

# Thousand Oaks Townhouse Association

## Board of Directors Meeting — Minutes

**Date:** July 21, 2026

**Location:** Lake Ridge Baptist Church, Clipper Drive, Woodbridge VA 22192

**Call to Order:** 7:30 p.m., by Jermaine B., President

### Board Members Present

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- Jermaine B.
- Meredith U.
- Heather P.
- Spiro K.
- Andy N.
- Carlotta S.
- Ben P.
- Constance L. (arrived 7:33 p.m.)

### Board Members Absent

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- Jennifer C.

### Also Present

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- Mark F., MJF & Associates (Managing Agent)

**Quorum:** A quorum of the Board of Directors was present at the commencement of the meeting and, pursuant to Bylaws § 3.12, was deemed present throughout. Notice of the meeting was given in accordance with the Association's Bylaws and Va. Code § 55.1-1816.

### Approval of Agenda

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**Motion:** To add the 2004 Mayflower Architectural Review Board (ARB) request to the agenda.

**Made by:** Heather P.   **Seconded by:** Ben P.

**Vote:** Approved unanimously.

**Motion:** To add discussion of pool furniture to the agenda.

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

**Vote:** Approved unanimously.

### Approval of Minutes

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**Motion:** To approve the minutes of the June 16, 2026 regular meeting of the Board of Directors, as amended to (1) apply consistent naming conventions throughout, and (2) revise the motion regarding asphalt repair to include demolition of the old, damaged speed bumps.

**Made by:** Andy N.   **Seconded by:** Spiro K.

**Vote:** Approved unanimously.

## Architectural Review

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**Motion:** To approve the Architectural Review Board request for 2002 Mayflower.

**Made by:** Heather P.   **Seconded by:** Ben P.

**Vote:** Approved unanimously.

**Motion:** To disapprove the Architectural Review Board request for 2004 Mayflower.

**Made by:** Heather P.   **Seconded by:** Constance L.

**Vote:** Approved unanimously.

*Written notice of the disapproval, including the reasons therefor and the appeal rights available to the applicant, shall be provided in accordance with Va. Code § 55.1-1819 and the Association's architectural guidelines.*

## Old and New Business

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**Disposal Services Contract (Republic Services).** Tabled. No action was taken.

**Motion:** To approve reimbursement of expenses incurred by two Board members, Spiro K. and Meredith U..

**Made by:** Heather P.   **Seconded by:** Jermaine B.

**Vote:** Approved. 6 ayes; 2 abstentions (Spiro K. and Meredith U.).

*The interest of Directors Spiro K. and Meredith U. in this transaction was disclosed to the Board and is recorded herein pursuant to Bylaws § 3.13. Both Directors abstained from the vote.*

**Motion:** To approve the purchase of “No Trespassing / No Loitering” signage in an amount not to exceed \$600, and to apply for the Prince William County Trespass Enforcement Authorization Program.

**Made by:** Heather P.   **Seconded by:** Andy N.

**Vote:** Approved unanimously.

**Motion:** To award the pet waste station proposal to ASAP Waste Services, providing five (5) stations with bi-weekly service.

**Made by:** Heather P.   **Seconded by:** Andy N.

**Vote:** Approved. 6 ayes; 1 nay (Ben P.); 1 abstention (Constance L.).

**Pool Furniture.** Discussion only.

## Community Forum

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

## Adjournment

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**Motion:** To adjourn.

**Made by:** Heather P.   **Seconded by:** Ben P.

**Vote:** Approved unanimously.

**Time of Adjournment:** Approximately 9:30 p.m.

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Respectfully submitted,

**Heather P., Secretary,** Thousand Oaks Townhouse Association