

**SUGARLAND RUN HOMEOWNERS ASSOCIATION, INC**  
**BOARD OF DIRECTORS' MEETING**  
**November 5, 2025**

**CALL TO ORDER**

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on November 5, 2025, at 6:31 PM. Marc Raphael informed everyone in attendance that a quorum was present.

**Present BOD:** Marc Raphael, President  
Jeff Kozak, Vice President  
Christopher Fullerton, Treasurer  
Patricia Pruden, Secretary  
Christine Devine, Director  
Jimmy O'Connor, Director  
Jorge Frapiccini, Director  
Tim Starr, Director

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

**Vacant:** Vacant Director Seat

**APPROVAL OF AGENDA**

Jeff Kozak **MOTIONED** to approve the agenda as written. Christopher Fullerton **SECONDED** the motion, and it **PASSED UNANIMOUSLY**.

**APPROVAL OF MINUTES**

Marc Raphael **MOTIONED** that the October 15, 2025, meeting minutes be approved as amended. Jeff Kozak **SECONDED** the motion, which **PASSED UNANIMOUSLY**.

**RESIDENT FORUM**

- A homeowner would like to know the process of getting permit parking on Kale Ave due to overparking on the street.
- The CAC reported that Breakfast with Santa will be on December 6, 2025. They will also be bringing back a food and toy drive, partnering with Loudoun County Fire and Rescue. Boxes will be dropped off at the office if anyone would like to drop anything off there.
- A homeowner wanted a status update on the pool closing.

**DIRECTORS REPORT**

- Jeff Kozak mentioned an email he had sent on a sidewalk path that was destroyed while the trail was being repaved; he requested a follow-up on that matter.
- Christopher Fullerton mentioned he spoke with Setec regarding the IP address for the cameras, and they informed him that it was JTC who handled this work. Christopher and Marc would like management to set up a meeting with Setec and JTC for Friday to discuss this matter.

**MANAGER'S REPORT**

- Management has reviewed, edited, and finalized the pool RFP based on management's observations for 2026. Management recommends a three-year contract with the appropriate vendor.
- Washington Gas has completed installing the new gas pipeline outside the office. This extensive project involved digging from the back of room A to the side where the new meter will be installed. Victoria has scheduled a pressure test of the office's internal gas line for this week and has also submitted a permit request to Loudoun County. Once Loudoun County completes its testing and gives clearance, it will tag the new meter. After this, Washington Gas will install the meter and will finally have gas in the office. This process may take until the end of this month.
- Maintenance has successfully removed 23 broken Dominion meters from the SRHOA common grounds. An estimate shows \$375-\$450 to remove the old Dominion boxes with concrete pads. He is saving the association significantly by doing all these projects in-house.

- Victoria and Caroline have been working diligently, training and assisting the new inspector. She is on a 90-day trial period. Management will be monitoring her progress going forward.
- Quorum has been achieved to host the Annual Meeting. Marc has provided management with a slide show for the meeting. Management will review and make any necessary edits this week to finalize it for next week's presentations. Snacks and drinks will be provided for the meeting.
- Management attended the traffic calming meeting with Loudoun County, VDOT, and DTS, along with Jimmy O'Connor. Jimmy will provide additional details in the Discussion Items.
- Management is doing a final walk-through with Fairfax Paving and Hiruy Dafla on November 6, 2025, for the trail segments 10, 11, and 12. Brothers paving is nearly finished with the Hopeland Trail. A walk-through will be scheduled with them once the vendor completes the work by mid-November.
- Management has reached out to Paradise Pool for details on some pending items. The board has been cc'ed on some of the communications. These items include pool LED lights, anchors, covers, winterization, and the inventory list.
- Management has started the process for the 2024 Audit for SRHOA. Management will be working to provide the auditors with all necessary documents this week to complete the association's audit.

#### **DISCUSSION ITEMS**

1. **SRHOA Swimming Pool RFP 2026-2028**
  - a. The board discussed the pool RFP. They will review the RFP and send any edits to the final RFP for approval at the next board meeting.
2. **Traffic Calming Meeting**
  - a. Jimmy O'Connor stated that VDOT has approved the proposal to install two raised crosswalks. The county will take the lead on the project and establish a process requiring most of the affected residents to vote in favor. A total of 481 residents will be affected, and 281 will need to be in favor. Jimmy would like to start with the information posted in the December newsletter, as sharing it is crucial.
3. **The Bridge Zoning Permits**
  - a. Jimmy O'Connor has spoken with Avon, the contractor for the bridge repair. They stated that zoning permits will be required. The permit price is no more than \$20,000. Jimmy should hear back from the contractor sometime this week with the actual pricing, and then they will go from there to decide.
4. **Invasive Species – Update by Jeff Kozak**
  - a. Jeff Kozak met with Natalie Walker from Blue Ridge Prism on October 17, 2025. They provided insight into different ways to mitigate invasive species as well as information on various invasive species along the pathways. Three of the species appear to be invasive in Sugarland. Natalie sent the completed report that was shared with the board for their reference. Jeff has scheduled a call with Natalie on December 3, 2025, to follow up, address any questions, and outline an action plan.

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

Annual Meeting – November 12, 2025

Board of Directors Meeting – November 19, 2025

#### **ADJOURNMENT**

Marc Raphael **MOTIONED** to adjourn the meeting. Jeff Kozak **SECONDED** the motion, and it **PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:22 P.M.

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