

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

Minutes of the Meeting of the Board of Directors

May 17, 2023

1. A virtual meeting of the Board of Directors (BOD) was held on the above date, following notice of the time and dial-in information. Jennifer Lednicky called the meeting to order at 7:06 p.m. The Members Forum was held, with the following officers present:

Jennifer Lednicky – President
Karen Sarkis – Secretary/Treasurer
Cathy Anderson – Vice President
Devin Ruic – Non-Voting Board Member

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 Jennifer Lednicky and was seconded by Devin Ruic.
3. The Board reviewed the minutes from the April 2023 meeting. Jennifer Lednicky motioned to approve the minutes as amended and Devin Ruic seconded. The motion was approved unanimously.
4. Treasurer's Report:
 - a. Financial Report: K. Sarkis reviewed the registers and invoices for the period covering April 2023 and confirmed for the BOD there was nothing out of order or of note for that period.
5. Manager's Report was presented by Mr. Kirchner, and included several items covered items are below.
 - a. Delinquencies: There is 1 delinquency.
 - b. 2022 Taxes have been completed and submitted.
 - c. Spring Inspection: BOD members Jennifer Lednicky and Devin Ruic has submitted their spring inspections with Cathy Anderson and Karen Sarkis to send this week. Tim Kirchner to do his inspection the week of May 22nd 2023.
 - d. Letters: The BOD reviewed the letters that were received for the month.
6. Old Business:
 - a. Garage Leak: Mr. Kirchner reported that NVM met with the contractor to get a quote on the repair and the costs to investigate the leak will be \$2000. Cathy Anderson motioned to approve and was seconded by Devin Ruic.
 - b. Retaining Wall Stain colors were sent to the board members from Mr. Kirchner but no color has been chosen.
 - c. Garage Light: Mr. Kirchner confirmed that the broken light outside the garage entrance has been repaired.
 - d. Dog Waste Signs: Mr. Kirchner noted that he has not procured the signs that were discussed at last month's meeting but will order them this week.

- e. Fire Suppression Sprinkler Replacement Letter: Jennifer Lednicky would like to have these letters sent out to the owners but we need to get a quote beforehand to include the costs and/or approx. costs for each unit. Mr. Kirchner to get the quote and he will also send the BOD a rough draft letter for any changes that may need to be made.

7. New Business

- a. The BOD reviewed correspondence sent and received during the previous month.
- b. The BOD discussed the replacement of the bulletin board.
- c. Certification of Liability Insurance: Mr. Kirchner has procured a \$4 million coverage plan that is good until May 10, 2024.
- d. Plants: The BOD discussed that the 8 entryway planters be planted with flowers and greenery.
- e. Claudio Check List: The mailbox breezeway needs to be sprayed down.
- f. Cathy Anderson made announcement that she was moving and selling their unit and would no longer be on the Board. The BOD appointed Devin Ruic to Vice President. Karen Sarkis made the motion to approve and was seconded by Jennifer Lednicky.

8. The next BOD Meeting will be held on June 21, 2023.

9. A motion to adjourn was made by Jennifer Lednicky and seconded by Cathy Anderson. The motion was approved, and the meeting was adjourned at 8:20 p.m.