

ARLINGTON RIDGE TERRACE CONDOMINIUM (ARTC)
UNIT OWNERS' ASSOCIATION
Minutes of the Meeting of the Board of Directors
June 16, 2021

1. A meeting of the Board of Directors (BOD) was held by teleconference on the above date. Jennifer Lednicky called the meeting to order at 7:36 p.m. The following officers were present:

Cathy Anderson
Samanatha Cole
Veronica Chavez
Jennifer Lednicky
Karen Sarkis

Also participating was Tim Kirchner, Property Manager, Northern Virginia Management (NVM).

2. Approval of Agenda:

- The meeting agenda was presented and approved. J. Lednicky motioned to approve the agenda and C. Anderson seconded. The motion passed unanimously.

3. Approval of Minutes:

- J. Lednicky motioned to approve the Minutes of the May 19, 2021 meeting. K. Sarkis seconded, and the motion passed unanimously.

4. Treasurer's Report:

- K. Sarkis discussed the May 2021 Financial Report, noting that all registers and invoices were reviewed with nothing out of order or of note.
- The BOD discussed with the Property Manager the individual unit owner accounts and activity related to the management of those accounts.
- Mr. Kirchner agreed to provide the BOD with information on ARTC establishing a brokerage account to manage the Association's finances.

5. Managers' Report:

- Past Due Notices: Mr. Kirchner reported that past due notices were sent out the week of May 23, 2021.
- Condo Docs Requests: Mr. Kirchner noted there were no requests for condo documents since the last BOD meeting.
- Painting: Mr. Kirchner informed the BOD that he met with a painting contractor on June 16, 2021 to discuss painting unit doors, trim, and other painting projects across the property. Mr. Kirchner confirmed repainting unit doors will include (as necessary) sanding, priming and prep in addition to the actual repainting.

6. Old Business:

- Retaining Wall Update: Mr. Kirchner reported that ARTC is still waiting for Arlington County to approve the permit necessary to begin the project.

7. New Business:

- Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
- Inspection results: Mr. Kirchner reported that he is meeting with contractors and soliciting proposals for work noted during the Spring 2021 inspection.
- Tree trimming: Mr. Kirchner confirmed that NVM submitted a request for Arlington Country to trim trees along S. Glebe Rd.
- Garage doors: The BOD discussed the possibility of replacing the left garage door (closest to S. Glebe on S. Lang St.) because of repeated damage from residents' vehicles. The BOD also discussed repairs and painting needed on one of the personnel doors inside the garage.
- Additional security: S. Cole and K. Sarkis agreed to research security measures to prevent property damage and theft.
- Drainage: The BOD discussed storm drains overflowing and leaking into the garage. Mr. Kirchner reported that the drains are cleared before and after each storm.

8. Next Meeting:

- The next BOD meeting will be held on July 21, 2021

9. Adjournment:

- A motion to adjourn was made by J. Lednicky and seconded by K. Sarkis. The motion was approved, and the meeting was adjourned at 8:39p.m.