

SUGARLAND RUN TOWNHOUSE OWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING

April 9, 2025

Present BOD:	Kevin Leete, President David Meier, Treasurer David Mitchler, Secretary Bilal Hussain, Director
Absent BOD:	Thea Cox, Director
Management:	Asma Khan, Sequoia Management Victoria Murcia, Sequoia Management

CALL TO ORDER

Kevin Leete called the meeting to order at 7:01 PM. It was noted that quorum was present.

APPROVAL OF AGENDA

Kevin Leete MOTIONED that the agenda be approved as amended. David Mitchler SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

GUEST SPEAKER: Vince Hughes, CPA – Sequoia Management

Vince Hughes, a Sequoia Management Company CPA, spoke on the THOA's financials and the legal responsibility of what can and can't be moved. He also answered any questions the board had.

APPROVAL OF MINUTES

Kevin Leete MOTIONED to approve the meeting minutes from March 12, 2025, as written. David Meier SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

RESIDENT FORUM

- A homeowner asked why they are being charged for damages in the common area and requested a month to fix it themselves.
- A homeowner had a question regarding a few neighbors who have not received their proxy form yet.
- A homeowner inquired about updates on 57 Monarch Dr. They also reported that the sign for Willow Lake, which does not allow motorboats, is weathered and needs to be replaced.

FINANCIALS

- The board discussed and reviewed the financials.

MANAGER'S REPORT

- Management has processed all the details for HOA Vote Now for the 2025 Electronic Hybrid Elections and Annual Meeting. This will go live on April 10, 2025.
- Management has collaborated with Mr. Meier to finalize the Annual Meeting packet, which was processed through We Know Mail and sent to individual members addresses along with the ballot. The management office received the sample in the first week of April 2025.
- Management, Mr. Meier, Don, and Scott from Premier Landscaping walked the trail scheduled for renovations this month, depending on the weather. All the trees that need to be removed and collaborated with the HOA Association to approve the removal of trees on their common grounds, were discussed, and the approved work is to be scheduled.
- Management worked on getting Fairfax Paving the deposit check to complete the remaining trail work behind Willow Terrace from 2024 and start the new trail work between Wedgedale Dr, Monarch Dr, and Simeon Ln.
- Management worked on the newsletter article for the THOA and had that in the March 2025 Edition for the community.

COMMITTEE REPORT

The committee reported that there are volunteers for parking and road safety. They have contacted VDOT regarding a no-parking zone by a curb that has been implemented and will be installed. They have also decided to meet on the 4th Saturday of each month at 2:30 PM and would like to meet in the office building. They would also like any information that has been received to be put into the newsletter.

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DECISION ITEMS

Ratification of Tree Removal E-Vote by Premier Landscaping: Kevin Leete MOTIONED to ratify quote 25425 to remove trees for a total of \$16,750 by Premier Turf and Landscaping. Bilal Hussain SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

Wells Fargo CD Funds Transfer of 63K: Kevin Leete MOTIONED that the \$63,000 CD that matured be moved into the Pinnacle account. David Meier SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

Additional Concrete Work: Kevin Leete MOTIONED to approve Fairfax Paving and Concrete, Inc for trail work on Wedgedale Dr to Willow, not to exceed \$86,000. David Meier SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

Kevin Leete MOTIONED to approve Fairfax Paving and Concrete, Inc. for the trail work for a total of \$31,020 on Monarch Dr, Wedgedale Dr, and Simeon Ln. David Mitchler SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

Kevin Leete MOTIONED to approve Fairfax Paving and Concrete, Inc. to install a basket installation for \$19,980. Bilal Hussain SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

Kevin Leete MOTIONED to approve up to \$5,000 additional concrete work for Fairfax Paving and Concrete, Inc. David Meier SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

DISCUSSION ITEMS

1. Sequoia Management Contract Review
 - A. The board would like to discuss the protocol for towing vehicles and would like to discuss the parking policy.
2. Step Railing Update
 - A. Fairfax Paving & Concrete Inc. has not yet submitted any proposals for the step railings, which should be presented at the next meeting.
3. Willow Terrace Shed Use
 - A. The board would like the electricity to be reinstated and reconnected. They will also like it to be empty by the next meeting.

ANNOUNCEMENT OF THE NEXT MEETING

The next meeting is May 14, 2025, at 7 PM

ADJOURNMENT

Kevin Leete MOVED to adjourn the meeting. David Meier SECONDED the motion, and it PASSED. 4 FOR, 1 ABSENT (Thea Cox).

The meeting was adjourned at 9:03 PM.

Submitted By: _____