

Thousand Oaks Townhouse Association

Board of Directors Meeting — Minutes

Date: August 18, 2026

Location: Lake Ridge Baptist Church, 12500 Clipper Drive

Call to Order: 7:30 p.m.

Presiding: Jermaine Bullock

Attendance and Quorum

Board Members Present: Jermaine B., Heather P., Spiro K., Andy N., Jennifer C., Constance L.

Board Members Absent: Meredith U., Carlotta S., Ben P.

Also Present: Mark F., MJF Associates (Managing Agent)

Quorum: A quorum of the Board was present.

Approval of Agenda

Motion: To amend the agenda to add 2074 and 2076 Mayflower Architectural Requests.

Moved by: Spiro K. **Seconded by:** Andy N. **Vote:** Unanimous — motion carried.

Motion: To amend the agenda to add a general discussion and short update on the reserve study, with full discussion deferred to the next meeting.

Moved by: Andy N. **Seconded by:** Spiro K. **Disposition:** Motion withdrawn.

Motion: To amend the agenda to add discussion of pet waste station locations.

Moved by: Heather P. **Seconded by:** Jennifer C. **Vote:** Unanimous — motion carried.

Motion: To amend the agenda to include Fire Extinguisher Inspection Discussion and Invoice.

Moved by: Heather P. **Seconded by:** Spiro K. **Vote:** Unanimous — motion carried.

Approval of Minutes

Motion: To approve the draft minutes of the [July 2026] Board meeting as presented.

Moved by: Andy N. **Seconded by:** Spiro K. **Vote:** Unanimous — motion carried.

Architectural Review Requests

2026 Mayflower Drive

Motion: To approve the request for a period of one year, or until the owner is notified that the trees have been trimmed back. Rankin (landscaper) to be notified that the trimming is to be completed and thereafter maintained.

Moved by: Andy N. **Seconded by:** Spiro K. **Vote:** Unanimous — motion carried.

2036 Mayflower Dr.

Motion: To disapprove the request due to encroachment on common area.

Moved by: Heather P. **Seconded by:** Spiro K. **Vote:** Unanimous — motion carried.

1957 Mayflower Dr.

Motion: To approve the request subject to a 12' × 18' footprint, with one (1) foot maintained from the property line on each side.

Moved by: Jennifer C. **Seconded by:** Heather P. **Vote:** Unanimous — motion carried.

Covenants Compliance and Common Area Matters

- Road Compliance matters on Pilgrim Dr, Plymouth Ct were reported.
- The speed bump that was removed in error has been replaced and is to be repainted.
- Street light outages: Per Dominion, any person may report an outage — flickering or out — by telephone; reports are not accepted by email.

Motion: To approve Spiro K. as a second account contact on the Dominion accounts, to prevent a single point of failure.

Moved by: Heather P. **Seconded by:** Jennifer C. **Vote:** Unanimous — motion carried.

Virtual Meeting and Electronic Communication Policy

The Board discussed a draft virtual meeting policy, including email communication and electronic voting provisions. The Board noted the processes that would need to be in place to administer the policy. No action was taken.

Board Conduct Resolution

Tabled to the next meeting.

Pool

Motion: To approve Salty Dog invoice under the pool account line item.

Moved by: Heather P. **Seconded by:** Spiro K. **Vote:** Unanimous — motion carried.

The expense is accounted for contractually and within the approved budget. Meredith U. is to be asked to obtain the contract and/or additional contracts.

Pool furniture. The Board discussed storage and quantities, including an approximately 12' × 12' area, four stacks of ten, and two to three stacks of chairs. Spiro K. will coordinate with Meredith U. on CellBadge data to inform a furniture purchase ahead of the October meeting. No action was taken.

Tree Service — Common Area near 2074 and 2076 Mayflower

Motion: To approve Frankie's Tree Service for work in the common area near 2074 and 2076 Mayflower Dr.

Moved by: Spiro K. **Seconded by:** Heather P.

Vote: Jennifer C. abstained, having disclosed a conflict of interest. All other members present voted in favor — motion carried.

Pet Waste Station Locations

The Board reached by consensus on five (5) station locations: two on Mayflower, two at Skipper/Mariner, and one at Pilgrim/Plymouth.

Member Comment Period

A member comment period was held in accordance with Va. Code § 55.1-1816(D).

Adjournment

Motion: To adjourn.

Moved by: Heather P. **Seconded by:** Constance L. **Vote:** Unanimous – motion carried.

The meeting adjourned at 9:55 p.m.

Respectfully submitted,

Heather P., Secretary

Thousand Oaks Townhouse Association

Approved by the Board of Directors on: September 15, 2026
