

SUGARLAND RUN TOWNHOUSE OWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING

July 9, 2025

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

CALL TO ORDER

David Meier called the meeting to order at 7:01 PM. It was noted that a quorum was present.

APPROVAL OF AGENDA

David Meier **MOTIONED** that the agenda be approved as amended. Kevin Leete **SECONDED** the motion, and it **PASSED, 3 FOR, 2 ABSENT (Thea Cox and Bilal Hussain).**

APPROVAL OF MINUTES

Kevin Leete **MOTIONED** to approve the meeting minutes from June 11, 2025, as written. David Meier **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

RESIDENT FORUM

- There were no residents with comments or questions.

OFFICERS REPORT

David Meier wanted to discuss what the priority would like to address in the special meeting on July 26, 2025.

FINANCIALS

- The board discussed and reviewed the financials.

COMMITTEE REPORT

The committee reported that a meeting with the traffic calming study has been scheduled when school starts, and the process will be summarized and reported.

MANAGER'S REPORT

- Management worked with Sequoia's accountants to review all past due accounts for previous members. There were fifty-two members who owned under \$100 and wrote off \$5,200 towards bad debt to clean the books.
- Management has drafted the cancellation notice for snow removal through Clippers from 2025 and sent it to them, in effect immediately. They have accepted the cancellation request for snow removal service.
- Management has reached out to Don at Premier Landscaping and got their previous year's snow removal contract and is in this board packet for review.
- Management has prepared the agenda for the special meeting to discuss the Sequoia Contacts and their changes over the years, as requested by the board and was sent over for approval.
- Management has assisted the administration team and the inspector with daily operations and violations and resolving any complaints received from the townhome members.

OLD BUSINESS

Snow Removal Contract: the board would like to add a cancelation clause before approving the snow removal contract with Premier Landscaping.

Trail, Sidewalks, and Step Update by David Meier: David Mitchler reported that the trails have been completed and is still waiting for the invoice. David Meier **MOTIONED** approving up to \$3,000 to put a safety rail off Simeon Lane. Bilal Hussain **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

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Visitor Parking Tag Renewal: The board would like to update the visitor tags starting 2026 and would like to let the members know in the newsletter that they will need to update their passes by 2026.

NEW BUSINESS

1. Audit 2024

- A. The 2024 audit was attached and will be signed by the board president.

2. Painting Curbs and Fire Lanes

- A. The board would like to gather more information on painting curbs and fire lanes. They will be reaching out to contractors to get proposals for painting.

3. Waste Receptacles

- A. David Meier wrote up a resolution for waste receptacles not to be shown in front of their properties and any that are, to be moved behind property. Kevin Leete **MOTIONED** that management review the current trash cans in the sight of unit homes and to be sided to be moved at the next meeting. Bilal Hussain **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

ANNOUNCEMENT OF THE NEXT MEETING

The next meeting is August 13, 2025, at 7 PM

Board Working Session – Office Building, Room A, July 26, 2025, at 2:30 PM

ADJOURNMENT

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

The meeting was adjourned at 8:39 PM.

Submitted By: _____