Oak Creek Club Homeowners Association

14505 Mary Bowie Parkway

Upper Marlboro MD, 20774

**Elections Committee Meeting Minutes (7th Meeting 2024)**

**Monday, September 16, 2024, @ 6:30 pm**

Pamela Rachal called the Elections Committee Meeting to order at 6:30 pm.

**Committee Members in Attendance:**

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

**Residents in Attendance:**

* Patricia Dowtin ● Suzann King ● Larry Kibler ● Danielle Telesford
* Kathryn Thomas ● Collette Sims ● Brooke Sanders ● Doreen Adair
* Loretta Brown

**Camp Representative:**

* Not present.

**Old Business:**

* + - 1. **Approval of meeting minutes for Aug 23, 2024:**
  + Pam Rachal made a motion to request approval of the meeting minutes. Jessica Hill seconded. All Committee members were in favor and the **Motion to approve the Aug. 23, 2024, meeting minutes passed unanimously.**

**New Business:**

1. **Discussion of Questions /Requests Presented to the Committee Regarding Requests to Suspend Voting/Extend Voting:**
   * Pam Rachal went over requests to the Committee regarding requests to extend or delay voting because the Vote HOA Now platform did not include the candidate bios and information that were mailed to residents and uploaded to the oakcreekclubhoa.com website. Pam Rachal indicated that resident concerns had been forwarded to CAMP and legal counsel for the HOA also had been contacted and it was decided that it was too late to alter the Vote HOA Now platform, because it could cause confusion since voting had already begun. In addition, the Committee asked CAMP for a report from the Vote HOA Now platform, and was provided marketing materials which indicated that a large pdf file could be uploaded in the system. The Committee shared that they thought CAMP had included the Candidate bios on the electronic voting platform, since CAMP is in control of the Vote HOA platform, and Candidate bios were included in the Annual Meeting mailing to residents. Pam Rachal assured attendees that the Committee will engage in a Lessons Learned session which will be open to residents. **Pam Rachal moved to include the community in a post-election lessons learned session, Jessica Hill seconded. All were in favor. The Motion passed unanimously.**
     + 1. **Discussion of the Candidate Forum Agenda and Guidelines.**
     + Pam Rachal shared her screen and provided the agenda and guidelines for the upcoming Candidate Forum to include time limits to answer questions and use of a random generator application for fairness and to ensure all candidates (8) have an opportunity to answer question in random order. For example, all (8) candidates will have an opportunity to answer a question first. All microphones will be muted, with the exception of the Moderator. Pam Rachal also discussed use of the timer on Zoom and will ask CAMP to look into this possibility.

**Resident Forum:**

**Danielle Telesford** – asked “How did the committee come up with the. time for the Resident’s Forum?” Pam Rachal indicated that 90 minutes was in place before the inception of the Elections Committee in June of 2024. Jessica Hill discussed that questions were emailed to the candidates in 2023 at some point before the candidate forum, and a reference was made to Tamika from CAMP sending out Corporate Transparency Act (CTA) information to all 2024 candidates to inform them of the record keeping requirements of this new law.

**Larry Kibler** – made three comments 1) We have to expand the time to two (2) hours; 2) He would opt for five or six substantive questions rather that have numerous general questions that favor people who may have been on the Board before or on Committees; and, 3) he was concerned that the Committee was being too timid with CAMP on the issue of electronic voting and not having candidate bios.

**Collette Simms** – stated that she was not new to the community, but new to the committee, and asked if it was best to have the candidates meet in a conference room. Pam Rachal and Jessica Hill indicated that Oak Creek was not set up technologically to do hybrid meetings at this time.

**Brooke Sanders** – Thought it was challenging to try to give so many Candidates time to speak since they provide information in the Call for Candidates form and bios. Pam Rachal indicated that she has always found the Candidate Forum to be valuable and indicated the Committee would be going over the categories of questions later in this meeting.

**Suzann King** – Complimented the Committee on doing so much in a small amount of time and holding seven meetings in less than three (3) months. Ms. King indicated: 1) Time – we are not overthinking. It is important to be fair to all candidates; 2) Process Perspective – she was very disappointed that the electronic voting did not have Candidate bios and that this does not comport with fairness and equity; 3) We need to look at the order of Candidates asking questions and she was glad to see the Committee was addressing this issue; 4) Process Perspective – Why is the electronic voting deadline September 30, 2024, and then October 4, 2024, is the official end of voting for paper ballots? Ms. King indicated that she knows CAMP may need time to count paper ballots, but she does not think there should be two different dates.

**New Business (continued):**

1. **Discussion of Questions for the Candidate Forum:**
   * Pam Rachal did a screen share of over 80 questions that had been prepared for the Candidate Forum by category and went over the questions in session. Pam Rachal thanked Yolanda Ricks for preparing a majority of the questions for the Committee.
   * Pam Rachal discussed the need to get an email to the Candidates with the questions in advance of the Candidate Forum by Friday, September 20, 2024, and contact CAMP to send the email and inform the Committee whether any emails with questions have been received by the Community for the upcoming Candidate Forum. **Pam Rachal moved that we email CAMP to see if they received any questions for the upcoming Candidate Forum and that we ask CAMP to send the list of questions to the Candidates, no later than Friday, September 20, 2024. Yolanda Ricks seconded. All were in favor. The Motion passed unanimously.**
   * **Pam Rachal made a motion to have CAMP email all candidates and inquire if they are amenable to expanding the Candidate Forum to two (2) hours, instead of 90 minutes, either 6:00 pm to 8:00 pm or 6:30 pm to 8:30 pm. Jessica Hill seconded. All were in favor. The Motion passed unanimously.**

**Resident Forum (continued):**

**Larry Kibler** – made three comments: 1) Why are you running again and what are you going to do for me? 2) What have you done for me lately? and, 3) Some questions regarding finances are needed.

**Danielle Telesford** – agrees with Larry and added questions on how to make the situation at the gates better, make the pool better, any ideas to deal with pet waste, what to do if a Committee is not performing or meeting quorum.

**Tasks for CAMP:**

* + - 1. CAMP to inform the Committee if we will receive an HOA email address and when members will be added to the list of committee members on the oakcreekhoa.com website. **Original request, Tuesday, July 16, 2024, Committee Meeting Minutes.**
      2. **CAMP to email all candidates and inquire if they are amenable to expanding the Candidate Forum to two (2) hours, instead of 90 minutes, either 6:00 pm to 8:00 pm or 6:30 pm to 8:30 pm.**
      3. **CAMP to forward to the Committee any questions received for the upcoming Candidate Forum.**
      4. **CAMP to send the list of questions, approved by the Committee, to all Candidates (copy the Committee), no later than Friday, September 20, 2024.**
      5. **CAMP to inform the committee via email, whether the Zoom platform has a timer that can been seen while on the video conference to help keep time while Candidates answer questions, and if so, advise the Committee on how to use this feature for the upcoming Candidate Forum.**

**Completed Tasks:**

* + - 1. The Committee prepared the Agenda and Guidelines for the upcoming Candidate Forum 2024.
      2. The Elections Committee prepared a list of over 80 questions separated by category for the upcoming Candidate Forum.
      3. The Committee forwarded resident concerns regarding Candidate Bios not being included on the Vote HOA Now platform, after some residents had voted without this information, to CAMP/the Board.
      4. The Committee asked CAMP/the Board if voting could be suspended or paused to have the Candidate bios uploaded.

**Adjournment:**

Pamela Rachal adjourned the meeting at 8:23 pm.

**Next Meeting:** TBD. Members will convene via email to set the next meeting date.