

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

Minutes of the Meeting of the Board of Directors

June 20, 2018

1. A meeting of the Board of Directors (BOD) was held on the above date at unit 3046, following notice of the location. Justin Aiken called the meeting to order at 7:06 p.m. The Members Forum was held, with the following officers present:

Justin Aiken – President
Engin Nural – Vice President and Treasurer
Karen Sarkis – Secretary

Assistant Treasurer Jennifer Lednicky was absent and excused. Also present were Tim Kirchner, Property Manager, Northern Virginia Management (NVM), and Joe Salasovich (Unit 3076).

2. The meeting agenda was presented and approved with amendments. Motion to approve was made by K. Sarkis and was seconded by J. Aiken.
3. The BOD motioned and approved the May 2018 meeting minutes. K. Sarkis motioned to approve and J. Aiken seconded.
4. Treasurer's Report:
 - (a) Financial Report: The BOD motioned and approved the May 2018 financial report. K. Sarkis motioned to approve, and E. Nural seconded. The review of the April 2018 financial report was moved to the July 2018 meeting.
 - (b) Sun Trust Account Closure: Kirchner reported that ARTC's Sun Trust checking account ending in 4796 had been closed, and the funds were moved to a 24-month CD.
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 May 23, 2018.
 - (b) Condo Documents Requests: Mr. Kirchner reported that there were no requests for condo documents.
 - (c) Power Washing Garage Floor and Trash Cans: Mr. Kirchner reported that the first phase of power washing the garage floor and trash cans had been completed.
 - (d) No Parking Sign: Mr. Kirchner reported that NVM had been in contact with Arlington County regarding a No Parking sign on S. Lang Street.
 - (e) Property Repair Proposals: Mr. Kirchner reported that NVM was working on getting proposals to repair damaged brickwork around the complex as well as a proposal to repair the steps near the mailboxes. NVM also was working on a proposal to repair fencing along S. Glebe Road.
6. Old Business:
 - (a) School Rep Meeting Update: J. Salasovich updated the BOD about the Arlington County School Board plan to remap elementary school boundaries. He reported that Arlington County was

conducting a walkability study for each elementary school and asked that the BOD send a letter to the county from ARTC. Joe said he would compose a draft letter for the BOD to review and modify.

7. New Business

- (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
- (b) Garage Recycling and Trash Signs: Mr. Kirchner presented a proposal for new signage in the garage delineating trash and recycling areas. E. Nural motioned to approve the contract for the signs, and K. Sarkis seconded. The motion passed unanimously.
- (c) Stand for Box Recycling: The BOD reviewed options for a stand for box recycling. K. Sarkis motioned to approve the purchase of the stand, and E. Nural seconded. The motion passed unanimously.
- (d) Breezeway Lighting: The BOD reviewed information on installing new light fixtures in the breezeway by the mailboxes. K. Sarkis motioned to approve replacing the lights in the breezeway, and E. Nural seconded. The motion passed unanimously.
- (e) Mews Fencing Issues: The BOD discussed the recent newly installed mews fencing and decided that NVM would contact the contractor about installation issues.
- (f) 2019 Draft Budget: Mr. Kirchner reported that NVM has begun to draft the 2019 Budget and will have a draft ready for the BOD to review at the August 2018 meeting.

8. The next BOD Meeting will be held on July 18, 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 8:41 p.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.