

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

**Minutes of the Meeting of the Board of Directors**

**January 16, 2019**

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 7:01 p.m. The Members Forum was held, with the following officers present:

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

Also present were Tim Kirchner, Property Manager, Northern Virginia Management (NVM). Assistant Treasurer Jennifer Lednicki joined the meeting at 7:13 p.m., and Mike Larmie (Unit 3036) arrived at 7:36 p.m.

2. The meeting agenda was presented and approved. Motion to approve was made by E. Nural and was seconded by K. Sarkis.
3. The Minutes of the September 20, 2018, October 16, 2018, and December 19, 2018 BOD meetings were approved. E. Nural motioned to approve and K. Sarkis seconded.
4. Treasurer's Report:
  - (a) Financial Report: The Treasurer discussed the December 2018 Financial Report. All registers and invoices were reviewed with nothing out of order or of note.
  - (b.) Owner Accounts: The BOD went into Executive Session at 8:17 p.m. for the purpose of discussing with the Property Manager the individual unit owner accounts and activity related to the management of those accounts. The BOD closed Executive Session at 8:27 p.m.
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 December 23, 2018.
  - (b) Water Meter Reading: Mr. Kirchner reported that NVM had begun to photograph meters during quarterly meter readings as a measure to ensure against error.
  - (c) New CD: Mr. Kirchner updated the BOD on the status of a new CD account and said he was preparing the paperwork for the BOD to sign.
  - (d.) Fence Proposal: Mr. Kirchner said NVM was in the process of soliciting proposals for the addition of a fence to the property.
6. Old Business:
  - (a) Package Thefts: The BOD discussed the theft of packages from ARTC residents and continued to consider options to improve security and discourage future thefts.
7. New Business
  - (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.

- (b) Head Start: Mike Larmie provided the BOD with a detailed update of the development of the neighboring property located at 2920 South Glebe Road, which Arlington County intends to use for its Head Start program. The BOD agreed that a BOD member will attend the next Arlington County Planning and Housing Development meeting scheduled on January 26, 2019 to obtain additional information about the project and to request the County's plans for the property be made public.
8. The next BOD Meeting will be held on February 20, 2019.
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 8:30 p.m.

Respectfully submitted,

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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](mailto: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