

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

Minutes of the Meeting of the Board of Directors

April 19, 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 7:03 p.m. The Members Forum was held, with the following officers present:

Jennifer Lednicky – President
Karen Sarkis – Secretary/Treasurer
Veronica Chavez – Non-Voting Board Member
Devin Ruic – Non-Voting Board Member

Cathy Anderson, Vice President 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 D. Ruic and was seconded by K. Sarkis.
3. The Board reviewed the minutes from the March 2023 and February 2023 meetings. D. Ruic motioned to approve the minutes as amended and J. Lednicky seconded. The motion was approved unanimously.
4. Treasurer's Report:
 - a. Financial Report: K. Sarkis reviewed the registers and invoices for the period covering March 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 several items below.
 - a. Past Due Notices: Mr. Kirchner reported that Past Due Notices were sent out the week of March 23, 2023.
 - b. Condo Docs Requests: Mr. Kirchner noted there were no requests for condo documents since the last meeting.
 - c. Garage Door Issues: Mr. Kirchner reported that residents continue to unlock the people doors that open into the garage, which presents a security issue.
 - d. Dog Waste Signs: Mr. Kirchner noted that he was in the process of procuring signs to post around the property reminding residents about ARTC rules regarding pet waste.
6. Old Business:
 - a. Garage Leak: Mr. Kirchner reported that NVM met with the contractor who replaced the membrane underneath the western portion of the courtyard to discuss replacing the remaining portion.
7. New Business
 - a. The BOD reviewed correspondence sent and received during the previous month.
 - b. Retaining Wall Stain Proposal: The BOD discussed the proposal to stain the new retaining wall provided by Mr. Kirchner and discussed various color options.

- c. Unit Sprinkler Draft Letter and Proposal: The BOD discussed options for notification and coordination of the replacement of indoor sprinkler heads by unit owners. The BOD asked Mr. Kirchner to solicit quotes so the BOD could provide unit owners with a cost estimate.
- d. Spring Inspection: Mr. Kirchner asked the BOD members to conduct their spring inspections of the property in the coming month so the results could be discussed at the May 2023 BOD meeting.
- e. Garage Light: Mr. Kirchner confirmed that NVM would repair the broken light outside the garage entrance.
- f. Storm Drains: D. Ruic reported blocked drains in the courtyard causing water to pool after it rains, and Mr. Kirchner confirmed that he would make sure checking and cleaning the drains was included in weekly maintenance.
- g. Outdoor Sprinkler Leaks: K. Sarkis reported the outdoor sprinklers near Units 3002 and 3004 continued to leak onto the sidewalk, and Mr. Kirchner said he would look into it.
- h. Garage Door Manual Opener: J. Lednicky reported that the tool used to open the main garage doors during power outages was missing and asked for it to be replaced.

8. The next BOD Meeting will be held on May 17, 2023.

9. A motion to adjourn was made by J. Lednicky and seconded by D. Ruic. The motion was approved, and the meeting was adjourned at 8:04 p.m.