

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

Minutes of the Meeting of the Board of Directors

May 16, 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 7:04 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 Khelin Aiken (Unit 3046).

2. The meeting agenda was presented and approved with amendments. Motion to approve was made by K. Sarkis and was seconded by E. Nural.
3. The BOD pushed the approval of the March 2018 and April 2018 meeting minutes to the June 2018 meeting.
4. Treasurer's Report:
 - (a) Financial Report: The BOD motioned and approved the March 2018 financial report.
 - (b) Sun Trust Account Closure: J. Aiken motioned to add Mr. Kirchner as a signatory on ARTC's Sun Trust checking account ending in 4796 for the purpose of closing out the account. E. Nural motioned to approve and K. Sarkis seconded. The motion passed unanimously.
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 April 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 contract to power wash the garage floor and trash cans had been signed.
 - (d) Fence Replacement: Mr. Kirchner provided a progress report on the fence replacement project.
6. Old Business:
 - (a) School Rep Meeting: K. Sarkis reported that a meeting for ARTC residents with an Arlington Public Schools representative to discuss the county's plan to remap elementary school boundaries was scheduled for June 6, 2018. Mr. Kirchner agreed reserve a room for the meeting at Oakridge Elementary School and notify ARTC residents.
7. New Business
 - (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.

- (b) Proposals: The BOD reviewed proposals for repairs to brickwork and iron fencing. The BOD also agreed to review a proposal for a lighting fixture in the breezeway near the mailboxes ahead of the June 2018 BOD meeting.
 - (c) Garage Recycling and Trash: The BOD reviewed alternatives to ARTC's current trash and recycling plan, and they agreed to revisit the issue at the June 2018 meeting.
 - (d) Spring Inspection Results: The BOD reviewed the results of the annual spring inspection.
 - (e) 2017 Audit: Mr. Kirchner reported that the 2017 Audit would begin in June 2018. The Engagement Letter for the Auditor was signed by J. Aiken.
8. The next BOD Meeting will be held on June 20, 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 8:27 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.

FOR INFO OF THE BOD ONLY.

Appended to, but not a formal part of Minutes

Active Open Items