SUGARLAND RUN HOMEOWNERS' ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
August 5, 2026

CALL TO ORDER

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on August 5, 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 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

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

APPROVAL OF MINUTES

Marc Raphael **MOTIONED** that the July 15, 2026, meeting minutes be approved as amended. Jeff Kozak **SECONDED** the motion, and it **PASSED UNANIMOUSLY.**

RESIDENT FORUM

- A resident of Green Castle Road addressed the Board to express concerns about political signs displayed at a neighboring property. He mentioned that he had surveyed other residents on the street and received mixed responses regarding the issue. The resident voiced his concerns that the signs were inappropriate for the community, potentially impacting the neighborhood's appearance and deterring prospective home buyers. He requested that the Association take action regarding the signage.
- The CAC provided an update regarding coordination with the Sheriff's Office and stated that communication had been reestablished for future coordination. She also commented on the Green Castle Road signage matter, stating that she viewed the information presented as somewhat one-sided and did not believe the matter would be resolved during the meeting. They also mentioned that there will be a pool party on August 15, 2026, from 9 PM to 11 PM and that will require additional coverage from the guards.

DIRECTOR'S REPORT

- Jeff reported on recent Green Team activities, including cleanup along the Huntington Ridge pathway and removal of invasive winter creeper. He noted that additional invasive species remain in the area and discussed upcoming efforts to address Japanese knotweed along the Penny Lane trail. Jeff also discussed increasing volunteer participation, including allowing residents to perform small cleanup tasks while walking through the community. Jeff proposed obtaining Green Team identification materials, including safety vests and laminated identification cards, for volunteers participating in cleanup activities. The Board discussed providing Green Team materials and signage and creating a dedicated Green Team webpage.

MANAGER'S REPORT

- Management reported the installation of the new Comcast connection and the planned discontinuation of the second Comcast service. Staff will verify that the new connection is fully operational before disconnecting the existing service and will ensure the old cable is physically disconnected for testing.

- Management reported that someone has accepted the administrative position and is scheduled to begin August 10. The first week or two will include additional training, with the Association expected to be fully staffed following their start.
- Management followed up with Avon Construction regarding the down payment and whether it was received by them to begin processing the application and permits for the bridge, but is waiting to hear back.
- Management reported several complaints regarding the crew and some performance issues from various members for the trail project. All the concerns have been addressed with Hiruy, the engineer, and Marty from Fairfax Paving. They are expected to complete Phase III by the end of the month. Management and Hiruy will perform the final punch list after the work is completed.
- Management has reached out to the pool company multiple times to gather information regarding the broken vacuum. An email has been sent to the board regarding the issue, explaining why it doesn't work.
- Management reported that the deep grooves along Sugarland Run Road have been reported to VDOT. This time, we created an electronic ticket to document the issue. Once a response with a solution or suggestion is received, the board will be updated.
- Management created the newsletter and posted the candidate statement for this year's upcoming elections. The Annual Meeting is scheduled for November 11, 2026. Management also approved the HOA Vote Now for electronic voting for 2026 at $1,800.
- Management reached out to get the tax statement from the auditors. They sent over the tax forms; once signed by Marc, we will complete the Audit for 2025.
- Management reported that the volunteer assisting with the storage room has made significant progress organizing the Association's files and supplies. The volunteer will continue assisting with organization and cleanup as her schedule permits.
- Management provided an update regarding improvements to the office hallway. The work is expected to be completed within the next several days and will include durable lower wall panels and textured paint to make the area easier to maintain.

DECISION ITEMS

1. Dead Tree Removal Proposal by Premier Landscaping: Patricia Pruden **MOTIONED** to approve Estimate No. 27117 for the trees along the path near 20 Green Castle Road, contingent upon confirmation that the trees are located within Association property boundaries, for $4,800. Marc Raphael **SECONDED** the motion, and it **PASSED UNANIMOUSLY.**

DISCUSSION ITEMS

1. Median Trees – Next Steps:

A. The Board discussed the condition of trees located in the medians throughout the community and reviewed the arborist's findings. The Board discussed whether trees should be removed in phases or addressed as a larger project and noted the need to coordinate any proposed removal and replacement plan with the appropriate parties

INFORMATION ITEMS

1. Traffic Calming Update

A. The Board discussed the status of the traffic-calming project and the remaining votes needed for approval. As of the most recent count, approximately 43% of the required votes were received, with increased participation following distribution of the green reminder cards. The Board noted that approximately 300 homes had not yet voted and emphasized the importance of direct resident outreach to increase participation before the September 3 deadline.

EXECUTIVE SESSION

Marc Raphael **MOTIONED** to enter Executive Session at 7:52 PM to discuss Legal Matters. Jeff Kozak **SECONDED** the motion, and it **PASSED UNANIMOUSLY.**

Marc Raphael **MOTIONED** to exit Executive Session at 7:57 PM. Christopher Fullerton **SECONDED** the motion, and it **PASSED UNANIMOUSLY.**

Patricia Pruden **MOTIONED** to approve SGR60935 write-off for the amount of $2.093.88. Jeff Kozak **SECONDED** the motion, and it **PASSED UNANIMOUSLY.**

ANNOUNCEMENT OF THE NEXT MEETING

Wednesday, August 19, 2026

ADJOURNMENT

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

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

Submitted By: _____