

Arlington Ridge Terrace Condominium (ARTC)

UNIT OWNERS' ASSOCIATION

Minutes of the meeting of the Board of Directors

**March 8, 2023**

1. A meeting of the Board of Directors (BOD) was held by teleconference on the above date. Jennifer Lednicky called the meeting to order at 7:05 p.m. The following officers were present:

- Jennifer Lednicky, President
- Cathy Anderson – Vice President
- Karen Sarkis – Secretary/Treasurer
- Veronica Chavez – Non-voting Member
- Devin Ruic – Non-Voting Member

Also present was Tim Kirchner, Property Manager, Northern Virginia Management (NVM) and community member Nick Macri, unit 3034.

2. Approval of Agenda:

The meeting agenda was presented and approved. Motion to approve was made by Jennifer Lednicky and seconded by Karin Sarkis.

3. Treasurer's Report:

Invoices are still coming in since our meeting was moved up 1 week this month. Report will be approved at next month's meeting.

4. Old Business:

- Unit sprinkler heads replaced in all units. From Feb 15<sup>th</sup> meeting it was determined that each unit was responsible for replacing the sprinkler heads. Tim Kirchner asked for the BOD to respond with the total number of their sprinkler heads so we can get a quote on the costs of replacement as a group.
- Garage Leak was discussed and Tim Kirchner has set up an appointment to meet with a contractor in a few weeks to look at the work and get a quote.
- Retaining wall is completed and to stain the new wood will cost \$3475. Tim Kirchner to send out colors of stains to BOD.

5. New Business:

- Draft Audit – Jennifer Lednicky needs to sign.
- Spring Inspection. It was determined that the BOD will each independently walk the community and submit by the May 15, 2023 meeting.
- Reviewed draft letter for known maintenance on units and will add more for next month's meeting.

6. Adjournment:

Meeting was adjourned at 8:22 pm by Jennifer Lednicky and Devin Ruic seconded the motion.

Next meeting will be on 3/19/23