SUGARLAND RUN HOMEOWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
September 16, 2026

CALL TO ORDER

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on September 16, 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 Christine Devine, Director Jorge Frapiccini, Director
Management:	Asma Khan, Sequoia Management Victoria Murcia, Sequoia Management
Absent:	Patricia Pruden, Secretary
Vacant:	Vacant Director Seat Vacant Director Seat Vacant Director Seat

APPROVAL OF AGENDA

Marc Raphael MOTIONED to approve the agenda as written. Christopher Fullerton SECONDED the motion, and it PASSED. 5 FOR, 1 ABSENT (Patricia Pruden).

APPROVAL OF MINUTES

Marc Raphael MOTIONED that the September 2, 2026, meeting minutes be approved as written. Jeff Kozak SECONDED the motion, and it PASSED. 5 FOR, 1 ABSENT (Patricia Pruden).

RESIDENT FORUM

- The CAC provided an update on the October community Halloween event. Because of limited volunteer participation, the event will be scaled back from last year. Outdoor games, crafts, and activities are planned for October 16, followed by a family-friendly movie.
- A resident provided feedback regarding pool furniture repairs and asked whether the recommended vendor had been contacted. Management will follow up with the vendor. They discussed replacing the pool diving board and potentially adding steps with a handrail in the deeper section of the pool to improve accessibility. The Board will consider the suggestion as part of future pool improvements. They also raised concern regarding the lack of a sidewalk connection near Huntington Ridge and the potential safety issue for children walking in the roadway. Management will investigate the matter and determine whether VDOT or Loudoun County can provide guidance or assistance.
- A resident asked about the missing stop sign near the Community Center/Greenfield area. The Board confirmed the sign is currently stored and should be returned once construction is complete. Concerns were also raised regarding vehicles obstructing the roadway in the same area.

DIRECTOR'S REPORT

- Jeff Kozak discussed invasive vegetation along trails and property boundaries, including wintercreeper, English ivy, wisteria, honeysuckle, and Tree of Heaven. Work completed on SRHOA property was performed manually where appropriate. A draft Memorandum of Understanding is being prepared regarding invasive vegetation management and coordination with neighboring properties. He also mentioned the median tree replacement project and coordination with Loudoun County/VDOT. Management will finalize the correspondence and map identifying the trees proposed for removal and replacement. He also brought up adding additional volunteers to the Green Team and improving communication and participation among members.
- Christopher Fullerton discussed the continuing issues with the office and Community Center internet and wireless connectivity. He also mentioned the Community Center Wi-Fi not working, and identified the issue as a router that was turned off during work on the camera system. The router was restored and tested. He also brought up the need for a replacement wireless unit and obtaining

the necessary passwords/access information for network equipment, whether additional IT vendors should be considered for hardware-related services, and whether an RFP may be appropriate.

FINANCIAL REPORT

The treasurer reviewed the financial report.

MANAGER'S REPORT

- Management provided updates on the trail projects and related permits and inspections.
- Management discussed the trail project near Penny Lane/Willow and the possibility of completing an additional trail segment in the future.
- Management reported that additional estimates are being obtained for the community pool-related repairs, such as the diving board replacement, adding additional steps, etc.
- Management discussed follow-up with the pool management company regarding pool closing procedures, equipment, and outstanding maintenance items.
- Management reported that the 2027 budget draft had been updated using current contracts, projected expenses, actual spending, and anticipated savings.
- Management reviewed recent violation notices and confirmed that language in the notices had been corrected to ensure the notices accurately reflect the applicable requirements while maintaining a professional and respectful tone.
- Management provided an update regarding the broken electrical box. The revised proposal reduced the cost from approximately $8,000 to a not-to-exceed amount of $3,800 by utilizing a pole-to-pole connection.

DECISION ITEMS

1. Board of Directors and Annual Meeting 2024 – Appointed Renewal Terms 2026: Marc Raphael MOTIONED to approve the placement of Jeff Kozak, Patricia Pruden, and Christine Devine into the currently vacant positions with the terms indicated, leaving three positions available for election this cycle. Jeff Kozak will serve a two-year term, while Patricia Pruden and Christine Devine will serve one-year terms. Christopher Fullerton SECONDED the motion, and it PASSED. 5 FOR, 1 ABSENT (Patricia Pruden).
2. Budget 2027: Marc Raphael MOTIONED to increase the 2027 assessments for the Sugarland Run Homeowners Association by 3.5%, which will be $ 82.74 for 2027. Christopher Fullerton SECONDED the motion, and it PASSED. 5 FOR, 1 ABSENT (Patricia Pruden).

   Marc Raphael MOTIONED to approve the 2027 Budget for Sugarland Run Homeowners Association as drafted. Jeff Kozak SECONDED the motion, and it PASSED. 5 FOR, 1 ABSENT (Patricia Pruden).

DISCUSSION ITEMS

1. Board of Directors Annual Meeting and Elections 2027

A. The Board discussed preparations for the upcoming Annual Meeting and election materials. Management will prepare a letter to the community highlighting the Association's accomplishments throughout the year, including trail projects and other community improvements. Annual Meeting notices are expected to be sent in early October. The approved 2027 budget and related information will be included in the Annual Meeting communications, along with candidate statements and other election materials.

2. Broken Electrical Box and Connection by Pool Door

A. The Board reviewed the revised proposal for the broken electrical box. The revised scope allows the connection to be rewired pole-to-pole for a not-to-exceed cost of $3,800, resulting in an estimated savings of approximately $4,200 from the original proposal.
Marc Raphael MOTIONED to approve the electrical box repair and connection at a cost not to exceed $3,800. Jeff Kozak SECONDED the motion, and it PASSED. 5 FOR, 1 ABSENT (Patricia Pruden).

INFORMATION ITEMS

1. Pool Inventory and Checklist:

A. The Board reviewed the pool closing inventory and checklist provided by the pool management company. Outstanding items included the wading pool blowout, wading pool coating, diving board, pool lights, and other maintenance items. The Board discussed the condition and warranty information for the wading pool and main pool coatings. Management will locate the prior contracts and warranty information for both pools and bring the information back to the Board for review. The Board also discussed the pool vacuum/robot and requested follow-up on the estimate. The Board reviewed the status of the pool lights, noting that several lights have already been replaced and additional LED replacements remain. The Board discussed the possibility of replacing additional pool lights and noted that the matter remains informational at this time. The Board noted that the majority of the pool equipment is currently operational.

EXECUTIVE SESSION

Marc Raphael MOTIONED to enter Executive Session to discuss legal matters at 8:13 PM. Jeff Kozak SECONDED the motion, and it PASSED. 5 FOR, 1 ABSENT (Patricia Pruden).

Marc Raphael MOTIONED to exit Executive Session at 8:28 PM. Jeff Kozak SECONDED the motion, and it PASSED. 5 FOR, 1 ABSENT (Patricia Pruden).

ANNOUNCEMENT OF THE NEXT MEETING

Wednesday, October 7, 2026

ADJOURNMENT

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

The meeting was adjourned at 8:30 P.M.

Submitted By: _____