

# SUGARLAND RUN



DEC 2023  
NEWS

## SUGARLAND RUN HOMEOWNERS ASSOCIATION

200 Greenfield Court, Sterling, VA 20164 ■ [manager@srhoa.com](mailto:manager@srhoa.com) ■ 703-430-4500 (phone) ■ 703-430-4501 (fax)  
[www.srhoa.com](http://www.srhoa.com)

### WHAT'S HAPPENING

**2024 Association Dues & Budget:** The Sugarland Run HOA and Townhome HOA have approved the 2024 Budgets and Monthly Assessments. The 2024 monthly assessments for Sugarland Run HOA & Sugarland Square Townhomes members will remain the same at \$78.45 and \$39.20 for Hunington Ridge members. The monthly assessments for the Sugarland Run Townhome HOA will be \$80.42 beginning January 1, 2024. Coupons will arrive in December for all homeowners. If you do not receive them by mid-January, please contact the office at 703-430-4500.

**Yard Waste and Christmas Tree Disposal:** Yard waste should either be retained on your property or properly transported to the county landfill. Christmas trees can be dropped off for recycling at several nearby sites, including Claude Moore Park. Waste hauling companies often offer yard waste and Christmas tree services – if you have private trash service, please contact your waste hauler for more information. Do not use HOA commons areas to dispose of your yard waste or Christmas trees.

**On-Street Parking:** When parking on streets, do not block access points for adjacent sidewalks or crosswalks. Do not park vehicles in a way that blocks visibility at street corners. Unless marked otherwise, parked vehicles should be no closer than 30 feet to street corners. Ticketing and/or towing of violators is possible. Residents are asked to call Loudoun County Sheriff's Office at 703.777.1021 to report possible violations. LCSO will respond to parking complaints when notified.

**HOA Facebook Group:** The Sugarland Run HOA operates a Facebook Group. All residents of the SRHOA, Sugarland Run Townhome HOA, Sugarland Square HOA, and Hunington Ridge 1, 2, and 3 HOAs are invited to join this group. You can find the group by searching on Facebook for the group named "Sugarland Run HOA Community." The web address for the group is <https://www.facebook.com/groups/287206780466456>. Membership in the group is restricted to residents and/or owners. We hope to see you online!

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## COMMUNITY CONTACTS

### Sugarland Run HOA/THOA

#### **General Manager**

Asma Khan, CMCA®, ARM®,  
CAM®, AMS®

Sequoia Management Co., Inc.  
manager@srhoa.com  
703-430-4500 (phone)  
703-430-4501 (fax)

### SRHOA Board of Directors

srhoa\_board@srhoa.com  
Meets 1st & 3rd Wed at 6:30 pm  
Jimmy O'Connor, President  
Patricia Pruden, Secretary  
Marc Raphael, Treasurer/  
Vice President  
Jeff Kozak  
Jorge Frapiccini  
Christopher Fullerton  
Heather Parker  
Dan Benavente  
Raed Muslimani

### SRTHOA Board of Directors

thoa\_board@srhoa.com  
Meets 2nd Wed at 7:00 pm  
Marit Huges, President  
Paul Hannan, Treasurer  
Ellen Piacente, Secretary

### Architectural Review

#### **Committee (ARC)**

arc@srhoa.com  
Meets 2nd Tues at 7:30 pm  
Misty Young  
John Heath  
Tyler Nielson

### Community Activities

#### **Committee (CAC)**

cac@srhoa.com  
Meets 4th Tues at 7:30 pm

### Sugarland Square Association

Evernest Management Company  
571-291-2165  
support@evernest.com

### Hunington Ridge I

TWC Management  
703-437-5800  
info@twcmanagement.com

### Hunington Ridge II

Metropolis  
301-779-1800  
community@mymetropolis.net

### Hunington Ridge III

Sentry Management  
540-751-1888  
communitycare@sentrymgt.com

### Emergency

911

### Sheriff's Office Non-Emergency

703-777-1021

### Loudoun County Animal Control

703-777-0406

### Battlefield Towing (THOA)

703-378-0059

### American Disposal (THOA)

703-368-0500

### VDOT Service Request

800-367-7623

## IMPORTANT INFORMATION

### **ARCHITECTURAL CHANGES**

All Exterior Modifications need to be approved by the ARC. Applications are available on the website or at the office.

### **BOARD MEETINGS**

All Board Meetings are open to all residents. HOA meetings are now being held in person and virtually via Zoom. THOA meetings are still being held virtually via Zoom

### **TOWNHOUSE SERVICES**

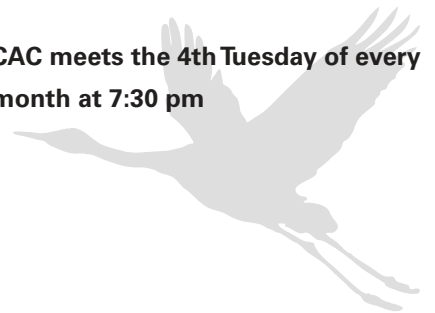
Trash removal Monday and Thursday.  
Snow Removal  
Common ground care

### **HOA MONTHLY ASSESMENTS**

Single Family-\$78.45  
Townhouse-\$78.45  
Hunington Ridge-\$39.20  
Sugarland Square-\$78.45

THOA Monthly Assessment-\$71.08

**CAC meets the 4th Tuesday of every month at 7:30 pm**



Forms, Meeting Minutes, Guidelines and More Information  
Available at the Community Office and  
**[www.srhoa.com](http://www.srhoa.com)**



## COMMUNITY NEWS

### Snow Removal:

The main streets throughout Sugarland Run are maintained, including snow removal and ice treatment, by VDOT. The parking areas within the Townhome HOA are maintained, including snow removal and ice treatment, by the THOA. The Community Center parking lot is maintained, including snow removal and ice treatment, by the SRHOA. Usually, several inches must accumulate before plows will be deployed. The HOA contractor is scheduled to service Sugarland Run after VDOT has plowed the main streets. Snow removal from sidewalks is the responsibility of residents – the sidewalk fronting the home is to be kept clear of snow by that homeowner. The majority of the asphalt paths throughout Sugarland Run are maintained by the HOAs as recreational amenities and therefore snow removal is not performed.

### Office Closures:

The SRHOA Office will be closed on the following dates:

Monday, December 25, 2023 – In observance of the Christmas Holiday

Monday, January 1, 2024 – In observance of New Year's Holiday

### Email Updates:

Have you signed up for the SRHOA e-news? If not, please visit <http://www.srhoa.com> and complete the "Sign Up for Email List" request. Or call the office and provide your updated contact information at 703-430-4500.



In the spirit of the season, we are sponsoring a holiday collection drive to help those less fortunate. Suggested items include:

- Canned goods (vegetables, fruits, proteins, soups), cereal, shelf-stable milk, pasta, rice
- Diapers (especially larger sizes) and baby wipes

Donations can be dropped off at the office by December 8th during business hours Monday through Friday, 9 AM – 5 PM, or at Breakfast with Santa on Saturday, December 9th from 9 – 11 AM.

**HELP DONATE TO THOSE IN NEED! ACCEPTING CANNED FOOD AND NON-PERISHABLE ITEMS, ONLY.**



## COMMUNITY EVENTS



**Saturday  
December 9<sup>th</sup>  
9 – 11 AM**

Join us Saturday, December 9<sup>th</sup> from 9-11 AM for the exciting return of Breakfast with Santa. Say hello and take a photo with Santa. There will be a buffet with eggs, pancakes, bacon, sausage, fruit, sweets, and beverages.

During the event, we will be collecting canned goods (vegetables, fruits, soups, pasta, meats), cereal, shelf-stable milk, pasta, rice, diapers, and wipes to help local families in need. Even one can makes a difference!

*Calling all elf candidates! Santa needs you! On 12/8 from 7-9 PM, decorate the community center. On Saturday, 12/9, lead activity stations, lend extra hands to ensure everything is running smoothly, and clean up after the event. This qualifies for community service hours. Please consider donating some time to help make this event a success. Sign up here:*

<https://tinyurl.com/SantaBreakfastHelpers>



## Winter Decorating Contest

Let your lights shine! Show your holiday spirit!

Register for our Winter Decorating Contest by December 18<sup>th</sup> via this link:

<https://tinyurl.com/WinterDecoratingContest>

Voting will take place from December 23<sup>rd</sup> through December 31<sup>st</sup>. Email [CAC@shroa.com](mailto:CAC@shroa.com) with questions or to sign up as a contest judge.







## JOB POSTING

### Job Posting – Sugarland Run HOA Rental Facilitator

#### Description

Sugarland Run Homeowners Association is seeking an individual to perform the opening and closing responsibilities for after-hours private rental events at the Sugarland Run HOA Community Center and Office Building (located at 200 Greenfield Court, Sterling, VA).

After-hours periods during which rentals may be scheduled are:

- 5:00 p.m. to Midnight on Monday, Tuesday, Wednesday, Thursday, and Friday
- 8:00 a.m. to Midnight on Saturday and Sunday

This position is an on-call position. The HOA Rental Facilitator will usually be provided at least two weeks advance notice of scheduled rentals. Hours will vary and will often include several Saturday rentals per month requiring midnight closings. Most rentals are scheduled on weekends.

Pay is \$50.00 per event.

#### Requirements

Opening and Closing Process:

- Arrive at the facility 15 minutes before the start of the rental to verify the space is ready for the Renter.
- Greet the Renter and confirm they are the Renter according to the Contract.
- Inspect the facility with the Renter, completing the "Before Rental" checklist.
- Instruct the Renter as to the operations of the facility.
- Provide the Renter with keys to the rented space.
- Remind the Renter you will return at the end time indicated on the contract to close the rental.
- Provide the Renter with your phone number to call with questions or concerns during the rental.
- Return to the facility at the end time indicated on the Contract.
- Inspect the facility with the Renter, completing the "After Rental" checklist.
- Collect the keys from the Renter.
- Turn off lights and lock doors upon exiting.
- Deposit the completed checklist in the HOA drop box.

The HOA Rental Facilitator is also required to:

- Ensure the Renter vacates the facility at the time specified in the contract.
- Respond in person as necessary to building alarms and Renter issues during the rental period.
- Report incidents and suspicious activity to HOA management (and if necessary, 911)
- Perform this duty professionally and lawfully.
- Be reliable and punctual for openings and closings.

**This is part-time employment and hours will vary based on scheduled events.**

**Individuals interested should contact the SRHOA General Manager, Asma Khan, at (703) 430-4500 or [manager@srhoa.com](mailto:manager@srhoa.com).**



# DEC 2023

| Sunday   | Monday                           | Tuesday                      | Wednesday                     | Thursday                          | Friday | Saturday |
|----------|----------------------------------|------------------------------|-------------------------------|-----------------------------------|--------|----------|
|          |                                  |                              |                               |                                   | 1      | 2        |
| 3        | 4                                | 5                            | 6<br>HOA Meeting<br>6:30 pm   | 7                                 | 8      | 9        |
| 10       | 11                               | 12<br>ARC Meeting<br>7:30 pm | 13<br>THOA Meeting<br>7:00 pm | 14<br>Office Closes<br>at 3:00 pm | 15     | 16       |
| 17       | 18                               | 19<br>CAC Meeting<br>7:30 pm | 20<br>HOA Meeting<br>6:30 pm  | 21                                | 22     | 23       |
| 24<br>31 | 25<br>Christmas<br>Office Closed | 26                           | 27                            | 28                                | 29     | 30       |

# JAN 2024

| Sunday | Monday                              | Tuesday                      | Wednesday                     | Thursday | Friday | Saturday |
|--------|-------------------------------------|------------------------------|-------------------------------|----------|--------|----------|
|        | 1<br>New Years Day<br>Office Closed | 2                            | 3<br>HOA Meeting<br>6:30 pm   | 4        | 5      | 6        |
| 7      | 8                                   | 9<br>ARC Meeting<br>7:30 pm  | 10<br>THOA Meeting<br>7:00 pm | 11       | 12     | 13       |
| 14     | 15                                  | 16                           | 17<br>HOA Meeting<br>6:30 pm  | 18       | 19     | 20       |
| 21     | 22                                  | 23<br>CAC Meeting<br>7:30 pm | 24                            | 25       | 26     | 27       |
| 28     | 29                                  | 30                           | 31                            |          |        |          |

# APPLICATION FOR ARCHITECTURAL IMPROVEMENT

# APPLICATION FOR ARCHITECTURAL IMPROVEMENT

**\*\* Please email application to [admin.assistant@srhoa.com](mailto:admin.assistant@srhoa.com) or drop it off at the office.\*\***

HOA Account # \_\_\_\_\_

THOA Account # \_\_\_\_\_

For complete information on the Architectural Review Committee and procedures, please refer to the ARC Guidelines and Declarations of Covenants, Conditions, and Restrictions. Please be sure to include any supporting documentation as required by the ARC Guidelines.

APPLICATIONS MUST BE COMPLETED TO ITS ENTIRETY. SIGNATURES ARE REQUIRED.  
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SINGLE FAMILY: \_\_\_\_\_ TOWNHOUSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER (C): \_\_\_\_\_ (O): \_\_\_\_\_

EMAIL: \_\_\_\_\_

CURRENT SIDING COLOR: \_\_\_\_\_ CURRENT ROOF COLOR: \_\_\_\_\_

CURRENT TRIM COLOR: \_\_\_\_\_ CURRENT WINDOW COLOR/MATERIAL: \_\_\_\_\_

DESCRIPTION OF PROPOSED IMPROVEMENT:

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FOR TOWNHOUSE SIDING REPLACEMENT PLEASE NOTE NEIGHBORING UNIT COLORS BELOW:

NEIGHBORING UNIT 1:\_\_\_\_\_ APPLICANT(CURRENT):\_\_\_\_\_ NEIGHBORING UNIT 2:\_\_\_\_\_

Contractor's Name: \_\_\_\_\_ License #: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED END DATE: \_\_\_\_\_

*I agree to comply with the Declaration of Covenants, Conditions and Restrictions, ARC Guidelines and County building codes in making the above improvement(s). Permission is hereby granted for the members of the ARC and appropriate SRHOA staff to enter onto my property to make reasonable inspections of the requested improvement location (s).*

*I understand that the display of Contractor signs is NOT permitted.*

OWNERS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### ARC DECISION



PRSR.  
STANDARD  
US POSTAGE  
**PAID**  
DULLES, VA  
PERMIT NO. 273

**Sugarland Run News**  
**Sugarland Run Homeowners Association**  
200 Greenfield Court  
Sterling, VA 20164

 PRINTED ON RECYCLED PAPER USING SOY-BASED INK.  
AS A RESULT OF THIS NEWSLETTER 2 TREES HAVE BEEN PLANTED!



**SIGN UP FOR SUGARLAND RUN  
E-NEWS AT [HTTP://WWW.SRHOA.COM](http://www.srhoa.com)**

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