

SUGARLAND RUN TOWNHOUSE OWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING

January 8, 2025

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

CALL TO ORDER

Kevin Leete called the meeting to order at 7:05 PM. It was noted that quorum was present.

GUEST SPEAKER – AMERICAN DISPOSAL

Joel Washok, Assistant District Manager from American Disposal, answered questions and concerns from the board to come up with a solution or report back on what the solutions may be.

APPROVAL OF AGENDA

Kevin Leete MOTIONED that the agenda be approved as amended. Thea Cox SECONDED the motion, and it PASSED UNANIMOUSLY.

APPROVAL OF MINUTES

Kevin Leete MOTIONED to approve the meeting minutes from November 13, 2024, as written. David Meier SECONDED the motion, and it PASSED UNANIMOUSLY.

RESIDENT FORUM

- A homeowner wanted to thank the hoa for removing the tree behind his property. He also wanted to express his concerns regarding the snow removal around the townhouses.

FINANCIALS

- The board discussed and reviewed the financials.

DIRECTORS REPORT

- Thea Cox reported trash that needs to be cleaned up by Willo
- David Mitchler voiced concern regarding American Disposal leaving trash while picking up trash from bins.
- David Meier stated that there is activity going on by Willow Terrace as well that needs to be addressed.

MANAGER'S REPORT

- Management is working with the accounting team that all 2024 invoices were accrued for 2024 and that December end-of-year statement reflected an actual surplus.
- Management contacted American Disposal to arrange a meeting between their area manager and the THOA Board of Directors. I have met with their supervisor multiple times regarding the trash pickup issues reported by Mr. Mitchler to monitor their performance.
- Management has contacted Fairfax Paving to find a solution for the drainage issue at the Drury Circle Drainage hole. Marty responded and will be providing an evaluation. If the board prefers to work with a different contactor, I can seek bids for this work.

COMMITTEE REPORT

The committee would like to be involved with the VDOT traffic control information.

DECISION ITEMS

Transferring of 2024 Surplus Funds to Reserve Account: David Meier MOTIONED to approve the current surplus of \$143,208.49 and move it into replacement reserves under equity. Kevin Leete SECONDED the motion, and it PASSED UNANIMOUSLY.

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DISCUSSION ITEMS

1. Projects for 2025
 - A. The board disused a few projects they would like to do for 2025 which include the completion of the Willow Terrace Project, Handrail installation on steps listed in the reserve study, asphalt trail replacement from Wedgedale Dr to Willow Lake
2. Election Committee – May 2025 Elections
 - A. The board discussed and would like a written process of how the ballots are processed.
3. Visitor Pass Renewal
 - A. The board would like to discuss this in January 2026 to review the Visitor Pass renewal process.
4. Regular Parking Lot and Road Safety Committee Meetings
 - A. The board would like to meet on the last Saturday of every month for a Road Safety Committee Meeting outside the Community Center and would like it posted in the newsletter.
5. Trash Collection Cost for Special Pickups
 - A. The board would like to get the list from American for the cost of special pickups.

EXECUTIVE SESSION

Kevin Leete MOTIONED to Enter Executive Session to discuss Legal Matters at 9:01 PM. Bilal Hussain SECONDED the motion, and it PASSED UNANIMOUSLY.

Kevin Leete MOTIONED to Exit Executive Session at 9:07 PM. Thea Cox SECONDED the motion, and it PASSED UNANIMOUSLY.

ANNOUNCEMENT OF THE NEXT MEETING

The next meeting is February 12, 2025, at 7 PM

ADJOURNMENT

Kevin Leete MOVED to adjourn the meeting. Thea Cox SECONDED the motion, and it PASSED UNANIMOUSLY.

The meeting was adjourned at 9:08 PM.

Submitted By: _____