

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

**Elections Committee Meeting Minutes (1st Meeting 2025)
Tuesday, January 21, 2025, @ 6:30 pm**

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

Committee Members in Attendance:

- Jessica Hill – HOA Board President, Outgoing Committee Member
- Suzann King – HOA Board Secretary, Committee Member
- Pamela Rachal – Chair
- Yolanda Ricks – Secretary

Residents in Attendance:

Danielle Telesford, Doreen Adair, A. Wake, Martine Page

Camp Representative:

- Not present.

Old Business:

1. Approval of meeting minutes for November 19, 2024:

- Yolanda Ricks made a motion to request another approval of the 11/19/24, meeting minutes, which were approved via email by all Elections Committee members on 10/22/24. Pam Rachal seconded. All Committee members were in favor and the **Motion to approve the October 1, 2024, meeting minutes passed unanimously.**

New Business:

1. Review of Lessons Learned Document and Timelines for Elections:

- Suzann King expressed her appreciation of the thoroughness and quality of the committee's meeting minutes and Lessons Learned document.
- Pam Rachal discussed timelines we received from CAMP on 6/24/24 and the revised timeline discussed at the Elections 7/10/24, which allowed our Committee to make quality changes to the Annual Meeting Announcement and Call for Candidate Packet and Annual Meeting and Election Packet sent to residents for

voting. The current vendor, Sundry, is used for all printing. Discussion of whether the elections and budget and finance committee need to meet on our budget. Per Suzann King, under the Open Meetings Act, this kind of meeting would have to be advertised. Task for CAMP is the written 2025 cost for Elections: Vote HOA Now, printing, including advertising at all major gate entrances in Oak Creek and costs for email and text blasts.

- o Yolanda Ricks made a Motion to get the 2025 cost for I vote and printing from CAMP via email and in the TASK section of the current meeting minutes. Pam Rachal seconded. **Motion passed unanimously.**
- o Jessica Hill stated that our timeline is good, but we need to submit a new vendor request to the Board of Directors by April 2025.
- o Suzann King stated that we need to advance the Candidate Forum prior to electronic voting. She also commented that we need to ensure that e-voting and mailings should coincide, and that candidate bios be attached to the e-voting platform to avoid confusion or cases where residents wanted to change their vote because they did not have candidate bios on the e-voting platform.

2. Annual Meeting Announcement / Call for Candidates.

- o Per Pam Rachal, there was a budget issue with texting residents about voting deadlines. General discussion concerning candidates going over the two-page limit. Are photos included in the two-page limit? Discussion that a resume does not answer candidate questions and what to do about this issue for future elections.

3. Annual Meeting and Election Letter to Residents

- o The Committee paused at this point to begin the Resident Forum.

Resident Forum:

No comments

New Business (continued):

4. Lessons Learned to be shared with the HOA Board:

- o Suzann King agreed to work on a job description for candidates to be included in the Call for Candidates. This job description would be included in the Lessons Learned document for the Board.

Tasks for CAMP:

1. CAMP to provide the Committee with all costs for running Elections and the Annual Meeting, including cost for the Vote HOA Now Platform, incremental costs for printing, preparing advertisements for Elections and the Annual Meeting, and sending texts, emails and Facebook announcements. Email our Committee Chair, Pam Rachal, with these numbers.
2. CAMP to provide the Committee with any required vendor request that needs to be prepared before the HOA Board Meeting in April 2025.

Completed Tasks:

1. The Committee (Pam Rachal) prepared a draft of the document: Lessons Learned: June 2024 to November 2024, for the Elections Committee meeting 11/19/2024 and 1/21/25.

Adjournment:

Pamela Rachal adjourned the meeting at 7:57 pm (ET).

Next Meeting: Third Tuesday of every month at 6:30 pm. Members will convene via email to set the next meeting date and time.