

SUGARLAND RUN TOWNHOUSE OWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING

August 13-2025 Meeting Minutes

Present BOD:	David Meier, President Kevin Leete, Vice President Bilal Hussain, Treasurer 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

Kevin Leete **MOTIONED** that the agenda be approved as written. Bilal Hussain **SECONDED** the motion, and it **PASSED, 3 FOR, 1 No (David Meier) &1 Abstain (Thea Cox).**

Guest Speaker: Jessica Shelton, representing American Disposal, attended the meeting. She addressed the board's questions and concerns regarding the price increases over the past few years, which have been attributed to higher landfill and operational costs, as well as issues related to the placement of the waste bins after service. As the new account executive, she assured the board that she would investigate their concerns.

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

- Marit Hughes noted that the increase in the management contract was also due to hiring a porter to manage the routine collection of trash from the common areas. She had to leave the special meeting early and wanted to bring this issue to the attention of the board of directors. Additionally, she mentioned that trash cans are mostly left on the curbs and that American Disposal is performing well; the issues discussed in today's meeting are not universal and are only reported in a few areas.
- J Tirado introduced herself as a new resident. She mentioned that she had no issues with the trash company. She inquired about a tree behind her backyard that needs pruning.

OFFICERS REPORT

- Kevin Leete inquired about all invoices paid to Fairfax Paving.
- Billal Hussain mentioned that after Labor Day, they will start using the devices to measure the average speed of the cars. At the next meeting, he will have more information. He attended the National Night Out and tried to meet the new deputy, but he was not there.

FINANCIALS

- The board discussed and reviewed the financials.

MANAGER'S REPORT

- Management provided the board of directors with the list of all the trash cans for the front side of the townhomes.
- Management reached out to Clippers to discuss landscaping and edging concerns.
- Management reached Premier Landscaping and got the revised Snow Removal Contract, which is included in this board packet.
- Management followed up with the board regarding the 2026 budget and its preparation.
- Management has prepared the agenda for the routine second meeting for the board of directors and has emailed it to the community and posted it on Facebook.
- Management has assisted the administration team and the inspector with daily operations, violations, and resolving any complaints received from the town-home members.
- Management will arrange for the community Deputy to attend the next board meeting.

SUGARLAND RUN TOWNHOUSE OWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING

OLD BUSINESS

1. **Snow Removal Contract:** David Meier **MOTIONED** to approve the snow removal contract from Premier Turf and Landscaping starting in 2025 as written. David Mitchler **SECONDED** the motion, and it **PASSED, Unanimously.**
2. **Parking Rules & Regulations Amendment:** This discussion item was tabled for a future meeting.

NEW BUSINESS:

1. **Ratification of E-Vote for Legal Assessments:** David Meier **MOTIONED** to approve and cease all legal actions for collections for all new delinquent accounts to Segan Mason & Mason. Kevin Leete **SECONDED** the motion, and it **PASSED, Unanimously.**
2. **Fire Lane & Curb Pressure Washing & Painting:** David Meier **MOTIONED** to approve to power wash and paint all the fire lanes at the Sugarland Run Townhouse Owners Association by Fairfax Paving & Concrete, Inc for \$26,866.00. Kevin Leete **SECONDED** the motion, and it **PASSED, Unanimously.**
3. **SRTHOA Engagement Proposal by Reese Broome Law Firm:** David Meier **MOTIONED** to change legal representation from Segan Mason & Mason to Reese Broome Law Firm for Sugarland Run Townhouse Owners Association. Billal Hussain **SECONDED** the motion, and it **PASSED, Unanimously.**
4. **2nd Routine Board Meeting Each Month:** David Meier **MOTIONED** to approve the second (2nd) Routine Board of Directors Meeting each month on the last Saturday at 2:30 pm at the Sugarland Run Office Building. David Mticheler **SECONDED** the motion, and it **PASSED, Unanimously.**
5. **Tree Removal Estimate:** David Meier **MOTIONED** to Estimate Number 25888 from Premier Turf and Landscaping for tree removal not to exceed \$3,885.00. Billal Hussain **SECONDED** the motion, and it **PASSED, Unanimously.**

ANNOUNCEMENT OF THE NEXT MEETING

The next meeting is September 10, 2025, at 7 PM

Second (2nd) Routine Board Meeting – Office Building, Room A, September 27, 2025, at 2:30 PM

ADJOURNMENT

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

The meeting was adjourned at 9:15 PM.

Submitted By: _____