

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

**Elections Committee Meeting Minutes (4th Meeting - 2025)
Tuesday, April 15, 2025, @ 6:32 pm**

Pamela Rachal called the Elections Committee Meeting to order at 6:32 pm (ET).

Committee Members in Attendance:

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

Residents in Attendance:

- Ettereteen Craven

Camp Representative:

- Brandon Butler

Old Business:

1. Approval of meeting minutes for March 18, 2025:

- Pam Rachal sent edits for the March 18, 2025, meeting minutes. Yolanda Ricks will update the minutes for the next meeting.

2. Brandon Butler Discussion of e-Voting and CAI Best Practices:

- Brandon Butler shared information on Get Quorum e-voting platform from his attendance at a recent convention and his March 19, 2025, email memo and Vote HOA Now, the current Vendor. Mr. Butler stated that the current vendor is Vote HOA Now and the 2024 Election was approximately \$13,373.54, which with 1174 homes is \$11.38 per Oak Creek household. (Revised from Brandon Butler March 5, 2025, email to Elections Committee). ***Note** the Elections Committee is sad to hear of Brandon Butler's departure from CAMP and we wish him the best in his future position and thank him for his responsiveness and excellent work with the Elections Committee.
- Pam Rachal led a discussion on requirements for an e-voting platform to include costs associated with running elections. Pam Rachal shared elections statistics including 39 paper ballots, 282 electronic ballots. 13 ballots are needed for a

quorum. We have 1174 households, and the number of votes represents 8.2% of Oak Creek households.

- Discussion of whether an e-voting platform would support resident reminders for voting deadlines. Whether paper ballots could be bar coded? Whether a voting platform could provide resident declarations to exclusively vote electronically and provide a post elections audit? Also, if a voting platform would link seamlessly to Ciranet to get resident address and email information.
- Brandon Butler informed us that Vote HOA Now is also the voting vendor for 2025 elections at a cost of \$1205, the same cost as 2024.

3. Lessons Learned:

- Pam Rachal will finish the Lessons Learned document for a future Elections meeting.

4. Board Member Position Description and responsibilities.

- Suzann King discussed the criteria for the upcoming document she is preparing for the Elections Committee.
 1. Legal side - What is the Board responsible for doing?
 2. Candidates for the Board - So many do not understand what they are expected to do. For example, each Board Meeting Book is over 150 pages for each Board Meeting. Each Board member agrees to be a liaison for a Board committee. Each Board Member should attend committee events.
 3. Ms. King will provide a draft of the Board Member Position Description before the Tuesday, May 13, 2025, Board of Director's Meeting.

New Business:

1. Elections Committee GANTT Chart Review:

- Yolanda Ricks explained the Elections Committee GANTT chart she created for the Committee. After discussion, committee members Yolanda Ricks and Suzann King agreed that the GANTT chart should be shared with the Board of Directors for inclusion in an upcoming Board of Directors meeting. Committee Chair Pam Rachal provided key dates for the GANTT chart.

Resident Forum:

- Ettereteen Craven had questions about entry and exit gate timing with gates being open too long. Ms. Craven was referred to the Access Control Committee and CAMP to address her concerns.

Completed Tasks:

1. Yolanda Ricks completed a GANTT chart to illustrate Elections Committee key voting timelines by date for dissemination at an upcoming Board of Directors Meeting.

Elections Committee New Tasks:

1. **ACTION ITEM:** Suzann King to complete a draft of the Board Member Position Description by the Tuesday, May 13, 2025, HOA Board meeting.

CAMP Tasks:

1. 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.
2. 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 made a motion to adjourn the meeting. Yolanda Ricks seconded. All were in favor. Ms. Rachal adjourned the meeting at 7:36 pm (ET).

Next Meeting: Third Tuesday of every month at 6:30 pm. Next meeting is May 20, 2025, at 6:30 pm.