Docusign Envelope ID: 6C7449DA-7D3D-8946-82F1-048CC4079EE9

Prince George's County Commission of Common Ownership Communities (CCOC)
Retreat – June 21, 2025 – MEETING MINUTES

Commissioners Roll Call

In Attendance:
Commissioners:
Nicole Williams
Robert Nicholson
Karen Straughn
Marvin Holmes
Linda Hunt
Patricia Fletcher
Danielle Grey
Rachelle Spencer
LaShauna Tillmon
Chrisel Edwards-Green

Staffers Present:
MaShawn Hall, Unit Chief
Ynetta Butchee, Administrative Support
Greg Amobi, Legal Support
Christian Palacios, Intern

Office of Community Relations (OCR):
Director Euniesha Davis (via Zoom)
Deputy Director Courtney Mariette

Welcome and Introductions

- 9:02 AM – The meeting was officially called to order by MaShawn Hall, Unit Chief.
- MaShawn welcomed attendees and introduced new staff and interns.
- Deputy Director Courtney Mariette provided a brief update on recent department priorities, highlighting internal restructuring efforts, resource planning, and improved communication protocols with residents and commissioners.
- Opening remarks were delivered by Commissioner Nicole Williams, who thanked everyone for their continued service and emphasized the importance of transparency and accessibility in upcoming CCOC initiatives.

Director's Report – Office of Community Relations

Presented by Director Euniesha Davis (Virtual):

- Director Davis updated the Commission on OCR's ongoing work to strengthen community partnerships and expand awareness of the CCOC's mission through branding and community outreach.

Docusign Envelope ID: 6C7449DA-7D3D-8946-82F1-048CC4079EE9

- She reaffirmed OCR's support of the CCOC and noted that staffing updates and digital infrastructure improvements are being implemented to enhance service delivery.
- Davis reiterated her office's role in supporting the CCOC Roadshow and noted continued plans for community training, town halls, and improved public access to CCOC processes.

Legislative and Structural Updates

CB-31-2024 Discussion:
- Commissioners discussed the legislative proposal which would require arbitration panels for resolving community disputes brought before the CCOC.
- Under the new proposal, all formal complaints would be assigned to a three-person mediation team, helping to ensure fair representation of homeowners and professionals.
- The Commission's composition will increase from nine to fifteen members (eight homeowners and seven professionals) to accommodate this change.

Per-Unit Fee Structure & Referendum (2026):
- An important discussion was held around revisiting the annual per-unit funding model. The current flat fee structure may be replaced with a referendum-based model that ties contributions to actual unit count.
- A referendum is tentatively scheduled for 2026, pending public education and board participation.

Committee Reports & Action Items

Education & Training Committee:
- Commissioners emphasized the need for clear, accessible educational materials, including fact sheets and resource packets for both homeowners and board members.
- An Education Committee was formally tasked with drafting training materials.

Commissioner Fletcher and Commissioner Nicholson was appointed, including:

- Board Member Training Sessions at Cameron Grove and other HOAs.
- Co-op and Realtor Training set for October 2025.

Recognition and Awards Ceremony
- A planning discussion was held for an annual Recognition Ceremony, intended to highlight community leaders and volunteers. The event will likely be scheduled after May 2025, avoiding early spring conflicts.

Intern Support & HOA Database
- Deputy Director Mariette proposed bringing on interns to assist with building a comprehensive association list, which is essential for understanding the full scope of the CCOC's jurisdiction.
- The Commission agreed that collecting 40 years of records would be a significant step toward enforcing proper registration and accountability.
- This effort remains an open action item pending further resource alignment.

Calendar and Monthly Meeting Planning

Shared Calendar Discussion:
- A shared calendar was introduced to improve coordination between OCR, CCOC commissioners, and the community.

Docusign Envelope ID: 6C7449DA-7D3D-8946-82F1-048CC4079EE9

• Commissioners were encouraged to add National Night Out, training events, and open meetings to ensure visibility and promote participation.

Scheduled Monthly Meeting Topics for 2024–2025:

- July – Budget Planning and Financial Oversight
- August – Reserve Studies, Transition Issues & Safety Engineering
- September – Condominium Insurance Reform & Policy Guidance
- October – Cooperative Housing Education
- November – Fair Housing Rights & Maryland Commission on Civil Rights
- December – Cannabis Policy Impact on HOAs & Winterization Procedures

---

Procedural Recommendations

Mediation Timelines & Commissioner Response:
• Commissioners reviewed a proposed timeline for case handling and commissioner responses:

- 7 days to submit issue to Commission
- 7 days for Commission review
- Discussion at open Board meeting
- 7 days for final Commission response
  • A suggestion was made to implement an automated email acknowledgment to set realistic homeowner expectations and ensure timely communication.

Mediation Oversight Committee:
• A small committee was formed to explore improvements to case response procedures:

- Dr. Linda Hunt
- Delegate Marvin Holmes
- Commissioner Rachelle Spencer

New Business

• Commissioner Spencer raised questions about internal mediation structure, especially regarding neutrality and rotating mediators to avoid conflicts of interest.
• No formal motions were introduced during this session.

Adjournment

1:17 PM – The meeting was adjourned by MaShawn Hall with appreciation to all who participated.

Signed by:
Lashauna M. Tillmon 8/20/2026
8B8B4D1FF186477...

LaShauna M. Tillmon, Secretary 8/20/2026