

SUGARLAND RUN HOMEOWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
February 4, 2026

CALL TO ORDER

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on February 4, 2026, 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
Jorge Frapiccini, Director
Christine Devine, Director

Absent: Tim Starr, Director

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

Vacant: Vacant Director Seat
Vacant Director Seat

APPROVAL OF AGENDA

Marc Raphael **MOTIONED** to approve the agenda as amended. Christopher Fullerton **SECONDED** the motion, and it **PASSED 6 FOR, 1 ABSENT (Tim Starr)**.

APPROVAL OF MINUTES

Jeff Kozak **MOTIONED** that the January 21, 2026, meeting minutes be approved as written. Christopher Fullerton **SECONDED** the motion, which **PASSED 6 FOR, 1 ABSENT (Tim Starr)**.

RESIDENT FORUM

- There were no residents with questions.

DIRECTORS REPORT

- Jeff Kozak informed the board that the last Green Team meeting had to be cancelled due to the weather and would like to reschedule the meeting for February 10, 2025, at 7 PM in Room A.
- Christopher Fullerton mentioned he has been in discussion with the Wells Fargo rep about continuing investment planning.
- Patricia Pruden requested access to the pool lights for the Wednesday night swim meet as well as for the Carnival Relay.

MANAGER'S REPORT

- Management has received the new Certificate of Insurance (COI) from Philadelphia Insurance for the SRHOA. It will also be uploaded to our website for easy access.
- Asma Khan, GM and Victoria Murcia Asst. Manager met with Loudoun County to review the application submission process and the associated approval requirements for the permit parking on Kale Avenue. The application has been submitted, and initial letters have been sent to Kale Avenue residents. We will follow up this month. Please note that this process can take up to a year to reach a final decision, which will be made by majority vote.
- Last month, vandalism increased in both tunnels near the school. Address the issue, cameras have been purchased and installed, and monitoring signs have been installed. Since then, vandalism has stopped. We hope these measures will deter anyone from tagging the tunnels.
- Brothers Paving has merged with Finley, which will now take responsibility for all their projects. They plan to resume work on the Hopeland Trail once it is completed, weather permitting in the next few months. In the meantime, they will coordinate with the utility companies to fix the utility boxes and buy the loose cables.
- The Loudoun Water Meter Pits project has encountered a few delays. The meter replacement portion is still in design phase almost 95% completed. They should finalize the design this spring, and afterward, the project will proceed through the public procurement process.

DECISION ITEMS

1. **SLA Agreement by JTC – Computer Monitoring System:** Patricia Pruden **MOTIONED** to table this decision item for the next meeting pending contract revisions. Marc Raphael **SECONDED** the motion, and it was **TABLED. 6 FOR, 1 ABSENT (Tim Starr).**
2. **SNL Cleaning Service Contract Renewal:** Patricia Pruden **MOTIONED** to approve the SNL cleaning service contract renewal at \$546 per month, effective February 1, 2026. Marc Rapahael **SECONDED** the motion, and it **PASSED 6 FOR, 1 ABSENT (Tim Starr).**

DISCUSSION ITEMS

1. **SRHOA Trail Repair & Replacement Project – Phase III: Selection of Area:**
 - A. Discussion was held regarding which trail segments should be prioritized for upcoming improvements. Engineer Hiruy recommended segments 3, 6, 8, 7, and 13 based on their current condition. Additional input suggested that prioritization should also consider resident usage and overall community impact, including segments 5, 23, 11, 19, and the newly identified segments A and E. It was noted that Trail 6 is in particularly poor condition and becomes muddy after rainfall. Segment 19 was identified as a significant project due to its length (approximately 4,000 feet), which could require a substantial portion of the available budget. It was agreed that additional detailed information will be gathered on all proposed segments for further review at the next meeting. The Board will revisit the discussion once weather conditions improve, allowing for in-person inspections. New segments A, E, and 19 will be added to the consideration list along with Engineer Hiruy' s recommendations.
2. **Digital Pool Pass:**
 - A. Discussion was held regarding the potential implementation of a digital pool pass system. Research was conducted on several platforms, including Moko, Cell Badge, and Member Splash, with Moko offering the Association a complimentary first-year trial. The proposed system would allow residents to purchase pool passes online and check in using their mobile devices. Consideration was given to residents who prefer not to use a mobile device, and it was confirmed that staff-manual check-in using identification would remain available. Additional information regarding reporting capabilities will be gathered, and a comparison of the available options will be presented at the next meeting.

EXECUTIVE SESSION

Christopher Fulleton **MOTIONED** to enter Executive Session to discuss Legal Matters at 8:04 PM. Marc Raphael **SECONDED** the motion, and it **PASSED 6 FOR, 1 ABSENT (Tim Starr).**

Marc Raphael **MOTIONED** to exit Executive Session at 8:31 PM. Patricia Pruden **SECONDED** the motion, and it **PASSED 6 FOR, 1 ABSENT (Tim Starr).**

Patricia Pruden **MOTIONED** to create a full-time groundskeeper/porter position starting April 1, 2026. Jeff Kozak **SECONDED** the motion, and it **PASSED 6 FOR, 1 ABSENT (Tim Starr).**

ANNOUNCEMENT OF THE NEXT MEETING

Wednesday, February 18, 2026

ADJOURNMENT

Marc Raphael **MOTIONED** to adjourn the meeting. Jeff Kozak **SECONDED** the motion, and it **PASSED 6 FOR, 1 ABSENT (Tim Starr).**

The meeting was adjourned at 8:33 P.M.

Submitted By: _____