

# SUGARLAND RUN HOMEOWNERS' ASSOCIATION, INC

## BOARD OF DIRECTORS MEETING

October 15, 2025

### CALL TO ORDER

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on October 15, 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 Patricia Pruden, Secretary Christine Devine, Director Jimmy O'Connor, Director Jorge Frapiccini, Director Tim Starr, Director
Management:	Asma Khan, Sequoia Management (Absent) Victoria Murcia, Sequoia Management
Vacant:	Vacant Director Seat

### APPROVAL OF AGENDA

Patricia Pruden MOTIONED to approve the agenda as written. Jeff Kozak SECONDED the motion, and it PASSED UNANIMOUSLY.

### APPROVAL OF MINUTES

Jimmy O'Connor MOTIONED that the October 1, 2025, meeting minutes be approved as amended. Jimmy O'Connor SECONDED the motion, which PASSED UNANIMOUSLY.

### RESIDENT FORUM

- A homeowner wanted to bring to our attention that the inspector should be identified when out on the homeowner's property. They also wanted to see if he could get an evaluation of the trees in the common area behind his property.
- A homeowner wanted to say that the landscapers did a great job trimming the edges. They also wanted to say the new trails look great. They lastly wanted a status update on the pool's closure and why it has not been completed yet.
- The CAC reported the fall festival will be this Saturday, from 6 PM to 9 PM. They also mentioned they will be putting up the Annual Meeting signs on November 3<sup>rd</sup>.

### DIRECTORS REPORT

- Jeff Kozak stated that the site assessment with the Loudoun Invasive Removal Alliance (LIRA) will be on Friday. He will be following up to ensure the starting point. He also mentioned that the tree of heaven removed was not entirely dead and requested that we follow up to see what was done and have them remove the tree entirely.
- Jimmy O'Connor reported that the inspector should always be identified. He also mentioned that VDOT has approved the proposal to install two raised crosswalks. It is now up to Sugarland to get the votes they need to accept the raised crosswalks. No date has been confirmed yet, but once it is, Sugarland will need homeowners' support. He lastly stated that the county reported that a permit will be required to install the bridge and will be working with the contractors to approach the county and push back on the permit.
- Christine Devine wanted to see if we have contacted the schools regarding the trail work being done.

### DIRECTORS REPORT

The treasurer reviewed the financial report.

### MANAGER'S REPORT

- Management worked with Eugene from Lightmix to go live with the website before leaving. The website is now live and running. The admin team will work with Eugene to determine how to make revisions and update our website accordingly.

- A few surveyors have been contacted to get a survey done at 104 Hopeland Lane. Schools & Townsend submitted a \$650 quote to stake the property lines, which was approved. It will be scheduled for work sometime next week.
- Management is working on the pool RFP and will be handling it when she returns. An email has been sent to Ed for the pool issues, and Ed stated that they performed a pool light purge and sealed the light niches during a previous leak investigation. They are confirming the replacement and upgrading of some lights. Two lights that had stopped working under warranty have been replaced under warranty. There is still no update on the inventory, deck repairs, closing procedures, and pool lights.
- Management sent an email to Washington Gas before leaving on vacation regarding the tentative start date for the work to be completed, but has still not heard back when the work will begin.
- Maintenance has removed eleven out of 25 meters. He will be taking them to Potomac Metals once all the meters have been removed.
- The admin team has been training and working with the new inspector, Elizabeth.
- The Annual Meeting announcement packets were mailed out on October 6, 2025. HOA Vote Now for online voting went live on October 10, 2025.

#### DECISION ITEMS

1. Premiere Landscaping – Tree Removals: Patricia Pruden MOTIONED to approve Estimate 26272 from Premier Turf and Landscaping dated 10/08/2025, for a tree removal for a total of \$1,195. Christopher Fullerton SECONDED the motion, and it PASSED UNANIMOUSLY.  
Patricia Pruden MOTIONED to approve Premier Turf and Landscaping to remove the tree behind 7 Brookfield Circle, not to exceed \$1,200. Christopher Fullerton SECONDED the motion, and it PASSED UNANIMOUSLY.
2. Trail Aprons: The board decided not to move forward with replacing the trail aprons at this time.

#### DISCUSSION ITEMS

1. Pending Projects List
  - a. The board discussed adding or removing anything from the project list.
2. Office Sharing Communication Plan for Trail:
  - a. The board would like a generic draft message to send to homeowners regarding the trail work being done and the communication plan on who to contact if lines are cut to be reviewed at the next meeting. A blurb will also be posted in the newsletter so homeowners are aware.

#### ANNOUNCEMENT OF THE NEXT MEETING

Board of Directors Meeting - Wednesday, November 5, 2025

Annual Meeting – November 12, 2025

#### ADJOURNMENT

Jeff Kozak MOTIONED to adjourn the meeting. Christopher Fullerton SECONDED the motion, and it PASSED UNANIMOUSLY.

The meeting was adjourned at 7:47 P.M.

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