

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

**Elections Committee Meeting Minutes (2nd Meeting - 2025)
Tuesday, February 18, 2025, @ 6:30 pm**

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

Committee Members in Attendance:

- Suzann King – HOA Board Secretary, Committee Member
- Pamela Rachal – Chair
- Yolanda Ricks – Secretary

Residents in Attendance:

Danielle Telesford

Camp Representative:

- Brandon Butler

Old Business:

1. Approval of meeting minutes for January 21, 2025:

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- Pam Rachal made a motion to request approval for the 1/21/2025, meeting minutes. Suzann King seconded. All Committee members were in favor and the **Motion to approve the January 21, 2025, meeting minutes passed unanimously.**

2. Lessons Learned:

1. **ACTION ITEM:** Pam Rachal will prepare a draft of Lessons Learned and actions items for feedback by March 5, 2025, which will be shared with the Committee and the current HOA Board President Jessica Hill, who previously served as the HOA Board Liaison on the Elections Committee. The goal is to provide a document to the HOA Board for inclusion in the Board Package for Tuesday, April 8, 2025, HOA Board Meeting.

CAMP Liaison Brandon Butler to check with the HOA Manager on deadline for inclusion in the HOA Board Packages.

New Business:

1. Criteria for E-Voting Platform for Elections in 2025:

- o Yolanda Ricks discussed the need for criteria for vendors and the need to work with CAMP to determine requirements and the need for a meeting with the current vendor VOTE HOA Now. Ms. Ricks mentioned that if we choose a new vendor, we need to work with CAMP because they would have to download the Community database from Ciranet into a new electronic voting system and we would have to coordinate with CAMP to see how time-intensive this would be.

2. 2025 Strategic Priorities.

- o Pam Rachal, discussed: 1) the processes that need to be standardized (SOP's) for all components of the elections process; 2) the need to explore e-voting vendors; 3) review of the current vendor contract for e-voting and printing; 4) complete lessons learned analysis and share learnings with the HOA Board and Community; 5) get details and understanding for costs associated with the Elections Committee; and, 6) develop a code of conduct/summary of how elections are conducted.

3. Discussion of Tentative Elections Timeline:

- o Pam Rachal led the discussion to develop a 2025 election timeline, which was based on key dates from the 2024 election. The Committee agreed that it would develop a more detailed timeline to include printing deadlines, advertising of the elections, posters at each gate entrance, and email and text blasts from CAMP to the Community.
- o The Annual Meeting Letter and Call for Candidates would be mailed by Tuesday, August 5, 2025.
- o Deadline for Candidate Forms to be mailed in or dropped off at the HOA Office by Monday, August 25, 2025. (Or, earlier to accommodate Labor Day).
- o The Annual Meeting Letter (including candidate bios) and Announcement of Candidate Forum will be mailed and emailed to residents on Friday, September 12, 2025, at which time electronic voting opens (with Candidate bios and information attached).
- o The Candidate Forum would be held two weeks prior to the voting deadline, or Tuesday, September 30, 2025.
- o The Deadline for Electronic and Paper Ballot Voting would be Friday, October 10, 2025, by 5 pm.

- o The Deadline to count ballots at the HOA Office with at least one member of the Elections Committee and community volunteers would be Monday, October 13, 2025 (Columbus Day).
- o The upcoming HOA Annual Meeting / Election Results will be held on Tuesday, October 14, 2025, based on our bylaws.
- o There is a need to meet with our current vendor before the HOA Board Meeting on Tuesday, June 10, 2025. Pam Rachal stated that she is more available on Mondays and Tuesdays for a meeting with the current Vote HOA Now vendor. The Committee can hold a special committee meeting, for purposes of a discussion with the vendor.

Resident Forum (7:53 pm):

Danielle Telesford had questions about the conduct of the Candidate Forum and asked whether there was a way for the Community to ask questions of prospective Board Members during the Forum. Pam Rachal indicated that residents were asked to submit questions in advance and that to ensure that each candidate would be able to answer questions fairly, no candidate was asked to provide an answer first, more than once during the Forum to ensure fairness. Pam Rachal also emphasized that we had eight candidates for Election 2024, which made time a consideration. Ms. Telesford asked about time for Candidates to advertise prior to voting. Pam Rachal stated that based on the upcoming tentative timeline for elections in 2025, each candidate would have about four weeks to advertise in any way they wish. Moreover, Ms. Rachal indicated that advertising on the Oak Creek Facebook was not allowed in years past through the Communications Committee. Yolanda Ricks indicated that the Candidate Forum questions are also timed to ensure fairness.

New Business (continued):

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: Oak Creek Club – Elections Committee 2025 Strategic Priorities.

Elections Committee New Tasks:

1. **ACTION ITEM:** Yolanda Ricks to prepare a detailed working draft timeline for the Committee to work with before the next meeting on March 18, 2025. Pam Rachal will send her rough draft timeline to Yolanda Ricks via email.
2. Pam Rachal will prepare a draft of Lessons Learned and actions items for feedback by March 5, 2025, which will be shared with the Committee and prepared for inclusion in the HOA Board Package for the Tuesday, April 8, 2025, HOA Board Meeting.
3. Suzann King agreed to work on a job description for candidates to be included in the Call for Candidates. The job description would be shared with the HOA Board for its May 2025 meeting.

CAMP Tasks:

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 set up a meeting with the current e-voting vendor to go over capabilities and costs. Email committee members and coordinate sending the community and email / text blast of the special committee meeting.
3. CAMP to work with Elections Chair, Pam Rachal to ensure that the Lessons Learned document and any action items are provided to the HOA Board for inclusion in the Board Package for Tuesday, April 8, 2025, HOA Board Meeting. CAMP Liaison Brandon Butler to check with the HOA Manager on deadline for inclusion in the HOA Board Packages.

Adjournment:

Pam Rachal adjourned the meeting at 8:14 pm (ET).

Next Meeting: Third Tuesday of every month at 6:30 pm. Next meeting is March 18, 2025, at 6:30 pm.