

Thousand Oaks Townhouse Association (TOTA)

Board of Directors Meeting — Minutes

Date: June 16, 2026

Location: Lake Ridge Baptist Church, Clipper Drive / Virtually by Zoom

Call to Order: 7:31 p.m.

Board Members Present

- Heather P., Secretary
- Meredith U., Treasurer
- Jennifer C.
- Jermaine B.
- Andy N.
- Spiro K.
- Carlotta S.
- Constance L. (arrived 7:34 p.m.)

Board Members Absent

- Ben P., Acting President

Also Present

- None

Quorum: A quorum was established at the call to order and, pursuant to Bylaws §3.12, was deemed present throughout the meeting.

Notice: Notice of the meeting was provided in accordance with the Association's Bylaws and Va. Code § 55.1-1816.

Member Comment Period

Homeowner forum / member comment period was held pursuant to Va. Code § 55.1-1816(D).

Election of Chair Pro Tempore

Motion: That Meredith U. chair the meeting in the Acting President's absence.

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

Vote: Approved unanimously.

Approval of Minutes

Motion: To approve the minutes of the May 2026 Board meeting, as amended to insert "and cost estimate" in the Spot Blight Program section, in connection with the legal opinion.

Made by: Jennifer C. **Seconded by:** Spiro K.

Vote: Approved unanimously.

Architectural Review

Motion: To approve the ARC request application for 2095 Pilgrim (replacement of roof shingles).

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

Vote: Approved unanimously.

Executive Session

Motion: To convene in Executive Session pursuant to Va. Code § 55.1-1816(C) for the purpose of; discussion of personnel matters; discussion of contracts.

Made by: Meredith U. **Seconded by:** Heather P.

Vote: Approved.

Entered: 7:47 p.m.

Motion: To reconvene in open session.

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

Vote: Approved.

Reconvened in open session: 8:32 p.m.

Pursuant to Va. Code § 55.1-1816, no votes were taken in Executive Session.

Election of President

Heather P. nominated Jermaine B. for the office of President, to fill the existing vacancy pursuant to Bylaws §6.6.

Motion: To elect Jermaine B. as President of the Association.

Made by: Heather P. **Seconded by:** Meredith U.

Vote: 5 ayes; 2 nays (Constance L., Carlotta S.); 1 abstention (Andy N.). Motion carried. Jermaine B. was elected President.

Repeal of Parking Resolution

Motion: To repeal the parking resolution adopted April 21, 2026.

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

Vote: Approved unanimously.

Pool Chairs

Consideration of pool chair replacement was **tabled** to an upcoming meeting pending receipt of additional information.

Playground Safety Inspection

Motion: To authorize Jennifer C. to execute the playground safety inspection, in an amount not to exceed the approved budget threshold.

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

Vote: Approved unanimously.

Asphalt Repairs — Berry Paving Proposal

Motion: To adopt the Berry Paving proposal, limited in scope to pothole repair and demolition of speed bumps in disrepair.

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

Vote: Approved unanimously.

Adjournment

Motion: To adjourn.

Made by: Heather P. **Seconded by:** Meredith U.

Vote: Approved unanimously.

Time of Adjournment: 9:47 p.m.

Respectfully submitted,

Heather P., Secretary

Thousand Oaks Townhouse Association