

Thousand Oaks Townhouse Association (TOTA)

Board of Directors Meeting — Minutes

Date: April 21, 2026

Location: Lake Ridge Baptist Church / Zoom

Call to Order: 7:30 p.m.

Board Members Present

- Andy N., President
- Ben P., Vice President (via Zoom)
- Heather P., Secretary
- Meredith U., Treasurer
- Spiro K.
- Jennifer C.
- Jermaine Bullock
- Carlotta S.
- Constance L. (via Zoom)

Board Members Absent

- None

Also Present

- Mark Fischer, MJF Associates (Management)

Quorum: A quorum was established.

Homeowner Forum

Opened at call to order; concluded at 7:46 p.m. Comments were received from residents regarding paving status and a pending ARC request, an anticipated renovation/ARC submission, and abandoned properties.

Approval of Minutes

Motion: To approve the minutes of the prior meeting with a correction to the Spring Clean Up date.

Made by: Jennifer Campbell **Seconded by:** Ben Plummer

Vote: Approved — 8 ayes, 1 abstention.

Officer Reports

Treasurer's Report. Received as presented. The Association remains in a stable financial condition. Assessment collections and interest income continue to perform favorably, while snow removal, legal expenses, and additional contract-related costs are trending above budget projections. The Treasurer noted reminders that reserve contribution amount for 2026 will be determined following completion of the upcoming reserve study this summer and emphasized the importance of continued cost management and adherence to Board-approved financial processes.

CD Renewal. The Truist CD was renewed at the best rate available (3.2%) and a 12-month term. Additional funds were not moved from the Truist operating account into the CD in order to maintain appropriate liquidity for operating expenses and pending reserve funding decisions. The Treasurer further advised that moving excess funds from the currently unused Wells Fargo checking account into the Wells Fargo CD upon its maturity in May provides opportunity to reduce idle cash and obtain a higher rate of return while preserving liquidity in the Association's primary operating account for anticipated seasonal expenses and pending reserve funding decisions.

Management Report. Received as presented. Dues collections are at slightly over 100% year-to-date (inclusive of late fees and arrears caught up). Reserve Study (Reserve Advisors) on-site study scheduled for June; final deliverable July.

Old Business

- CellBadge digital pool pass rollout — office hours scheduled.
 - Playground — quotes received for repair of the broken swing and for playground safety inspection.
 - Manhole cover and concrete slab on Pilgrim — repaired by Prince William County Department of Public Works - Environmental Management Division.
 - Playground and paving repairs — quotes pending.
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New Business — Motions and Actions

Motion: To approve the ARC request for 12590 Plymouth.

Made by: Heather P. **Seconded by:** Jennifer C.

Vote: **Vote:** Approved — 8 ayes, 1 abstention.

Motion: To approve the tree care as described by the Community Manager (six trees and one stump), including the dead tree near the bridge.

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

Vote: Approved — 8 ayes, 1 abstention.

Pool-related Repairs (No Motion Required). Repairs and parts replacements necessary for pool opening and inspection readiness (e.g., bleeder and multi-port valves, starter box, etc.) were reviewed. Repair costs are within the approved budget; no motion required.

Motion: To approve a guest pass cost of \$5 per pass and to offer two free guest passes upon sign-up.

Made by: Heather P. Seconded by: Ben Plummer

Vote: Approved — 8 ayes, 1 abstention.

Motion: To approve the revised parking resolution as reviewed by association counsel and Dominion Wrecker.

Made by: Heather Seconded by: Spiro Karavatas

Vote: Approved — 7 ayes, 2 abstention.

The Secretary described costs associated with the recent dumpster day and a potential additional dumpster for the summer.

Executive Session

Motion: To enter Executive Session to discuss architectural reviews, contracts and personnel matters.

Entered: 9:05 p.m.

Reconvened in open session: 9:59 p.m.

Pursuant to Va. Code § 55.1-1816, the subject matter considered in Executive Session is recorded above. No votes were taken in Executive Session, and no action was ratified in open session following Executive Session.

Adjournment

Motion to adjourn: Approved.

Time of Adjournment: 9:59pm

Respectfully submitted,

Heather P, Secretary

Thousand Oaks Townhouse Association