

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

Minutes of the Meeting of the Board of Directors

April 18, 2018

1. A meeting of the Board of Directors (BOD) was held on the above date at unit 3046, following notice of the location. Engin Nural called the meeting to order at 7:02 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 joined the meeting at 8:46 p.m. Also present was Tim Kirchner, Property Manager, Northern Virginia Management (NVM), and Linda Barbour (Unit 3082).

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 meeting minutes to the May 2018 meeting.
4. Treasurer's Report:
 - (a) Financial Report: The BOD requested a review of the grounds maintenance and landscaping contracts. The BOD also motioned to push the review of the March 2018 financial report to the next meeting. K. Sarkis motioned to approve and E. Nural seconded.
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 March 23, 2018.
 - (b) Condo Documents Requests: Mr. Kirchner reported that there were no requests for condo documents.
 - (c) Fence Replacement: Mr. Kirchner reported that the replacement of the fencing on individual units' patios had begun and was scheduled to be completed by the end of May 2018.
6. Old Business:
 - (a) Flags: The BOD reviewed ARTC's policy on the display of flags but no action was taken
 - (b) School Rep Meeting: K. Sarkis reported that she a meeting for ARTC residents with an Arlington Public Schools representative to discuss the county's plan to remap elementary school boundaries was tentatively scheduled for June 2018.
7. New Business
 - (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
 - (b) Power Washing Proposals: The BOD reviewed proposals for power washing the garage floor and doors, trash cans, and vinyl-siding on the fronts of units. T4he BOD voted unanimously to spend \$5,700 on the power washing of the above-mentioned items and areas.

- (c) Garage Recycling and Trash: The BOD discussed ARTC's current trash and recycling pickup, and Mr. Kirchner agreed to research the cost of additional recycling bins and a second weekly recycling pickup.
 - (d) Spring Inspection: The annual spring inspection was set for Sunday, April 22, 2018 at 12:00 p.m.
 - (e) New CDs:
8. The next BOD Meeting will be held on May 16, 2018.
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 8:17 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