

SUGARLAND RUN HOMEOWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
May 20, 2026

CALL TO ORDER

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on May 20, 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 (Arrived Late)
Christopher Fullerton, Treasurer
Patricia Pruden, Secretary
Jorge Frapiccini, Director

Absent: Christine Devine, Director

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

Vacant: Vacant Director Seat
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. 5 FOR, 1 ABSENT (Christine Devine).**

APPROVAL OF MINUTES

Marc Raphael **MOTIONED** that April 15, 2026, meeting minutes be approved as amended. Christopher Fullerton **SECONDED** the motion, and it **PASSED. 5 FOR, 1 ABSENT (Christine Devine).**

RESIDENT FORUM

- A homeowner wanted to mention that the pool looks great!
- The CAC mentioned that they will be hosting the Memorial Day Pool Party on Monday.

DIRECTORS REPORT

- Jeff Kozak mentioned he was at the pool house on Saturday, and there was a small issue with the pool company filling in the filter media with water, and the bottom two tanks had the caps removed from previously being drained, so there was water going into the kitchen of the community center. He also mentioned that at the last Green Team meeting on the 28th of April, they selected the second and fourth Sundays as monthly work events.
- Jorge Frapiccini stated that the stop sign on the corner of Baker Lane and Sugarland Run Dr is not visible.
- Marc Raphael is requesting a status update on the robot vacuum for the pool. He would also like to receive the pool opening checklist and inventory list. Additionally, he has inquired about the status of the bridge permitting and requested an update on the photocells.

FINANCIAL REPORT

The treasurer reviewed the financial report.

MANAGER'S REPORT

- Management reported the robot vacuum was turned on, but the pool company mentioned it was going in weird directions. Management conducted a walk-through with the pool company regarding the inventory list and requested more time to provide it. The checklist was requested and will be sent to the board upon receipt. The bridge is at a standstill now, as management is prioritizing other projects and plans to begin working on it in June. The photocell plan is that once the pool is open, CMI and maintenance will go around to fix the areas mentioned.
- Management reported that the pool is close to being done and that repairs are being done promptly. There are a few things that will need to be done for the next pool season, but management will conduct a walkthrough with the pool company at the end of the season, obtain a quote for the work, and present it to the board.

- Management organized and prepared the community center for the Town Hall meeting on the raised crosswalk discussion. The meeting was productive, with 45 members attending. Voting commenced on May 11, 2026, and will close on June 11, 2026. Weekly reports on the number of votes will be sent to management and shared with the board.
- Management attended the Loudoun County kickoff meeting for the Willow Lake project. 188 turtles were transferred from Willow Lake. An approximate project schedule from EQR has been attached for the board's review, as provided by Loudoun County Engineer Karl Evans. The schedule is fluid and will be continuously updated based on weather events, delays, and other factors.
- Maintenance completed all the wiring and installation of the hardware for the Comcast bridge. The parts have been backordered, and JTC is awaiting their delivery. Once delivered, installation will be scheduled immediately.
- Maintenance has been diligently working on the swim team shed at the pool, using his own tools to repair the siding, gutters, and doors, as well as replacing the light fixtures. Nearly \$1,000 has been spent on the repairs.
- In early May, Fairfax Paving poured concrete in the pool area where the pool shed is planned to be placed. Upon inspection, the work was not satisfactory, and the concrete was not above ground level, which could lead to flooding issues during rain. Management reached out to Fairfax Paving to redo the entire area, which now looks great. Additionally, the sidewalk has been extended to a new concrete slab.
- Management placed an order for a 12x10 shed from Lowe's. Before the installation can proceed, a permit from Loudoun County is required. Therefore, an application has been submitted. The current construction date is scheduled for June 11, 2026.
- Management conducted a walk-through with the pool company, during which they identified several immediate repairs that needed to be completed before filling and opening the pool. All the repairs have now been completed.
- The trail work for Phase III is set to begin this month. A deposit payment of \$120,000 has been processed. Management has contacted both the engineer and Fairfax Paving to confirm that the work can start as soon as possible.
- Management has started the audit process for 2025 and plans to complete last year's audit in the next two months.

DECISION ITEMS

1. **Ratiofication of E-Vote – Pool Repairs Fairfax Paving:** Patricia Pruden **MOTIONED** to approve the actions taken by Asma Khan, General Manager, to authorize the purchase of pool supplies from Premier Aquatics for \$6,025. Marc Raphael **SECONDED** the motion, and it **PASSED. 5 FOR, 1 ABSENT (Christine Devine).**
2. **Ratiofication of Vote for Pool Supplies 2026 – Premier Aquatics:** Patricia Pruden **MOTIONED** to approve to ratify the e-vote for the emergency pool repairs by Premier Aquatics, with costs not to exceed \$11,709 that include installation of 3 LED pool lights, tile repair, and caulking of the pool joints. Jeff Kozak **SECONDED** the motion, and it **PASSED. 5 FOR, 1 ABSENT (Christine Devine).**
3. **Ratiofication of E-Vote for Pool Shed – Lowe's:** Patricia Pruden **MOTIONED** to approve to ratify the e-vote for purchasing a 12x10 shed from Lowe's, not to exceed \$4,181.70. Marc Raphael **SECONDED** the motion, and it **PASSED. 5 FOR, 1 ABSENT (Christine Devine).**

DISCUSSION ITEMS

1. **Tree Removal and Planting for the SRHOA Medians:**
 - A. The Board discussed potential plant species for installation in the community medians. Management will compile the constraints identified during the discussion, solicit planting recommendations, and present options for Board consideration at the June meeting.
2. **Trail Discussion on Meadowland and N Cottage:**
 - A. The Board discussed the possibility of adding a trail connection from N Cottage Road to Meadowland. Due to several constraints and restrictions, additional evaluation is needed. The Board requested that the matter be revisited at a future meeting with a visual presentation to determine whether the proposed trail is feasible.

3. Pool Guest Passes:

- A. The Board discussed developing a policy regarding the rollover of guest passes under the new pool pass system, beginning with the 2027 pool season. Management will prepare a draft policy for Board review and discussion at a future meeting.

EXECUTIVE SESSION

Marc Raphael **MOTIONED** to enter Executive Session at 8:06 PM to discuss Legal Matters. Christopher Fullerton **SECONDED** the motion, and it **PASSED. 5 FOR, 1 ABSENT (Christine Devine).**

March Raphael **MOTIONED** to exit Executive Session at 8:41 PM. Jeff Kozak **SECONDED** the motion, and it **PASSED. 5 FOR, 1 ABSENT (Christine Devine).**

Patricia Pruden **MOTIONED** to approve legal's recommendation to reject the waiver request for account SGR10062. Marc Raphael **SECONDED** the motion, and it **PASSED. 5 FOR, 1 ABSENT (Christine Devine).**

ANNOUNCEMENT OF THE NEXT MEETING

Wednesday, June 3, 2026

ADJOURNMENT

Marc Raphael **MOTIONED** to adjourn the meeting. Patricia Pruden **SECONDED** the motion, and it **PASSED. 5 FOR, 1 ABSENT (Christine Devine).**

The meeting was adjourned at 8:43 P.M.

Submitted By: _____