

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

Minutes of the Meeting of the Board of Directors

Wednesday, 21 June 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 7:08 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

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 May 2023 meeting. J. Lednicky motioned to approve the minutes as written and K. Sarkis seconded. The motion was approved unanimously.
4. Treasurer's Report:
 - a. Financial Report: K. Sarkis reviewed the registers and invoices for the period covering May 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 items covered below.
 - a. Past Due Notices: Mr. Kirchner reported that Past Due Notices were sent out the week of 23 May 2023.
 - b. Condo Docs Requests: Mr. Kirchner noted there were no requests for condo documents since the last meeting.
 - c. Arlington County Fire Marshall: Mr. Kirchner reported that the Arlington County Fire Marshall reached out to the Association to discuss a potential fire hazard related to storage on the property.
 - d. Lawn Sprinklers: Mr. Kirchner informed the BOD that one of the lawn sprinkler zones was not working and they are waiting on the part necessary for the repair.
6. Old Business:
 - a. Garage Leak: Mr. Kirchner reported that NVM had signed the contract with the vendor that will replace the membrane underneath the western portion of the courtyard.
 - b. Sprinkler Replacement Letter: Mr. Kirchner informed the BOD that the letter about replacing sprinkler heads inside individual units was sent to ARTC residents in the first week of June 2023.
 - c. Water Meters: Mr. Kirchner reported that he scheduled a meeting to discuss an issue related to a water meter on the property.

7. New Business

- a. The BOD reviewed correspondence sent and received during the previous month.
 - b. Retaining Wall Stain Proposal: The BOD reviewed and discussed various color options for the new retaining wall and agreed on a stain color.
 - c. Pest Control: Mr. Kirchner reported that the exterminator would be inspecting the property in the next week and he would relay the results of the inspection to the BOD.
 - d. Spring Inspection: Mr. Kirchner reviewed the results of the spring inspection and updated the BOD on upcoming projects related to the inspection findings, including power washing and painting the garage doors of individual units and power washing the garage floors.
 - e. Painting Proposals: The BOD asked Mr. Kirchner to solicit quotes for painting the metal railings and lampposts on the property.
 - f. Open BOD position: Mr. Kirchner asked the BOD to reach out to unit owners to find a replacement to fill the position that became available following Cathy Anderson's resignation from the BOD.
8. The next BOD Meeting will be held on 19 June 2023.
9. A motion to adjourn was made by J. Lednicky and seconded by V. Chavez. The motion was approved, and the meeting was adjourned at 7:59 p.m.