

THOUSAND OAKS TOWNHOUSE ASSOCIATION
Board of Directors Meeting — Draft Minutes
Tuesday, March 17, 2026

Location: Lake Ridge Baptist Church, 12450 Clipper Drive, Lake Ridge, Virginia, with virtual attendance available via Zoom.

Call to Order: 7:30 PM by the President.

Quorum: A quorum of the Board of Directors was established and present throughout the meeting.

Notice: Notice of this meeting was published in accordance with § 55.1-1816 of the Code of Virginia and the Association's governing documents.

Attendance

Board Members Present (In Person): Heather P., Meredith U., Ben P., Jennifer C., Carlotta S., Andy N., Constance L., Jermaine B.

Board Members Present (Virtual by Zoom): Spiro K.

Management Present: Mark Fischer, MJF & Associates

Presenters / Guests: Brody Freer (Prince William County Parks and Recreation); Nick Drunasky (Lake Ridge Deer Management Program, Ecologist); Rhealene Fowler (Community Member); three (3) additional community members in attendance.

Community Forum (Member Comment Period)

In accordance with § 55.1-1816(D) of the Code of Virginia, a designated period was provided for members to comment on matters relating to the Association.

Occoquan Greenway Project — Brody Freer, Prince William County Parks and Recreation. Mr. Brody provided an update on the Occoquan Greenway Project, a significant corridor initiative expected to affect the Thousand Oaks community. PWC Parks will be requesting an easement from the Association to traverse the area and will identify Parks personnel as points of contact for ongoing coordination.

Invasive Vegetation and Debris — Rhealene Fowler. Ms. Fowler reported concerns regarding invasive wisteria and English ivy in the common area behind her property. The Board took the report under advisement in connection with the Neighborhood Clean Up planning (see Old Business).

Approval of Minutes

MOTION: To approve the draft minutes of the prior Board meeting as presented. *Moved by Andy Napoli; seconded by Jennifer Campbell.* **Vote: Approved unanimously.**

President's Report

The draft Parking Resolution is not yet ready for Board consideration and is tabled to the next meeting. Proposals for a full-service management company remain under review. The President has requested a reasonable transition/overlap with Mark Fischer to ensure continuity of operations during any potential transition.

Vice President's Report

The RFP for a full-service management company has been distributed and bidding documents have been sent to prospective vendors. Management companies have responded with interest. If the process remains on schedule, the Board anticipates sufficient information by the next meeting to make a decision on the direction of management services.

Secretary's Report

The Neighborhood Clean Up Event is confirmed for Sunday, April 12, 2026. A dumpster will be provided on-site. The Secretary will send Mark Fischer a blurb for inclusion on the April dues notices to announce the Clean Up Day.

Treasurer's Report — Meredith Upchurch

The operating and reserve accounts remain stable and well-funded. Current liabilities are low, and there are no near-term financial pressures. The most significant recent cost driver was snow removal; expenses continue to be monitored against the approved budget.

Cash reserves are high. The recommended minimum is three (3) months of operating expenses. The Association currently holds approximately \$110,000-\$120,000 in excess of this target in the checking account, absent specific planned expenditures (see CD Renewal, New Business).

Management Report — Mark Fischer, MJF & Associates

Through the end of February 2026, the Association has collected approximately 100% of quarterly dues. Remaining balances are limited to incidentals. A few previously delinquent accounts have since caught up. The Association is in strong financial condition. The dumpster for the Neighborhood Clean Up Day will be funded from existing budget line items.

New Business

Presentation: Lake Ridge Deer Management Program

Nick, an ecologist with the Lake Ridge Deer Management Program, presented an overview of the Program, initiated in 2015 in response to deer-vehicle collisions and other deer-related issues in area neighborhoods. Safety remains the Program's primary concern.

No Board action was required; the item was informational.

Neighborhood Clean Up Day — Sunday, April 12, 2026

The Board discussed logistics and proposed enhancements for the April 12, 2026 Clean Up Day.

Pool Operations — Electronic Pool Pass System

The Board reviewed alternatives to hard-copy pool passes, which have been time- and resource-intensive. CellBadge was identified as the preferred digital pass application among the five (5) pool pass service vendors contacted. The annual fee of \$2,500 for Cellbadge is all-inclusive, except for the cost of Wi-Fi needed during months the pool is operating.

MOTION: To authorize Meredith Upchurch to move forward with CellBadge for electronic pool pass management services. *Moved by Heather Poginy; seconded by Ben Plummer. Vote: Approved.*

Pool Operating Hours

The Board discussed extending the pool opening time to 12:00 PM as a strategic middle-ground that balances resident access with operational considerations.

MOTION: To approve the pool operating contract with hours of 12:00 PM to 8:00 PM. *Moved by Heather Poginy; seconded by Carlotta Studebaker. Vote: Approved.*

CD Renewal and Cash Management

The Association's existing Certificate of Deposit has a ten (10) day grace period and is set to auto-renew. The Board discussed appropriate cash management for funds in excess of the operating reserve target. Management noted monthly operational expenses would soon be increasing in April and May due to additional seasonal costs.

MOTION: To authorize Meredith Upchurch to renew the CD at the best available rate, and to deposit surplus above four (4) months of operating cash from the checking account into the CD. *Moved by Ben Plummer; seconded by Jennifer Campbell. Vote: Approved.*

Playground Safety Inspection and Repairs

The Board discussed the condition of the four (4) Association playgrounds and the need for safety inspections, and priorities and cadence of repairs and minor maintenance. The Board noted:

- The need for Reserve Study and playground planning alignment.
- The need to understand the cost of bringing each playground up to standard individually or doing four (4) all at once.

MOTION: To approve a safety inspection of the Association's playgrounds and to request a quote for swing repairs and other identified repairs. *Moved by Spiro Karavatas; seconded by Heather Poginy. Vote: Approved.*

Old Business

Parking Resolution

The draft Parking Resolution was reviewed and found to be generally consistent with expectations. The Parking Resolution was tabled to the next meeting to allow for additional discussion and review. No Board action was taken at this meeting.

Reserve Study Authorization

MOTION: To authorize a new Reserve Study with Reserve Advisors, as included in the existing approved budget, inclusive of tree maintenance, contingent upon the inclusion of tree maintenance not materially increasing the cost above the amount already authorized in the approved budget. *Moved by Ben Plummer; seconded by Jermaine Bullock. Vote: Approved.*

Board Training

The Board discussed scheduling training, including familiarity with Robert's Rules of Order, as a component of the overall legal expense and training line item.

Executive Session

In accordance with § 55.1-1816(C) of the Code of Virginia, the Board convened in executive session upon the following motion, which specifically stated the purposes for the executive session as required by statute.

MOTION: To convene in executive session for the purposes of (i) discussing and considering contracts; and (ii) discussing and considering matters involving violations of the declaration or rules and regulations of the Association, including discussion of delinquent owner accounts. *Moved by Ben Plummer; seconded by Heather Poginy. Vote: Approved. The Board entered executive session at 9:16 PM.*

The Board restricted its consideration during executive session to the purposes specifically stated in the motion, consistent with § 55.1-1816(C). No votes or formal actions were taken during executive session.

The Board reconvened in open session at approximately 9:48pm. In open session, and having reasonably identified the substance of the matter as required by § 55.1-1816(C), the Board took the following action:

MOTION: To authorize the write-off of delinquent owner accounts for which the Association has no reasonable opportunity to collect, as identified in executive session. *Moved by Heather Poginy; seconded by Ben Plummer. Vote: Approved.*

Adjournment

MOTION: To adjourn the meeting. *Moved by Heather Poginy; seconded by Ben Plummer. Vote: Approved.*

There being no further business, the meeting was adjourned.

Respectfully submitted,

Heather Poginy

Heather Poginy, Secretary

Thousand Oaks Townhouse Association

Approved by the Board of Directors on: April 21, 2026

These minutes are maintained as a permanent record of the Association in accordance with the Virginia Property Owners' Association Act, § 55.1-1800 et seq., of the Code of Virginia. Minutes are available for inspection by members in accordance with § 55.1-1815.