

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

Elections Committee Meeting Minutes (5th Meeting - 2026)
Tuesday, May 26, 2026, @ 6:30 pm

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

Minutes Taker: Yolanda Ricks – Secretary

Committee Members in Attendance:

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

Residents in Attendance:

N/A

Camp Representative:

- TaShawn Andrews departed the meeting at 7:12pm.

Old Business:

1. Approval of meeting minutes for April 21, 2026.

- o Yolanda Ricks moved to approve meeting minutes for April 21, 2026. Pamela Rachal seconded the motion. The motion passed unanimously.

2. Discussion of Meeting Agenda.

- o Pam Rachal indicated that tonight's meeting would focus on the approved Board Resolution for electronic voting/receipt of electronic communications by residents; role of Vote HOA Now in the elections process; and, review of the elections timeline.

New Business:

1. CAMP Electronic Communications support for Elections.

- o TaShawn Andrews from CAMP, indicated that she is working with Brand Design to ensure that elections information, call for candidates and candidate profiles and elections paper ballots will be on the Oak Creek website.

- o Yolanda Ricks mentioned a company called lastminutemeetings.net as a possible third-party company to consider and indicated that we should review three (3) companies.

2. Discussion of criteria for a third-party representative and elections timeline review.

- o Pam Rachal led a discussion on criteria for the third-party Elections Administrator and indicated that the representative should communicate well since they will be announcing election results to the community.
- o Jessica Hill indicated criteria for a third party representative should consider professional licensure expertise and fiduciary responsibilities as well as professional liability Insurance.
- o Pam Rachal briefly reviewed the elections timeline and Yolanda Ricks stated that the third- party company would have to come on-site to Oak Creek by 5 pm when voting closes to pick up paper ballots.

MOTION: Yolanda Ricks made a motion that the criteria for considering hiring a third-party representative should include consideration of a professional license or prior fiduciary responsibilities and liability Insurance in the State of Maryland. Pam Rachal seconded. The motion passed unanimously.

Resident Forum: N/A

Completed Tasks:

1. Yolanda Ricks completed the meeting minutes for the April 21, 2026, Elections Committee meeting.
2. Pam Rachal updated the election timeline and prepared the Elections meeting agenda.

Elections Committee New Tasks:

ACTION ITEM: The week of June 8, 2026, the Committee will provide schedule availability to CAMP/Yolanda Ricks to interview third-party representatives.

CAMP Tasks:

ACTION ITEM: : CAMP will help coordinate the interview of third-party representative companies with Yolanda Ricks.

ACTION ITEM: Continuing request for CAMP to inform the Elections Committee Members when they will receive an official Oak Creek HOA email address. TaShawn of CAMP indicated that Brand Design, the HOA website designer, was experiencing problems with the HOA email system so our request is on hold for now.

Adjournment:

Pam Rachal made a motion to adjourn the meeting. Yolanda Ricks seconded the motion. The motion passed unanimously. Ms. Rachal adjourned the meeting at 8:04 pm (ET).

Next Meeting: Third Tuesday of every month at 6:30 pm. The next meeting is June 16, 2026, at 6:30 pm