SUGARLAND RUN HOMEOWNERS' ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
September 2, 2026

CALL TO ORDER

The regular meeting of the Sugarland Run Homeowners Association Board of Directors was called to order on September 2, 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:	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. Patricia Pruden SECONDED the motion, and it PASSED UNANIMOUSLY.

APPROVAL OF MINUTES

Marc Raphael MOTIONED that the August 19, 2026, meeting minutes be approved as written. Jeff Kozak SECONDED the motion, and it PASSED UNANIMOUSLY.

RESIDENT FORUM

- There were no residents in attendance.

DIRECTOR'S REPORT

- Jeff provided an update on ongoing invasive species removal along Trail 18 and the Huntington Ridge/Hopeland Lane area, including the removal of bamboo, Winter Creeper, and honeysuckle. He reported that no additional invasive species grant applications will be accepted this year, but a potential $2 million grant opportunity may be available next year, with applications possibly reopening in January. Jeff also contacted a representative from Cascades HOA about the property boundary between the communities and plans to coordinate on invasive species and related property concerns. The Board discussed verifying the property line/easement near Huntington Ridge before additional vegetation removal or replacement planting is completed, as well as the Association's approach to herbicide use and opportunities to increase volunteer participation. Jeff is considering a larger Green Team volunteer event in November or December, and the Board discussed promoting the event through the newsletter and potentially using community-program funds. Jeff also provided materials for the Green Team webpage, discussed creating a QR code for Green Team signs, and asked about preparing a Green Team/invasive species presentation for the Association's Annual Meeting

MANAGER'S REPORT

- Management reported that an update had been received regarding the permit application with Loudoun County. Three proposals have been received. Management was uncertain whether the proposals should be distributed to the Board.
- Management reported that the erosion areas have been inspected. Hiruy reported observing water runoff and potential solutions but wants to observe the affected areas during rain events before making a final recommendation.
- Management reported that the traffic-calming report had been submitted and distributed to the Board.
- Management reported that the Comcast information previously provided for review was associated with the wrong account. The Association has three Comcast accounts, which caused confusion when

reviewing the documentation. Management confirmed that the internet service cancellation request was submitted with the required 30-day notice. The internet portion of the service is expected to decrease from approximately $417 per month to approximately $287 per month. The existing equipment/box will remain because it is connected to the telephone service, so it does not need to be returned at this time.

- Management reported that a request had been sent to JTC requesting documentation of the Association's network, including the work performed and network information. JTC had not yet responded.
- Management reported that Chris stopped by the office and perform a speed test on the office internet. Chris reported that the office network slowdown appears to be related to how the bridge and office devices were configured rather than the bridge itself consuming excessive bandwidth. Testing showed that the office and bridge were operating on the slower 2.4 GHz network, while the guest network was operating on the faster 5 GHz network. Moving a desktop connection to a faster router port resulted in approximately 200 Mbps speeds.
- Management has reached out to JTC regarding the number of IT problems and the information requested and is waiting to hear back from them.
- Management reported that she has been training the new employee, Jen. Training is progressing well, and Jen is becoming familiar with the Association's procedures and responsibilities.
- Management reported that Aldo is working on the hallway improvements and expects the work to be completed by the end of the week or early the following week.
- Management reported that Premier Aquatics was contacted regarding the pool closing. John advised that the pool is scheduled to be covered on September 9, weather permitting. He does not currently anticipate needing anything from Management during the closing process but will provide an update if anything is required. After the closing, Premier Aquatics will provide a detailed report outlining the work completed.

DECISION ITEMS

1. Dead Tree Removal Proposal by Premier Landscaping:
   Patricia Pruden MOTIONED to approve Estimate No. 27123 for the trees along the path near 14 Crescent Ct, at a cost of $2,295. Jeff Kozak SECONDED the motion, and it PASSED UNANIMOUSLY.

   Patricia Pruden MOTIONED to deny Estimate No. 27201 for the pruning of deadwood by 24/25 Newport Ct. Christopher Fullerton SECONDED the motion, and it PASSED UNANIMOUSLY.

DISCUSSION ITEMS

1. Draft 2027 Budget:

A. Chris presented an initial draft of the 2027 budget based on a review of approximately four years of historical financial data. A proposed 1.25% increase in assessments would bring the annual assessment to approximately $80.94, generating approximately $23,000 in additional annual revenue. The Board discussed the purpose of the increase and the desire to account for inflation while continuing to control expenses.

2. Pool Season Closeout Schedule and Summary

A. The Board discussed the pool season closeout and requested that Management ask Premier Aquatics to provide an outline of the information that will be included in the final closeout report, including completed work, damaged items and recommended repairs, chemical treatments, winterization of pumps and equipment, the closing checklist, equipment inventory, and other contractual closeout requirements. The Board also requested a summary of resident feedback and significant issues or events handled during the pool season. The Board expressed strong satisfaction with the pool staff and indicated an interest in retaining the same staff for the following season.

3. IT Management and Security Contracts

A. The Board discussed the Association’s telephone and network systems, including the multiple VoIP lines, separate service accounts, and the telephone line serving the other building. The Board discussed whether the VoIP phone router could be connected to the Association’s existing internet router to eliminate a separate service line, as well as the possibility of replacing the other building’s phone with a wireless VoIP phone. The Board also discussed eliminating the fax line due to limited

usage and exploring digital fax options. The Board agreed to revisit the telephone configuration during the next one or two Board meetings.

INFORMATION ITEMS

1. Lake Update:

A. The Board reviewed an update regarding the Willow Lake restoration project and discussed the expected decrease in the lake's water level within approximately one week, weather permitting. Carl reported that additional dead trees will be removed and that the project will result in changes to the landscape contours, including replacement of the approximately 50-year-old concrete control structure. The Board also discussed wildlife observed during the restoration, including turtles, fish, snakes, and other wildlife, and Management has requested additional information from Carl regarding the wildlife identified, reported large snakes, dead fish, fish removal, and any unusual debris or objects found during the draining process. A response from Carl was not yet available at the time of the meeting. The Board also discussed whether fish will be restocked following completion of the project, while turtles are expected to gradually return to the lake naturally.

ANNOUNCEMENT OF THE NEXT MEETING

Wednesday, September 16, 2026

ADJOURNMENT

Marc Raphael MOTIONED to adjourn the meeting. Jeff Kozak SECONDED the motion, and it PASSED UNANIMOUSLY.

The meeting was adjourned at 8:12 P.M.

Submitted By: _____