

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

Minutes of the Meeting of the Board of Directors

March 29, 2018

1. A meeting of the Board of Directors (BOD) was held on the above date at unit 3078, following notice of the location. Engin Nural called the meeting to order at 7:14 p.m. The Members Forum was held, with the following officers present:

Engin Nural – Vice President and =Treasurer
Karen Sarkis – Secretary
Jennifer Lednicky – Assistant Treasurer

President Justin Aiken was absent and excused. Also present was Tim Kirchner, Property Manager, Northern Virginia Management (NVM).

2. The meeting agenda was presented and approved. Motion to approve was made by J. Lednicky and was seconded by K. Sarkis.
3. The BOD motioned and approved the January 2017 meeting minutes as amended. J. Lednicky motioned to approve and K. Sarkis seconded.
4. Treasurer's Report:
 - (a) Financial Report: The BOD motioned and approved the December 2017, January 2018, and February 2018 financial reports. 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 February 23, 2018.
 - (b) Condo Documents Requests: Mr. Kirchner reported that there were no requests for condo documents.
 - (c) Loose Steps: Mr. Kirchner reported that repair work on loose steps near the mailboxes had been completed. He confirmed that additional work on the steps and the courtyard bricks would be completed as well.
 - (d) Lights Out: Mr. Kirchner reported lighting fixtures on the property had been repaired and lightbulbs were replaced.
 - (e) Power Washing: Once the weather gets warmer, Mr. Kirchner informed the BOD that the garage floor, trash cans, and vinyl-siding fronts of individual units would be power washed, and he was soliciting proposals for the work.
 - (f) Arlington County Street Cleaning: Mr. Kirchner confirmed that a request had been submitted to the county to clean the portion of South Glebe Road along the property.

6. Old Business:

- (a) Fence Replacement: Mr. Kirchner reported that the courtyard fence replacement project will commence as soon as the weather becomes more temperate.
- (b) School Rep Meeting: K. Sarkis reported that she was waiting to hear back from the Arlington Public Schools representative to set up a meeting to discuss the county's plan to remap elementary school boundaries.

7. New Business

- (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
 - (b) Lang Street Parking: Mr. Kirchner reported that NVM submitted a request to the county to enforce towing along the west side of S. Lang St. across from ARTC property.
 - (c) Storm Damage Update:
 - (d) Spring Inspection Date: The annual spring inspection was set for Sunday, April 22, 2018 at 12:00 p.m.
 - (e) Flags: The BOD reviewed ARTC's policy on the display of flags.
8. The next BOD Meeting will be held on April 18, 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 8:49 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