

SUGARLAND RUN TOWNHOUSE OWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING

September 10, 2025

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 7:04 PM. It was noted that a quorum was present.

APPROVAL OF AGENDA

David Meier **MOTIONED** that the agenda be approved as written. Bilal Hussain **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

GUEST SPEAKER – Deputy Joshua Velazques

Deputy Velazquez, the only community resource officer in Loudoun, gave a presentation outlining his work since he began last October. He provided an overview of his responsibilities and discussed the various issues that have been reported to him within the community. He also addressed questions and concerns raised by the board.

APPROVAL OF MINUTES

David Miere **MOTIONED** to approve the meeting minutes from July 26, 2025, as written. Kevin Leete **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

David Miere **MOTIONED** to approve the meeting minutes from August 13, 2025, as written. Kevin Leete **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

Kevin Leete **MOTIONED** to approve the meeting minutes from August 30, 2025, as amended. Bilal Hussain **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox)**

RESIDENT FORUM

- A homeowner had a question on the HOA and THOA fees in the newsletter.

OFFICERS REPORT

David Meier discussed extending the visitor pass renewal to February 1, 2026. He also mentioned the transfer from Segon Mason & Mason accounts to Reese Broom.

David Mitchler stated that all the fire lane inspections have been completed. He mentioned that the curbs need to be redone to repaint the fire lanes, and it would be a waste to paint them right now with cracks on the curb. He also mentioned a railing that needs to be repaired on Sugarland Run Drive. He also discussed the striping update, which is scheduled to begin this month, and how we will inform the homeowners.

Kevin Leet **MOTIONED** to replace the railing for up to \$1,750 by Fairfax Paving at 211 Sugarland Run Drive. Bilal Hussain **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

David Miere **MOTIONED** to retract the motion from the previous meeting and by Fairfax Paving for restriping not to exceed \$40,000. He **MOTIONED** to approve all restriping of the townhome community not to exceed \$45,000. David Mitchler **SECONDED** the motion, and it **SECONDED** the motion, and it **PASSED, 3 FOR, 1 AGAINST (Kevin Leete), 1 ABSENT (Thea Cox).**

FINANCIALS

- The board discussed and reviewed the financials.

COMMITTEE REPORT

SUGARLAND RUN TOWNHOUSE OWNERS ASSOCIATION, INC BOARD OF DIRECTORS MEETING

The committee reported that they will be conducting the traffic study in the next week or two. And another meeting will be held in October to decide if they will proceed with the traffic calming study.

NEW BUSINESS

1. 2026 Budget – Assessment Increase 2026

- A. David Mieres **MOTIONED** to increase the 2026 assessments by 5% for \$78.40. Kevin Leete **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

OLD BUSINESS

1. Line of Vision on Waste Receptacles

- A. There is a unit on Regis Circle that has a waste receptacle #T38 and #T13 that the board would like to be removed and stored until further notice.

MANAGER'S REPORT

- Management has initiated work on the 2026 budget. A first draft will be submitted to Mr. Meier and Mr. Billal Hussain, Treasurer, for review at the next board meeting.
- Management has followed up with the auditors regarding the 2024 audit process.
- An application was submitted to the Commonwealth of Virginia's Department of Professional and Occupational Regulation to renew the SRTHOA Annual Business License, which is set to expire in August 2025.
- Agenda items submitted by Mr. Meier were prepared and included in the meeting agenda. Management disseminated the finalized agenda and relevant information to the board via email, Facebook, and mass email communication.
- Management continued to support the administrative team and inspector with daily operations and enforcement of community standards. Management also addressed and worked to resolve complaints from townhome members.
- All invoices submitted were reviewed and approved by management in a timely manner for payment.

EXECUTIVE SESSION

David Mieres **MOTIONED** to enter Executive Session to discuss legal matters at 9:20 PM. Kevin Leete **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

David Mieres **MOTIONED** to exit Executive Session at 9:30 PM. Kevin Leete **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

David Mieres **MOTIONED** to write off the remaining balance of \$1,038.35 for SRT157. Kevin Leete **SECONDED** the motion, and it **PASSED, 4 FOR, 1 ABSENT (Thea Cox).**

ANNOUNCEMENT OF THE NEXT MEETING

The next meeting is October 8, 2025, at 7 PM

Board Working Session – Office Building, Room A, September 27, 2025, at 2:30 PM

ADJOURNMENT

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

The meeting was adjourned at 9:31 PM.

Submitted By: _____