

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

**Minutes of the Meeting of the Board of Directors
Wednesday, 15 November 2023**

1. On 15 November 2023, the Board of Directors (BOD) of the Arlington Ridge Terrace Condominium (ARTC) Unit Owners' Association held a virtual meeting, following notice of the scheduled time and dial-in information. President Jennifer Lednicky called the meeting to order at 1908 hours. The BOD held a Members Forum, with the following officers present:

Jennifer Lednicky - President
Karen Sarkis - Vice President/Treasurer
Devin Ruic - Secretary
Veronica Chavez - Non-Voting Board Member
Graham Tribble - Non-Voting Board Member

Also present was Tim Kirchner, Property Manager, Northern Virginia Management (NVM)

2. The meeting agenda was presented and approved at 1909 hours.

3. Minutes for the previous meeting were not approved, as the previous meeting was the ARTC BOD Annual Members Meeting and a transcript was still being prepared by NVM. The BOD reviewed draft amended minutes from the 2022 ARTC BOD Annual Members Meeting, and discussed the process for distribution of the amended 2022 minutes for approval by the ARTC Unit Owners.

4. **Treasurer's Report (Presented by Karen Sarkis)**

- a. As part of the Financial Report, Sarkis and Kirchner discussed a question regarding Montgomery Irrigation, which is the same company that serviced the ARTC yard sprinklers. Kirchner noted that the prior company has gone out of business.
- b. Two Certificates of Deposit (CDs) are coming due in January 2024.
- c. One unit maintained a delinquency, to be discussed further under New Business.

5. **Manager's Report (Presented by Tim Kirchner)**

- a. Kirchner noted he would speak about ongoing water meter issues and statements from the auditor later in the meeting.

6. **Old Business**

- a. Sprinkler Heads:
 - i. NVM has acquired two quotes for service, awaiting one more. Kirchner will coordinate with Lednicky to acquire access to a unit for assessment.
- b. Water Meters:
 - i. Kirchner found a vendor for potential replacement, but testing will require purchase - 3,500.00 USD to purchase and install. One potential replacement identified requires less pressure, and is in current production. Discussion revolved around potential of

- newly identified replacements becoming obsolete, and unknowns regarding whether the new unit would work at residences located further away from county meter.
- ii. Kirchner reported that unidentified issues with the water meter servicing one unit began in July 2019.
 - iii. Discussion regarding whether new water meters should be purchased, tested; whether the new meter will remain in production; whether a new algorithm for water usage will be developed.
 1. Ruic moved to purchase and test one new unit (JPG would be installation techs). Seconded by Lednicky.
Ayes: Ruic, Sarkis, Lednicky, Tribble
Nays: None
(Chavez no longer present)
Motion Passed
 2. Discussion continued about potential courses of action (COAs) pertaining to a new algorithm should the replacement meter be insufficient.

7. **New Business**

- a. Letters Sent/Received:
 - i. Snake issue in communal garage
 1. Likely coming through exterior garage doors
 2. One previously attempted entry through the garage fans
 - ii. Water hammering noise raised by unit owner
 1. Tribble also experienced rattling/hammering noise - did not notice it in the fire suppression system. Draining the water system ameliorates the issue for weeks/months.
 - iii. Letters sent to two units pertaining to appropriate disposal of recyclables/trash
- b. Yearly Request from Auditor:
 - i. Goldklang & Group report explained any excess income will be added to reserves.
 1. Proposal: The Association elects to apply all or part of the excess assessment income to the following year's assessment and that such final amount shall be at the Board's Discretion.
 2. Ruic moved to approve the proposed solution. Lednicky seconded.
Ayes: Ruic, Sarkis, Lednicky, Tribble
Nays: None
Motion Passed
- c. The BOD entered into executive session to discuss a legal issue regarding a unit owner.
- d. The BOD exited executive session, after which Lednicky moved to adopt a resolution to foreclose on a unit for association dues delinquencies. Seconded by Tribble.
Ayes: Lednicky
Nays: Ruic, Sarkis
Motion Failed

8. **Next Meeting:** The next meeting is scheduled for 1900 hours on 20 December 2023.

9. A motion to adjourn was made and approved; the meeting adjourned at 2111 hours.