

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

Minutes of the Meeting of the Board of Directors

Wednesday, 16 August 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. J. Lednicky called the meeting to order at 7:05 p.m. The Members Forum was held, with the following officers present:

Veronica Chavez
Jennifer Lednicky
Karen Sarkis

BOD member Graham Tribble joined the meeting at 7:49 p.m. Also present were Joe Salasovich (#3076) and 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 V. Chavez.
3. The Board reviewed the minutes from the July 2023 meeting. J. Lednicky motioned to approve the minutes as written and V. Chavez seconded. The motion was approved unanimously.
4. Treasurer's Report:
 - a. Financial Report: K. Sarkis reviewed the registers and invoices for the period covering July 2023 and confirmed for the BOD there was nothing out of order or of note for that period.
 - b. Insurance: K. Sarkis asked about ARTC's insurance, and Mr. Kirchner and the BOD discussed the marked increase in the cost of insurance in the past year.
5. Manager's Report was presented by Mr. Kirchner and included items covered below.
 - a. Past Due Notices: Mr. Kirchner reported that Past Due Notices were sent out the week of 23 July 2023. The BOD discussed a delinquency and tabled the discussion until the next meeting when the full BOD was in attendance.
 - b. Condo Docs Requests: Mr. Kirchner noted there were no requests for condo documents since the last meeting.
 - c. Garage Leak: Mr. Kirchner reported the results of the test to locate the leak to the courtyard membrane and outlined the next steps to repair the membrane.
 - d. Water Meter Update: Mr. Kirchner told the BOD he is looking into a company that may be able to rebuild the ARTC water meters, which are no longer manufactured.
6. Old Business
 - a. Sprinkler Replacement Project: Mr. Kirchner updated the BOD on the status of the sprinkler replacement project, noting that NVM was still waiting for two more proposals.
7. New Business
 - a. Correspondence Sent/Received: The BOD reviewed correspondence sent and received during the previous month.

- b. 2024 Draft Budget: The BOD reviewed the 2024 Draft Budget and discussed possible adjustments.
 - c. Pest Control: Joe Salasovich raised the issue of pest control on the property. He flagged that because of the wet weather, in addition to treating the property's perimeter, the back lawn also needed to be treated for roaches and other pests. He also noted that items on his and the neighboring unit's back patios had been chewed/scratched by pests.
8. The next BOD Meeting will be on 20 September 2023.
9. A motion to adjourn was made by J. Lednicky and seconded by K. Sarkis. The motion was approved, and the meeting was adjourned at 8:04 p.m.