SUGARLAND RUN HOMEOWNERS' ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
August 19, 2026

CALL TO ORDER

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on August 19, 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 Christine Devine, Director Jorge Frapiccini, 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. Jeff Kozak SECONDED the motion, and it PASSED UNANIMOUSLY.

APPROVAL OF MINUTES

Marc Raphael MOTIONED that the August 5, 2026, meeting minutes be approved as amended. Patricia Pruden SECONDED the motion, and it PASSED UNANIMOUSLY.

RESIDENT FORUM

- The CAC reported that the recent Adult Pool Party was well attended, with approximately 45–50 attendees, and commended the new pool guard management team for being proactive regarding safety concerns. The Labor Day Pool Party is scheduled for Monday, September 7 at 12:00 p.m., with a traditional menu of hot dogs, chips, and drinks, and potential dates for a fall event and Breakfast with Santa will be provided to the office. The CAC also reported an unsecured in-ground utility box near Middleton Lane; management will submit a county complaint, and the Board discussed adding information to the Association's website or FAQ regarding how residents can report similar issues.
- A resident commended the lifeguards for their professionalism, responsiveness, and attention to safety, and reported concerns regarding the condition of the diving board, which staff promptly inspected and secured. The resident also requested an evaluation of trees overhanging the deep-end and lounge-chair areas and offered contractor information for potential pool furniture repairs, which management requested be provided by email.
- A resident raised concerns about the condition of curbs and storm drains throughout the community, particularly weeds and crabgrass obstructing storm drains on both sides of Park Hill Lane. They also raised a concern regarding the lack of a sidewalk or pedestrian pathway in the area near the townhomes and Giles Place. The resident stated that residents currently have to walk in or near the street when traveling between parked vehicles and the existing sidewalk, and that a continued sidewalk or asphalt pathway would provide a safer connection and potentially allow residents to walk safely.
- DIRECTOR'S REPORT
    - Jeff Kozak stated that the Green Team reported work along the Penny Lane Trail involving cleanup and bamboo management. Several branches and debris had been placed back into the wooded area. The Board requested that future debris be photographed and reported to the office so that maintenance staff can remove it. He also mentioned a bench, trampoline, fire pit, and other items located in the wooded area. Because the property boundaries in that location were unclear, and that the property lines should be confirmed before any action is taken.

FINANCIAL REPORT

The treasurer reviewed the financial report.

MANAGER'S REPORT

- Management reported that the pool management company has been responsive and has performed well throughout the season. Management requested that the pool company provide a prioritized list of items requiring attention so they can be reviewed following the pool season. The diving board remains closed due to a safety concern. Management will obtain estimates for replacement after the pool closes. The Board may also consider whether to replace the diving board or explore another pool feature, such as a slide. This matter will be discussed further in September. Management also requested an inventory of damaged or missing pool-furniture straps and instructed the pool company to separate damaged furniture for easier identification. Additional chairs and larger umbrellas for lifeguards were also discussed.
- Management reported that two proposals had been received for the basketball court; however, the proposals were not satisfactory because the contractors did not have the appropriate qualifications/licensing to complete the work properly. Management intends to obtain an additional professional proposal, potentially in September or October. The project will remain active but is not considered urgent.
- Management reported that the Association's Gator utility vehicle was ticketed during the week of the meeting after a new deputy stopped Jose while he was operating the vehicle. The stop reportedly followed a complaint regarding electric/utility vehicles being operated on the community's roads and trails.
- Management reported the phone lines went dead on August 10, 2026. After making multiple calls and submitting a service request to JTC, it was informed that a device was malfunctioning. Comcast later discovered that they had mistakenly deactivated out account. It took them five business days to resolve this issue. The office phones are now functioning properly; JTC provided support and assistance in escalating the issue and ensuring its resolution.
- Management reported the JTC Comcast bridge was fully installed August 7, 2026. The wiring in the office building had to be redone because it was providing any power. Multiple trips were necessary to resolve the connection issue.
- Management and Hiruy inspected the work on the trails and drove around all the new trails. The new trail work looks good. Marc, Hiruy and Management discussed the new trail permits, trails that will be considered next on the list to be done.
- Management contacted Hiruy and Marty regarding the trail concerns. Management is waiting for their feedback on solutions and suggestions.
- Management contacted VDOT regarding the deep grooves along Sugarland Run Dr.; an electronic ticket has been created. Once a response is received with a solution or suggestion, the board will be updated.
- The newsletter has been created and the candidate statement has been posted for this year's upcoming election. The Annual Meeting is Scheduled for November 11, 2026. The annual meeting announcement and candidate statement will be sent out by October 1, 2026.
- Management contacted the attorney to request details about adding a cell tower on HOA grounds, including prerequisites, conditions, approvals, and legal viewpoints. Management is waiting to hear back from them.
- Management reported the new hire did not accept the position. After interviewing Multiple candidates, the position has been filled successfully on August 10, 2026.

DISCUSSION ITEMS

1. Trail Project 2026 – New Trails Update:

A. The Board discussed the status and prioritization of the remaining 2026 trail projects. Trail Segment 23 was discussed as a potential priority due to its lower cost, proximity to homes, Meadowland, and a playground. Segments 21 and 23 were also considered together, but no final decision was made due to the increased cost. The Board agreed to continue evaluating projects based on trail condition, cost, geographic distribution, and available reserves. The Treasurer will provide an updated reserve and surplus analysis at the next meeting to determine whether an additional trail segment can be completed. The Board also discussed coordinating construction with local school activities and providing the school with advance notice.

2. Trails:

A. The Board discussed erosion concerns along Trail Segments 11 and 12, with water runoff identified as a contributing factor. Potential solutions include drainage swales and French drains, pending the engineer's recommendation following an observation of the area during a significant rain event. The Board also discussed gravel erosion along Trail 18 and possible solutions to prevent further washout. The Board will wait for the engineer's recommendations before determining the appropriate repairs.

3. Pet Policy Common Area:

A. The Board discussed the proposed pet policy and concerns regarding pets in common areas. The Board noted that many of the proposed provisions are already covered by Virginia and Loudoun County laws and agreed that the Association should avoid unnecessary administrative responsibilities. A shorter policy or guidance document referencing applicable laws was discussed. The Board also agreed that animal attacks or violations of law should be reported to Animal Control or law enforcement. Christopher will prepare a shortened version of the pet policy for further Board review.

4. Facebook Administrators Board Members:

A. The Board discussed administration of the Association's Facebook page and the need for additional Board involvement. The Board agreed that the page should be used primarily for communicating information to residents, while complaints or disputes should generally be directed to the Association office. The Board discussed adding additional administrators and cross-training office staff to assist with the Association's online communication platforms. The Board also discussed recruiting additional members for upcoming Board vacancies and elections.

5. 2026 Elections / Board Recruitment:

A. The Board discussed the upcoming 2026 election cycle and the importance of encouraging additional candidates and resident participation. A President's letter will be prepared for the upcoming newsletter and election materials to provide a community update and encourage residents to consider serving on the Board.

6. Cascades and SRHOA Property Lines:

A. The Board discussed concerns regarding property boundaries between SRHOA and neighboring associations, particularly Cascades, in relation to the Green Team's invasive vegetation treatment. The Board agreed that property ownership and responsibilities should be clearly identified before any treatment occurs. The Board discussed establishing written agreements and improving communication with neighboring associations regarding boundaries and invasive-species management. The Board agreed to address the Green Team/property-line matter, communication with SRHOA's sub-associations, and broader communication with neighboring communities as separate initiatives.

INFORMATION ITEMS

1. Traffic Calming Update:

A. The Board received an update on the traffic-calming project and noted that 112 of the required 241 votes had been received, leaving the Association approximately eight votes short of 50%. The Board discussed the importance of continued resident outreach, including direct contact with homeowners. Additional efforts will continue to encourage residents to submit their votes before the deadline.

EXECUTIVE SESSION

Marc Raphael MOTIONED to enter Executive Session to discuss legal matters at 8:03 PM. Jeff Kozak SECONDED the motion, and it PASSED UNANIMOUSLY.

Marc Raphael MOTIONED to exit Executive Session at 8:16 PM. Jeff Kozak SECONDED the motion, and it PASSED UNANIMOUSLY.

ANNOUNCEMENT OF THE NEXT MEETING

Wednesday, September 2, 2026

ADJOURNMENT

Marc Raphael MOTIONED to adjourn the meeting. Christopher Fullerton SECONDED the motion, and it PASSED UNANIMOUSLY.

The meeting was adjourned at 8:18 P.M.

Submitted By: _____