

**SUGARLAND RUN HOMEOWNERS ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
**September 17, 2025**

**CALL TO ORDER**

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on September 17, 2025, at 6:30 PM. Marc Raphael informed everyone in attendance that a quorum was present.

**Present BOD:** Marc Raphael, President  
Jeff Kozak, Vice President  
Christopher Fullerton, Treasurer  
Christine Devine, Director  
Tim Starr, Director (Arrived Late, Left Early)

**Absent BOD:** Jimmy O'Connor, Director  
Patricia Pruden, Secretary  
Jorge Frapiccini, Director

**Management:** Asma Khan, Sequoia Management  
Victoria Murcia, Sequoia Management

**Vacant:** Vacant Director Seat

**APPROVAL OF AGENDA**

Marc Raphael **MOTIONED** that the agenda be approved as amended. Jeff Kozak **SECONDED** the motion, which **PASSED 5 FOR, 3 ABSENT (Jimmy O'Connor, Patricia Pruden, and Jorge Frapiccini)**.

**RESIDENT FORUM**

- The CAC has announced the fall festival will take place on Friday, October 18, from 6 PM to 9 PM. They are seeking volunteers and additional bakers for the dessert tasting. Details about the fall festival will also be included in the newsletter for sign-up.
- Additionally, the townhome president, Mr. Meier, inquired about who is responsible for purchasing the trash bins for the entire community and for replacing them.

**GUEST SPEAKER – Website Redesign Q&A**

Eugene Gordiyenko from LightMix reported that the website is ready to roll out and is awaiting the board's approval to proceed. The board will review the website and send an email to management for final details and edits.

**APPROVAL OF MINUTES**

Christopher Fullerton **MOTIONED** that the September 3, 2025, meeting minutes be approved as amended. Jeff Kozak **SECONDED** the motion, which **PASSED 5 FOR, 3 ABSENT (Jimmy O'Connor, Patricia Pruden, and Jorge Frapiccini)**.

**DIRECTORS REPORT**

- Jeff Kozak stated we will need to reach out to the sub-associations regarding the site assessment that will be done on October 17, 2025.
- Marc Raphael stated that he serves as the liaison between management and the board of directors. He will request that board members direct their questions and concerns to him via email, and he will address these issues with management. Board members can also bring their suggestions and concerns to board meetings and discuss them in their director's reports to avoid any confusion. He also mentioned that there are questions regarding the boundaries around the lake and which association is responsible for specific trails. The board conducted extensive research using maps and has obtained plat information. He stated that the boundaries are divided and are currently awaiting a response to clarify where the boundary lines are and which trails belong to each association. Once everything is consolidated, the map will be distributed.

### **GUEST SPEAKER – Deputy Joshua Velazques**

Deputy Velazquez, the only community resource officer in Loudoun, gave a presentation outlining his work since he began in October 2024. 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.

### **FINANCIAL REPORT**

The treasurer reviewed the financial report.

### **MANAGER'S REPORT**

- Management has conducted the final audit of the website and identified a few errors that have been sent back to the web designer for corrections. The final link to the website will be provided to the board. Asma has scheduled a final walkthrough of the website. The tentative rollout date is set for October 1, 2025.
- The trails information section has been included along with the schedule for Phase I repairs, which began on September 8, 2025. Management has met with the foreman, the owners of Fairfax Paving, and the arborist to review Trail Segments 10, 11, and 12. There are areas that require concrete repairs to the curb skirts and trail entrances. Hiruy is working on providing the scope and estimate for the identified areas. Management will meet with Brothers Paving on September 18 at 10:30 AM for a kick-off meeting to initiate Phase II of the Hopeland Lane Trail and review all final details prior to scheduling. So far, the work has begun with minor issues, and we hope to complete it in a timely manner without any major issues.
- Management has approved the estimates in the board packet for the tree removal to avoid any delays in the trail project.
- Management is coordinating the reinstallation of the gas line for the office building with Washington Gas. They are scheduled to install the pipeline this week, and then management will have to schedule a pressure test with a plumber. Once all goes well, the heat will be functioning in the office building.

### **DECISION ITEMS**

1. **Trail Related Tree Removal Proposal by Premier Landscaping:** Jeff Koazk **MOTIONED** to approve Estimate 26161 from Premier Turf and Landscaping dated 09/08/2025, tree removal for paving of the trail project to continue without delay for a total of \$11,995. Marc Raphael **SECONDED** the motion and **PASSED 5 FOR, 3 ABSENT (Jimmy O'Connor, Patricia Pruden, and Jorge Frapiccini).**
2. **Budget 2026:** Christopher Fullerton **MOTIONED** approving the 2026 budget to include a 1.9% increase in the assessment. Marc Raphael **SECONDED** the motion, and it **PASSED 5 FOR, 3 ABSENT (Jimmy O'Connor, Patricia Pruden, and Jorge Frapiccini).**
3. **Sugarland Run (SRHOA) New Website:** Jeff Kozak **MOTIONED** to approve the new website to be live and available for all homeowners on October 1, 2025. Christopher Fullerton **SECONDED** the motion, and it **PASSED 5 FOR, 3 ABSENT (Jimmy O'Connor, Patricia Pruden, and Jorge Frapiccini).**
4. **Service Level Agreement (SLA) Cyber Security – JTC:** Christopher Fullerton **MOTIONED** to approve the Service Level Agreement from JTC for a total of \$350 a month. Marc Raphael **SECONDED** the motion, and it **FAILED 5 AGAINST, 3 ABSENT (Jimmy O'Connor, Patricia Pruden, and Jorge Frapiccini).**

### **INFORMATION ITEMS**

1. **Trail Update:**
  - a. The trail schedule is for board review only.

### **ANNOUNCEMENT OF THE NEXT MEETING**

Wednesday, October 1, 2025

**ADJOURNMENT**

Christopher Fullerton **MOTIONED** to adjourn the meeting. Jeff Kozak **SECONDED** the motion, and it **PASSED**  
**5 FOR, 3 ABSENT (Jimmy O'Connor, Patricia Pruden, and Jorge Frapiccini).**

The meeting was adjourned at 8:13 P.M.

Submitted By: \_\_\_\_\_