

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

Minutes of the Meeting of the Board of Directors

December 19, 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 7:00 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 Mike Larmie (Unit 3036).

2. The meeting agenda was presented and approved. Motion to approve was made by K. Sarkis and was seconded by E. Nural.
3. The BOD motioned to push the approval of the Minutes of the September 20, 2018 and October 17, 2018 BOD meetings to the January 2019 BOD meeting. Motion to approve was made by K. Sarkis and was seconded by E. Nural.
4. Treasurer's Report:
 - (a) Financial Report: The BOD motioned to push the approval of the October 2018 minutes to the January 2019 meeting. E. Nural motioned and K. Sarkis seconded. It passed unanimously.
 - (b) CD: K. Sarkis motioned to move \$75,000 out of ARTC's operating account into a 24-month CD. E. Nural seconded the motion, and it 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 November 23, 2018.
 - (b) 2019 Coupon Books: Mr. Kirchner reported that 2019 coupon books were mailed out the week of December 10.
 - (c) Mr. Kirchner reported that the winterization of ARTC's sprinkler system was completed.
 - (d) Holiday Schedule: Mr. Kirchner noted that the NVM office will be closed from December 24, 2018 through January 2, 2019.
6. Old Business:
 - (a) School Update: K. Sarkis reported that ARTC will continue to be served by Oakridge Elementary School as a result of the Arlington County School Board's boundary review process. She thanked the BOD for its efforts over the past year to represent ARTC's interests during the review process and for helping advocate that ARTC remain within the Oakridge boundary.

7. New Business

- (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
 - (b) Package Thefts: The BOD discussed the theft of packages from ARTC residents and considered a variety of options to improve security and discourage future thefts.
 - (c) 2018 Draft Annual Minutes: Mr. Kircher asked the BOD to review the 2018 Draft Annual Meeting Minutes by the January 2019 meeting.
 - (d) Water Bills: Mr. Larmie asked the BOD to review his water meter readings and bills from the past year to ensure the meter was read properly and his bills were accurate. The BOD agreed to do so and decided to begin photographing quarterly meter readings to guard against errors in readings and billing.
 - (e) Water Meters: The BOD asked NVM to send a letter to a unit owner with an inoperable water meter.
8. The next BOD Meeting will be held on January 16, 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 8:11 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