

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

**Elections Committee Meeting Minutes (3rd Meeting - 2025)
Tuesday, March 18, 2025, @ 6:37 pm**

Pamela Rachal called the Elections Committee Meeting to order at 6:37 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:

- Suzann King made a motion to request approval for the 1/21/2025, meeting minutes with amendment (Suzann King to work on Board Job Descriptions for the May HOA Board Meeting). Yolanda Ricks seconded. All Committee members were in favor and the **Motion to approve the January 21, 2025, meeting minutes with amendments passed unanimously.**

2. Continued Discussion of Voting Requirements:

- Yolanda Ricks Discussed that electronic voting is important to reach a quorum for voting at Oak Creek. Pam Rachal indicated that 10% of households at Oak Creek are needed to reach a quorum under Section 2.5 of the Oak Creek Bylaws.
- Pam Rachal discussed that the Committee used a platform called Canva to prepare marketing posters to announce Key election deadlines, which were posted at all Oak Creek Gate entrances.

3. Discussion of Tentative Elections Timeline:

- o Pam Rachal led the discussion to continue to develop a 2025 election timeline, which was based on key dates from the 2024 election. Suzann King indicated that she wanted to use the GANTT Chart the Yolanda Ricks provided as an example. Yolanda Ricks agreed to continue to provide a detailed GANTT Chart in time for the Tuesday, April 8, 2025, HOA meeting.

New Business:

1. CAMP Requirements Gathering for E-Voting Vendors/Platform for Elections in 2025:

- o Yolanda Ricks raised concerns about the Florida ONR voting vendor because the vendor may not have live staff available 24-hours a day to answer questions if there are technical problems or questions during voting administration. Brandon Butler from CAMP discussed a recent HOA industry convention he attended and shared that the vendor Get Quorum provides live moderation, full voting and electronic and hard copy administration for HOA elections. Brandon will coordinate with Pam Rachal to pick a date to meet with the current VOTE HOA Now vendor. Brandon will gather information on the Get Quorum vendor so that the committee can make a comparison of the vendors.
- o Pam Rachal discussed the following regarding e-vote requirements gathering:
 1. Easily and seamlessly transfer of information from CiraNet.
 2. Can include attachments/link to documents on any communication.
 3. Flexibility to adjust "live" date to align with dates residents receive voting information in the mail.
 4. Reminder features.
 5. Meets all State of Maryland requirements for tracking quorum.

Resident Forum:

- o Danielle Telesford had questions about what happens if Committee members fail to attend meetings. Suzann King referred to Section 7.2 of the Bylaws and indicated that the Board can create and dissolve committees. Also, under Section 7.3 of the Bylaws, the Board can remove members with or without cause on three (3) days' notice. A committee can also put forth a recommendation to the Board to remove a member. Ms. Telesford indicated that the Charter says if you miss up to three meetings you can be removed but that no one is keeping attendance on some committees.

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. Yolanda Ricks provided a draft of a GANTT chart to illustrate Elections Committee key voting timelines by date.

Elections Committee New Tasks:

1. **ACTION ITEM:** Yolanda Ricks to complete a detailed GANTT Chart timeline for the Committee by the Tuesday, April 8, 2025, HOA Board meeting.

CAMP Tasks:

1. CAMP to provide the Committee with all costs for running Elections and the Annual Meeting, including costs 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 and coordinate a date for the meeting with Chair, Pam Rachal.**
3. CAMP to provide the Committee with all costs for running Elections and the Annual Meeting, including costs for the Get Quorum Platform, incremental costs for printing, preparing advertisements for Elections and the Annual Meeting, and sending texts, email and Facebook announcements. Email our Committee Chair, Pam Rachal, with these numbers.

Adjournment:

Pam Rachal adjourned the meeting at 8:01 pm (ET).

Next Meeting: Third Tuesday of every month at 6:30 pm. Next meeting is April 15, 2025, at 6:30 pm.