

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

Minutes of the Meeting of the Board of Directors

Wednesday, 19 July 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:

Jennifer Lednicky – President
Karen Sarkis – Secretary/Treasurer
Devin Ruic

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 Board reviewed the minutes from the June 2023 meeting. J. Lednicky motioned to approve the minutes as written and K. Sarkis seconded. The motion was approved unanimously.
4. J. Lednicky motioned to appoint Graham Tribble (Unit 3064) to the BOD for the remainder of the yearly term. K. Sarkis seconded, and the motion passed unanimously.
5. Treasurer's Report:
 - a. Financial Report: K. Sarkis reviewed the registers and invoices for the period covering June 2023 and confirmed for the BOD there was nothing out of order or of note ~~for that period~~.
6. 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 June 2023. The BOD discussed a delinquency and tabled the discussion until the August 2023 meeting.
 - b. Condo Documents Requests: ~~Mr. Kirchner noted there were n~~No requests ~~for condo documents~~ since the last meeting.
 - c. Water Meter Update: ~~Mr. Kirchner updated the BOD about~~NVM is investigating the possibility of having old water meters rebuilt.
 - d. Lawn Sprinklers: ~~Mr. Kirchner informed the BOD that t~~he broken lawn sprinklers ~~had were been~~ repaired.
 - e. Deck Repairs: ~~Mr. Kirchner reported that~~ NVM ~~i~~was conducting repairs on a unit's deck.
7. Old Business
 - a. Garage Leak: Mr. Kirchner reported that the work to locate and repair the leak to the courtyard membrane was scheduled to begin.
 - b. Sprinkler Replacement Letter: Mr. Kirchner updated the BOD on the status of the sprinkler replacement project.

8. New Business

- a. The BOD reviewed correspondence sent and received during the previous month.
- b. Retaining Wall Project: The BOD discussed and chose a stain color to paint the ~~new~~ retaining wall along Four Mile Run after its spring repair.
- c. Pest Control: Mr. Kirchner updated the BOD on the results of the exterminator's inspection and said the grassy area in the back of the property would be treated for pests.
- d. Door Replacement: Mr. Kirchner reported that NVM would solicit proposals to replace one of the people doors at the garage's main entrance.
- e. The BOD voted to transfer money from the Association's operating account to a new CD. J. Lednicky motioned to approve the transfer and the motion passed unanimously.

9. The next BOD Meeting will be held on 16 August 2023.

10. A motion to adjourn was made by J. Lednicky and seconded by D. Ruic. The motion was approved, and the meeting was adjourned at 7:58 p.m.