Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro MD, 20774

**Elections Committee Meeting Minutes**

**Tuesday, 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:**
	+ Although a quorum of the committee approved the meeting minutes prepared by Yolanda Rick 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.
1. **Discussion of Review of Voting Vendors**
	* Pam Rachal suggested that we focus on the upcoming elections and continue to do requirements gathering for the 2025 election cycle.
	* 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.
	* Pam Rachal indicated that we need to prepare a comparison chart as we review vendors.
	* 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:**
	+ 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

* 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 to post call for candidates at all six Oak Creek entrances.
			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 6:30 pm.