

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 PMJessica 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