

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

Minutes of the Meeting of the Board of Directors

Wednesday, 20 September 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
Devin Ruic
Karen Sarkis
Graham Tribble

Also present were Andrea Evans (#3032) 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 K. Sarkis.
3. The Board reviewed the minutes from the August 2023 meeting. J. Lednicky motioned to approve the minutes as amended and D. 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 August 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 August 2023.
 - b. Condo Docs Requests: Mr. Kirchner noted there were no requests for condo documents since the last meeting.
 - c. Garage Leak: Mr. Kirchner reported that repairs to the center portion of the membrane had been completed and that NVM is waiting to determine if that resolved the leak.
 - d. Water Meter Update: Mr. Kirchner updated the BOD on securing a source for individual units' water meters, which are no longer being manufactured, and his conversations with Arlington County officials about the possibility of transitioning ARTC to a single-meter system. The BOD discussed the options and agreed to revisit the issue at a later date.
6. Old Business
 - a. Monthly Assessment: The BOD discussed raising the monthly assessment, currently \$495. G. Tribble motioned to raise the assessment by \$10 to \$505, and K. Sarkis seconded the motion. The motion passed by a 3-1 vote.
 - b. Painting: Mr. Kirchner informed the BOD that he would solicit bids for painting the wrought iron railings around the property so that the work can be completed before winter.

7. New Business

- a. Correspondence Sent/Received: The BOD reviewed correspondence sent and received during the previous month.
 - b. 2024 Draft Budget: The BOD discussed possible adjustments to the 2024 Draft Budget.
 - c. Annual Meeting: Mr. Kirchner confirmed that the Annual Meeting would be on 18 October 2023, and NVM would notify owners.
 - d. Executive Session: The BOD entered Executive Session at 8:10 p.m. to discuss a delinquency. The BOD came out of Executive Session at 8:24 p.m.
8. The next BOD Meeting will be following the Annual Meeting on 18 October 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 8:32 p.m.