

**ARLINGTON RIDGE TERRACE CONDOMINIUM (ARTC)
UNIT OWNERS' ASSOCIATION**

Minutes of the Meeting of the Board of Directors

February 21, 2018

1. A meeting of the Board of Directors (BOD) was held on the above date at 1800 S. 26th Street, following notice of the location. Justin Aiken called the meeting to order at 7:52 p.m. The Members Forum was held, with the following officers present:

Justin Aiken – President
Engin Nural – Vice President and =Treasurer
Karen Sarkis – Secretary
Jennifer Lednicky – Assistant Treasurer

Also present was Tim Kirchner, Property Manager, Northern Virginia Management (NVM).

2. The meeting agenda was presented and approved. Motion to approve was made by K. Sarkis and was seconded by E. Nural.
3. The BOD motioned and approved the November 15, 2017 and the January 17, 2018 meeting minutes as written. E. Nural motioned to approve and J. Lednicky seconded.
4. Treasurer's Report:
 - (a) Financial Report: The BOD agreed to push the approval of the November 2017 and January 2018 Treasurer's Reports to the March 2018 meeting.
5. Manager's Report was presented by Mr. Kirchner.
 - (a) Past Due Notices: Mr. Kirchner noted that past due notices were sent out the week of January 23, 2018.
 - (b) Condo Documents Requests: Mr. Kirchner reported that there were no requests for condo documents.
 - (c) Meeting Dates: The next BOD meeting was moved to March 29, 2018.
 - (d) Loose railing: Mr. Kirchner reported that a loose railing near the mailboxes was repaired.
6. Old Business:
 - (a) Fence Replacement: Mr. Kirchner reported that the courtyard fence replacement project will commence as soon as the weather becomes more temperate.
 - (b) Garage Power Washing: Mr. Kirchner confirmed that he will schedule a time for the garage to be power washed.
7. New Business
 - (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
 - (b) Berkeley Update: Mr. Kirchner reported that construction at the Berkeley site on S. Glebe Rd. is due to begin in April-May 2018.

- (c) County Response Letter: The BOD reviewed the response from Arlington County regarding ARTC's concern about potential traffic congestion related to the development of the neighboring property at 2920 S. Glebe Rd.
 - (d) Drains: The BOD discussed ways to prevent drains on the property from clogging and overflowing.
 - (e) Dog Park Area: The BOD considered options for dealing with dog waste left behind in the dog park area at the back of the property.
8. The next BOD Meeting will be held on March 29, 2018.
9. A motion to adjourn was made by K. Sarkis and seconded by E. Nural. The motion was approved, and the meeting was adjourned at 9:00p.m.

Respectfully submitted,

Karen M. Sarkis

Note: *If you would like to receive the monthly meeting minutes via email once they have been approved, please send an email to NVM at nvm@northernvirginiamanagement.com with your email address and request to be added to the Arlington Ridge Terrace Unit Owners email distribution list.*

FOR INFO OF THE BOD ONLY.

Appended to, but not a formal part of Minutes

Active Open Items

***Note:** If you would like to receive the monthly meeting minutes via email once they have been approved, please send an email to NVM at nvm@northernvirginiamanagement.com with your email address and request to be added to the Arlington Ridge Terrace Unit Owners email distribution list.*