

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

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

**May 15, 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 7:04 p.m. The Members Forum was held, with the following officers present:

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

Also participating 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 Minutes of the April 2019 BOD meeting were approved as amended.
4. Treasurer's Report:
  - (a) Financial Report: The BOD deferred discussion of the April 2019 Financial Report to the June 2019 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 April 23, 2019.
  - (b) Condo Document Requests: Mr. Kirchner reported on requests for condo documents since the April 2019 meeting.
  - (c) New Box Rack: Mr. Kirchner reported that the new box rack for recycling had been installed in the garage
6. Old Business:
  - (a) 2019 Draft Audit: Mr. Kirchner presented the 2018 Draft Audit for the BOD's review and approval. The BOD approved the audit and the President signed the document.
7. New Business
  - (a) Letters Sent/Received: The BOD reviewed correspondence received since the April 2019 meeting.
  - (b) 2019 Reserve Study: Mr. Kirchner presented and the BOD reviewed the proposal for 2019 ARTC Reserve Study. The BOD voted unanimously to approve contracting Mason & Mason for \$3,600.00 to conduct the study.
  - (c) Spring Inspection Date: The date for the Spring Inspection was set for June 2, 2019.
  - (d) Mr. Kirchner previewed the 2020 draft budget for the BOD.

- (e) Pest Control: The BOD addressed the issue of pest control on the property and reviewed options to mitigate the problem.
8. The next BOD Meeting will be held on June 19, 2019.
  9. A motion to adjourn was made by E. Nural and seconded by K. Sarkis. The motion was approved, and the meeting was adjourned at 7:29 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