

SUGARLAND RUN HOMEOWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
August 20, 2025

CALL TO ORDER

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on August 20, 2025, at 6:30 PM. Marc Raphael informed everyone in attendance that a quorum was present.

Present BOD:

Marc Raphael, President
Jeff Kozak, Vice President
Christopher Fullerton, Treasurer
Jimmy O'Connor, Director
Jorge Frapiccini, Director
Christine Devine, Director
Tim Starr, Director

Absent BOD: Patricia Pruden, Secretary (Absent)

Management: Asma Khan, Sequoia Management

Vacant: Vacant Director Seat

APPROVAL OF AGENDA

Marc Raphael **MOTIONED** that the agenda be approved as amended. The Resident Forum was conducted before the Guest Speakers, and Lira Training Dates were added to the Discussion Items. Jeff Kozak **SECONDED** the motion, which **PASSED 7 FOR, 1 ABSENT (Patricia Pruden).**

RESIDENT FORUM

- Dianna Acorda from the CAC requested assistance from the board for a pool party on September 1, 2025, at noon. She also confirmed that Fall Fest will take place on October 18, 2025.
- Mr. David Meier requested to see the management contract between SRHOA and Sequoia Management from 2001 and the revised contract from 2004.

GUEST SPEAKER:

Aimme T. H. Kessler and William B. Mason from Segan Mason & Mason conducted a comprehensive orientation for the board of directors. They covered fiduciary duties, the responsibilities of the Master Association toward the sub-associations, as well as various restrictions and guidelines. Additionally, they discussed the governing documents, highlighting their hierarchy and significance in homeowners' associations (HOAs).

APPROVAL OF MINUTES

Marc Raphael **MOTIONED** that the August 6, 2025, meeting minutes be approved as amended. Jeff Kozak **SECONDED** the motion, which **PASSED 7 FOR, 1 ABSENT (Patricia Pruden).**

FINANCIAL REPORT:

- Asma Khan mentioned that the Surplus numbers were incorrect in the analysis and noted that the correct Surplus is \$37,296.12.
- Christopher Fullerton stated that the 2026 budget has been completed and sent to Asma Khan for review. -Once she reviews it and suggests any changes, they plan to meet and finalize the budget for 2026 with Marc Raphael. He mentioned increasing assessments to 1.9%.
- Marc mentioned making some category changes and other updates that will be presented to the board at the mid-September meeting. Additionally, Marc requested that the Basketball court renovation be added to the other Idea List.
- Jeff questioned the reason for the increase in the assessment, which was due to the rise in contracts

as indicated in the budget assessments for 2026.

DIRECTORS REPORT

- Jeff Kozak reported that he spent three hours cleaning the lake shores and water edge last Sunday, with assistance from another community resident. He noted that the spillway near the rocks by Dog Station 15 was overgrown with shrubs and grass. He also mentioned a fire that started near that area, which could have been either accidental or intentional; since the brush is dry, we need to remain vigilant. Additionally, he informed us that the Loudoun Invasive Resident Alliance (LIRA) will be holding training sessions soon. The Ashburn Village Invasive Removal Team (AVIRT) is also seeking volunteers for its training on August 31st, an event in which he has previously participated. He will follow up via email for more details on this matter.
- Jimmy O'Connor appreciated the Board Contact and Term form but asked Asma Khan to update it by adding the vacant member position. He also mentioned the new website, which will enhance transparency by sharing information. The website will include a secure section for documents, featuring the board packet, and will notify residents about upcoming meetings, along with access to detailed packets for their review.
- Marc wants to add the presence of Agendas and board packets to be available to the members prior to the meetings on the website under login credentials.

MANAGER'S REPORT

- Relocation of the Sequioa Management Office notice and letter shared with the board of directors.
- Asma Khan confirmed that everyone has reset their passwords for their Outlook.
- The reserve study was completed and will be shared with the board on September 3, 2025, to discuss it with the board.
- The website designer will provide a presentation at the September 17, 2025, board meeting.
- Asma Khan requested board members to assist with monitoring the Facebook website and to respond to members.
- Trail Contracts were sent to Brothers Paving and Fairfax Paving for their review and approval. Brothers have accepted the changes provided by the law. Fairfax had a few concerns that Marc, Hiruy Dafla, and I assisted in responding to. We are waiting for them to sign the contract.
- Washington Gas is working on reinstating the gas line to the office building. Management has removed the bushes by the office per their request and had a local plumber locate and mark the utility lines. Next, Washington Gas will contact Miss Utility to mark all other utility lines before scheduling the work.
- The Lake Willow project is still under review by the county. They are working on obtaining the grading permit. They are focusing on determining the fencing, trail adjustments, and the safety plan for the construction.
- Cybersecurity crime was discussed in the Discussion Item.

DECISION ITEMS:

There were no Decision Items.

1.

DISCUSSION ITEMS

1. **Annual Meeting & Announcement 2025:** The board and Asma Khan discussed the open positions for the upcoming 2026 elections. The announcement will be prepared and sent out in October 2025. Jimmy O'Connor will review the announcement and make necessary edits prior to publication.
2. **Cyber Crime & Fraudulent Activity:** The board and Asma Khan discussed the recent cybercrime attack on the Homeowners Association (HOA).
3. **Lira Training Dates:** The board reviewed the upcoming training dates submitted by Jeff Kozak and confirmed December 7 for the Ivy Removal Training this year.

EXECUTIVE SESSION

- There was no Executive Session held for this meeting.

ANNOUNCEMENT OF THE NEXT MEETING

Wednesday, September 3, 2025

ADJOURNMENT

Marc Raphael **MOTIONED** to adjourn the meeting. Jeff Kozak **SECONDED** the motion, and it **PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:05 P.M.

Submitted By: _____