

SUGARLAND RUN TOWNHOUSE OWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING

May 14, 2025

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

CALL TO ORDER

Kevin Leete called the meeting to order at 7:47 PM. It was noted that quorum was present.

APPROVAL OF AGENDA

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

SELECTION OF OFFICERS

The board VOTED to approve the following selections of officers, and it PASSED UNANIMOUSLY.

- President – David Meier – Term Expiration 2027
- Vice President – Kevin Leete - Term Expiration 2027
- Treasurer – Bilal Hussain - Term Expiration 2026
- Secretary – David Mitchler - Term Expiration 2027
- Director – Thea Cox - Term Expiration 2026

APPROVAL OF MINUTES

Kevin Leete MOTIONED to approve the meeting minutes from April 9, 2025, as written. David Meier SECONDED the motion, and it PASSED UNANIMOUSLY.

RESIDENT FORUM

- A homeowner had a question regarding what is happening with the Willow Lake Project.

FINANCIALS

- The board discussed and reviewed the financials.

COMMITTEE REPORT

The committee reported that an email has been sent out to Supervisor Briskman, and it has been received. A kickoff meeting will be taking place, and the THOA board is invited to join the meeting. They also discussed the parking spot line painting that needs to be done, and are looking for a proposal to get this done.

MANAGER'S REPORT

- The board elected member, Roseann Meier, was there to observe the entry of the paper ballots in the HOA Vote Now system for the annual meetings on April 28, 2025, and May 12, 2025, and monitored while management performed the task.
- Management submitted all the paper ballots on April 28, 2025, and received confirmation from HOA Vote now that the required quorum to hold the 2025 Annual Meeting has been met.
- Maintenance has walked and inspected the recent trail and concrete work performed by Fairfax Paving.
- Management and maintenance met with a fencing company to discuss the installation of a fence that would block access from 7/11 and Sugarland Square into the THOA property, and is looking into getting an estimate prior to the next meeting for this purpose.
- Management has inspected the areas where Premier Landscaping removed the approved trees and they have done a good job.
- Management has worked on the newsletter article for the THOA and had it in the May 2025 edition for the community.

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DECISION ITEMS

Ratification of Rails: Kevin Leete MOTIONED to approve the ratification of E-Vote for the railing for a total of \$9,500. David Mitchler SECONDED the motion, and it PASSED UNANIMOUSLY.

Estimate for Steps – Fairfax Paving: Kevin Leete MOTIONED to approve the stair replacement of 11 Simeon Lane, 118 Richland Circle, 101 Woodgate Court, 100 Hayloft Court, and 223 Greenfield Court for a total of \$49,896. David Mitchler SECONDED the motion, and it PASSED 4 FOR, 1 ABSTAIN (Bilal Hussain)

Additional Concrete Work:

Kevin Leete MOTIONED to retract the motion that was made April 9, 2025 for the basket installation for a total of \$19,980. Bilal Hussain SECONDED the motion, and it PASSED UNANIMOUSLY.

Kevin Leete MOTIONED to approve Fairfax Paving and Concrete, Inc. for additional concrete sidewalk replacement for a total of \$20,282. David Meier SECONDED the motion, and it PASSED UNANIMOUSLY.

David Mitchler MOTIONED to approve Fairfax Paving and Concrete, Inc. for additional concrete sidewalk replacement for a total of \$19,530. David Meier SECONDED the motion, and it PASSED UNANIMOUSLY.

Transfer of Funds: David Meier MOTIONED that the unappropriated equity of \$213,208.49, the board will be transferring \$113,208.49 into the reserve fund, leaving the unappropriated equity at a total of \$100,000. Kevin Leete SECONDED the motion, and it PASSED UNANIMOUSLY.

DISCUSSION ITEMS

1. Mailboxes & Crime

A. The board will be discussing this at a future meeting.

ANNOUNCEMENT OF THE NEXT MEETING

The next meeting is June 11, 2025, at 7 PM

ADJOURNMENT

David Meier MOVED to adjourn the meeting. Kevin Leete SECONDED the motion, and it PASSED UNANIMOUSLY.

The meeting was adjourned at 9:05 PM.

Submitted By: _____