travis,

The cost difference in the Bamberg Proposal is because the vendor recommended adding a bollard to separate the incoming and outgoing lanes. This is to prevent the recurring gate arm damage that has been happening. 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

From: Travis Witmer <twitmer@woodlawnc.com>

Sent: Monday, July 29, 2024 3:49 PM

To: Tamika Davis <tdavis@oakcreekclub.com>; WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>

Subject: RE: Bamberg Gate Repair needed

Thanks Tamika. Hoping you're feeling better.

Re: Bamberg Gate Repair needed

Remi Duyile <remiduyilessa@gmail.com>

Wed 7/31/2024 10:50 AM

To: Dwight R. Ward <drupeward@gmail.com>

Cc: Travis Witmer <twitmer@woodlawnllc.com>; Jess Hill <jessica.hillocc@gmail.com>; Tamika Davis <tdavis@oakcreekclub.com>; Keith Pierce <keithpierce807@gmail.com>

Good morning,

I hereby support the proposed gate repairs for Deer Run and Bamberg. Thanks, Remi Duyile

On Wed, Jul 31, 2024 at 9:45 AM Dwight R. Ward <drupeward@gmail.com> wrote:

I also support moving forward with this replacement.

Thanks for the background information.

D. Ward

Sent from my iPhone

On Jul 31, 2024, at 8:12 AM, Travis Witmer <twitmer@woodlawnllc.com> wrote:

Thanks for the info Tamika.

I support the repairs at the Bamberg gate as proposed.

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

Date: 7/30/24 7:22 PM (GMT-05:00)

To: Tamika Davis <tdavis@oakcreekclub.com>

Re: Bamberg Gate Repair needed

Keith Pierce <keithpierce807@gmail.com>

Mon 7/29/2024 4:15 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

Please proceed with the repairs.

Keith

On Mon, Jul 29, 2024 at 3:35 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Please let me know if it's ok to proceed today. 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

From: Tamika Davis <tdavis@oakcreekclub.com>

Sent: Tuesday, July 16, 2024 3:39 PM

To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Jess Hill <jessica.hillocc@gmail.com>

Subject: Fw: Bamberg Gate Repair needed

Good Afternoon, Oak Creek Club Board of Directors,
Please review the attached estimate and service tickets for the Bamberg gate repairs. The quote includes the cost for replacing the entire unit, as well as installing safety sensors for the gate arm. The total cost for the replacement is \$15,828. It's worth noting that the Bamberg gate's operator is

Cc: Travis Witmer <twitmer@woodlawnllc.com>, WARD DWIGHT <Drupeward@gmail.com>, Keith Pierce <keithpierce807@gmail.com>, Remi Duyile <remiduyilessa@gmail.com>
Subject: Re: Bamberg Gate Repair needed

Hello Tamika,

I am in favor of the Bamberg gate repair with the additional information provided on the pricing.

Thanks.

Jessica Hill, Secretary

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Tamika Davis, CMCA®

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Oak Creek Club Homeowners Association

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Upper Marlboro, MD 20774

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manager@oakcreekclub.com

<Outlook-u03q3pkd.png>

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Sent: Monday, July 29, 2024 3:49 PM

To: Tamika Davis <tdavis@oakcreekclub.com>; WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>

Subject: RE: Bamberg Gate Repair needed

Thanks Tamika. Hoping you're feeling better.

Forgive me if this was already asked but they are quoting the Bamberg Gate Arm and motor at \$15,628 and the Queen Anne for \$12,448.

Can you help us understand the \$3,180 cost difference?

Also – I would support moving forward with any of the repairs that were damaged and are directly reimbursable from the responsible party's insurance company.

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, July 29, 2024 3:35 PM

To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>; Jess Hill <jessica.hillocc@gmail.com>

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Please let me know if it's ok to proceed today. Thanks Tamika

Tamika Davis, CMCA®

On-Site Community Manager – (CAMP)

Oak Creek Club Homeowners Association

Re: Bamberg Gate Repair needed

Keith Pierce <keithpierce807@gmail.com>

Wed 7/31/2024 11:00 AM

To: Dwight Ward <drupeward@gmail.com>

Cc: Travis Witmer <twitmer@woodlawnllc.com>; Jess Hill <jessica.hillocc@gmail.com>; Tamika Davis <tdavis@oakcreekclub.com>; Remi Duyile <remiduyiless@gmail.com>

I'm in agreement with the repairs.

Keith

On Jul 31, 2024, at 9:45 AM, Dwight R. Ward <drupeward@gmail.com> wrote:

I also support moving forward with this replacement.

Thanks for the background information.

D. Ward

Sent from my iPhone

On Jul 31, 2024, at 8:12 AM, Travis Witmer <twitmer@woodlawnllc.com> wrote:

Thanks for the info Tamika.

I support the repairs at the Bamberg gate as proposed.

Sincerely,

Travis Witmer
Project Manager
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O. 703-649-5113

Sent from my Verizon, Samsung Galaxy smartphone

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

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Date: 7/30/24 7:22 PM (GMT-05:00)

To: Tamika Davis <tdavis@oakcreekclub.com>

I am in favor of the Bamberg gate repair with the additional information provided on the pricing.

Thanks.

Jessica Hill, Secretary

On Mon, Jul 29, 2024 at 4:22 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good afternoon Travis,

The cost difference in the Bamberg Proposal is because the vendor recommended adding a bollard to separate the incoming and outgoing lanes. This is to prevent the recurring gate arm damage that has been happening. Thanks Tamika.

Tamika Davis, CMCA®

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Upper Marlboro, MD 20774

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

manager@oakcreekclub.com

<Outlook-u03q3pkd.png>

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Sent: Monday, July 29, 2024 3:49 PM

To: Tamika Davis <tdavis@oakcreekclub.com>; WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilesssa@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>

Subject: RE: Bamberg Gate Repair needed

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manager@oakcreekclub.com

<image001.png>

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To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Jess Hill <jessica.hillocc@gmail.com>

Subject: Fw: Bamberg Gate Repair needed

Good Afternoon, Oak Creek Club Board of Directors,

Please review the attached estimate and service tickets for the Bamberg gate repairs. The quote includes the cost for replacing the entire unit, as well as installing safety sensors for the gate arm. The total cost for the replacement is \$15,828. It's worth noting that the Bamberg gate's operator is the original one and has never been replaced. If approved, the expenses for this repair will be covered by the repair and replacement reserves. As of 6/30/2024, there is a remaining balance of \$2,196,226 in the repair and replacement reserves. Please advise if it's acceptable to proceed with this estimate or if you have any additional questions or concerns. Thank you, 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: service@dmvgates.com <service@dmvgates.com>

Sent: Monday, July 15, 2024 4:20 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: Michael Peretz <Michael@dmvgates.com>; Andres Betancourt <andres@dmvgates.com>; DMV Office

RE: Bamberg Gate Repair needed

Travis Witmer <twitmer@woodlawnllc.com>

Wed 7/31/2024 8:00 AM

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 <remiduyiless@gmail.com>

Thanks for the info Tamika.

I support the repairs at the Bamberg gate as proposed.

Sincerely,

Travis Witmer
Project Manager
Woodlawn Development Group

11700 Plaza America Drive
Suite 310
Reston, VA 20190

O. 703-649-5113

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Date: 7/30/24 7:22 PM (GMT-05:00)

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

Subject: Re: Bamberg Gate Repair needed

Hello Tamika,

I am in favor of the Bamberg gate repair with the additional information provided on the pricing.

Thanks.

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Tamika Davis, CMCA®

11700 Plaza America Drive

Suite 310

Reston, VA 20190

O. 703-649-5113

From: Tamika Davis <tdavis@oakcreekclub.com>

Sent: Monday, July 29, 2024 3:35 PM

To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Jess Hill <jessica.hillocc@gmail.com>

Subject: Re: Bamberg Gate Repair needed

Please let me know if it's ok to proceed today. 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

From: Tamika Davis <tdavis@oakcreekclub.com>

Sent: Tuesday, July 16, 2024 3:39 PM

To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Remi Duyile

spare board from another unit, and it was working when they left.

Since the issue persists, we recommend replacing the entire system. I have attached the Service report from June 21st and June 26th (marked in line 3), the Service report from July 12th, and the estimate for **Main Gate Bamberg Exit Lane - Barrier Arm Gate Operator Replacement w/ LED Arm, Bollard & Safety Sensor.**

Please let me know if you have any questions or concerns. We're more than happy to help.

Respectfully,

--

 THANKS,

 photo

Jenny Orlanies

Customer Service Manager

DMV Gates and Security Solutions

TF: [888-958-5815](tel:888-958-5815) | **O:** [202-505-4445](tel:202-505-4445) | **D:** [202-505-4647](tel:202-505-4647)

service@dmvgates.com | www.dmvgates.com

 Gallery
[Image](#)

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[Image](#)

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[Image](#)

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[Image](#)

On Mon, Jul 15, 2024 at 12:36 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3461

DATE
Jun 28, 2024

TOTAL
USD \$15,628.00

TO

Oak Creek/Tamika Davis - Main Gate Bamberg Exit Lane

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Main Gate Bamberg Exit Lane - Barrier Arm Gate Operator Replacement w/ LED Arm, Bollard & Safety Sensor The Procurement and Installation of One (1) Liftmaster Mega Arm Tower - High-Performance DC	\$14,743.40	1	\$14,743.40

The high-traffic DC barrier gate operator is a reliable and heavy-duty motor designed for demanding applications. It features a battery backup that provides up to 900 cycles of operation during power outages, ensuring your property stays safe and secure. The operator also includes a smooth start/stop operation that extends the life of the motor, magnetic limit sensors designed for high-cycle applications, and surge suppression for industrial surge and lightning protection. The product comes with a 10-year warranty for the aluminum frame and a 2-year warranty for parts. Additionally, the operator offers a range of optional accessories, including a traffic light and LED barrier arm for exceptional visibility, and a connected access portal for cloud-based, credentialed access control.

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet.
The product complies with UL® 325 and UL 991 standards, including

DESCRIPTION	RATE	QTY	AMOUNT
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Class I, II, III, and IV classifications.
 Recommended capacities include a maximum arm length of 9–17 ft. with Aluminum or PVC arms and a cycle limit of 6,000/day.
 The barrier arm material is made of aluminum.
 The operating voltage is 12VDC.
 The lamp type used is LED 2528 IP68 Silica Gel Filled.
 The color of the lamp is red/white.
 The power consumption is 14.4 W/m.
 The product is UL Listed under UL 325 and UL 991—Class I, II, III, and IV.
 It comes with a 6-month limited warranty.

Power:
 The product is designed for 120V applications, with an optional 220V power supply.
 The accessory power is 24VDC with a rating of 500 mA.
 It features a 24VDC/800 RPM continuous-duty motor, equivalent to 1/2 HP.
 The gear reduction is provided by a 60:1 reducer in a synthetic oil bath.
 The chassis is made of powder-coated 1/4 inch material.

Additional Features:
 It has a battery backup system that can support up to 900 cycles.
 The barrier arm length can be extended up to 17 ft.
 SAMS (Sequenced Access Management System) is included to provide control between the barrier and slide/swing gate operator, optimizing traffic flow.
 Surge suppression is implemented to provide industrial surge and lightning protection.
 Magnetic limit sensors are designed specifically for high-cycle applications.
 The smooth start/stop operation helps extend the life of the operator.

Accessories:
 RGL24LY Traffic Light
 LED Barrier Arm for exceptional visibility
 Connected Access Portal for cloud-based, credentialed access control

Warranty of 10 Years for Aluminum Frame and 2 Years for parts.

Include Labor & Installation:

DESCRIPTION	RATE	QTY	AMOUNT
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The purchase of LiftMaster MEGA ARM TOWER includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Liftmaster 14' LED Barrier Arm

Aluminum arm with integrated red LED light and DOT tape provides exceptional visibility 24 hours a day. Built with aluminum product material to offer great versatility and allow creativity and innovation in design and construction. Durable feature for better reliance and usability.

Product Details

- Exclusive patented design with 3" round flat sides
- IP68 rated, waterproof LED lights
- Operating temperature: -13°F - +140°F
- LED operating voltage: 12VDC
- LED Type: 3528 IP68 Silica gel filled
- Power: 14.4W / 4 meter roll
- Safety and Security

Include Labor & Installation:

The purchase of Liftmaster LED Barrier Arm includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Fabrication and Installation of One (1) Reflective Safety Bollard

Specifications:

DESCRIPTION	RATE	QTY	AMOUNT
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Diameter:

Nominal Diameter: 6 inches
 Outside Diameter: 6.625 inches
 Wall Thickness: Schedule 40: 0.280 inches

Material:

Typically made from carbon steel, though stainless steel options are available for enhanced corrosion resistance.

Length:

Bollards can be cut to various lengths, depending on the application. Common lengths range from 36 inches to 72 inches above ground, with additional length for embedding in concrete.

Weight:

Varies depending on the length. For example, a 6-inch diameter Schedule 40 pipe weighs approximately 18.97 pounds per foot.

Surface Finish:

Can be galvanized, painted, or powder-coated for added durability and corrosion resistance.

Installation:

Bollards are typically embedded into concrete foundations. The depth of embedment usually ranges from 18 inches to 36 inches, depending on the required impact resistance.

Standards:

Conforms to ASTM A53/A53M, A500, or similar standards for structural steel pipes.

Applications:

Security bollards for vehicle impact resistance
 Pedestrian safety barriers
 Building and infrastructure protection
 Traffic control in parking lots and driveways

Reflective Safety Covers:

Use: Rated for outdoor use
 Protection: Maintenance-free with a clean, finished look
 Visibility: Two red reflective stripes for high visibility, day or night

DESCRIPTION	RATE	QTY	AMOUNT
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Material: High-density polyethylene, UV resistant
 Customization: Can be trimmed to the desired height

Example Use:

A typical installation might involve a 6-inch diameter bollard that is 48 inches in height above ground, embedded 24 inches into a concrete foundation, with the pipe capped and painted for visibility and weather protection.

Include Labor & Installation:

The purchase of Reflective Safety Bollard includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a One (1) Year labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Omron Photo-Eye Safety Sensors

The Omron E3K Series offers high-performance photoelectric sensors ideal for various industrial applications. Known for reliability and ease of use, these sensors are suitable for object detection, positioning, and monitoring.

Key Features:

- Detection Methods: Through-beam, retro-reflective, diffuse-reflective
- Sensing Distance: Up to 10 meters
- Response Time: 1 ms
- Output Type: NPN/PNP transistor
- Power Supply: 12-24V DC
- Connection Types: Pre-wired cable, M8/M12 connectors
- Enclosure Rating: IP67
- Operating Temperature Range: -25°C to +55°C

Detailed Specifications:

- Power Consumption: ≤ 30 mA
- Load Current: 100 mA max. at 24V DC

DESCRIPTION	RATE	QTY	AMOUNT
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Operating Mode: Light-ON/Dark-ON selectable
 Ambient Light Immunity: Incandescent lamp: 5,000 lux max., Sunlight: 10,000 lux max.
 Environmental Resistance: Operates in temperatures from -25°C to +55°C, and humidity from 35% to 95% RH

Physical Specifications:
 Housing Material: ABS, Polycarbonate
 Lens Material: PMMA
 Cable Length: 2 meters standard
 Weight: Approx. 100 grams

Applications:
 Industrial automation
 Material handling
 Automotive assembly lines
 Food and beverage packaging
 Logistics and warehouse automation

Include Labor & Installation:

The purchase of Omron Retro-Reflective Photoelectric Sensor includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

SUBTOTAL	\$14,743.40
TAX (6%)	\$884.60
TOTAL	USD \$15,628.00

Thank You for Reviewing our Estimate.
 Your Security is Our Priority!

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.

KEITH B PIERCE
Keith B Pierce
07/29/2024

Memorandum

To: Oak Creek Club Board of Directors

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

Date: Tuesday, August 27, 2024

Re: Ratification of the vote made on Sunday, August 4, 2024, to approve the DMV
Gates proposal for Fox Turn.

Suggested Motion: "I move to ratify the vote made on Sunday, August 4, 2024, by the
Board of Directors to approve the DMV Gates repair estimate to replacement the Fox
Turn resident lane transponder reader in the amount of \$8,310.40 to be expensed from
Repairs & Replacement Reserves."

Please see the attached support for the Board's approval of the DMV Gates repair
estimate for the Fox Turn resident lane.

Re: Fw: Oak Creek/Tamika Davis - Estimate for the Transponder Reader Replacement (Fox Turn Resident Lane) (Board Action Needed)

Jess Hill <jessica.hillocc@gmail.com>

Sun 8/4/2024 5:05 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

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

Thanks Tamika.

I approve moving forward with this expense.

Regards,

Jessica Hill, Secretary

On Fri, Aug 2, 2024 at 12:56 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good afternoon Jessica,

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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

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

Sent: Friday, August 2, 2024 12:45 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: Keith Pierce <keithpierce807@gmail.com>; WARD DWIGHT <Drupeward@gmail.com>; Travis Witmer

<twitmer@woodlawnllc.com>; Remi Duyile <remiduyilessa@gmail.com>

Subject: Re: Fw: Oak Creek/Tamika Davis - Estimate for the Transponder Reader Replacement (Fox Turn Resident Lane)
(Board Action Needed)

Thanks for this information Tamika.

Is the issue with Dunbar shift communication impacting other gates and community communications?

Please advise when the completion is expected.

Regards,
Jessica Hill, Secretary

On Wed, Jul 31, 2024 at 10:32 AM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good Morning Jessica,

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manager@oakcreekclub.com

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

Sent: Tuesday, July 30, 2024 7:40 PM

To: Tamika Davis <tdavis@oakcreekclub.com>

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

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Cc: Michael Peretz <Michael@dmvgates.com>; Andres Betancourt <andres@dmvgates.com>; DMV Office <office@dmvgates.com>

Subject: Oak Creek/Tamika Davis - Estimate for the Transponder Reader Replacement

Dear Tamika,

I hope this email finds you well.

Attached is our Estimate for the **Transponder Reader Replacement**.

We look forward to working with you on this project.

Feel free to contact us if you have any questions or concerns.

Respectfully,

--

 Thanks,

 photo

Jenny Orlanies

Customer Service Manager
DMV Gates and Security Solutions

TF: 888-958-5815 | **O:** 202-505-4445 | **D:** 202-505-4647

service@dmvgates.com | www.dmvgates.com

 [Gallery Image](#)

 [Gallery Image](#)

 [Gallery Image](#)

 [Gallery Image](#)

Re: **Oak Creek/Tamika Davis - Estimate for the Transponder Reader Replacement (Fox Turn Resident Lane) (Board Action Needed)**

Keith Pierce <keithpierce807@gmail.com>

Wed 7/31/2024 10:59 AM

To: Tamika Davis <tdavis@oakcreekclub.com>

Cc: Jess Hill <jessica.hillocc@gmail.com>; Dwight Ward <Drueward@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Remi Duyile <remiduyilessa@gmail.com>

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manager@oakcreekclub.com

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

Sent: Tuesday, July 30, 2024 7:40 PM

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

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manager@oakcreekclub.com

<Outlook-rv0hz1dx.png>

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Sent: Tuesday, July 30, 2024 8:35 AM

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Cc: Michael Peretz <Michael@dmygates.com>; Andres Betancourt <andres@dmygates.com>; DMV Office <office@dmygates.com>

Subject: Oak Creek/Tamika Davis - Estimate for the Transponder Reader Replacement

Dear Tamika,

I hope this email finds you well.

Re: Oak Creek/Tamika Davis - Estimate for the Transponder Reader Replacement (Fox Turn Resident Lane) (Board Action Needed)

Remi Duyile <remiduyilessa@gmail.com>

Wed 7/31/2024 11:25 AM

To: Keith Pierce <keithpierce807@gmail.com>

Cc: Tamika Davis <tdavis@oakcreekclub.com>; Jess Hill <jessica.hillocc@gmail.com>; Dwight Ward <Drupeward@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>

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 LINKS,

 photo

Jenny Orlanties
Customer Service Manager
DMV Gates and Security Solutions

TF: 888-958-6815 | O: 202-505-4445 | D: 202-505-4647
service@dmvgates.com | www.dmvgates.com

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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.twitter.com/theremispeaks>

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

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

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

#RiseRestoreandShine

#Remispeaks

Re: Oak Creek/Tamika Davis - Estimate for the Transponder Reader Replacement (Fox Turn Resident Lane) (Board Action Needed)

Dwight R. Ward <drupeward@gmail.com>

Fri 8/2/2024 11:08 AM

To: Remi Duyile <remiduyilessa@gmail.com>

Cc: Keith Pierce <keithpierce807@gmail.com>; Tamika Davis <tdavis@oakcreekclub.com>; Jess Hill <jessica.hillocc@gmail.com>; Travis Witmer <twitmer@woodlawnllc.com>

I agree with moving forward on the transponder replacement for this entrance.

D. Ward

Sent from my iPhone

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Tamika Davis, CMCA®
On-Site Community Manager - (CAMP)
Oak Creek Club Homeowners Association

RE: Fw: Oak Creek/Tamika Davis - Estimate for the Transponder Reader Replacement (Fox Turn Resident Lane) (Board Action Needed)

Travis Witmer <twitmer@woodlawnllc.com>

Fri 8/2/2024 3:17 PM

To: Tamika Davis <tdavis@oakcreekclub.com>; Jess Hill <jessica.hillocc@gmail.com>

Cc: Keith Pierce <keithpierce807@gmail.com>; WARD DWIGHT <Drupeward@gmail.com>; Remi Duyile <remiduyilessa@gmail.com>

Thanks Tamika.

I support the replacement of this transponder reader at Fox Turn as proposed.

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: Friday, August 2, 2024 12:56 PM

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

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

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DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4445
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3503
DATE
Jul 29, 2024
TOTAL
USD \$8,310.40

TO

Oak Creek/Tamika Davis

14120 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Transponder Reader Replacement The Procurement and Installation of One (1) Transponder Reader	\$7,840.00	1	\$7,840.00

TransCore's SmartPass® 4 is a 915 MHz RFID reader designed for high-performance applications in parking, security access, EVR, and traffic management. It integrates an RF module, DSP, power supply, antenna, I/O interfaces, and serial communications (RS-232/RS-422). The reader supports the ATA protocol and can read half-frame, full-frame ATA tags, and Wiegand formatted tags. SmartPass 4 features a real-time clock, expanded tag read buffering, programmable RF power, 250 KHz frequency steps, system integrity checking, and programmable group select. Installation, testing, and maintenance are managed by TransCore-trained personnel.

RF Characteristics

Frequency Range: 902 to 928 MHz capable; 911.75 to 919.75 MHz (FCC-authorized in the US)
Internal Antenna Gain: 9.5 dBi
RF Control: By sense input or host command
Polarization: Linear, horizontal
Range: 12 to 17 ft (3.7 to 5.2 m) depending on tag and reader configuration
I/O Control

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

Input: Two independent dry contact closures for sense circuits
 Output: Two independent Form-C contacts
 Interface: RS-232 with Wiegand or RS-422 with Wiegand-compatible host interface
 Power Requirements
 Input Power: 16 to 20V AC, 47 to 63 Hz, or 16 to 28V DC
 RF Output Power: 2 W max to 200 mW min, selectable in 1dB steps
 Licensing
 FCC License: Part 90 site license required
 FCC ID: FIH05531
 Industry Canada ID: 1584A-05531
 Compliance
 RF Interference: Complies with FCC Part 15 for Class A digital devices
 Safety: Complies with UL-1950 standards
 Physical
 Dimensions: 15.5 x 15.5 x 3.25 in (39.4 x 39.4 x 8.3 cm)
 Weight: 9.5 lb (4.3 kg)
 Mounting Location: Pole or wall mount, indoor or outdoor
 Enclosure: Tamper-proof, polycarbonate housing
 Environmental
 Operating Temperature: -40°F to +131°F (-40°C to +55°C)
 Humidity: 100% condensing
 Vibration: 0.5 Grms, 10 to 500 Hz
 Options
 Cable Accessory Kits:
 5 ft (1.5 m) cable (part number 58-1620-001)
 20 ft (6.1 m) cable (part number 58-1620-002)
 Wall Mount Bracket: Adjustable in all planes (part number 54-1620-001)
 Transformer: Class C transformer for 110V AC to 18V AC conversion (part number 76-1620-005)
 Training: Available for authorized dealers
 Documentation

Include Labor & Installation:

The purchase of the Transponder Reader includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

SUBTOTAL	\$7,840.00
TAX (6%)	\$470.40
TOTAL	USD \$8,310.40

Thank You for Reviewing our Estimate.
Your Security is Our Priority!

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.

Heath B Pierce
BETH B PIERCE

08/05/2024

Memorandum

To: Oak Creek Club Board of Directors

From: Tashawn Andrews, Covenants Administrator-Community Association
Management Professionals-(CAMP)

Date: Wednesday, September 4, 2024

Re: Review of McFall & Berry Proposal for Tree Removal for 13415 Mary Bowie Parkway.

Suggested Motion: "I move to approve the two McFall & Berry proposals for tree removal, in the amount of \$2,624.83 to be expensed from Landscaping (general)."

Attached is a proposal to remove dead trees from the conservation area behind 13415 Mary Bowie Parkway.

This matter is a follow-up to the previously discussed vote at the June board meeting. The Board assigned the management team to identify the ownership of the trees located behind 13415 and 13407 Mary Bowie Parkway. After collaborating with the Maryland National Park and Planning Commission and the Environmental Stewardship Division, it was determined that the trees behind 13407 are the responsibility of M-NCPPC, and those behind 13415 Mary Bowie Parkway fall under the responsibility of Oak Creek Club HOA.

13415 Mary Bowie Parkway: Removal of (3) leaning/dying trees located in the conservation area to prevent the trees from falling onto the homeowner's property, totaling \$2,624.83.

Management Recommendation: Management recommends the removal of the leaning/ dying trees in the conservation area to prevent the trees from falling onto the homeowner's property. The arborist stated there was no way of determining which trees might fall, and if the trees fell correctly, they would hit the homeowner's house.

As of July 31, 2024, \$20,279 remained in landscaping general. The approved budget amount for 2024 is \$60,000.



Proposal #12631

Date: 4/11/2024
PO #
Sales Rep: Jason Crouse

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

13415 Mary Bowie Pkwy

In rear of house cut 3 leaning/dying trees to keep from falling into and or onto house.
 Cut trees and leave in native area.

Rear of House

Tree Removal

Items	Quantity	Unit	Price/Unit	Price
Labor - MD Tree Crew				\$2,624.83
			Tree Removal:	\$2,624.83
			Subtotal:	\$2,624.83
			Sales Tax:	\$0.00
			Project Total:	\$2,624.83

Terms & Conditions

The above quoted prices include all labor and material to complete above specified work including the removal all resulting woods and debris.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you!

By 

Jason Crouse

Date 4/11/2024

McFall & Berry Landscape
Management

By _____

Date _____
Oak Creek Club

TaShawn Andrews

From: Jason Crouse <jason.crouse@mcfallandberry.com>
Sent: Wednesday, April 10, 2024 10:30 AM
To: TaShawn Andrews
Subject: 13415 Mary Bowie Pkwy
Attachments: 1000004057.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

At this address I found three trees that should be removed they are leaning out over towards his house but they are from the Conservation Area. I will forward you a proposal for this also.

Jason Crouse

McFall and Berry Landscapes
MD Tree Division Manager
MD Tree Expert
ISA Certified Arborist





TaShawn Andrews

From: Herring, Don <Don.Herring@pgparks.com>
Sent: Tuesday, August 6, 2024 9:01 AM
To: TaShawn Andrews
Subject: RE: Phone Call: Tree Removal in "Conservation Area"

Hi Ms. Andrews,

I hope all is well. Thanks for the follow up. I contacted our Arborist this morning and will get back to you shortly.

Best,

Don Herring, Planner III
Park Planning and Environmental Stewardship Division
M-NCPPC, Department of Parks and Recreation, Prince George's County
Park and Recreation Administration Building
6600 Kenilworth Avenue, 3rd Floor
Riverdale, MD 20737
Direct: 301.699.2574 Mobile: 240.346.0813

Stay connected:



From: TaShawn Andrews <tandrews@oakcreekclub.com>
Sent: Monday, August 5, 2024 1:08 PM
To: Herring, Don <Don.Herring@pgparks.com>
Subject: RE: Phone Call: Tree Removal in "Conservation Area"

[EXTERNAL EMAIL] Exercise caution when opening attachments, clicking links, or responding.

Good afternoon, Mr. Herring,

I hope all is well. I wanted to follow up regarding the Arborist and tree removal for 13407 Mary Bowie Parkway, Upper Marlboro, MD 20774.

Kindly,

TaShawn Andrews

Covenants Administrator

Oak Creek Club HOA

tandrews@oakcreekclub.com

301-390-1721

From: Herring, Don <Don.Herring@pgparks.com>
Sent: Monday, June 17, 2024 2:50 PM
To: TaShawn Andrews <tandrews@oakcreekclub.com>
Subject: RE: Phone Call: Tree Removal in "Conservation Area"

No problem. I'll be in touch!

Don Herring, Planner III
Park Planning and Environmental Stewardship Division
M-NCPPC, Department of Parks and Recreation, Prince George's County
Park and Recreation Administration Building
6600 Kenilworth Avenue, 3rd Floor
Riverdale, MD 20737
Direct: 301.699.2574 Mobile: 240.346.0813

Stay connected:



From: TaShawn Andrews <tandrews@oakcreekclub.com>
Sent: Monday, June 17, 2024 2:48 PM
To: Herring, Don <Don.Herring@pgparks.com>
Cc: Tamika Davis <tdavis@oakcreekclub.com>; Moriah Benjamin <assistantmgr@oakcreekclub.com>
Subject: RE: Phone Call: Tree Removal in "Conservation Area"

[EXTERNAL EMAIL] Exercise caution when opening attachments, clicking links, or responding.

Thank you!

TaShawn Andrews

Covenants Administrator

Oak Creek Club HOA

tandrews@oakcreekclub.com

301-390-1721

From: Herring, Don <Don.Herring@pgparks.com>
Sent: Monday, June 17, 2024 2:47 PM
To: TaShawn Andrews <tandrews@oakcreekclub.com>
Cc: Tamika Davis <tdavis@oakcreekclub.com>; Moriah Benjamin <assistantmgr@oakcreekclub.com>
Subject: RE: Phone Call: Tree Removal in "Conservation Area"

You're welcome. I just sent the information to our Arborist.

Don Herring, Planner III
Park Planning and Environmental Stewardship Division
M-NCPPC, Department of Parks and Recreation, Prince George's County
Park and Recreation Administration Building
6600 Kenilworth Avenue, 3rd Floor
Riverdale, MD 20737
Direct: 301.699.2574 Mobile: 240.346.0813

Stay connected:



From: TaShawn Andrews <tandrews@oakcreekclub.com>
Sent: Monday, June 17, 2024 2:42 PM
To: Herring, Don <Don.Herring@ppparks.com>
Cc: Tamika Davis <tdavis@oakcreekclub.com>; Moriah Benjamin <assistantmgr@oakcreekclub.com>
Subject: RE: Phone Call: Tree Removal in "Conservation Area"

[EXTERNAL EMAIL] Exercise caution when opening attachments, clicking links, or responding.

Thank you. I look forward to hearing from you.

TaShawn Andrews

Covenants Administrator

Oak Creek Club HOA

tandrews@oakcreekclub.com

301-390-1721

From: Herring, Don <Don.Herring@ppparks.com>
Sent: Monday, June 17, 2024 2:41 PM
To: TaShawn Andrews <tandrews@oakcreekclub.com>
Cc: Tamika Davis <tdavis@oakcreekclub.com>; Moriah Benjamin <assistantmgr@oakcreekclub.com>
Subject: RE: Phone Call: Tree Removal in "Conservation Area"

Good afternoon, Ms. Andrews,

It was great speaking with you as well. Thanks again for sharing this information. I will relay the concern to our Arborist and keep you posted.

Best,

Don

Don Herring, Planner III
Park Planning and Environmental Stewardship Division
M-NCPPC, Department of Parks and Recreation, Prince George's County
Park and Recreation Administration Building
6600 Kenilworth Avenue, 3rd Floor
Riverdale, MD 20737
Direct: 301.699.2574 Mobile: 240.346.0813

Stay connected:



From: TaShawn Andrews <tandrews@oakcreekclub.com>

Sent: Monday, June 17, 2024 2:29 PM

To: Herring, Don <Don.Herring@pgparks.com>

Cc: Tamika Davis <tdavis@oakcreekclub.com>; Moriah Benjamin <assistantmgr@oakcreekclub.com>

Subject: RE: Phone Call: Tree Removal in "Conservation Area"

[EXTERNAL EMAIL] Exercise caution when opening attachments, clicking links, or responding.

Good afternoon, Mr. Herring. I am requesting your assistance with a matter related to the Oak Creek Club HOA.

It was a pleasure speaking with you today. Can you please assist me with the matter below? The homeowner of 13407 Mary Bowie Parkway called the HOA Management office regarding leaning trees. We had a licensed Arborist assess the trees, and the arborist reported that they were dead and at risk of falling on the homeowner's house. I have pasted the Arborist's report and attached photos for reference.

13407 Mary Bowie Pkwy



Jason Crouse <jason.crouse@mcfallandberry.com>
To: TaShawn Andrews



i Follow up. Completed on Friday, June 14, 2024.
You replied to this message on 4/10/2024 10:22 AM.



1000004056.jpg
2 MB



1000004055.jpg
3 MB



In the rear of this house there is actually seven dead standing trees that if they fell the correct way they the proposal to drop these and leave them in the native area.

Jason Crouse

McFall and Berry Landscapes
MD Tree Division Manager
MD Tree Expert
ISA Certified Arborist



Kindly,

TaShawn Andrews

Covenants Administrator

Oak Creek Club HOA

tandrews@oakcreekclub.com

301-390-1721

From: Kirchhof, Alexander <Alexander.Kirchhof@ppd.mncppc.org>
Sent: Monday, June 17, 2024 1:59 PM
To: TaShawn Andrews <tandrews@oakcreekclub.com>
Cc: Herring, Don <Don.Herring@pgparks.com>
Subject: RE: Phone Call: Tree Removal in "Conservation Area"

Hello,

Attached is the sheet of the tree conservation plan, TCP2-051-05 which governs this property. Both 13407 and 13415 Mary Bowie Parkway, Upper Marlboro, MD are visible on this sheet outlined in red. I have provided brief reviews of each property below. Please note that removal or clearing of multiple trees within a conservation area is

considered a violation. If the intent is to remove a large number of trees you will be required to revise the tree conservation plan for the site. Looking at the available imagery these do not appear to be street trees.

For 13415 Mary Bowie Parkway the tree in question is most likely within the conservation area, based on the aerial imagery. Trees within woodland conservation areas shall remain undisturbed in perpetuity. However in the event that a tree becomes hazardous there are methods to remove individual trees of concern. Looking at the TCP2 and PGAtlas, the land directly around 13415 Mary Bowie Parkway is listed as owned by the Oak Creek Club HOA INC. Any hazardous tree in this area would be the HOA's responsibility. As detailed in the attached guidance, the individual trees in question shall be assessed by a Certified Arborist or Qualified Professional through a health and risk assessment. In the event that the tree is determined to pose a significant concern following this assessment, it can be removed to the stump. Please refer to the attached guidance.

The situation with 13407 Mary Bowie Parkway is a bit different. Looking at PGAtlas it seems like the majority of the trees are located on the adjacent Park to the north. Please reach out to Don.Herring@pgparks.com regarding any questions or concerns you may have on trees on the adjacent Parks property to 13407 Bowie Parkway.

Thank you

Alexander Kirchhof

Planner II, *Environmental Planning Section | Countywide Planning Division*



1616 McCormick Drive, Largo, MD 20774

Direct: 301-780-8311

Email: Alexander.Kirchhof@ppd.mncppc.org



Memorandum

To: Oak Creek Club Board of Directors

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

Date: Tuesday, September 3, 2024

Re: Clubhouse Gate Arm Repair

Suggested Motion: " I move to approve the DMV Gates proposal to replace the clubhouse gate arm and install a lane separation bollard and safety sensor in the amount of \$21,011.00 to be expensed from Repair & Replacement Reserves ."

Please see the estimates below for the repair of the Clubhouse gate arm. I have also attached the final service report for this repair from DMV Gates, which recommends replacing the equipment at the Clubhouse.

The first estimate is \$21,010, covering the cost of replacing the damaged operator and installing a safety sensor and bollard to separate the lanes. The second estimate is \$39,031 and includes the same recommended upgrades, along with changing the other operator for uniformity of equipment and aesthetics. It's important to note that the other operator is currently operational and does not need to be replaced at this time, as it was already replaced in July 2023. The proposed repair expenses will be covered by the Repair & Replacement Reserves. DMV Gates provided the proposal to replace both operators for uniformity and to upgrade all safety loops.

DMV Gates provides:

- A 60-day labor warranty.
- A 10-year warranty on the aluminum frame.
- A two-year warranty on parts.

The warranty does not cover vehicle damage.

DMV Gates (Michael Perez) community access recommendations: It has been a pleasure working on your property and witnessing the increased efficiency of your gates. To further elevate the living experience at Oak Creek, we have identified several key areas where targeted enhancements can significantly impact safety, security, and overall convenience for residents. We recommend the following improvements:

1. Installation of Security Bollards on Mary Bowied Pkwy clubhouse and Bamberg Way

To improve traffic safety and flow, we suggest the installation of security bollards along Mary Bowied Pkwy clubhouse and Bamberg Way. These bollards will be a physical barrier between lanes, naturally encouraging drivers to reduce speed when navigating these areas. The presence of bollards can lead to safer driving behaviors within the community, particularly in residential zones where pedestrian activity is higher. Bollards often come equipped with reflective materials or integrated lighting, which enhances their visibility at night, reducing the risk of accidents by clearly defining lanes and boundaries. This simple yet effective measure will contribute to better traffic control and a safer environment for all residents.

2. Addition of MagLocks on Dual Swing Gates

Enhancing the security of the community's entrances is crucial, and the installation of MagLocks on dual swing gates is an excellent solution. MagLocks utilize a strong electromagnetic force to keep gates securely locked, providing robust protection against unauthorized access. In addition to enhancing security, MagLocks help maintain proper gate alignment, ensuring that gates close properly without leaving gaps that could be exploited by unauthorized pedestrians, resulting in gate damage. They are particularly beneficial in adverse weather conditions, such as high winds, by holding gates firmly in place and preventing misalignment or damage. MagLocks are also compatible with existing access control systems, allowing for seamless integration and easy operation by residents and authorized visitors. This upgrade will significantly bolster the security and reliability of your community entrances.

3. Implementation of Informative Traffic Signs at Each Entrance

To further enhance safety and improve community traffic flow, we recommend adding informative traffic signs at each entrance. Clear and well-placed signs can effectively communicate important information such as speed limits, pedestrian crossings, and right-of-way rules, which are crucial for preventing accidents and promoting safe driving practices. These signs will also guide residents and visitors through the community by indicating directions, parking areas, and designated lanes, helping to minimize confusion and reduce congestion. By clearly communicating community-specific rules and guiding traffic flow, these signs will enhance safety and contribute to a more organized and welcoming atmosphere.

4. Pedestrian Gates Upgrade

Upgrading the automatic pedestrian gates in the community is essential since the gate operators are currently outdated and obsolete. Over time, these operators have become less reliable, leading to frequent malfunctions and increased maintenance costs. Additionally, wear and tear on the pedestrian gates themselves has resulted in structural issues that compromise security and convenience for residents leading them to cross through the vehicular gates. By upgrading to more efficient operators and addressing necessary gate repairs, we can ensure smooth and reliable operation, enhance security, and provide a seamless experience for pedestrians. These upgrades

will improve functionality and extend the gates' lifespan, reducing long-term maintenance needs and enhancing overall safety.

Conclusion

At Oak Creek, we take pride in delivering solutions that align with the community's high standards and our commitment to continuous improvement. We believe implementing these recommendations will significantly enhance your residents' safety, security, and overall experience. Our team is ready to tailor these suggestions to suit your needs and vision best, ensuring that Oak Creek remains a safe, secure, and thriving community. Please do not hesitate to reach out if you have any questions or want to discuss these recommendations in further detail.

Committee Recommendation: The access committee recommends proceeding with the repair of the damaged clubhouse gate arm.

Management Recommendation: Management recommends moving forward with the approval of the damaged clubhouse gate arm repair. This request has been pending approval since August 2, 2024, and there is now free access through the main gate side from the golf course. Additionally, the speed on Mary Bowie Parkway has visibly increased as there is no need to slow down for the ground safety loop for access past the Clubhouse. This repair will also re-establish the Oak Creek Club's curb appeal.

As of 7/31/2024 there was \$2,232,259 remaining in Repair & Replacement Reserves.



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4445
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3487

DATE
Jul 19, 2024

TOTAL
USD \$21,011.00

TO

Oak Creek/Tamika Davis - Clubhouse Entrance Lane

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor The Procurement and Installation of One (1) Liftmaster Mega Arm Tower - High-Performance DC	\$19,821.70	1	\$19,821.70

The high-traffic DC barrier gate operator is a reliable and heavy-duty motor designed for demanding applications. It features a battery backup that provides up to 900 cycles of operation during power outages, ensuring your property stays safe and secure. The operator also includes a smooth start/stop operation that extends the life of the motor, magnetic limit sensors designed for high-cycle applications, and surge suppression for industrial surge and lightning protection. The product comes with a 10-year warranty for the aluminum frame and a 2-year warranty for parts. Additionally, the operator offers a range of optional accessories, including a traffic light and LED barrier arm for exceptional visibility, and a connected access portal for cloud-based, credentialed access control.

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet.

The product complies with UL® 325 and UL 991 standards, including Class I, II, III, and IV classifications.

DESCRIPTION	RATE	QTY	AMOUNT
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Recommended capacities include a maximum arm length of 9–17 ft. with Aluminum or PVC arms and a cycle limit of 6,000/day.
 The barrier arm material is made of aluminum.
 The operating voltage is 12VDC.
 The lamp type used is LED 2528 IP68 Silica Gel Filled.
 The color of the lamp is red/white.
 The power consumption is 14.4 W/m.
 The product is UL Listed under UL 325 and UL 991—Class I, II, III, and IV.
 It comes with a 6-month limited warranty.

Power:

The product is designed for 120V applications, with an optional 220V power supply.
 The accessory power is 24VDC with a rating of 500 mA.
 It features a 24VDC/800 RPM continuous-duty motor, equivalent to 1/2 HP.
 The gear reduction is provided by a 60:1 reducer in a synthetic oil bath.
 The chassis is made of powder-coated 1/4 inch material.

Additional Features:

It has a battery backup system that can support up to 900 cycles.
 The barrier arm length can be extended up to 17 ft.
 SAMS (Sequenced Access Management System) is included to provide control between the barrier and slide/swing gate operator, optimizing traffic flow.
 Surge suppression is implemented to provide industrial surge and lightning protection.
 Magnetic limit sensors are designed specifically for high-cycle applications.
 The smooth start/stop operation helps extend the life of the operator.

Accessories:

RGL24LY Traffic Light
 LED Barrier Arm for exceptional visibility
 Connected Access Portal for cloud-based, credentialed access control

Warranty of 10 Years for Aluminum Frame and 2 Years for parts.

Include Labor & Installation:

The purchase of LiftMaster MEGA ARM TOWER includes labor and

DESCRIPTION

RATE

QTY

AMOUNT

installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Liftmaster 14' LED Barrier Arms

Aluminum arm with integrated red LED light and DOT tape provides exceptional visibility 24 hours a day. Built with aluminum product material to offer great versatility and allow creativity and innovation in design and construction. Durable feature for better reliance and usability.

Product Details

Exclusive patented design with 3" round flat sides

IP68 rated, waterproof LED lights

Operating temperature: -13°F - +140°F

LED operating voltage: 12VDC

LED Type: 3528 IP68 Silica gel filled

Power: 14.4W / 4 meter roll

Safety and Security

Include Labor & Installation:

The purchase of Liftmaster LED Barrier Arm includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Fabrication and installation of One (1) Reflective Safety Bollard

Specifications:

Diameter:

DESCRIPTION	RATE	QTY	AMOUNT
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Nominal Diameter: 6 inches
 Outside Diameter: 6.625 inches
 Wall Thickness: Schedule 40: 0.280 inches

Material:
 Typically made from carbon steel, though stainless steel options are available for enhanced corrosion resistance.

Length:
 Bollards can be cut to various lengths, depending on the application. Common lengths range from 36 inches to 72 inches above ground, with additional length for embedding in concrete.

Weight:
 Varies depending on the length. For example, a 6-inch diameter Schedule 40 pipe weighs approximately 18.97 pounds per foot.

Surface Finish:
 Can be galvanized, painted, or powder-coated for added durability and corrosion resistance.

Installation:
 Bollards are typically embedded into concrete foundations. The depth of embedment usually ranges from 18 inches to 36 inches, depending on the required impact resistance.

Standards:
 Conforms to ASTM A53/A53M, A500, or similar standards for structural steel pipes.

Applications:
 Security bollards for vehicle impact resistance
 Pedestrian safety barriers
 Building and infrastructure protection
 Traffic control in parking lots and driveways

Reflective Safety Covers:
 Use: Rated for outdoor use
 Protection: Maintenance-free with a clean, finished look
 Visibility: Two red reflective stripes for high visibility, day or night
 Material: High-density polyethylene, UV resistant

DESCRIPTION	RATE	QTY	AMOUNT
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Customization: Can be trimmed to the desired height

Example Use:

A typical installation might involve a 6-inch diameter bollard that is 48 inches in height above ground, embedded 24 inches into a concrete foundation, with the pipe capped and painted for visibility and weather protection.

Include Labor & Installation:

The purchase of Reflective Safety Bollard includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a One (1) Year labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Omron Photo-Eye Safety Sensor

The Omron E3K Series offers high-performance photoelectric sensors ideal for various industrial applications. Known for reliability and ease of use, these sensors are suitable for object detection, positioning, and monitoring.

Key Features:

Detection Methods: Through-beam, retro-reflective, diffuse-reflective

Sensing Distance: Up to 10 meters

Response Time: 1 ms

Output Type: NPN/PNP transistor

Power Supply: 12-24V DC

Connection Types: Pre-wired cable, M8/M12 connectors

Enclosure Rating: IP67

Operating Temperature Range: -25°C to +55°C

Detailed Specifications:

Power Consumption: ≤ 30 mA

Load Current: 100 mA max. at 24V DC

Operating Mode: Light-ON/Dark-ON selectable

DESCRIPTION	RATE	QTY	AMOUNT
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Ambient Light Immunity: Incandescent lamp: 5,000 lux max., Sunlight: 10,000 lux max.
 Environmental Resistance: Operates in temperatures from -25°C to +55°C, and humidity from 35% to 95% RH

Physical Specifications:
 Housing Material: ABS, Polycarbonate
 Lens Material: PMMA
 Cable Length: 2 meters standard
 Weight: Approx. 100 grams

Applications:
 Industrial automation
 Material handling
 Automotive assembly lines
 Food and beverage packaging
 Logistics and warehouse automation

Include Labor & Installation:

The purchase of Omron Retro-Reflective Photoelectric Sensor includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

Estimate Justifications:

During our service visits on June 18 and June 28, we addressed the gate malfunction by temporarily reconfiguring the loop system and adjusting the timing settings to optimize gate operation. These measures were only a temporary fix, and replacing individual parts does not guarantee a permanent solution. Therefore, the entire system will need to be replaced, and adding a safety sensor is recommended to mitigate the risk of vehicles hitting the barrier arm.

Please note that if you choose not to install a new loop system, we will continue using the existing one, which only covers one entry. We also

DESCRIPTION	RATE	QTY	AMOUNT
recommend replacing the exit gate, as it is malfunctioning and likely to fail soon. For any further questions, please contact us at 202-505-4445 or reach out to Michael directly at 202-505-4441.			
			SUBTOTAL
			\$19,821.70
			TAX (6%)
			\$1,189.30
			TOTAL
			USD \$21,011.00

Thank You for Reviewing our Estimate.
Your Security is Our Priority!

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmv gates.com
office@dmvgates.com

ESTIMATE
EST3435

DATE
Jun 18, 2024

TOTAL
USD \$39,031.00

TO

Oak Creek/Tamika Davis - Clubhouse Entry & Exit

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Clubhouse Entry & Exit Barrier Arm Gate Operators w/ Barrier Arms, Complete Loops System, Bollard & Safety Sensors The Procurement and Installation of Two (2) Liftmaster Mega Arm Towers - High-Performance DC	\$36,821.70	1	\$36,821.70

The high-traffic DC barrier gate operator is a reliable and heavy-duty motor designed for demanding applications. It features a battery backup that provides up to 900 cycles of operation during power outages, ensuring your property stays safe and secure. The operator also includes a smooth start/stop operation that extends the life of the motor, magnetic limit sensors designed for high-cycle applications, and surge suppression for industrial surge and lightning protection. The product comes with a 10-year warranty for the aluminum frame and a 2-year warranty for parts. Additionally, the operator offers a range of optional accessories, including a traffic light and LED barrier arm for exceptional visibility, and a connected access portal for cloud-based, credentialed access control.

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet.

The product complies with UL® 325 and UL 991 standards, including

DESCRIPTION	RATE	QTY	AMOUNT
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Class I, II, III, and IV classifications.
 Recommended capacities include a maximum arm length of 9–17 ft. with Aluminum or PVC arms and a cycle limit of 6,000/day.
 The barrier arm material is made of aluminum.
 The operating voltage is 12VDC.
 The lamp type used is LED 2528 IP68 Silica Gel Filled.
 The color of the lamp is red/white.
 The power consumption is 14.4 W/m.
 The product is UL Listed under UL 325 and UL 991—Class I, II, III, and IV.
 It comes with a 6-month limited warranty.

Power:
 The product is designed for 120V applications, with an optional 220V power supply.
 The accessory power is 24VDC with a rating of 500 mA.
 It features a 24VDC/800 RPM continuous-duty motor, equivalent to 1/2 HP.
 The gear reduction is provided by a 60:1 reducer in a synthetic oil bath.
 The chassis is made of powder-coated 1/4 inch material.

Additional Features:
 It has a battery backup system that can support up to 900 cycles.
 The barrier arm length can be extended up to 17 ft.
 SAMS (Sequenced Access Management System) is included to provide control between the barrier and slide/swing gate operator, optimizing traffic flow.
 Surge suppression is implemented to provide industrial surge and lightning protection.
 Magnetic limit sensors are designed specifically for high-cycle applications.
 The smooth start/stop operation helps extend the life of the operator.

Accessories:
 RGL24LY Traffic Light
 LED Barrier Arm for exceptional visibility
 Connected Access Portal for cloud-based, credentialed access control

Warranty of 10 Years for Aluminum Frame and 2 Years for parts.

Include Labor & Installation:

DESCRIPTION	RATE	QTY	AMOUNT
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The purchase of LiftMaster MEGA ARM TOWER includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of Two (2) Liftmaster 14' LED Barrier Arms

Aluminum arm with integrated red LED light and DOT tape provides exceptional visibility 24 hours a day. Built with aluminum product material to offer great versatility and allow creativity and innovation in design and construction. Durable feature for better reliance and usability.

Product Details

- Exclusive patented design with 3" round flat sides
- IP68 rated, waterproof LED lights
- Operating temperature: -13°F - +140°F
- LED operating voltage: 12VDC
- LED Type: 3528 IP68 Silica gel filled
- Power: 14.4W / 4 meter roll
- Safety and Security

Include Labor & Installation:

The purchase of Liftmaster LED Barrier Arm includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Fabrication and installation of One (1) Reflective Safety Bollard

Specifications:

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

Diameter:

Nominal Diameter: 6 inches

Outside Diameter: 6.625 inches

Wall Thickness: Schedule 40: 0.280 inches

Material:

Typically made from carbon steel, though stainless steel options are available for enhanced corrosion resistance.

Length:

Bollards can be cut to various lengths, depending on the application. Common lengths range from 36 inches to 72 inches above ground, with additional length for embedding in concrete.

Weight:

Varies depending on the length. For example, a 6-inch diameter Schedule 40 pipe weighs approximately 18.97 pounds per foot.

Surface Finish:

Can be galvanized, painted, or powder-coated for added durability and corrosion resistance.

Installation:

Bollards are typically embedded into concrete foundations. The depth of embedment usually ranges from 18 inches to 36 inches, depending on the required impact resistance.

Standards:

Conforms to ASTM A53/A53M, A500, or similar standards for structural steel pipes.

Applications:

Security bollards for vehicle impact resistance

Pedestrian safety barriers

Building and infrastructure protection

Traffic control in parking lots and driveways

Reflective Safety Covers:

Use: Rated for outdoor use

Protection: Maintenance-free with a clean, finished look

Visibility: Two red reflective stripes for high visibility, day or night

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

Material: High-density polyethylene, UV resistant
 Customization: Can be trimmed to the desired height

Example Use:

A typical installation might involve a 6-inch diameter bollard that is 48 inches in height above ground, embedded 24 inches into a concrete foundation, with the pipe capped and painted for visibility and weather protection.

Include Labor & Installation:

The purchase of Reflective Safety Bollard includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a One (1) Year labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of a Two (2) Complete Loop Systems

Includes:

- One (1) Shadow Loop
- Four (4) Vehicle Presence/Reverse Loops (obstruction/Reversing)
- One (1) Automatic Exit/Free Exit Loop
- Asphalt Cut down by 1.5"
- Seal/patch Asphalt pavement
- Running and connecting Wires to the new operator.

Labor & Installation:

The purchase of Complete Free Exit Looping Systems includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

The Procurement and Installation of One (1) Omron Photo-Eye Safety Sensor

The Omron E3K Series offers high-performance photoelectric sensors ideal for various industrial applications. Known for reliability and ease of use, these sensors are suitable for object detection, positioning, and monitoring.

Key Features:

Detection Methods: Through-beam, retro-reflective, diffuse-reflective

Sensing Distance: Up to 10 meters

Response Time: 1 ms

Output Type: NPN/PNP transistor

Power Supply: 12-24V DC

Connection Types: Pre-wired cable, M8/M12 connectors

Enclosure Rating: IP67

Operating Temperature Range: -25°C to +55°C

Detailed Specifications:

Power Consumption: ≤ 30 mA

Load Current: 100 mA max. at 24V DC

Operating Mode: Light-ON/Dark-ON selectable

Ambient Light Immunity: Incandescent lamp: 5,000 lux max., Sunlight: 10,000 lux max.

Environmental Resistance: Operates in temperatures from -25°C to +55°C, and humidity from 35% to 95% RH

Physical Specifications:

Housing Material: ABS, Polycarbonate

Lens Material: PMMA

Cable Length: 2 meters standard

Weight: Approx. 100 grams

Applications:

Industrial automation

Material handling

Automotive assembly lines

Food and beverage packaging

Logistics and warehouse automation

DESCRIPTION	RATE	QTY	AMOUNT
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Include Labor & Installation:

The purchase of Omron Retro-Reflective Photoelectric Sensor includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation Six (6) Loop Detectors

Loop Det. Module w/ SmartCNX capability

Item #: MX4621

Supplier: HySecurity

Supplier Part #: MX4621

Loop Det. Module w/ SmartCNX capability

Improved loop detector module with digital interface to SmartCNX and all other HySecurity controllers. Automatically sets sensitivity. Automatically compensates for gate movement. Advanced loop diagnostics.

Performs your troubleshooting checklist automatically

- Reports error codes w/ time/date stamp
- Reports disconnected loop
- Reports abnormal frequency shift
- Reports Detector malfunction
- Allows you to reference system history w/ a portable pc

Labor & Installation:

The purchase of Loop Detectors includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

SUBTOTAL	\$36,821.70
TAX (6%)	\$2,209.30

TOTAL

USD \$39,031.00

Thank You for Reviewing our Estimate.
Your Security is Our Priority!

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.

Fw: Oak Creek/Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor

Tamika Davis <tdavis@oakcreekclub.com>

Fri 8/2/2024 3:54 PM

To: WARD DWIGHT <Drupeward@gmail.com>; Keith Pierce <keithpierce807@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Remi Duyile <remiduyilessa@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>

Bcc: TaShawn Andrews <tandrews@oakcreekclub.com>

📎 2 attachments (89 KB)

Oak Creek-Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator with Barrier Arm, Bollard & Safety Sensor.pdf; Oak Creek-Tamika Davis - Estimate for the Clubhouse Entry & Exit Barrier Arm Gate Operators w Barrier Arms, Complete Loops System, Bollard & Safety Sensors.pdf;

Good Afternoon, Oak Creek Club Board of Directors,

Please review the attached estimates for the Clubhouse gate arm repair. You will find two estimates. The first estimate is for \$21,010 and covers the cost to replace the currently damaged operator and install a safety sensor and bollard to separate the lane. The second estimate is for \$39,031, and includes the same recommended upgrades, as well as changing the other operator for uniformity of equipment and aesthetics. However, it's important to note that the other operator is currently operational and does not need to be replaced at this time. This expense will be covered from the repair and replacement reserves, as per usual practice. As of 6/30/2024, there was \$2,196,226 remaining in the repair and replacement reserves. In your emailed response, please specify which estimate you would like to proceed with. If you have any questions, please let me know to expedite your approval and get the signed estimate back to DMV Gates for scheduling the repair. Thank you, 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: service@dmvgates.com <service@dmvgates.com>

Sent: Wednesday, July 31, 2024 11:18 AM

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

Cc: Michael Peretz <Michael@dmvgates.com>; Andres Betancourt <andres@dmvgates.com>; DMV Office <office@dmvgates.com>

Subject: Oak Creek/Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor

Dear Tamika,

I hope this email finds you well.

Attached is our Estimate for the **Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor**.

We look forward to working with you on this project.

Feel free to contact us if you have any questions or concerns.

Respectfully,

--

Thanks,

DMV GATES
CUSTOM GATES & SECURITY SOLUTIONS

Jenny Orlanias
Customer Service Manager
DMV Gates and Security Solutions

TF: 888-958-5815 | O: 202-505-4445 | D: 202-505-4647

service@dmvgates.com | www.dmvgates.com



Re: Oak Creek/Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator w/
Barrier Arm, Bollard & Safety Sensor

Tamika Davis <tdavis@oakcreekclub.com>

Thu 8/15/2024 1:31 PM

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>
Bcc: TaShawn Andrews <tandrews@oakcreekclub.com>

Good morning, Oak Creek Club Board of Directors, I am writing to follow up on the email sent on August 2, 2024, regarding the request for approval to replace the clubhouse gate arm. Please let me know if you need any additional information to help facilitate your decision on this essential repair. I am currently awaiting responses from four Board members. Thank you for your prompt attention to this matter concerning our community. Thank you, 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



From: Tamika Davis <tdavis@oakcreekclub.com>

Sent: Friday, August 2, 2024 3:54 PM

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>

Subject: Fw: Oak Creek/Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor

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your approval and get the signed estimate back to DMV Gates for scheduling the repair. Thank you, Tamika.

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manager@oakcreekclub.com



From: service@dmvgates.com <service@dmvgates.com>
Sent: Wednesday, July 31, 2024 11:18 AM
To: Tamika Davis <tdavis@oakcreekclub.com>; Tamika Davis <tdavis@oakcreekclub.com>
Cc: Michael Peretz <Michael@dmvgates.com>; Andres Betancourt <andres@dmvgates.com>; DMV Office <office@dmvgates.com>
Subject: Oak Creek/Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor

Dear Tamika,

I hope this email finds you well.

Attached is our Estimate for the **Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor**.

We look forward to working with you on this project.

Feel free to contact us if you have any questions or concerns.

Respectfully,

—
Thanks,



Jenny Orlanies
Customer Service Manager
DMV Gates and Security Solutions

TF: [888-958-5815](tel:888-958-5815) | O: [202-505-4445](tel:202-505-4445) | D: [202-505-4647](tel:202-505-4647)

service@dmvgates.com | www.dmv-gates.com

**Re: Oak Creek/Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator w/
Barrier Arm, Bollard & Safety Sensor**

Tamika Davis <tdavis@oakcreekclub.com>

Tue 8/20/2024 3:46 PM

To: Keith Pierce <keithpierce807@gmail.com>; Jess Hill <jessica.hillocc@gmail.com>
Cc: Dwight Ward <Drupeward@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Remi Duyile <remiduyilessa@gmail.com>; Julian Brown <jbrown.oakcreekhoa@gmail.com>; Peter Smith <pete2toya@gmail.com>; Susan Blackburn <sblackburn@gocampmgmt.com>
Bcc: TaShawn Andrews <tandrews@oakcreekclub.com>; Moriah Benjamin <assistantmgr@oakcreekclub.com>

📎 3 attachments (108 KB)

Gate expenses as of 7 31 2024.pdf, Gate Cost 1 1 2025 to 8 12 2024.xlsx; Access Committee Meeting Minutes 07 31 2024.docx;

Hi Jessica,

I am forwarding the final service report from DMV Gates, which recommends replacing the equipment at the Clubhouse. The gate had three documented damage incidents before becoming completely inoperable, leading to the recommendation for replacement. As of July 31, 2024, the management team has received \$58,321.22 in reimbursement for gate arm damage. This information can be found in the monthly financial statement, which is emailed to the Board of Directors under "Insurance Settlements" and "Misc. Income." Currently, nineteen insurance claims are pending. The intent of this recommendation is to slow down traffic and separate the lanes. The average cost to replace a damaged bollard is about \$160.00 per bollard; this does not include labor. Replacement cost is also evaluated when the reserve study is conducted. DMV Gates has suggested the implementation of safety sensors and bollards at every gate, and this recommendation has been discussed with the Access Committee. I am also attaching the Actual vs. Budget report as of 7/31/2024 and the gate cost summary. This information and invoices are available for the Board's leisure review in CIRANET. These monthly numbers are also provided to the Finance Committee and Access Committee. Please note that with this gate down, there is free access to the main gate side from the golf course. In addition, the speed on Mary Bowie Parkway has increased tremendously because there is no need to slow down for the ground safety loop for access past the Clubhouse. Furthermore, the delay in this repair will result in retraining the behavior of the individuals moving through Mary Bowie Parkway, as homeowners and guests anticipate the gate to still be inoperable and may ignore the new gate arm once approved and installed. Delaying repairs also imparts the impression that the Association defers its maintenance, reducing curb appeal. Finally, if the Board intends to delegate these repairs to the committee before approval, kindly inform us so that the management team can effectively communicate the repair expectations to the homeowners. I have included Julian Brown, the Access Committee Chair, and Peter Smith, the Co-Chair, in this email to solicit their input and feedback.

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: Keith Pierce <keithpierce807@gmail.com>

Sent: Tuesday, August 20, 2024 1:55 PM

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

Cc: Tamika Davis <tdavis@oakcreekclub.com>; Dwight Ward <Drupeward@gmail.com>; Travis Witmer <twitmer@woodlawnlc.com>; Remi Duyile <remiduyiless@gmail.com>

Subject: Re: Oak Creek/Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor

Good afternoon,

I agree that there should be a strategy on our gate issues. However, I feel this should be strategized by the access committee and, in turn, have them provide the board with recommended courses of actions. I realize Tamika has an enormous knowledge of the history of the gate situation, but we should be asking the committee these questions and request a recommended solutions. I really don't feel comfortable without the involvement of the committee. These type of questions should be addressed by the committee and they should utilize Tamika as a resource. I'm not asking for an issue brief, staff study or any other formal form of feedback but I feel the committee should bring recommended solutions to the board in for us to make informed decisions. I notice the committee was not included on this email chain. I also feel Susan should be added.

Thanks

Keith

On Aug 19, 2024, at 11:51 PM, Jess Hill <jessica.hillocc@gmail.com> wrote:

Hello Tamika,

I am not sure if the details of what happened to the gate arm was provided. I would like to have that information as soon as possible. If there is an option to recoup some of the increasing funds we are paying to repair/replace and upgrade the gate arm that would be great.

I do not believe it is in our best interest to pay for something that is currently operational; however, if there is a plan developed to provide details of the overall updates that would allow me to make an informed decision. Adding sensors and bollards (what do they look like; how likely is it that they will be damaged; how much to replace each bollard if damaged?) is that something we are going to have installed at each gate? Is this amount expected for the gate arm near the Grove too?

As I have mentioned before, a snapshot of what we are spending and explanations of the increases is necessary to opine on specific requests timely.

NOTE:

From my pervue, the patchwork and updates are adding up and an update on the amount we have spent per gate since DMV Gates started working in Oak Creek would be ideal to share with the Board and ultimately the community along with the reimbursement amounts during our September Board meeting since we did not have a Town Hall last month where we could have shared this information.

Regards,
Jessica Hill, Secretary

On Thu, Aug 15, 2024 at 1:31 PM Tamika Davis <tdavis@oakcreekclub.com> wrote:

Good morning, Oak Creek Club Board of Directors, I am writing to follow up on the email sent on August 2, 2024, regarding the request for approval to replace the clubhouse gate arm. Please let me know if you need any additional information to help facilitate your decision on this essential repair. I am currently awaiting responses from four Board members. Thank you for your prompt attention to this matter concerning our community. Thank you, Tamika.

□

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Upper Marlboro, MD 20774
Phone (301) 390-1721 | www.OakCreekClubHOA.com
manager@oakcreekclub.com



From: Tamika Davis <tdavis@oakcreekclub.com>
Sent: Friday, August 2, 2024 3:54 PM
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>
Subject: Fw: Oak Creek/Tamika Davis - Estimate for the Clubhouse Entrance Lane Gate Operator w/ Barrier Arm, Bollard & Safety Sensor

Good Afternoon, Oak Creek Club Board of Directors,
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Memorandum

To: Oak Creek Club Homeowners Association Board of Directors

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

Date: Tuesday, August 27, 2024

Re: Approval of Committee Volunteer Form(s)

Suggested Motion: "I move to approve Brooke Sanders to the Grounds Committee, Gabrielle Webster to the Budget and Finance Committee, and Tyree Webster to the Grounds Committee."

Please see the attached forms for committee appointments for the members below.

- Brooke Sanders-Grounds Committee
- Gabrielle Webster-Budget and Finance Committee
- Tyree Webster II-Grounds Committee

Management has verified that the members requesting to be committee volunteers are in good standing with the Association.

Management recommends the approval of all requests above.

✓

Committee Volunteer Form Request for Appointment

Name: Brooke Sanders

Address: _____

Contact Information
Phone/E-Mail: _____

Committee of Interest: Grounds

Personal or professional information you would like to share which might assist the Board in the appointment process such as length of residence in Oak Creek, related experience or training, service on other committees, etc.

I have lived in the Oak Creek Community for 15 years and was previously a member of the Grounds Committee for several years. I served
as a member and later as Secretary. During my service on the Grounds Committee, I participated in the Landscape Contract competition,
community safety signage, pet waste campaign, and initiated the 1st Community CleanUp day in collaboration with Maryland National
Capital Park and Planning. Professionally I am a Federal Project Manager and for the last sixteen years has specializing in
design and construction.

Thank you for volunteering!

**Committee Volunteer Form
Request for Appointment**

Name: Gabrielle Webster

Address: _____

Contact Information:
Phone/E-Mail: _____

Committee of Interest: Finance

Personal or professional information you would like to share which might assist the Board in the appointment process such as length of residence in Oak Creek, related experience or training, service on other committees, etc.

I have lived in Oak Creek since the end of 2015 and have long been thinking about getting involved as I was in Woodmore South.

I am the President & CEO of a non-profit so I spend quite a bit of my work time managing the organization's finances. I think my experience could be of help to this committee and our community.

Sincerely
Gabrielle

Thank you for volunteering!

**Committee Volunteer Form
Request for Appointment**

Name: Tyree J. Webster II ✓

Address: _____

Contact Information

Phone/E-Mail: _____

Committee of Interest: Landscaping & Grounds Committee

Personal or professional information you would like to share which might assist the Board in the appointment process such as length of residence in Oak Creek, related experience or training, service on other committees, etc.

I am a retired Army Officer and served
30 years as a enlisted & officer in the service
of this great nation. I have been active in every
community ~~whether~~ whether on not military or
civilian. We have lived in Oak Creek since Dec. of
2015. My parents always said that whenever you
decide to live. Please get involve within the community.
I am currently a Federal employee with U.S. Census
Bureau and very involved with environmental concerns
and very interested in becoming a member of our
board to protect our grounds within the community.

Sincerely,
Tyree (Ty)

Thank you for volunteering!

Memorandum

To: Oak Creek Club Board of Directors

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

Date: Thursday, August 29, 2024

Re: Review and Approval of 2023 Annual Audit

Suggested Motion: "I move to approve the 2023 audit draft prepared by The Goldklang Group. Additionally, I move to approve the write-off of utility deposits amounting to \$6,595 from 2014."

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

The Auditors opinion states as follows:

"In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Oak Creek Club Homeowners Association, Inc. as of December 31, 2023, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America." (See page 1 of the Independent Auditors report)

Management Recommendation: Management recommends the approval of the 2023 Goldklang Group audit draft. Upon the approval of the Board of Directors, The Goldklang Group requests that the signed representation letter and most recent financial statement be sent back to them within 60 Business days of the date of the cover letter. The date on the cover letter is June 26, 2024.

Committee Recommendation: The Budget and Finance Committee has reviewed the 2023 audit and is recommending that the Board of Directors approve it. The committee also recommends that the Board write off the utility deposits dating back to 2014, totaling \$6,595, as there are no credits documented with any of the current utility service providers (i.e. PEPCO, BGE, Washington Gas, WSSC).



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

June 26, 2024

Board of Directors

Oak Creek Club Homeowners Association, Inc.

Dear Board Members:

Enclosed, please find the draft audit for Oak Creek Club Homeowners Association, Inc. for the year ended December 31, 2023.

- Please **sign and date** the enclosed representation letter. The letter should be signed by either the President or Treasurer of the Association and the management agent representative. **This letter needs to be returned to our office before the audit can be finalized.**
- Please send the Association's most recent financial statements (which should include the balance sheet and income statement) to our office with the signed representation letter. We are requesting this information to comply with auditing standards.
- **Please return the signed representation letter and most recent financial statements to our office within 60 days from the date of this letter.** This information can be mailed, faxed or emailed to our office. Our email address is RLs@GGroupCPAs.com.

If we do not receive the above information within 60 days from the date of this letter, we may need to perform additional audit procedures to satisfy ourselves that no material events have occurred from the date that we completed our audit fieldwork through the date that we receive the signed representation letter. These additional procedures would include examining the bank statements, minutes, financial statements, general ledger and would also include inquiries of management and the board of directors. **We will bill the Association for these additional audit procedures at our hourly rates.**

Please do not hesitate to contact us if there are any questions regarding the draft audit.

Sincerely,

Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

Exclusively serving Homeowners, Condominiums and Cooperative Associations in MD, DC and VA since 1974.

phone 703 391 9003 fax 703 391 9004 www.GGroupCPAs.com



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INFORMATION INCLUDED WITH THE AUDIT

COVER LETTER - The audit report is issued in draft for the Association to review. The cover letter explains what information must be returned to our office before the audit report (and other letters) can be finalized.

INDEPENDENT AUDITOR'S REPORT - This is our report on the Association's financial statements. Once finalized, the Association may distribute this document, along with the audited financial statements, notes to financial statements and any supplementary information in its entirety to members, potential members, etc.

MANAGEMENT LETTER - The management letter is not a required communication under auditing standards, but is a by-product of the audit. We generally issue a management letter to communicate our comments and recommendations. Use of this letter is restricted to the board of directors and management.

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE UNDER AU-C §260 - Under the Clarified Statements of Auditing Standards AU-C §260 we are required to communicate audit matters that, in our professional judgment, may be significant and relevant to those charged with governance of the Association. Use of this letter is restricted to the board of directors and management.

COMMUNICATION OF SIGNIFICANT DEFICIENCIES AND/OR MATERIAL WEAKNESSES UNDER AU-C §265 - Under the Clarified Statements of Auditing Standards AU-C §265, we are required to communicate in writing any significant deficiencies and/or material weaknesses in the Association's internal controls. Use of this letter is restricted to the board of directors and management. If we did not note any significant deficiencies or material weaknesses, no letter will be issued.

ADJUSTED TRIAL BALANCE AND ADJUSTING JOURNAL ENTRIES - These are the proposed audit adjustments for the period under audit.

REPRESENTATION LETTER (Separate Attachment) - The representation letter is a letter from the Association to us confirming that to the best of your knowledge and belief all information was provided or disclosed to us. This letter needs to be signed by the President or Treasurer of the Association and the management agent representative. The letter needs to be returned to our office before the audit can be finalized.

Exclusively serving Homeowners, Condominiums and Cooperative Associations in MD, DC and VA since 1974.

phone 703 391 9003 fax 703 391 9004 www.GGroupCPAs.com



Principals

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Jennifer L. Murray, CPA

Independent Auditor's Report

To the Board of Directors of
Oak Creek Club Homeowners Association, Inc.

Opinion

We have audited the accompanying financial statements of Oak Creek Club Homeowners Association, Inc., which comprise the balance sheet as of December 31, 2023, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Oak Creek Club Homeowners Association, Inc. as of December 31, 2023, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Oak Creek Club Homeowners Association, Inc.'s December 31, 2022 financial statements, and our report dated August 18, 2023 expressed an unmodified opinion on those financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Oak Creek Club Homeowners Association, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter Regarding Assessments Receivable

Oak Creek Club Homeowners Association, Inc. raises funds for its operations and major repairs and replacements through assessment of its members. As explained in Note 6, as of December 31, 2023, the Association had an assessments receivable balance of \$312,613 (before deducting the allowance

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for credit losses of \$80,900). It is uncertain whether the receivables are actually collectible. The inability to collect owner assessments impacts adversely on the Association's viability. In order for the Association to maintain financial stability and to operate effectively, it must raise and be able to collect sufficient funds from its members to meet its operational and replacement reserve needs. Our opinion on the financial statements is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Oak Creek Club Homeowners Association, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives 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 to issue an auditor's report that includes our opinion. 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 generally accepted auditing standards will always detect a material misstatement when it exists. 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, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Oak Creek Club Homeowners Association, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Oak Creek Club Homeowners Association, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Disclaimer of Opinion on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that information on future major repairs and replacements on page 14 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Reston, Virginia

Draft

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
BALANCE SHEET
DECEMBER 31, 2023
 (with summarized financial information as of December 31, 2022)

<u>ASSETS</u>	<u>Operating</u>	<u>Replacement Reserves</u>	<u>Bus Fund</u>	<u>Community Center Fund</u>	<u>Total 2023</u>	<u>Total 2022</u>			
Cash and Cash Equivalents	\$ 105,108	\$ 363,605	\$ 1,147	\$ 31,668	\$ 501,528	\$ 696,228			
Interest-Bearing Deposits	650,000	2,060,000	120,000	100,000	2,930,000	2,960,000			
Investments - Debt Securities	299,159	223,831			522,990	-			
Due to/from Assessments Receivable - Net	296,512	(296,512)			-	-			
Income Taxes Receivable	231,713				231,713	184,307			
Accrued Interest	919				919	4,186			
Accounts Receivable - Other	9,210	12,360	4,751	1,481	27,802	10,153			
Utility Deposits	1,754				1,754	14,611			
Prepaid Expenses	6,595				6,595	6,595			
	35,306				35,306	25,904			
Total Assets	<u>\$ 1,636,276</u>	<u>\$ 2,363,284</u>	<u>\$ 125,898</u>	<u>\$ 133,149</u>	<u>\$ 4,258,607</u>	<u>\$ 3,901,984</u>			

LIABILITIES AND FUND BALANCES

Accounts Payable	\$ 131,481	\$ 12,691	\$ -	\$ -	\$ 144,172	\$ 131,859			
Income Taxes Payable	8,428				8,428	-			
Prepaid Assessments	96,691				96,691	112,931			
Total Liabilities	<u>\$ 236,600</u>	<u>\$ 12,691</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 249,291</u>	<u>\$ 244,790</u>			
Total Fund Balances	<u>\$ 1,399,676</u>	<u>\$ 2,350,593</u>	<u>\$ 125,898</u>	<u>\$ 133,149</u>	<u>\$ 4,009,316</u>	<u>\$ 3,657,194</u>			
Total Liabilities and Fund Balances	<u>\$ 1,636,276</u>	<u>\$ 2,363,284</u>	<u>\$ 125,898</u>	<u>\$ 133,149</u>	<u>\$ 4,258,607</u>	<u>\$ 3,901,984</u>			

See Accompanying Notes to Financial Statements

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2023
 (with summarized financial information for the year ended December 31, 2022)

	Operating	Replacement Reserves	Bus Fund	Community Center Fund	Total 2023	Total 2022
REVENUES:						
Assessments	\$ 2,471,056	\$ 586,040	\$ -	\$ -	\$ 3,057,096	\$ 2,888,040
Initial Assessments	11,500				11,500	18,500
Late Fees	48,433				48,433	44,985
Pool Keys/Access Cards/Transmitters	25,255				25,255	17,465
Interest	66,934		4,958	4,756	76,648	42,803
Other	41,040				41,040	40,070
Total Revenues	<u>\$ 2,664,218</u>	<u>\$ 586,040</u>	<u>\$ 4,958</u>	<u>\$ 4,756</u>	<u>\$ 3,259,972</u>	<u>\$ 3,051,863</u>
EXPENSES:						
Management	\$ 63,396	\$ -	\$ -	\$ -	\$ 63,396	\$ 63,396
Legal, Audit and Tax Preparation	69,928				69,928	104,634
Insurance	45,870				45,870	39,448
Administrative	109,657				109,657	78,097
Reimbursed Payroll Costs	299,752				299,752	296,863
Telephone	147,442				147,442	22,505
Homeowner Activities	21,529				21,529	144,822
Homeowner Communications	211,320				211,320	22,491
Gas	1,498				1,498	1,853
Electricity	252,617				252,617	273,470
Water and Sewer	22,953				22,953	28,554
Pool	73,374				73,374	50,154
Landscaping	212,479				212,479	240,171
Access Control/Parrots	756,548				756,548	624,325
Common Area Maintenance	191,523				191,523	138,806
Stormwater Fees	15,493				15,493	73,920
Transmitters	16,213				16,213	15,567
Credit Loss - Receivables	2,328				2,328	-
Income Taxes	24,028				24,028	9,733
Reserve Expenditures	-	355,902		14,000	369,902	652,382
Total Expenses	<u>\$ 2,537,948</u>	<u>\$ 355,902</u>	<u>\$ -</u>	<u>\$ 14,000</u>	<u>\$ 2,907,850</u>	<u>\$ 3,088,061</u>
Excess (Deficiency) of Revenues Over Expenses	\$ 126,270	\$ 230,138	\$ 4,958	\$ (9,244)	\$ 352,122	\$ (36,198)
FUND BALANCES:						
Beginning of Year	1,273,406	2,120,455	120,940	142,393	3,657,194	3,693,392
Inter-Equity Transfer	-	-	-	-	-	-
End of Year	<u>\$ 1,399,676</u>	<u>\$ 2,350,593</u>	<u>\$ 125,898</u>	<u>\$ 133,149</u>	<u>\$ 4,009,316</u>	<u>\$ 3,657,194</u>

See Accompanying Notes to Financial Statements

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023
(with summarized financial information for the year ended December 31, 2022)

	Operating	Replacement Reserves	Bus Fund	Community Center Fund	Total 2023	Total 2022
CASH FLOWS FROM OPERATING ACTIVITIES:						
Excess (Deficiency) of Revenues Over Expenses	\$ 126,270	\$ 230,138	\$ 4,958	\$ (9,244)	\$ 352,122	\$ (36,198)
Adjustments to Reconcile Excess (Deficiency) of Revenues Over Expenses to Net Cash Provided by Operating Activities:						
Credit Loss - Receivables	2,328	-	-	-	2,328	-
Decrease (Increase) in:						
Due to/from	60,532	(60,532)	-	-	-	-
Assessments Receivable	(49,734)	-	-	-	(49,734)	(3,849)
Income Taxes Receivable	3,267	-	-	-	3,267	1,186
Accrued Interest	(7,559)	(3,858)	(4,751)	(1,481)	(17,649)	(1,025)
Accounts Receivable - Other	8,242	4,615	-	-	12,857	(7,145)
Prepaid Expenses	(9,402)	-	-	-	(9,402)	2,724
Increase (Decrease) in:						
Accounts Payable	13,869	(1,556)	-	-	12,313	12,636
Income Taxes Payable	8,428	-	-	-	8,428	-
Prepaid Assessments	(16,240)	-	-	-	(16,240)	(2,936)
Net Cash Flows from Operating Activities	\$ 140,001	\$ 168,807	\$ 207	\$ (10,725)	\$ 298,290	\$ (34,607)
CASH FLOWS FROM INVESTING ACTIVITIES:						
Received from Interest-Bearing Deposits	\$ 250,000	\$ 400,000	\$ -	\$ -	\$ 650,000	\$ 560,000
Disbursed for Interest-Bearing Deposits	(499,159)	(423,831)	(120,000)	(100,000)	(1,142,990)	(560,000)
Net Cash Flows from Investing Activities	\$ (249,159)	\$ (23,831)	\$ (120,000)	\$ (100,000)	\$ (492,990)	\$ -
Net Change in Cash and Cash Equivalents	\$ (109,158)	\$ 144,976	\$ (119,793)	\$ (110,725)	\$ (194,700)	\$ (34,607)
Cash and Cash Equivalents at Beginning of Year	214,266	218,629	120,940	142,393	696,228	730,835
Cash and Cash Equivalents at End of Year	\$ 105,108	\$ 363,605	\$ 1,147	\$ 31,668	\$ 501,528	\$ 696,228
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:						
Cash Paid for Income Taxes					\$ 15,885	\$ 13,000

See Accompanying Notes to Financial Statements

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

(with summarized comparative financial information for the year ended December 31, 2022)

NOTE 1 - NATURE OF OPERATIONS:

Oak Creek Club Homeowners Association, Inc. is incorporated under the laws of the State of Maryland for the purposes of maintaining and preserving the common property of the Association. The Association is located in Upper Marlboro, Maryland and consists of 1,174 homes. The Board of Directors administers the operations of the community.

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES:

A) Method of Accounting - The financial statements are presented on the fund method of accounting in which financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

- Operating Fund - This fund is used to account for financial resources available for the general operations of the Association.
- Replacement Reserves - This fund is used to accumulate financial resources designated for future major repairs and replacements.
- Bus Fund - This fund is used to account for amounts received from the Declarants for the private bus system.
- Community Center Fund - This fund is used to account for amounts received from the Declarants for the community center.

The financial statements include certain prior-year summarized comparative information in total but not by fund. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Association's financial statements for the year ended December 31 of the prior year, from which the summarized information was derived.

B) Member Assessments - Association members are subject to annual assessments to provide funds for the Association's operating expenses and major repairs and replacements. Assessment revenue is recognized as the related performance obligations are satisfied at transaction amounts expected to be collected. The Association's performance obligations related to its assessments is satisfied over time on a daily pro-rata basis using the input method. Assessments receivable at the balance sheet date are stated at the amounts expected to be collected from outstanding assessments from members. The Association's policy is to retain legal counsel and place liens on the properties of homeowners whose assessments are delinquent. Any excess assessments at year end are retained by the Association for use in the succeeding year. The Association treats uncollectible assessments as credit losses. Methods, inputs, and assumptions used to evaluate when assessments are considered uncollectible include consideration of past experience and susceptibility to factors outside the Association's control.

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023
(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

C) Common Property - Real property and common areas acquired from the declarant and related improvements to such property are not recorded in the Association's financial statements since the property cannot be disposed of at the discretion of the Board of Directors. Common property includes, but is not limited to, the land, recreational facilities, and site improvements.

D) Estimates - The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

E) Cash Equivalents - For purposes of the statement of cash flows, the Association considers all highly liquid investments and interest-bearing deposits with an original maturity of three months or less to be cash equivalents.

F) Investments - The Association's debt securities have been classified and accounted for either as available-for-sale or held-to-maturity. Debt securities are classified as held-to-maturity when the Association has the positive intent and the ability to hold the securities to maturity. Debt securities not classified as held-to-maturity are classified as available-for-sale. The cost of securities sold is based upon the specific identification method. The Association reviews its debt securities annually to determine if any security has experienced decline in fair value due to credit loss. If a determination is made that the decline is due to credit loss, the Association records an allowance for credit losses to write down the investment to its market value and records the related write-down as an investment loss in its Statement of Income.

NOTE 3 - REPLACEMENT RESERVES:

The Association's governing documents require that funds be accumulated for future major repairs and replacements. Accumulated funds are generally not available for expenditures for normal operations.

The Association had a replacement reserve study conducted by PM+ Reserves during 2021 and updated during 2023. The table included in the Supplementary Information on Future Major Repairs and Replacements is based on the 2023 update.

The 2021 study recommends a contribution to reserves of \$586,040 for 2023. For 2023, the Association budgeted to contribute \$586,040 to replacement reserves.

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023
(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 3 - REPLACEMENT RESERVES: (CONTINUED)

Funds are being accumulated in replacement reserves based on estimates of future needs for repair or replacement of common property components. Actual expenditures may vary from the estimated future expenditures and the variations may be material; therefore, amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

As of December 31, 2023 and 2022, the Association had designated \$2,350,593 and \$2,120,455, respectively, for replacement reserves. These designated reserves were funded by cash, interest-bearing deposits and investments.

NOTE 4 - INCOME TAXES:

For income tax purposes, the Association may elect annually to file either as an exempt homeowners association or as an association taxable as a corporation. As an exempt homeowners association, the Association's net assessment income would be exempt from income tax, but its interest income would be taxed. Electing to file as a corporation, the Association is taxed on its net income from all sources (to the extent not capitalized or deferred) at normal corporate rates after corporate exemption, subject to the limitation that operating expenses are deductible only to the extent of income from members. For 2022, the income taxes were calculated using the corporate method. For 2023, the exempt method was used.

The Association's policy is to recognize any tax penalties and interest as an expense when incurred. The Association's federal and state tax returns for the past three years remain subject to examination by the Internal Revenue Service and the State of Maryland.

NOTE 5 - CASH AND INTEREST-BEARING DEPOSITS:

As of December 31, 2023, the Association maintained its funds in the following manner:

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023
(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 5 - CASH AND INTEREST-BEARING DEPOSITS: (CONTINUED)

<u>Institution</u>	<u>Cash and Cash Equivalents</u>	<u>Interest- Bearing Deposits</u>
Pacific Western	\$ 282,423	\$ -
Morgan Stanley (Various Institutions)	219,105	2,930,000
Totals	<u>\$ 501,528</u>	<u>\$ 2,930,000</u>

Balances at banks are insured by the FDIC for up to \$250,000 per financial institution. Amounts in excess of the insured limits were \$150,401 and \$269,268 as of December 31, 2023 and 2022, respectively.

Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to \$500,000, which includes \$250,000 limit for cash. The Association maintains funds in a brokerage account which are subject to SIPC limits.

NOTE 6 - ASSESSMENTS RECEIVABLE - NET:

The Association treats uncollectible assessments as credit losses. Methods, inputs, and assumptions used to evaluate when assessments are considered uncollectible include closely monitoring of outstanding assessment balances by management, member payment history of outstanding assessment balances, and susceptibility to factors outside the Association's control.

On January 1, 2023, the Association adopted FASB Accounting Standards Update No. 2016-13, *Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments* which affects current U.S. GAAP primarily as it relates to the methodology for estimating allowances for credit losses and the presentation and disclosure requirements.

The main effect resulting from the adoption of the new standard is that previously reported allowance for doubtful assessments are now shown as allowance for credit losses. The adoption of the new guidance resulted in no changes to unappropriated members' equity as of January 1, 2023.

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 6 - ASSESSMENTS RECEIVABLE - NET: (CONTINUED)

	2023	2022
Assessments Receivable	\$ 312,613	\$ 264,107
Less: Allowance for Credit Losses	(80,900)	(79,800)
Assessments Receivable - Net	\$ 231,713	\$ 184,307
Allowance for Credit Losses:		
Beginning Balance	\$ 79,800	\$ 79,700
Write-Offs	(1,228)	-
Recoveries	-	100
Provision	2,328	-
Ending Balance	\$ 80,900	\$ 79,800

NOTE 7 - INVESTMENTS - DEBT SECURITIES:

Held-to-maturity debt securities are stated at amortized cost, adjusted for amortization of premiums and accretion of discounts to maturity. In accordance with ASC 820-10, the fair value of the debt securities was obtained using Level 1 Inputs. The amortized cost, gross unrealized gains and losses, allowance for credit losses, and fair value of the held-to-maturity debt securities are summarized below:

	<u>Held-to-Maturity Debt Securities</u>			
<u>December 31, 2023</u>	<u>Amortized</u> <u>Cost</u>	<u>Gross</u> <u>Unrealized</u> <u>Gains</u>	<u>Gross</u> <u>Unrealized</u> <u>Losses</u>	<u>Fair</u> <u>Value</u>
U.S. Treasury Obligations	\$ 522,990	\$ 3,739	\$ (1,924)	\$ 524,805
Total Held-to-Maturity Debt Securities	\$ 522,990	\$ 3,739	\$ (1,924)	\$ 524,805

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

(with summarized comparative financial information for the year ended December 31, 2022)
(CONTINUED)

NOTE 7 - INVESTMENTS - DEBT SECURITIES: (CONTINUED)

Accrued interest receivable on held to maturity securities totaled \$7,359 as of December 31, 2023. The accrued interest on investment securities is excluded from the amortized cost of the securities and is reported as a receivable in the balance sheet.

Contractual maturities of investments in debt securities as of December 31, 2023 are shown below. Expected maturities will differ from contractual maturities because the issuers of the securities may have the right to prepay obligations without prepayment penalties.

	Amortized Cost as of 12/31/2023
One Year or Less	\$ 74,551
One to Five Years	448,439
Total Investments in Debt Securities	\$ 522,990

On January 1, 2023, the Association adopted Accounting Standards Update No. 2016-13, *Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments* using the modified retrospective method, which utilizes a new impairment model known as the current expected credit loss model to estimate its lifetime “expected credit losses” and records an allowance that, when deducted from the amortized costs basis of the investments, presents the net amount expected to be collected on the investments.

The adoption of the new credit loss standard resulted in no changes to balances as of January 1, 2023.

NOTE 8 - INITIAL ASSESSMENTS:

At settlement, the Association collects from each purchaser an initial assessment of \$500 to fund the costs of operating and maintaining the recreational facilities or any such other purposes as determined by the board of directors. For 2023 and 2022, the Association charged initial assessments of \$11,500 and \$18,500, respectively.

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

(with summarized comparative financial information for the year ended December 31, 2022)

(CONTINUED)

NOTE 9 - CONTRIBUTED CAPITAL FUND:

A substitute Declarant acquired the Association through a Memorandum of Understanding (MOU) dated May 2012. In accordance with this memorandum, the substitute Declarant provided the Association with funding of \$300,000 to be used as determined by the resident board members for the benefit of the Association. Additionally, the original Declarant was required to pay \$500 per lot when title was transferred from the Declarant. This requirement ceased when the MOU was created. Funds received from the original and substitute Declarant have been set aside in a contributed capital fund. During 2019, the Association approved a transfer of \$331,500 to replacement reserves. As of December 31, 2019, this fund was split into two funds – the bus fund and the community center fund. As of December 31, 2023, the Association had designated \$125,898 for the Bus Fund and \$133,149 for the Community Center Fund.

NOTE 10 - REIMBURSED PAYROLL COSTS:

The Association's management agent utilizes a central management payroll system, whereby payroll returns were filed under the management agent's name and federal identification number. In addition to the payment of management fees, the Association reimbursed management for wages, payroll taxes, workers' compensation and health insurance for employees that performed work for the Association.

NOTE 11 - GOLF ASSESSMENTS:

Association members are subject to a monthly assessment (included in the monthly Association assessment) to provide funds for a golf course that is located adjacent to the community. For 2023 and 2022, the Association was charged \$211,320 per year in golf assessments.

NOTE 12 - SUBSEQUENT EVENTS:

In preparing these financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through [date to be inserted upon finalization], the date the financial statements were available to be issued.

Subsequent to year-end, the Association entered into contracts for camera and intercom upgrades for approximately \$198,000 and \$111,000, respectively, to be funded through replacement reserves. Additionally, the Association purchased community center furniture for approximately \$92,000 to be funded through the community center fund and incurred additional replacement reserve expenditures of approximately \$340,000.

OAK CREEK CLUB HOMEOWNERS ASSOCIATION, INC.
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR
REPAIRS AND REPLACEMENTS
DECEMBER 31, 2023
(UNAUDITED)

The Association had a replacement reserve study conducted by PM+ Reserves during 2023 to estimate the remaining useful lives and the replacement costs of the components of common property. Replacement costs were based on the estimated costs to repair or replace the common property components at the date of the study. The estimated replacement costs presented below do not take into account the effects of inflation between the date of the study and the date the components will require repair or replacement; however, the Association's replacement reserve study does take inflation into consideration when evaluating future expenditures and recommended contributions to reserves.

The following has been extracted from the Association's replacement reserve study and presents significant information about the components of common property.

<u>Component</u>	<u>2023 Estimated Remaining Useful Life (Years)</u>	<u>2023 Estimated Replacement Cost</u>
<u>Recreation:</u>		
Community Center	2-28	\$ 174,200
Interior Decoration and Features	1-18	330,960
Mechanical/Plumbing/Electrical	1-38	121,690
Swimming Pool & Tennis Courts	1-38	862,450
<u>Pavements/Concrete:</u>		
Pavements - East Side	1-15	2,014,120
Pavements - West Side	1-15	2,568,390
Concrete/Pavers	1	68,320
Guardhouse/Entrances	1-25	253,770
Other Property Features	1-15	1,858,280

Representation Letter

This letter needs to be signed by the Board President or Treasurer and management representative, if applicable, and returned to our office within 60 days.

Oak Creek Club Homeowners Association, Inc.

GOLDKLANG GROUP CPAs, P.C.
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191

Dear Auditors:

The representation letter is provided in connection with your audit of the financial statements of **Oak Creek Club Homeowners Association, Inc.** which comprise the balance sheet as of **December 31, 2023**, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, **to the best of our knowledge and belief**, the following representations made to you during your audit:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements. In regard to the non-attest services outlined in our engagement letter to be performed by you, we have –
 - Assumed all management responsibilities.
 - Designated an individual with suitable skill, knowledge, or experience to oversee the services.
 - Evaluated the adequacy and results of the services performed.
 - Accepted responsibility for the results of the services.
 - Ensured that the data and records are complete and we have sufficient information to oversee the services.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- The methods, significant assumptions, and data used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Association's accounts, if appropriate.
- Revenue from contracts with customers has been appropriately accounted for and disclosed in accordance with FASB ASC 606, *Revenue from Contracts with Customers*. All contracts underlying revenue recognized in the financial statements have commercial substance and have been approved by appropriate parties. We have considered side agreements, implied promises, and unstated customary business practices in identifying performance obligations in the contracts. We have sufficient and appropriate documentation supporting all estimates and judgements underlying the amount and timing of revenue recognized in the financial statements.
- We have implemented ASU 2016-13, *Financial Instruments-Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments* during the period. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the ASU. We have sufficient and appropriate documentation supporting all estimates and judgements underlying the amounts recorded and disclosed in the financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- Material concentrations have been properly disclosed in accordance with U.S. GAAP and are complete and accurate.
- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Transfers or designations of equity balance or inter-equity borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with U.S. GAAP.
- Uncollectible inter-equity loans have been properly accounted for and disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- We have fully disclosed to you all terms of contracts that affect the amount and timing of revenue recognized in the financial statements, including price adjustments, side agreements, implicit provisions, unstated customary business practices, or other arrangements (written or oral).
- We have provided you with minutes of meetings of the Board of Directors.

- We have analyzed all financial instruments and appropriately recorded and/or disclosed expected credit losses in accordance with FASB ASC 326, *Financial Instruments-Credit Losses*.
- We have provided you with communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if any.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions, including any side arrangements, of which we are aware.
- Except as made known to you and disclosed in the notes to the financial statements, the Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- If applicable, we have reviewed our long-lived assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of assets might not be recoverable and have appropriately recorded the adjustment.
- Assessments receivable recorded in the financial statements represent valid claims against debtors for assessments or other charges arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
- We have reviewed with our insurance agent the adequacy of our insurance coverage, including compliance with any statutory or documentary requirements.
- We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI. The board of directors is collecting funds for future major repairs and replacements in conformity with the Association's policy to fund for those needs based on a study conducted in 2023.

The board of directors believes the funds will adequately provide for future major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

- We understand that the Association is responsible for the choice of income tax filing method and the consequences thereof. The Association's allocation of expenses against exempt and nonexempt function income conforms to IRS rules, which require that the allocation be made "on a reasonable basis." We have adequately documented such allocation.
- We have analyzed all debt investments for proper classification and valuation in accordance with ASU 2016-01.
- We have reviewed our investments in debt securities and their maturity dates. It is our intent to hold these investments to maturity and there are no known factors, at this time, which would alter that ability.
- The Association considers the decline in value of debt securities to be temporary.
- We have disclosed to you all material events, if any, that would require adjustments to, or disclosure in, the financial statements. In addition, we represent that no other material events have occurred since you completed your audit fieldwork on June 11, 2024 and through the date of this letter. Examples of material events include, but are not limited to, fraud, contracts for replacement reserve expenditures, losses due to a fire, changes in ongoing litigation or new litigation and approval of special assessments. Material events that have occurred are:

Oak Creek Club Homeowners Association, Inc.
December 31, 2023

Management Representative:

Signature Printed Name Date

President/Treasurer:

Signature Printed Name Date

Client ID# 5056

Memorandum

To: Oak Creek Club Board of Directors

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

Date: Thursday, August 29, 2024

Re: Review and Approval of Irrigation Upgrade proposal

Suggested Motion: " I move to approve the Aquamen proposal for irrigation repairs in the amount of \$33,740 to be expensed from Repairs & Replacement Reserves. I also move to approve the installation of the Base Manager monitoring system in the amount of \$2,500 to be expensed from General Repairs and Maintenance (Irrigation)"

The current irrigation system at Oak Creek Club is over 20 years old. There are 134 irrigation head valves installed at the 6 gate entrances and on both sides of Mary Bowie Parkway. McFall and Berry, along with Aquamen, are proposing to run a new wire from Church Road to the rear of the community and replace valves and heads as needed to resolve connectivity issues. They also plan to repair several splices and broken wires in the current irrigation system, which have resulted from ongoing construction, lighting repairs, and the widening of Church Road.

They are proposing the implementation of an electronic monitoring system to remotely oversee the three primary components that control the irrigation system, aiming to detect leaks and electrical issues in real time, similar to the monitoring systems in place for the generators at the entrances. The total cost for this proposed upgrade is \$36,240, and if approved, it will be charged to the Repair & Replacement Reserves and Repairs & Maintenance Irrigation for the monitoring.

Please take note that including the cell module to monitor the irrigation system in line item B of the proposal will incur an initial cost of \$2,500 for the Base Manager System. After five years, the monthly fee will be \$220.00. Oak Creek Club will own the equipment, and the monitoring is not exclusive to the use of Aquamen or McFall and Berry.

The management team has requested proposals from Aqua-Bright Irrigation & Illumination, Hydro Tech, and KT Irrigation. However, we have not yet received their proposals. Although Aqua Bright conducted a site visit and expressed the same concerns as Aquamen, they have not yet submitted a proposal.

Management Recommendation: Management recommends moving forward with the repairs and monitoring as advised by Aquamen, and McFall and Berry. It is vital to address the existing issues in preparation for fall planting to prevent water overuse,

which directly impacts water consumption costs. This will also make sure all irrigation areas are identified.

As of 7/31/2024 there was \$2,232,259 remaining in Repair & Replacement reserves and \$1,033,993 in the Operating Reserves.

Proposal MBI24-037, Irrigation

P.O. Box 1680
Annandale, VA 22003
Business (703) 929.0994
Fax (703) 878.6097

McFall & Berry Landscape Mgt., Inc.

Irrigation Division

Proposal MBI24-037

August 5, 2024

Oak Creek Club HOA
522 Church Road
Upper Marlboro, MD 20774

Phone 301.390.1721
Email manager@oakcreekclub.com

Scope of Work:

Proposal to renovate components of the Mary Bowie parkway irrigation.

System Condition

This system is more than 20 years old and has been affected by on going construction and repairs. There have been lighting projects and other unforeseen issues that have broken wire in many places. This has caused connectivity issues. There are too many splices from the repairs. Decoders are being replaced as they fail but more fail every year so we will replace these as they come up.

When the extra line was installed for the golf course, another contractor installed electric valves that can not be pressure regulated. These need to be upgraded. We just had to replace one of them this week as it wouldn't stop running.

Electric valves and heads have reached their life expectancy and are failing. Heads won't drop down after running and some valves are not working. Again these are 20 years old, or more.

Your landscape has matured and there is one zone should be split to provide more efficient coverage.

Proposal

We are proposing to run new wire from Church road to the rear of the community and replace valves and heads where needed.

For a community of this size and the fact that you have 3 water mains controlling the irrigation, it's critical to have a system that can monitor leaks and electrical issues. Real time monitoring can be done from any computer or smart phone. It will save you money and reduce complaints from zones running all day!

We are also pricing out the addition of web based cell service and flow sensing.

Web based service will give us the ability to monitor, program and adjust the irrigation remotely. If there's an electrical issue, it will notify us of this.

Please call Curt Cummins with questions @ 703.929.0994.

Proposal MBI24-037, Irrigation

Flow sensing will allow us to see how much water is being used, zone by zone, and set parameters based on how much water you use. It will save you money by reducing waste. **If theres a leak, it will detect the over flow and shut the system down, then email us that there is an issue.**

If there is an electrical issue at the valve or a break in the wire, it will all send us a note. We will know before things become an issue.

A- Install 3200 linear feet Baseline 14 gauge 2 strand wire. We will hand trench wire in. We will also need to open holes were conduits are placed that cross the street and or sidewalks.

We will also install surge protection.

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Wire	Baseline Green jacketed 2 conductor	14 gauge	3200 ft	
Surge Arrestor	Baseline	N/a	6	
Grounding Rod	Baseline		4	
misc small materials				

Total: \$ 19,500.00

B- Install one cell modem module. Includes 5 years wireless service.

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Cell Card	Verizon 4G	N/a	1	
Baseline Cell Service	Baseline		5 years	
misc small materials	as needed			

Total: \$ 2,500.00

C- Install 3 flow sensors with valves. There are 3 back flows that each need there own sensor.

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Flow Sensor w/ integrated decoder	Baseline	2 inch	3	
Master Valve	Rainbird	2 inch	3	
misc small materials	as needed			

Total: \$ 5,800.00

Please call Curt Cummins with questions @ 703.929.0994.

Proposal MBI24-037, Irrigation

D- Replace 3, 1 inch dv valves with DVF valves and replace 7, 1 inch 700 irritrol valves with the same. For a few of these, we will need to excavate the valve manifold.

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Electric Valve	Rainbird DVF	1 inch	3	
Electric Valve	Irritrol 700 brass	1 inch	7	
Misc small materials	as needed			

Total: \$ 3,400.00

E- Replace 135, 6 inch toro spray heads with 6 inch rain bird spray heads.

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Spray head	Rainbird	6 inch	135	
Nozzles	Rainbird	Variety	135	
Misc small materials	as needed			

Total: \$ 3,640.00

F- Slit zone 23 into 2 zones. This zone has a shrubs and turf. The shrubs need a softer throwing head hat will not hit the side off them.

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Spray head	Rainbird	6 inch	4	
Nozzles	Rainbird	MPR	4	
Bi Coder	Baseline	1 station	1	
Valve box	Carson	Standrad	1	
Electric Valve	Rainbird	1 inch	1	
Misc small materials	as needed			

Total: \$ 1,400.00

Please call Curt Cummins with questions @ 703.929.0994.

Proposal MBI24-037, Irrigation

McFall and Berry Landscaping will provide equipment, labor, and material as specified. All material costs are based on current prices good through the end of the month of proposal date and subject to change due to actual project scope start date. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above estimate agreement. Miss Utility will be notified to mark lines. McFall and Berry Landscape or any of their affiliated contractors are not responsible for any damage done to lines not marked by utilities or property staff or homeowners. Extra charges will be added if additional unforeseen landscape issues such as excess rock or other major excavation must take place. This proposal is subject to acceptance within 30 days and is void there after at the option of the undersigned. Signing of contract shall be regarded as guarantee of payment. Owner or agent shall be responsible for collection fees and interest on late invoices at a rate of 10% APR. The totals for items listed above are not definite and can be changed at any time.

Acceptance

If this proposal is satisfactory and acceptable and sets forth the terms of our understanding, please signify your acceptance by signing in the spaces provided on the contract and returning the signed proposal to aquamen@verizon.net , or faxing a signed proposal to our Irrigation office at 703.878.6097. Upon being authorized and being provided with all relatable documents and information, proposal will be considered approved and active as of signed/ agreed date.

Warranty

All work shall be guaranteed against defects for a period of 1 year. All parts are covered by a manufacturers warranty. All deemed defective shall be replaced or repaired, at manufacturer's option without cost to owner. This does not cover damage caused by fire or other civil disturbance.

All components come with 2 year manufacturers warranty.

Cell card is guaranteed for 5 years.

Work Authorization/ Proposal Acceptance

In consideration of the terms and conditions of the contract/ agreement fully set forth herein, this is to accept this proposal with McFall and Berry Landscaping for the performance of work described herein.

Client's Printed Name

Client's Signature

Date

BASEMANAGER



BaseManager™ is a powerful app in AppManager™ that allows any BaseStation 3200™ or BaseStation 1000™ controller to be managed remotely over the Internet. With BaseManager, you'll be able to do everything you normally do at the controller from the convenience of any Internet connected device.

The Right Tools for the Job

With BaseManager, you can manage any number of BaseStation 3200 and BaseStation 1000 controllers from a single web interface. The map-based platform is simple and easy to use. The maps and color-coded icons in BaseManager provide a quick and complete picture of what is really happening on any site. You can also customize descriptions for any controller, zone, program, and other device so keeping track of everything easier than ever. Plus, the descriptions entered into BaseManager show up in the controller.

Built-in reporting tools allow you to generate soil moisture graphs, view water usage data and run-time reports. BaseManager can even help you diagnose a problem at your site without having to be on site. If something goes wrong, BaseManager sends alerts via text message and email. Most importantly, you'll have the ability to manually operate and program the entire system remotely—saving you the hassle and headache of having to drive to the property.

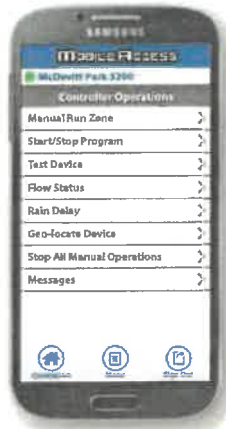


1 (866) 294-5847
www.baselinesystems.com

BASE·LINE
IRRIGATION SOLUTIONS

MOBILEACCESS

Baseline's Mobile Access™ is also included with every BaseManager account. Mobile Access™ is a mobile web application that allows you to operate your Baseline irrigation controller with any web-enabled smart phone or mobile device. Mobile Access is the ultimate remote control that is always in your pocket.



**More than just central control
...a lot more!**

Remote Control Done Right

Mobile Access was designed with direct input from contractors and maintenance personnel. Mobile Access provides powerful yet simple control of any BaseStation 1000 or BaseStation 3200 controller. You'll have quick and easy access to important manual operations like turning zones on and off, starting and stopping programs, and initiating rain delays.

Mobile Access Advanced lets you get real-time soil moisture and flow readings, and you can even perform valve diagnostics. You can also geo-locate any valve or sensor with the click of a button.

BaseManager Web Options

BaseManager Life - BL-BMW2-LITE
LiveView & Mobile Access Lite - **FREE**

***BaseManager Plus** - BL-BMW2-PLUS
BaseManager, LiveView, Mobile Access
Advanced, & WeatherAccess

*BaseStation 3200 controllers will also get
access to PipeView in AppManager

Self-hosted Options

Self-hosted server options also available as
VM image or pre-installed on hardware

VM Image - BL-APPMGR-VM
Hardware Option - BL-APPMGR-COM

1 (866) 294-5847
www.baselinesystems.com

WEATHERACCESS

WeatherAccess™ for BaseManager provides a platform that combines Baseline's soil moisture sensor-based intelligent watering technology with the industry's best practices for weather-based irrigation into a single user interface. WeatherAccess integrates with the Weather Underground network so users can select the weather station that best serves their site. WeatherAccess is available at no additional cost for BaseManager Plus subscribers.



Features that Matter

- Works on any web-enabled device
- Real-time connectivity
- Easy to use, map-based user interface
- Interactive map icons
- Geo-locate all devices
- Custom descriptions for zones, devices, programs, POCs, etc.
- Color coded status
- Powerful reporting tools
- Real-time graphing tools
- Text messages and email alerts
- Multiple user security levels
- 2 controller platforms - 1 user interface
- LiveView™
- Mobile Access™
- WeatherAccess™

BASE·LINE
IRRIGATION SOLUTIONS

Features you can trust

If you can't measure your water, you can't manage it, let alone conserve it. Baseline's flow sensors and meters are accurate across all ranges of flow so you'll know without a doubt how much water you're using.

Baseline's Flow biCoders™ ensure compatibility between virtually any third-party flow device and any Baseline controller, so retrofitting an existing site to a Baseline system is easy.

Baseline's controllers are equipped with powerful flow management and monitoring software that can quickly react to high and low flow situations, isolate the faulty zone, and protect your site from unexpected flow problems.

Powerful flow software

Baseline's flow software can learn the flow for each zone, maximize the number of zones it can turn on at once to help shorten your water windows. In the event of unexpected high or low flow, the controller will automatically determine which zone is at fault and alert you without interrupting the rest of the watering cycle. And, of course, Baseline controllers can protect your site from mainline breaks with configurable high and low flow shutdown settings.



Know your site inside and out

Baseline offers flow solutions to fit just about any site. Our technology provides visibility into your water usage both indoors and outdoors. Using reliable, non-invasive ultrasonic flow meters indoors, we can capture flow without having to cut into existing pipes thus saving you considerable time and expense. Baseline's proven flow technology for outdoor irrigation is unparalleled for both its accuracy and reliability.

PFS Series Flow Sensors

The Baseline PFS Series Flow Sensors have a unique low drag, lightweight impeller design, and a specially engineered tee cavity and impeller placement to ensure smooth flow and precise performance at the lowest flow rates.

Every Baseline PFS Series Flow Sensor is two-wire ready with a Flow biCoder built into the tee insert. Because a Flow biCoder is built into each flow sensor, every device comes pre-configured with the correct K and offset values. The PFS Series Flow Sensors are available in 1½" to 4" sizes.

IDFS Series Flow Sensors

Save massive amounts of time and money by installing a non-invasive solution to flow management. These ultrasonic flow sensors send real-time flow data to Baseline irrigation controllers and to BaseManager and BACnet Manager. With a clamp-on meter you don't have to cut into the piping infrastructure of your building which puts you at considerable risk for damage and contamination.

Every device comes pre-configured with the correct K and offset values. The IDFS Series Flow Sensors are available in 1/4" to 2" sizes.

- can be mounted to the pipe and ready in 60 seconds
- can read almost any type of liquid moving through your pipes
- doesn't require new pipe configurations to install



BHM Series Hydrometers

Baseline's BHM Series Hydrometer is a Flow Meter and Master Valve Combination and is available in Normally Open and Normally closed Configurations. The Hydrometer is available in 1½" to 4" pipe sizes and every meter is two-wire ready with a built-in Flow biCoder and pre-configured K and offset values.

Memorandum

To: Oak Creek Club Board of Directors

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

Date: Monday, September 2, 2024

Re: McFall and Berry Fall Plantings Recommendation

Suggested Motion: " I move to approve the McFall and Berry recommendation to replace the fall plantings from Pansies and Violas with Dusty Millers and Color Guard Yucca at the community entrances."

I have attached digital slides and pictures of the plantings that McFall and Berry are recommending.

As we prepare for the upcoming autumn season, McFall and Berry have recommended addressing the recurring issue of our fall plantings being compromised by deer. The aggressive behavior demonstrated by deer in recent years demands proactive measures to mitigate this challenge. Traditionally, Oak Creek Club's fall plantings of pansies and violas have succumbed to the appetite of deer, leaving the entrances bare through the winter until spring flowers are planted. In response, our landscaping experts—McFall and Berry—have proposed the introduction of Dusty Miller and Color Guard Yucca (Pictures are attached). These recommended plantings are renowned for their deer-resistant and drought-tolerant attributes, which will reduce water consumption used by the irrigation system. Notably, this proposed change will not have an impact on the contracted amount for fall plantings.

Committee Recommendation: The Grounds Committee recommends moving forward with McFall and Berry's recommendation to change the fall plantings to address issues with fall curb appeal.

Management Recommendation: Management recommends proceeding with the McFall and Berry recommendation to change the fall plantings. The deer are eating through the netting put over the Pansies and Violas, and some entrances are now bare before the Thanksgiving holiday. The Dusty Millers and Color Guard Yucca are noted to be deer resistant. Because these plants will be planted in a mulch layer, they will be less dependent on supplemental irrigation.



Oak Creek

Proposed Contract Annuals for Winter 2024 &

Proposed Trees for Proposals 13410 & 14396 - 14412



Contract Annuals

As the community has opted to forego winter pansies due to deer browsing, there are only a few annuals options that will perform from fall through spring.



DUSTY MILLER

COLOR GUARD YUCCA*

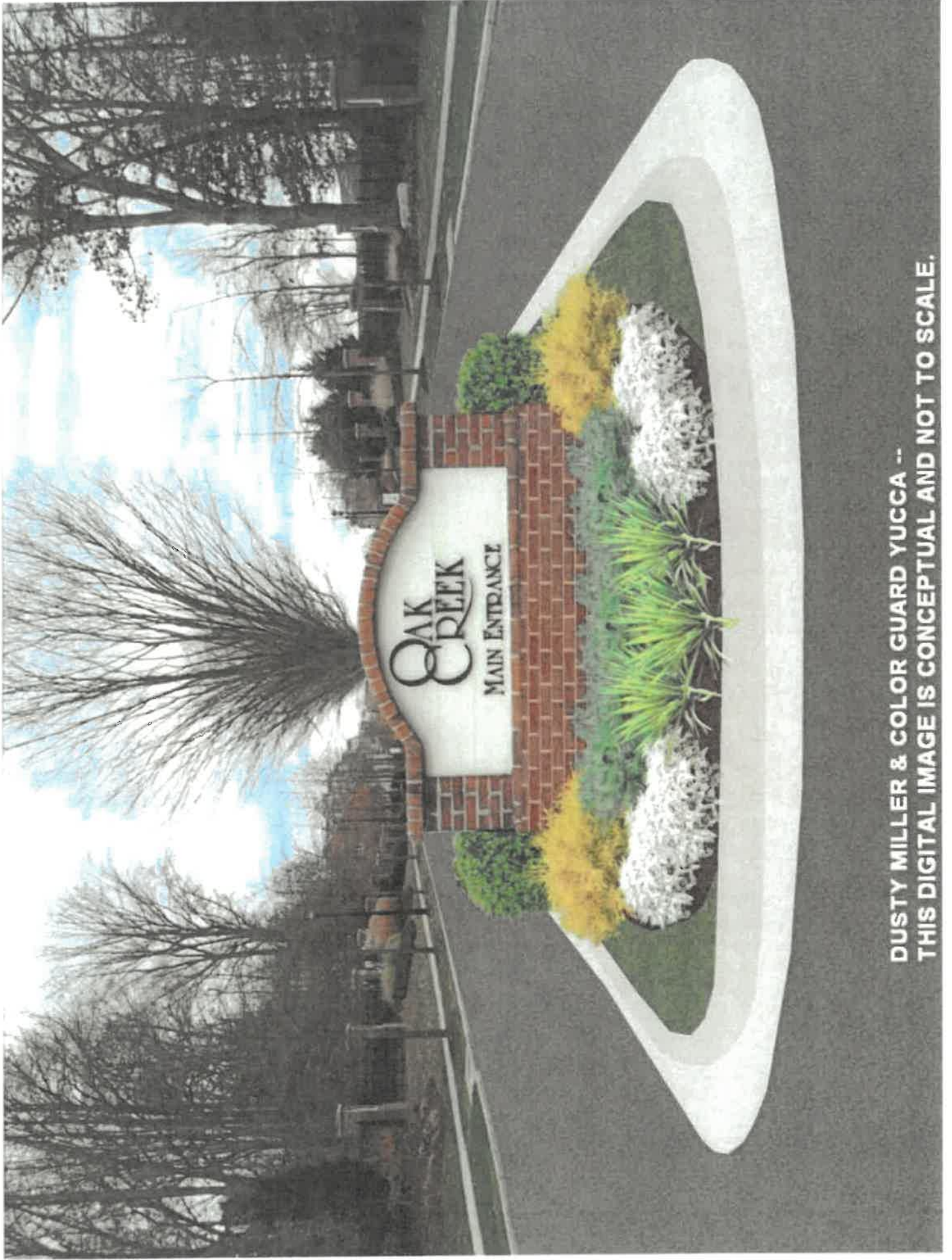
***YUCCAS MAY BE COMBINED WITH DUSTY MILLER IN THE HIGHER VISIBILITY ANNUALS BEDS. THE YUCCAS WOULD BE SUBSTITUTES FOR SOME OF THE BASIC ANNUALS IN THE CONTRACT UP TO THE VALUE OF THE WINTER ANNUALS ROTATION.**

The following 2 slides include digital images depicting these plants at the main entrance to Oak Creek.





DUSTY MILLER -- THIS DIGITAL IMAGE IS CONCEPTUAL AND NOT TO SCALE.



DUSTY MILLER & COLOR GUARD YUCCA --
THIS DIGITAL IMAGE IS CONCEPTUAL AND NOT TO SCALE.

Memorandum

To: Oak Creek Club Board of Directors

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

Date: Tuesday, September 3, 2024

Re: McFall and Berry 2024/2025 snow removal contract.

Suggested Motion: "I move to approve the McFall and Berry 2024/2025 snow removal contract to be expensed from Repairs & Maintenance (snow removal)."

McFall and Berry are responsible for providing landscape maintenance and snow removal services for Oak Creek Club. The 2024 budget for snow removal at Oak Creek Club is \$31,905. Year-to-date, the expenses for snow removal total \$24,904, leaving a balance of \$7,002 for the remainder of the year.

I have attached a copy of the 2024-2025 McFall and Berry snow removal contract for review and approval.

Management Recommendation: McFall and Berry are responsible for providing landscape maintenance and snow removal services for Oak Creek Club. The 2024 budget for snow removal at Oak Creek Club is \$31,905. Year-to-date, the expenses for snow removal total \$24,904, leaving a balance of \$7,002 for the remainder of the year.



2024-2025 Snow Contract


Date 7/10/2024
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: Four Wheel Drive Pickup	\$149.00
Sand/Icemelt Truck	\$149.00
Sand/Salt Mix - per ton	\$248.00
Rock Salt - per ton	\$290.00
Rock Salt - per bag	\$22.00
Snow Shoveling - per hour	
ATV Delivery Fees	\$300.00
Ice Melt - Bag	\$36.00
Shoveling / Labor	\$68.00
Snow Thrower	\$72.00
ATV/Dingo (sidewalks)	\$115.00
Sand - Bag	\$16.00
Snow - Front Loaders - per hour	
Skid Steer / Bobcat	\$275.00
Back Hoe (to relocate snow onsite)	\$355.00
Delivery Fees (front-loader equipment)	\$300.00

By 
Brian Blake
Date 7/10/2024
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.

Memorandum

To: Oak Creek Club Board of Directors

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

Date: Tuesday, September 3, 2023

Re: Pedestrian gate repair proposal for the Main Gate and Pine Valley

Suggested Motion: "I move to approve the repair of the Main Gate pedestrian gate for \$6,625. I also move to approve the repair proposal for the Pine Valley pedestrian gate for \$8,480. Both proposals will be expensed from the Repair & Replacement Reserves."

Attached are two estimates for repairing the Main Gate entry and Pine Valley pedestrian gate, which are presently inoperable. DMV Gates has proposed the following:

Pine Valley Pedestrian Gate: The total cost for the replacement operator is \$6,625. This estimate includes a two-year warranty with a 60-day warranty on the installation.

Main Gate pedestrian gate: The proposed replacement and repair cost is \$8,480. This repair also includes a 2-year warranty with a 60-day warranty on the installation. The black fence at the Main Gate must also be repaired, leading to a difference in repair cost.

This repair, if approved, will be expensed from the Repair and Replacement reserves, which held a balance of \$2,232,259 as of 7/31/2024.

Committee Recommendation: The proposals attached were reviewed by the Access Committee on August 28, 2024. A unanimous decision was made to recommend that the Board of Directors review and approve the proposed repairs for the pedestrian gates. (See August Access Committee minutes)

Management Recommendation: Management recommends moving forward with the proposed equipment replacement and repair for the pedestrian gates at Pine Valley and Main Gate. This new operator will address the need for improved gate closure safety to prevent pedestrian accidents. The upgraded operator is equipped with a sensor to detect obstructions or increased load while the gate is in motion.



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3443

DATE
Jun 21, 2024

TOTAL
USD \$12,448.00

TO

Oak Creek/Tamika Davis - Pine Valley Visitor Lane

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Pine Valley Visitor Lane - Barrier Arm Gate Operator System Replacement w/ LED Barrier Arm & Safety Sensor The Procurement and Installation of One (1) Liftmaster Mega Arm Tower - High-Performance DC	\$11,743.40	1	\$11,743.40

The high-traffic DC barrier gate operator is a reliable and heavy-duty motor designed for demanding applications. It features a battery backup that provides up to 900 cycles of operation during power outages, ensuring your property stays safe and secure. The operator also includes a smooth start/stop operation that extends the life of the motor, magnetic limit sensors designed for high-cycle applications, and surge suppression for industrial surge and lightning protection. The product comes with a 10-year warranty for the aluminum frame and a 2-year warranty for parts. Additionally, the operator offers a range of optional accessories, including a traffic light and LED barrier arm for exceptional visibility, and a connected access portal for cloud-based, credentialed access control.

Mechanics:

The cover is available in two options: MA—UV-Resistant Polyethylene and MAT—Full Aluminum Cabinet.

The product complies with UL® 325 and UL 991 standards, including

DESCRIPTION	RATE	QTY	AMOUNT
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Class I, II, III, and IV classifications.
 Recommended capacities include a maximum arm length of 9–17 ft. with Aluminum or PVC arms and a cycle limit of 6,000/day.
 The barrier arm material is made of aluminum.
 The operating voltage is 12VDC.
 The lamp type used is LED 2528 IP68 Silica Gel Filled.
 The color of the lamp is red/white.
 The power consumption is 14.4 W/m.
 The product is UL Listed under UL 325 and UL 991—Class I, II, III, and IV.
 It comes with a 6-month limited warranty.

Power:
 The product is designed for 120V applications, with an optional 220V power supply.
 The accessory power is 24VDC with a rating of 500 mA.
 It features a 24VDC/800 RPM continuous-duty motor, equivalent to 1/2 HP.
 The gear reduction is provided by a 60:1 reducer in a synthetic oil bath.
 The chassis is made of powder-coated 1/4 inch material.

Additional Features:
 It has a battery backup system that can support up to 900 cycles.
 The barrier arm length can be extended up to 17 ft.
 SAMS (Sequenced Access Management System) is included to provide control between the barrier and slide/swing gate operator, optimizing traffic flow.
 Surge suppression is implemented to provide industrial surge and lightning protection.
 Magnetic limit sensors are designed specifically for high-cycle applications.
 The smooth start/stop operation helps extend the life of the operator.

Accessories:
 RGL24LY Traffic Light
 LED Barrier Arm for exceptional visibility
 Connected Access Portal for cloud-based, credentialed access control

Warranty of 10 Years for Aluminum Frame and 2 Years for parts.

Include Labor & Installation:

DESCRIPTION	RATE	QTY	AMOUNT
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The purchase of LiftMaster MEGA ARM TOWER includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Liftmaster 14' LED Barrier Arm

Aluminum arm with integrated red LED light and DOT tape provides exceptional visibility 24 hours a day. Built with aluminum product material to offer great versatility and allow creativity and innovation in design and construction. Durable feature for better reliance and usability.

Product Details

Exclusive patented design with 3" round flat sides

IP68 rated, waterproof LED lights

Operating temperature: -13°F - +140°F

LED operating voltage: 12VDC

LED Type: 3528 IP68 Silica gel filled

Power: 14.4W / 4 meter roll

Safety and Security

Include Labor & Installation:

The purchase of Liftmaster LED Barrier Arm includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

The Procurement and Installation of One (1) Omron Photo-Eye Safety Sensor

The Omron E3K Series offers high-performance photoelectric sensors

DESCRIPTION	RATE	QTY	AMOUNT
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ideal for various industrial applications. Known for reliability and ease of use, these sensors are suitable for object detection, positioning, and monitoring.

Key Features:

Detection Methods: Through-beam, retro-reflective, diffuse-reflective

Sensing Distance: Up to 10 meters

Response Time: 1 ms

Output Type: NPN/PNP transistor

Power Supply: 12-24V DC

Connection Types: Pre-wired cable, M8/M12 connectors

Enclosure Rating: IP67

Operating Temperature Range: -25°C to +55°C

Detailed Specifications:

Power Consumption: ≤ 30 mA

Load Current: 100 mA max. at 24V DC

Operating Mode: Light-ON/Dark-ON selectable

Ambient Light Immunity: Incandescent lamp: 5,000 lux max., Sunlight: 10,000 lux max.

Environmental Resistance: Operates in temperatures from -25°C to +55°C, and humidity from 35% to 95% RH

Physical Specifications:

Housing Material: ABS, Polycarbonate

Lens Material: PMMA

Cable Length: 2 meters standard

Weight: Approx. 100 grams

Applications:

Industrial automation

Material handling

Automotive assembly lines

Food and beverage packaging

Logistics and warehouse automation

Include Labor & Installation:

The purchase of Omron Retro-Reflective Photoelectric Sensor includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the

DESCRIPTION	RATE	QTY	AMOUNT
<p>installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.</p>			
			SUBTOTAL
			\$11,743.40
			TAX (6%)
			\$704.60
			TOTAL
			USD \$12,448.00

Thank You for Reviewing our Estimate.
 Your Security is Our Priority!

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

**.. We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.



DMV Gates & Security Solutions

Business Number 888-958-5815
202-505-4647
www.dmvgates.com
office@dmvgates.com

ESTIMATE
EST3436

DATE
Jun 19, 2024

TOTAL
USD \$8,480.00

TO

Oak Creek/Tamika Davis - Main Entrance Pedestrian Gate

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
Main Entrance Pedestrian Gate System Replacement & Pedestrian Gate Repair The Repair of Existing Pedestrian Gate	\$8,000.00	1	\$8,000.00

Pedestrian Gate Repair Service:

- Installation of up to Two (2) Hinges
- Ensure compatibility with the existing structure.
- Guarantee proper alignment and adjustment of the repaired components to maintain functionality and usability.
- Apply appropriate finishing treatments, such as sanding or polishing, to restore the appearance of the repaired areas.
- Treat the repaired sections with protective coatings to enhance durability and corrosion resistance.

The repair of the Pedestrian Gate includes labor and welding services, providing a comprehensive solution for the welding process. Our skilled technicians will handle the welder, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

DESCRIPTION	RATE	QTY	AMOUNT
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Security+ 2.0@ On-Board Radio Receiver Up to 50 remote controls (unlimited with 811LM/813LM).
 Commercial-Duty Cast Aluminum Housing With Heavy-Duty DC Motor Powerful enough to perform in the most demanding applications
 Soft Start/Stop and Mis-Travel Reversal extends operator and hardware life in high-cycle and heavy-gate applications.
 Keyed Manual Disconnect when unlocked, allows gate to be operated manually.
 Inherent Reversing Sensor detects obstructions or increased loads. Reverses gate when closing or stops/reverses the gate when opening.
 Fire Department Compliance allows gate to auto open upon loss of AC power or battery depletion.
 Molecularly Bonded Coating on drive system never needs lubrication.
 Quick Close/Anti-Tailgate quickly secures property, preventing unauthorized access.
 Surge Suppression provides industrial surge and lightning protection against strikes up to 50 feet away.
 Party Pass allows for the gates to be held open for an extended period of time, ideal for parties.

SPECIFICATIONS
 Power Full-time AC-run operation 120V/230V Single Phase.
 Accessory Power 24VDC 500mA output. Switched and unswitched power.
 Monitored Safety Inputs 3 Main Board, 3 Expansion Board.
 Temperature Specifications -4°F (-20°C) to 140°F (60°C).
 UL Usage Classification I, II, III, and IV.
 Gate Travel Speed 90-degree opening in 15-17 seconds.

Include Labor & Installation:

The purchase of the Single Swing Gate Operator includes labor and installation services, providing a comprehensive solution for the installation process. Our skilled technicians will handle the installation, ensuring a professional and hassle-free experience. Additionally, we offer a 60-day labor warranty, providing peace of mind and support for any issues that may arise during this period.

SUBTOTAL	\$8,000.00
TAX (6%)	\$480.00

TOTAL

USD \$8,480.00

Thank You for Reviewing our Estimate.
Your Security is Our Priority!

*. Due to ongoing disruptions in the global supply chain, escalating steel prices, and the general uncertainty surrounding parts availability, our quoted pricing is valid for a duration of 15 days, and the lead times provided are subject to potential adjustments at any time

** We can provide financing options for projects exceeding \$10,000 for approved clients. Please don't hesitate to reach out for additional details and information.

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

Virtual
August 28, 2024 6:30 P.M.

Committee Members Present Remotely:

Julian Brown – Chair
Peter Smith – Vice Chair
Gary Yancy – Committee Member (CM)
Jonathan Newton – Committee Member (CM)
Peacola Johnson – Committee Member (CM)
Teika Haymon – Committee Member (CM)

Committee Members Absent:

N/A

Others Present Remotely:

Tamika Davis – CAMP Manager
Dunbar Security Solutions – Andrew Maggio, COO
Dunbar Security Solutions – Sam Aldridge, VP of Protective Services
Dunbar Security Solutions – Richard Sullivan, Regional Manager
Dunbar Security Solutions – Bryant Terry, Operations Manager
Keith Pierce – Oak Creek HOA Board VP
Danielle Telesford – Budget & Finance Committee
Oak Creek Residents

Call to Order:

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

Approval of July 2024 Meeting Minutes:

Acceptance of AC Meeting Minutes from July 31, 2024 were motioned for approval by CM Yancy and seconded by CM Newtown. The minutes were approved accordingly.

Special Guests Presentations

- Dunbar Security representatives provided an update and overview of company activities, personnel and the technology refresh of equipment. Additionally, responded to questions from AC members.

Incident Report:

Chairman provided summary of gate strikes to date, including total number, damages, money owed and money collected.

Gate Entrances Report:

Chairman provided update on all gate entrances.

Vendor Updates:

Chairman provided updates for Dunbar and DMV Gates.

Old Business:

Guardhouse at Fox Turn for the 2025 budget submission.

- The Budget and Finance Committee (BFC) provided some questions regarding this project. The AC reviewed and discussed them. Chairman Brown will compile the agreed upon responses and provide to the AC for review prior to submission to CAMP and/or BFC.

New Business:

DMV Gates quotes review.

- The AC discussed and reviewed a quote for repairs at the main entrance pedestrian gate (estimate EST3436). A motion was made by CM Haymon and seconded by CM Johnson to recommend to the Board approval of this quote in the amount of \$8,480. The motion was approved unanimously.
- The AC discussed and reviewed a quote for repairs at the Pine Valley entrance pedestrian gate (estimate EST3531). A motion was made by CM Haymon and seconded by CM Johnson to recommend to the Board approval of this quote in the amount of \$6,625. The motion was approved unanimously.
- Note: DMV Gates is the vendor vetted and approved by the AC and the HOA Board to provide gate maintenance and repair for Oak Creek. Thus, no other bids were pursued. Additionally, these particular vendors prefer not to work behind the work of another vendor for Q/A purposes.

Sign Shop quote review.

- The AC discussed and reviewed a quote for new resident/visitor lanes signage (estimate EST-47104). A request was made for a new/amended quote that included the same sign provided in the proof, but with larger arrows and larger in size (dimension).

Resident Forum: 20 minutes (2 minutes per person)

Comments and/or questions were provided by three different residents.

Review of Previous 2024 Action Items:

Ms. Davis / CAMP:

- Provide DMV Gates recommendations report. – COMPLETE
- Request DMV Gates check Pine Valley resident gate arm response time. – COMPLETE
- Coordinate pilot of gate arms utilizing a sensor. – PENDING
- Secure proposal requests from Dunbar and DMV Gates for camera installation at Oak Creek Park West entrance. – PENDING
- Secure mockups from DMV Gates of proposed signs. – PENDING
- Secure mockups from Sign Shop of proposed signs. – IN PROGRESS

Chairman / Access Committee:

- Review signage mockups upon availability from DMV Gates. – PENDING
- Review our trespassing policies and signage. – PENDING
- Review/draft policy for reimbursement for gate damages. – PENDING

Review of New Action Items:

Ms. Davis / CAMP:

- Follow-up with DMV Gates regarding:
 - Gate arm configuration/timing for Fox Turn resident entrance.
 - Queen Anne resident entrance broken/missing tips (top right gate)
- Follow-up with Sign Shop for updated quote as requested.
- Research the total number of entries at all the gates.
- Provide Board the DMV Gates estimates motioned by the AC.

Chairman / Access Committee:

- Compile AC responses to Budget & Finance Committee questions regarding Fox Turn guardhouse requirements.
 - Create a graphical representation of the financials associated with the guardhouse.
 - Be sure to ask any potential contractor about the zoning process for the construction and costs associated with it.
- Review/observe proposed new signage from Sign Shop for visibility.

Adjournment:

A motion was made to adjourn by CM Haymon and seconded by CM Newton. Chairman Brown adjourned the AC meeting at 7:45pm.



**DMV Gates & Security
Solutions**

Business Number 888-958-5815
202-505-4445
www.dmvgates.com
office@dmvgates.com

INVOICE
INV3075

DATE
Jul 23, 2024

DUE
On Receipt

BALANCE DUE
USD \$1,875.00

BILL TO

Oak Creek/Tamika Davis - Service Call - 07-23-2024

14505 Mary Bowie Pkwy
Upper Marlboro, MD
20774
(917) 808-0998
manager@oakcreekclub.com

DESCRIPTION	RATE	QTY	AMOUNT
1. Fox Turn Visitor Lane Barrier Arm Diagnostics Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$0.00	0	\$0.00

Foundings:

On July 23rd, the client reported that the Fox Turn Visitor Lane barrier arm was in an upright position.

Diagnostics:

Upon attempting repairs, we found the barrier gate to be unresponsive. The belt was ripped, and the motor was overheating, preventing normal operation.

Recommendation:

We recommend replacing the entire system. Repairing individual components will not guarantee restored functionality due to the persistent overheating issue with the motor. A complete system replacement is recommended. The estimate (EST3453) was sent on July 15th.

DESCRIPTION	RATE	QTY	AMOUNT
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Technician's Signature: _____
 Client's Signature (if available): _____

2. Fox Turn Call Box Diagnostics Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$0.00	1	\$0.00
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Findings:
 On July 23rd, the client reported that the Fox Turn Callbox would have no dial tone initially but would start working after a few attempts. This issue was particularly noted when residents made calls.

Diagnostics:
 We spoke with Officer Conway, who informed us that this problem occurs only in the early morning. During our service call visit, the call box was functioning correctly.

Additional Notes:
 No immediate action was taken, as the call box is scheduled to be replaced with a Cell-Gate system in three weeks.

Technician's Signature: _____
 Client's Signature (if available): _____

3. Queen Anne Exit Lane Bifold Service Call Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$250.00	1	\$250.00
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Findings:
 On July 23rd, the client reported that the Queen Anne Exit right bifold gate was stuck in the open position.

Diagnosis:
 Upon inspection, we found that the right bifold gate failed to close automatically. Further examination revealed that replacing the Traveler Carriage Service Kits is necessary to restore proper functionality.

Solution:
 We are in the process of obtaining the required replacement part. Once received, we will promptly proceed with installation to ensure the gate operates correctly.

DESCRIPTION	RATE	QTY	AMOUNT
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Technician's Signature: _____

Client's Signature (if available): _____

4. Golf Cart Exit Lane Bifold Gate Service Call Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$250.00	1	\$250.00
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Findings:

On July 23rd, the Golf Cart Bifold Gate Exit Lane (left side) was reported as non-functional.

Diagnostics:

Upon inspection, we discovered that a part was broken, likely due to external force or someone pushing against the gate. This has caused the gate to cease functioning properly.

Solutions:

We have arranged to procure the necessary replacement part. Once the part is available, we will proceed with the installation to restore the gate's functionality.

Technician's Signature: _____

Client's Signature (if available): _____

5. Queen Anne Residents and Visitors Plate Camera Service Call Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$375.00	1	\$375.00
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Findings:

On July 23rd, the client reported outages with the Queen Anne Residents and Visitors Plate Cameras.

Diagnostics:

Upon inspection, we found that the outlet was malfunctioning and required replacement. While the electrical outlet has been successfully replaced, the transformer is still experiencing overheating.

Solutions:

We have replaced the faulty electrical outlet, but the issue with the transformer overheating persists.

DESCRIPTION	RATE	QTY	AMOUNT
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Recommendation:

Due to the ongoing overheating issue, we recommend having an electrician inspect the transformer to identify and resolve the root cause of the problem.

Technician's Signature: _____

Client's Signature (if available): _____

6. Lake View Exit Lane Barrier Arm Service Call Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$250.00	1	\$250.00
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Foundings:

On July 23rd, the client reported that the Lake View Exit Lane Barrier Arm was still in the down position.

Diagnostics:

During our inspection, we discovered that the gate was not functioning automatically.

Solutions:

We power-cycled and reset the control board to clear any errors. The gate is now operational.

Recommendation:

Despite previous attempts to resolve the issue by replacing the control board, the problem persists due to the motor overheating. Therefore, we recommend replacing the entire system to ensure long-term reliability and functionality. Replacing individual parts will not guarantee a permanent resolution to the ongoing issue.

For your reference, Estimate EST3461 was sent on July 15th.

Technician's Signature: _____

Client's Signature (if available): _____

7. Pine Valley Visitor Lane Barrier Arm Diagnostics Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$0.00	1	\$0.00
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DESCRIPTION	RATE	QTY	AMOUNT
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Foundings:

On July 23rd, the client reported that the Pine Valley Visitor Lane barrier arm was stuck in an upward position.

Diagnostics:

Upon inspection, we discovered that the gate was not closing properly and remained stuck in the upright position. Attempts to resolve the issue by resetting and power-cycling the system to clear errors were unsuccessful.

Recommendation:

Given the persistent issues and the ineffectiveness of resetting and power-cycling, we recommend replacing the entire system to ensure long-term reliability and functionality. Replacing individual parts will not guarantee a permanent resolution to the ongoing problem.

For your reference, Estimate EST3443 was sent on June 28th.

Technician's Signature: _____

Client's Signature (if available): _____

8. Pine Valley Pedestrian Gate Service Call Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$250.00	2	\$500.00
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Foundings:

On July 23rd, the client reported that the Pine Valley Pedestrian Gate was stuck in the open position.

Diagnostics:

Upon inspection, we discovered that the gate was not closing automatically. Our team conducted a thorough examination and spent two hours attempting to repair the system. Despite these efforts, the issue could not be resolved due to the system's age and wear.

Recommendation:

To restore functionality, we recommend replacing the entire pedestrian gate system. The current system's age and condition make repairs ineffective, and a complete replacement will ensure reliable operation moving forward.

Technician's Signature: _____

DESCRIPTION	RATE	QTY	AMOUNT
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Client's Signature (if available): _____

9. Deer Run Resident Lane Barrier Arm Diagnostics Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$0.00	1	\$0.00
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Foundings:

On July 23rd, the client reported that the barrier arm at Deer Run Resident Lane was stuck in the upward position.

Diagnostic:

Upon inspection, we found the control board is malfunctioning, the motor is overheating, and the belt is ripped.

Recommendation:

Given the motor's overheating issue, replacing individual components may not fully resolve the problem. We recommend replacing the entire system to ensure complete functionality.

Estimate:

We previously sent Estimate EST3445 on July 19th for your review.

Technician's Signature: _____

Client's Signature (if available): _____

10. Deer Run Estate Visitor's Plate Camera Service Call Service Call Report - 07-23-2024 Technician: Jesus, Daniel & Michael	\$250.00	1	\$250.00
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Foundings:

On July 23rd, the client reported outages with the Deer Run Estate Visitor's Plate Camera.

Diagnostics:

Upon inspection, the cameras were found to be offline.

Solutions:

We reset the power outlet to address the issue. After doing so, the camera has been restored to working condition.

Technician's Signature: _____

DESCRIPTION	RATE	QTY	AMOUNT
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Client's Signature (if available): _____

Payment Info

BY CHECK

DMV Gates & Security Solutions.

Address: 941 Norwood Rd Silver Spring MD 20905

OTHER

We accept payment via Cash, Check or Credit Card
(4% will be added for all credit card transactions)

We require a 50% Deposit and
FULL PAYMENT IS DUE UPON WORK COMPLETION.

Thank you for choosing us to serve you.

Confirmed On-Site Work appointments are subject to weather condition.

All sales are final.

SUBTOTAL		\$1,875.00
TAX (6%)		\$0.00
TOTAL		\$1,875.00
BALANCE DUE		USD \$1,875.00



MEMORANDUM

TO: Oak Creek Club Board of Directors
FROM: Tamika Davis- On Site Community Manager- CAMP, LLC
DATE: Tuesday, August 27, 2024
CC: Budget and Finance Committee
RE: 2025 Budget Draft

Attached is a copy of the 1st budget draft for your review. Noted below are the primary assumptions used when developing the budget and you will also see comments noted next to most line items to help the Board, Committee and membership understand the basis for the 2025 budget. This year, the budget format has been updated to mirror the financial statements for ease of review.

Income Assumptions:

1. As you will see, the Assessment income for 2025 assumes a possible increase to the Assessments - please note, the assessment calculations are not updated for 2025 yet. This was intended to allow the Board and Committee to see the deficit between income and expenses to determine how best to move forward. Currently, there is a total deficit of \$307,823. You will see this is affected primarily because the Assessment Allocation increased by \$33,830 and a projected increase in association expenses in amount of \$183,429.
2. As a reminder, the "Assessment Allocation" is the Reserve Contribution which has been updated based on the approved 2023 Reserve Study. The Interest Income for the Reserves is reflected directly monthly on the financial statement.

Expense Assumptions: *(the spread of the expenses has not yet been finalized)*

1. All of the Committee budget requests have been submitted and incorporated into the first draft of the budget.
2. As in prior years, notes have been included to reflect the expense details for each budget line item.
3. The snow removal expenses for the association were reduced for the 2025 budget draft by \$7,855.
4. Expenses that increased for 2025 include Electricity, Access Control, Social Activities, General, Property & Liability Insurance and Income Tax. Several line items also decreased, and you will see this reflected as well.





Overall Financial Position:

As of the July 2024 financial statement, the Association had total cash and investments in the amount of \$3,803,057. There are additional expenses pending in the amount of \$136,591.52, of which all is approved and related to the completion of the Avigilon camera installation and the Cell Gate intercom upgrade. These balances are to be paid once the projects are complete before the year end.

There are also money market accounts and CDs for the Operating Reserves in the amount of \$3,588,142.98. Upon receipt of the December year-end statement, we can re-evaluate the financial position to determine if additional contributions to the Reserve fund should occur.

The association's delinquency rate is at 6%, which is consistent with the industry average of 6%-10%, however, there are five large accounts contributing to this balance and a total of 54 accounts total that are in collections with the attorney.

Recommendation:

As you know, generally, it is a good idea to incorporate a small increase in the assessments to cover the cost of inflation and other rising costs. Although this draft represents an increase, there may be some areas where the Committee may consider suggesting changes to the Board, thereby reducing the deficit and the amount of increase to the membership.

The Budget and Finance Committee will meet on Monday, September 9, 2024, at 7:00 PM to thoroughly review the initial budget draft, make recommendations, and hold a vote for the 2025 Budget. The meeting welcomes the community and aims to provide clear fiscal projections and an illustrative overview of the requirements for sustaining Oak Creek Club. It is important to note that the budget is scheduled for approval during the November 12, 2024, Board meeting in accordance with the community's governing documents. Additionally, the draft must be distributed to the community for review by October 9, 2024.

As you know, we are happy to meet with the Board and Committee to discuss this further. We hope that this first draft is helpful to you and if you have any questions, please don't hesitate to let us know. As always, thank you!

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970	1969	1968	1967	1966	1965	1964	1963	1962	1961	1960	1959	1958	1957	1956	1955	1954	1953	1952	1951	1950	1949	1948	1947	1946	1945	1944	1943	1942	1941	1940	1939	1938	1937	1936	1935	1934	1933	1932	1931	1930	1929	1928	1927	1926	1925	1924	1923	1922	1921	1920	1919	1918	1917	1916	1915	1914	1913	1912	1911	1910	1909	1908	1907	1906	1905	1904	1903	1902	1901	1900	1899	1898	1897	1896	1895	1894	1893	1892	1891	1890	1889	1888	1887	1886	1885	1884	1883	1882	1881	1880	1879	1878	1877	1876	1875	1874	1873	1872	1871	1870	1869	1868	1867	1866	1865	1864	1863	1862	1861	1860	1859	1858	1857	1856	1855	1854	1853	1852	1851	1850	1849	1848	1847	1846	1845	1844	1843	1842	1841	1840	1839	1838	1837	1836	1835	1834	1833	1832	1831	1830	1829	1828	1827	1826	1825	1824	1823	1822	1821	1820	1819	1818	1817	1816	1815	1814	1813	1812	1811	1810	1809	1808	1807	1806	1805	1804	1803	1802	1801	1800	1799	1798	1797	1796	1795	1794	1793	1792	1791	1790	1789	1788	1787	1786	1785	1784	1783	1782	1781	1780	1779	1778	1777	1776	1775	1774	1773	1772	1771	1770	1769	1768	1767	1766	1765	1764	1763	1762	1761	1760	1759	1758	1757	1756	1755	1754	1753	1752	1751	1750	1749	1748	1747	1746	1745	1744	1743	1742	1741	1740	1739	1738	1737	1736	1735	1734	1733	1732	1731	1730	1729	1728	1727	1726	1725	1724	1723	1722	1721	1720	1719	1718	1717	1716	1715	1714	1713	1712	1711	1710	1709	1708	1707	1706	1705	1704	1703	1702	1701	1700	1699	1698	1697	1696	1695	1694	1693	1692	1691	1690	1689	1688	1687	1686	1685	1684	1683	1682	1681	1680	1679	1678	1677	1676	1675	1674	1673	1672	1671	1670	1669	1668	1667	1666	1665	1664	1663	1662	1661	1660	1659	1658	1657	1656	1655	1654	1653	1652	1651	1650	1649	1648	1647	1646	1645	1644	1643	1642	1641	1640	1639	1638	1637	1636	1635	1634	1633	1632	1631	1630	1629	1628	1627	1626	1625	1624	1623	1622	1621	1620	1619	1618	1617	1616	1615	1614	1613	1612	1611	1610	1609	1608	1607	1606	1605	1604	1603	1602	1601	1600	1599	1598	1597	1596	1595	1594	1593	1592	1591	1590	1589	1588	1587	1586	1585	1584	1583	1582	1581	1580	1579	1578	1577	1576	1575	1574	1573	1572	1571	1570	1569	1568	1567	1566	1565	1564	1563	1562	1561	1560	1559	1558	1557	1556	1555	1554	1553	1552	1551	1550	1549	1548	1547	1546	1545	1544	1543	1542	1541	1540	1539	1538	1537	1536	1535	1534	1533	1532	1531	1530	1529	1528	1527	1526	1525	1524	1523	1522	1521	1520	1519	1518	1517	1516	1515	1514	1513	1512	1511	1510	1509	1508	1507	1506	1505	1504	1503	1502	1501	1500	1499	1498	1497	1496	1495	1494	1493	1492	1491	1490	1489	1488	1487	1486	1485	1484	1483	1482	1481	1480	1479	1478	1477	1476	1475	1474	1473	1472	1471	1470	1469	1468	1467	1466	1465	1464	1463	1462	1461	1460	1459	1458	1457	1456	1455	1454	1453	1452	1451	1450	1449	1448	1447	1446	1445	1444	1443	1442	1441	1440	1439	1438	1437	1436	1435	1434	1433	1432	1431	1430	1429	1428	1427	1426	1425	1424	1423	1422	1421	1420	1419	1418	1417	1416	1415	1414	1413	1412	1411	1410	1409	1408	1407	1406	1405	1404	1403	1402	1401	1400	1399	1398	1397	1396	1395	1394	1393	1392	1391	1390	1389	1388	1387	1386	1385	1384	1383	1382	1381	1380	1379	1378	1377	1376	1375	1374	1373	1372	1371	1370	1369	1368	1367	1366	1365	1364	1363	1362	1361	1360	1359	1358	1357	1356	1355	1354	1353	1352	1351	1350	1349	1348	1347	1346	1345	1344	1343	1342	1341	1340	1339	1338	1337	1336	1335	1334	1333	1332	1331	1330	1329	1328	1327	1326	1325	1324	1323	1322	1321	1320	1319	1318	1317	1316	1315	1314	1313	1312	1311	1310	1309	1308	1307	1306	1305	1304	1303	1302	1301	1300	1299	1298	1297	1296	1295	1294	1293	1292	1291	1290	1289	1288	1287	1286	1285	1284	1283	1282	1281	1280	1279	1278	1277	1276	1275	1274	1273	1272	1271	1270	1269	1268	1267	1266	1265	1264	1263	1262	1261	1260	1259	1258	1257	1256	1255	1254	1253	1252	1251	1250	1249	1248	1247	1246	1245	1244	1243	1242	1241	1240	1239	1238	1237	1236	1235	1234	1233	1232	1231	1230	1229	1228	1227	1226	1225	1224	1223	1222	1221	1220	1219	1218	1217	1216	1215	1214	1213	1212	1211	1210	1209	1208	1207	1206	1205	1204	1203	1202	1201	1200	1199	1198	1197	1196	1195	1194	1193	1192	1191	1190	1189	1188	1187	1186	1185	1184	1183	1182	1181	1180	1179	1178	1177	1176	1175	1174	1173	1172	1171	1170	1169	1168	1167	1166	1165	1164	1163	1162	1161	1160	1159	1158	1157	1156	1155	1154	1153	1152	1151	1150	1149	1148	1147	1146	1145	1144	1143	1142	1141	1140	1139	1138	1137	1136	1135	1134	1133	1132	1131	1130	1129	1128	1127	1126	1125	1124	1123	1122	1121	1120	1119	1118	1117	1116	1115	1114	1113	1112	1111	1110	1109	1108	1107	1106	1105	1104	1103	1102	1101	1100	1099	1098	1097	1096	1095	1094	1093	1092	1091	1090	1089	1088	1087	1086	1085	1084	1083	1082	1081	1080	1079	1078	1077	1076	1075	1074	1073	1072	1071	1070	1069	1068	1067	1066	1065	1064	1063	1062	1061	1060	1059	1058	1057	1056	1055	1054	1053	1052	1051	1050	1049	1048	1047	1046	1045	1044	1043	1042	1041	1040	1039	1038	1037	1036	1035	1034	1033	1032	1031	1030	1029	1028	1027	1026	1025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Repair & Replacement Reserves

Notes

The fence must be raised to be in compliance with future pool

Swimming Pool Fence	\$ 13,795.00	opening inspections
Pool Furniture	\$ 48,650.00	Based on proposals
Irrigation Upgrades	\$ 4,270.00	As recommended by current irrigation company
Gate Entrance Upgrades	\$87,136.00	Recommended by DMV Gates
Reserve Study	\$ 11,275.00	Reserve Study
Office Furniture	\$5,800	Office furniture is falling apart and needs replacement
Gym Equipment		
Replacement/Upgrades	\$23,105	Reserve study recommended \$46,210 for replacement in 2024
Paving/Overlay/Striping Lakeview, Main Gate, Hawley, Bolin Terrace, Argos Place and Briarley Pace	\$ 175,900.00	Lakeview, Main Gate, Hawley, Bolin Terrace, Argos Place and Briarley Pace
Total	\$ 369,931.00	

Memorandum

To: Oak Creek Club Facilities Committee

From: Tashawn Andrews, Covenants Administrator- Community Association Management Professionals (CAMP)

Date: Tuesday, September 3, 2024

Re: Swell and Drainage Improvements for Mary Bowie Parkway

Suggested Motion: “I move to approve the Paradise Landscaping invoice in the amount of \$5,947.00 for swell repair on Mary Bowie Parkway near Lonsdale Court to expense from Landscaping (general).”

Attached are three proposals and pictures of the swell and drainage repairs needed on Mary Bowie Parkway near Lonsdale Court.

McFall and Berry (Proposal #1) proposed the following:

- Create a 170' by 5 pipe with (2) catch basin 16x16
- Sod elevation installation.
- PVC pipe to connect to the existing storm drainage.
- Totaling in the amount of \$14,055.86.36

McFall and Berry (Proposal #2) proposed the following:

- Recreate a swale (regrade) and resod the new swale by installing a 170' long pipe for drainage.
- Remove (2) trees and install two pallets of sod.
- Totaling in the amount of \$4,754.36

Paradise Landscaping proposed the following:

- Install a new swale 175' long by 6' wide to help drainage and ponding.
- Install a new underground drainage system to help drainage and ponding.
- Installation of (4) 9x9 Drain Basins
- 1200 SF of Tall Fescue Sod with Starter Fertilizer
- Totaling in the amount of \$5,947.00
-

Management Recommendation: Management recommends approving the proposal for Paradise Landscaping, which includes installing a new swale and drainage system. This proposal does not disrupt the concrete sidewalk, installs additional catch basins to improve drainage, and prevents the removal of two healthy trees.

As of July 31, 2024, \$20,279 remained in landscaping general. The approved budget amount for 2024 is \$60,000.

TaShawn Andrews

From: Joe Seamone <joe.seamone@mcfallandberry.com>
Sent: Tuesday, February 6, 2024 11:16 AM
To: TaShawn Andrews; Tamika Davis; Brian Blake; John McFall; Jasinto Gamez; Christian Zamora
Cc: Moriah Benjamin
Subject: Oak Creek 401 Lonsdale swale recommendations for standing water
Attachments: Oak Creek Club 401 lonsdale drainage photos.pdf; Oak Creek Club Job #11967 next to 401 lonsdale drainage pipes and catch basins.pdf; Oak Creek Club Job #11968 create swale along 401 lonsdale ct.pdf; Oak Creek Club Job #11970 2 tree removals along the swale.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi TaShawn,

Thanks again for your time yesterday. I think you handled the situation very well with the homeowners.

I have attached a PDF which contains several labeled photos for reference as well as the 3 proposals to remove the 2 street trees, install 2 catch basins and drain pipe, and regrade the area to create a better swale for drainage.

I would like to give you our assessment and recommendations so you can decide how you want to proceed.

Our Assessment:

As we discussed yesterday, it appears that the tree is NOT causing the problem, in fact if you look at the photo in the PDF that was taken about a year ago, you can clearly see the low areas and how the water is flowing *around* the tree.

The problem is that the water runoff from 401 Lonsdale roof and yard is flooding the swale and that whole area is very low and the water just stays there. The water has nowhere to go.

The way to eliminate the water problem would be to catch the water in the lowest area and pipe it underground to the next catch basin. The 3 proposals would resolve this:

p.#11970 remove the 2 trees near the swale- not because they are causing drainage issues but because the installation of 6" drain pipe construction would damage the root system of these trees.

p.# 11967 install 2 catch basins and run a 6" drain pipe the length of the area and dump the water into the existing catch basin.

p.#11968 recreate a swale (regrade) and resod the new swale

Unfortunately, this is the only way to get rid of the standing water.

I tried to keep the photos simple but wanted to make sure that management and the board are clear as to what needs to be done and understand the process if you decide to move forward.

Please let me know if you have any questions. Thanks again for your time.

Joe



From: TaShawn Andrews <tandrews@oakcreekclub.com>

Sent: Thursday, February 1, 2024 12:32 PM

To: Brian Blake <brian.blake@mcfallandberry.com>; John McFall <john.mcfall@mcfallandberry.com>; Joe Seamone <joe.seamone@mcfallandberry.com>; Jason Crouse <jason.crouse@mcfallandberry.com>; Jasinto Gamez <jasinto.gamez@mcfallandberry.com>; Christian Zamora <christian.zamora@mcfallandberry.com>

Cc: Moriah Benjamin <assistantmgr@oakcreekclub.com>

Subject: Trees on Mary Bowie Parkway

Good afternoon,

Can you schedule an arborist to come out to inspect two trees near Lonsdale Court and Mary Bowie Parkway? I would like to be present at the time of the inspection if possible. There is an issue with the tree and the swale.

Kindly,

TaShawn Andrews

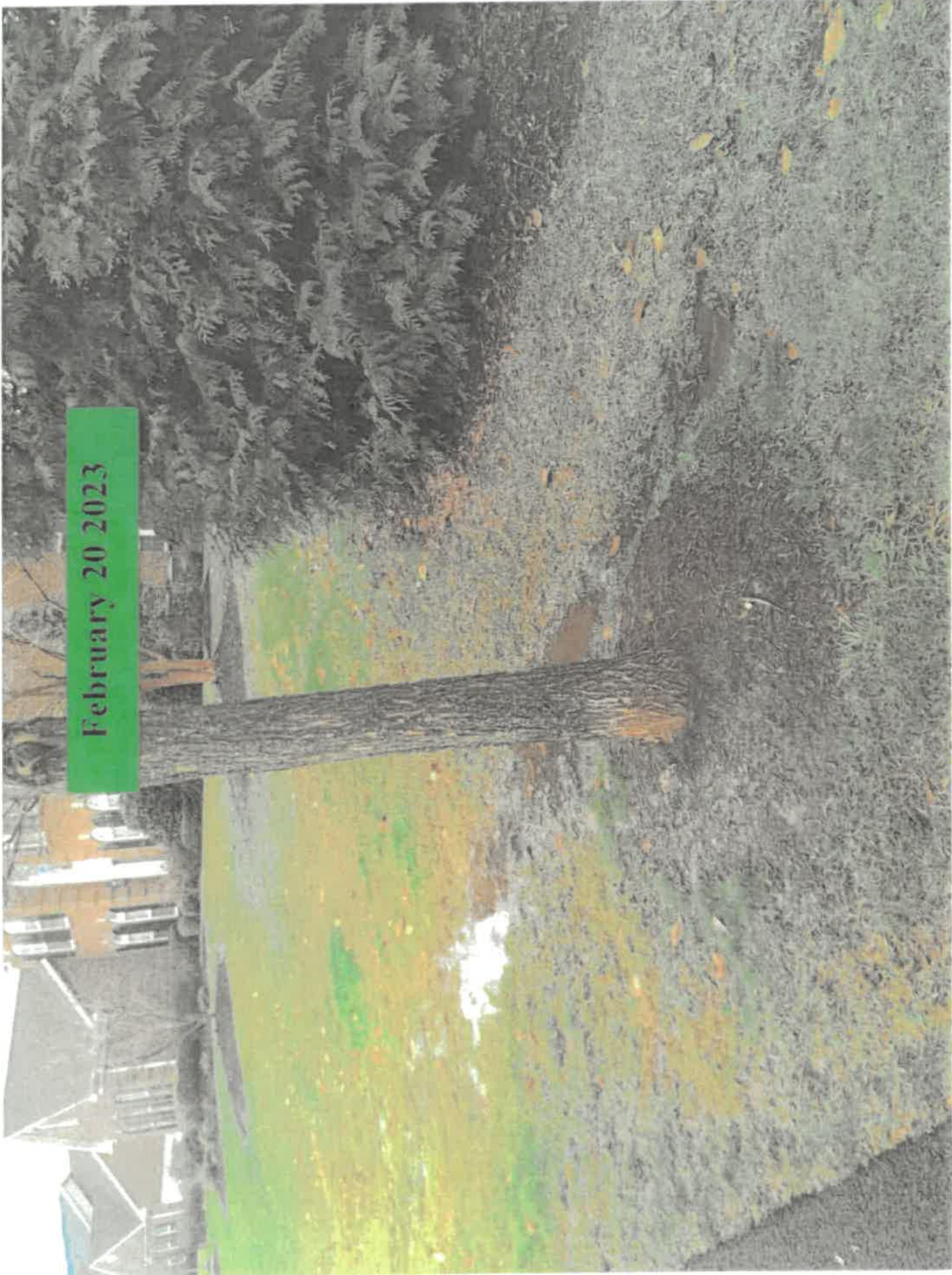
Covenants Administrator

Oak Creek Club HOA

tandrews@oakcreekclub.com

301-390-1721

February 20 2023



Feb 05 2024



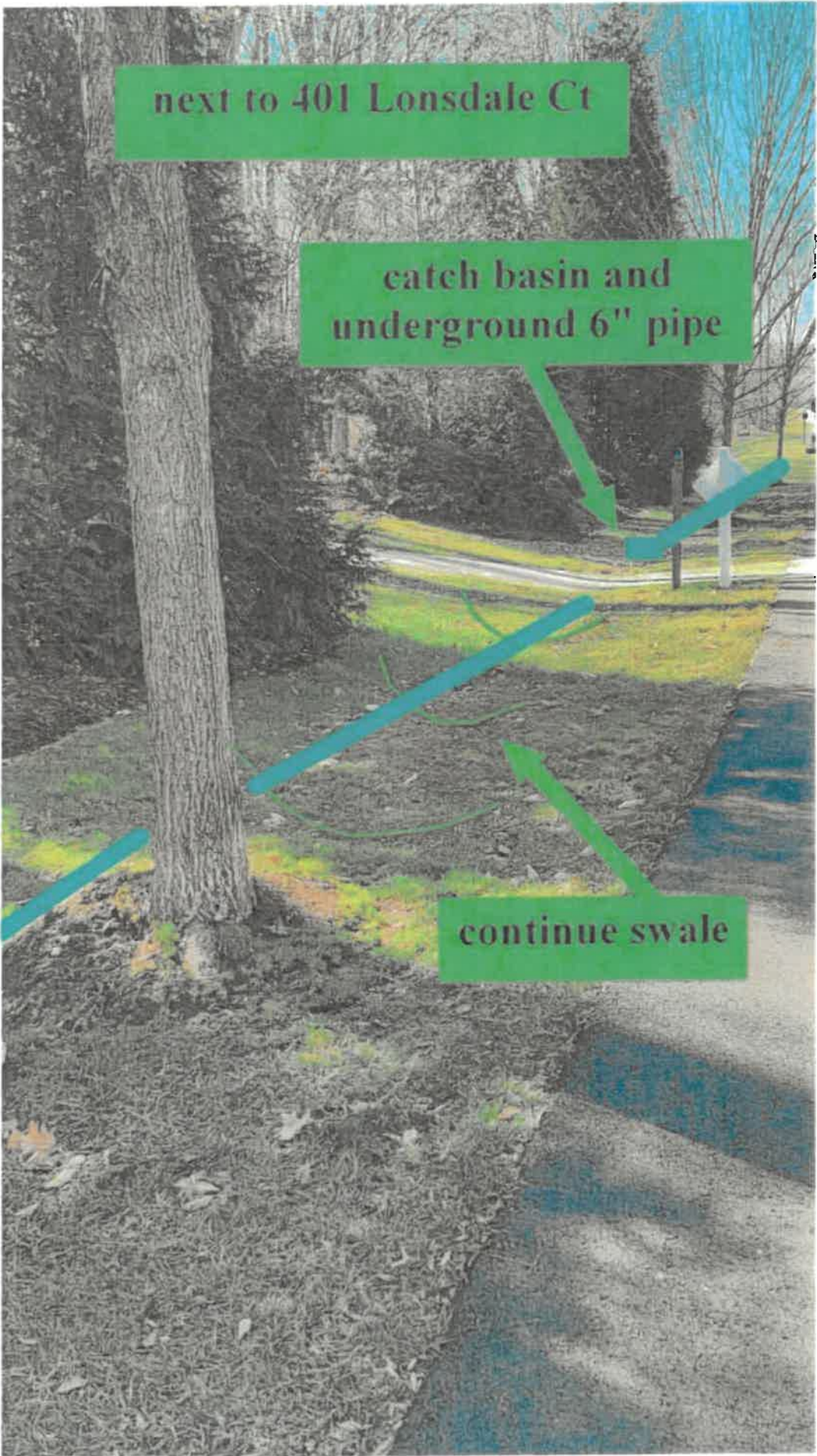
Feb 05 2024



401 Lonsdale Ct

catch basin



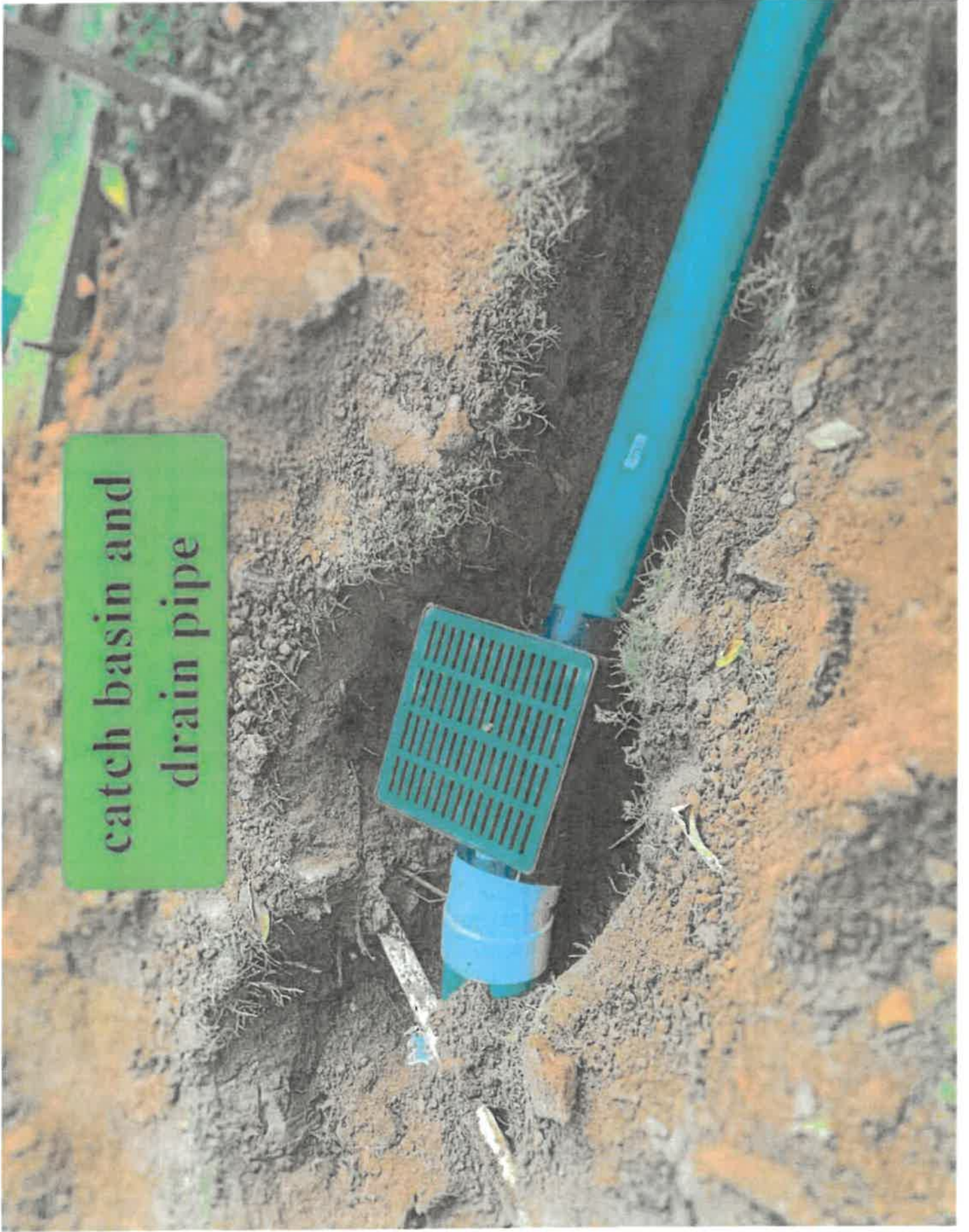


next to 401 Lonsdale Ct

catch basin and underground 6" pipe

continue swale

catch basin and
drain pipe





connect
new pipe
(in blue)
into
existing
drain

2 new catch
basins

Lonsdale Ct

401 Lonsdale Ct

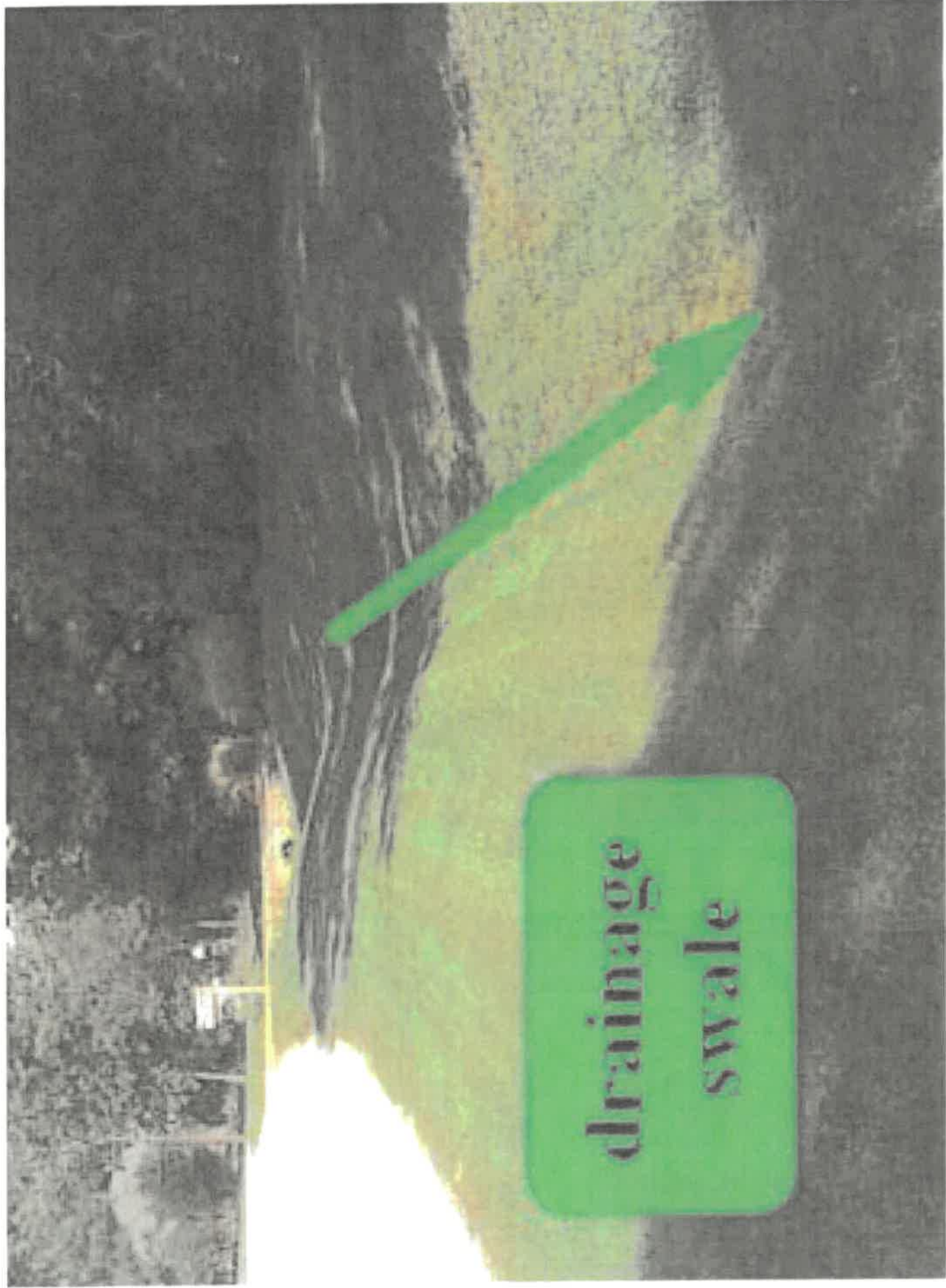
Conroy Bowler Park

Google Earth

38°53'20.76" N 76°45'51.24" W elev 100 ft eye alt 400 ft

1985

10:02



drainage
swale



Proposal #11967

Date: 2/6/2024

PO #

Sales Rep: JasInto Gamez

Customer:

Tamika Davis
 Community Association Management
 Professionals (CAMP)
 14505 Mary Bowle Parkway
 Upper Marlboro, MD 20774

Property:

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

401 LONSDALE DRAINAGE

DRAINAGE IMPROVEMENTS

401 LONSDALE RIGHT SIDE ALONG MARY BOWIE PKWY

401 LONSDALE COURT RIGHT SIDE LONG MARY BOWIE PKWY

CREATE SWALE 170' BY 5' WIDTH WITH SOD INSTALL 2 CATCH BASIN 16"X16"

ONE AT FIRST TREE AND THE OTHER NEXT TO THE RIGHT SIDE OF THE SIDEWALK

AND 170' PVC PIPE 6"ENDS AT THE EXISTING STORM DRAIN

Drainage

Items	Quantity	Unit	Price/Unit	Price
Catch Basin Drain	2.00	16x16"	\$1,385.00	\$2,770.00
PVC 6" Pipe	170.00	ft	\$55.45	\$9,426.50
Sod Installation - Pallet	2.00	Pallet	\$929.68	\$1,859.36

Drainage : \$14,055.86

Subtotal: \$14,055.86

Sales Tax: \$0.00

Project Total: \$14,055.86

Terms & Conditions

The above quoted prices include all material and labor to complete above specified work. After completion of above specified drainage enhancements, the amount of surface water will be greatly reduced. Due to unknown circumstances such as underground springs, complete elimination of surface water cannot be guaranteed.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you.

By _____

Jasinto Gamez

Date 2/6/2024

**McFall & Berry Landscape
Management**

By _____

Date _____

Oak Creek Club



Proposal #11968

Date: 2/6/2024

PO #

Sales Rep: Jasinto Gamez

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

TREES REMOVE 401 LONSDALE CT

DRAINAGE IMPROVEMENTS

401 LONSDALE CT

401 LONSDALE CT RIGHT SIDE CREATE SWALE 170' LONG BY 5"WIDTH

REMOVE TWO TREES INSTALL 2 PALLET SOD

Tree Care & Removal

Items	Quantity	Unit	Price/Unit	Price
Landscape Labor				\$900.00
Debris Disposal Fee	1.00	1	\$645.00	\$645.00
Sod Installation - Pallet	2.00	Pallet	\$929.68	\$1,859.36
SWALE CREATION				\$1,350.00
Tree Care & Removal:				\$4,754.36
Subtotal:				\$4,754.36
Sales Tax:				\$0.00
Project Total:				\$4,754.36

Terms & Conditions

The above quoted prices include all material and labor to complete above specified work. After completion of above specified drainage enhancements, the amount of surface water will be greatly reduced. Due to unknown circumstances such as underground springs, complete elimination of surface water cannot be guaranteed.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you.

By _____

Jasinto Gamez

Date 2/6/2024

**McFall & Berry Landscape
Management**

By _____

Date _____

Oak Creek Club



321 South River Clubhouse Road, Harwood, MD 20776

Estimate

Date	Estimate #
6/17/2024	5550

Name / Address
Oak Creek Club Attn: Ms. TaShawn Andrews 14505 Mary Bowie Parkway Upper Marlboro MD 20774

Ship To
Oak Creek Club Attn: Ms. TaShawn Andrews 14505 Mary Bowie Parkway Upper Marlboro, MD 20774

Qty	Description	Total
1	Labor to complete the following: 1. Install a new swale of 175' long by 6' wide to help drainage and ponding. 2. Install a new underground drainage system to help drainage and ponding.	4,125.00
1	Drainage Materials: (160) Feet of 4" Solid Sewer and Drain PVC Pipe (10) Feet of 4" Solid Sch. 40 PVC Pipe (2) Sch. 40 to S&D Pipe Adapters (1) Pop Up Emitter (4) 9x9 Drain Basins with Black Lids (4) 22.5 Degree Connections Glue 1200 SF of Tall Fescue Sod with Starter Fertilizer (Sod will initially be watered if there is water supplied within 150 Feet)	1,697.00
0.5	trailer of natural debris to dispose of off-site	125.00

Thank you for considering Paradise Landscape & Hardscape, LLC	Total	\$5,947.00
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Phone #	E-mail	Web Site
(443) 458-5588	info@paradisescapes.com	www.ParadiseScapes.com

This estimate is valid for 15 days from estimate date.