

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

**Minutes of the Meeting of the Board of Directors  
Wednesday, 21 February 2024**

1. On 21 February 2024, 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 - Treasurer  
Devin Ruic - Secretary  
Veronica Chavez - Non-Voting Board Member

Also present were Tim Kirchner, Property Manager, Northern Virginia Management (NVM); Andrea Evans, owner of Unit 3032; Scott Roehm, owner of 3008; Joe Salasovich, owner of 3076; and Mike Atkin, owner of 3032.

2. Ms. Evans raised a question regarding the rules and regulations of parking within the common garage, expressing frustration that some tenants appeared to use the space as semi-permanent parking.

3. Ruic moved to approve the minutes from the 20 December 2023 meeting. Sarkis seconded the motion. The motion passed without objection. As a note, there was no quorum present for the scheduled 17 January 2024 meeting, and therefore no minutes were taken for the abbreviated meeting. As a note, during this abbreviated meeting the Board members present approved an expenditure of 6,100.00 USD, associated with the cost of a master flood insurance policy discussed further under New Business.

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

a. Financial Report:

- i. In the financial documentation, "JPG" referred to the water meters.
- ii. Two certificates of deposit (CD) have come due from TIAA and Freedom. ARTC is not currently exploring new options, as one is moving to approximately 4% rate.
- iii. Total assets stood at 1,252,913.07 USD.
- iv. Total liabilities stood at 1,252,913.07 USD.

b. Delinquency:

- i. This issue was identified as appropriate for discussion during executive session, and was not further addressed during the Treasurer's Report.

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

- a. Lednicky directed conversation to the painting of community railings. Kirchner reported to have pricing for the painting of all community railings, stairs, and lamp posts.

- b. Kirchner reported the garage leak appeared to be repaired successfully.
- c. Kirchner reported that repairs to one of the garage doors were completed.

## 6. Old Business

- a. Sprinkler Heads Replacement:
  - i. Kirchner anticipating sending letter to invite inspection of units to determine totality of sprinkler head types, to ensure which are/are not recalled/necessary to replace. Research has currently identified three types of sprinkler heads present in units.
- b. Mailbox Relocation:
  - i. Sarkis expressed concern regarding moving them - referencing possible convenience and noise issues.
  - ii. Kirchner reportedly met with a company who recommended building a lockable closet allowing for dropped packages, with lockable doors to permit USPS. >10k estimate
  - iii. Kirchner reportedly met with a separate company who recommended foot lockers for packages. 8-10k estimate
  - iv. Ruic asked about December 2023 recommended research - urged Kirchner to accomplish the recommended actions from that meeting prior to adoption of new courses of action.
  - v. Issue was informally tabled to permit additional research by Kirchner. .

## 7. New Business

- a. Letters Sent/Received:
  - i. From Scott Roehm and Heidi Altman: “We received a letter from our mortgage company on 12/5/23 saying they needed to be provided proof of flood insurance within 45 days of 11/22/23. We knew that the association did not carry any flood insurance, per an exchange with NVM in early 2023, so we immediately bought our own policy. The policy is held by Geico, which required paying the entire year up front (\$1493). After buying that policy, we learned that the board had authorized the association to look into getting a master policy, which it seems would have obviated the need for us to get our own individual policy. Our mortgage company cannot determine for certain whether the master policy the association bought satisfies what they require – such that we wouldn’t also need the separate Geico policy we purchased – until NVM gets the full policy declaration, which we understand from an email exchange today (2/21/24) it is working on doing. Assuming the master policy is determined to be sufficient, the decision about whether to refund any/all of the cost of the Geico policy rests entirely with Geico, not our mortgage company. Geico is telling us that in order to make a refund determination, we would need to send them the new master policy procured by NVM, \*plus\* either 1) a “replacement cost estimator”, or 2) a formal assessment of the condo. While we haven’t looked into it in detail, we assume both of those would cost money, and certainly time. Our request is that the Board ensure that we – and any other homeowners who purchased their own policies because we had not yet been told that the Board / NVM would be purchasing a policy that sufficed – be reimbursed for all costs incurred, whether outright, by waiving/reducing condo fees for a relevant period of time, or any other method.”
    - 1. Additional discussion regarding flood insurance policies ensued.

2. Kirchner/NVM reported that the “Master” policy does not cover the contents of the individual units.
  3. Lednicky reported also acquiring a personal policy. Once Lednicky received Master policy, she was rebated on personal policy - though her mortgage rate went up.
  4. Roehm talked to his mortgage company and Geico - the mortgage company will not involve themselves. It is entirely the prerogative of Geico to determine whether they are rebated. Roehm stated if he had known in a timely manner of pursuit of Master policy, he would not have paid for full Geico policy. Roehm stated he was looking for a mechanism for recompense of people who took action in reply to FEMA notification.
  5. Chavez noted her mortgage company acquired policy on her behalf automatically due to delay in acquisition.
  6. Kirchner met with FEMA to inspect grounds (December timeframe). FEMA will only cover 12 million USD. However, FEMA did not believe that will cover rebuilding costs, and demanded an additional 6,100.00 USD fee because the max 12 million policy still underinsured the community, and any independent inspection may determine the community is underinsured. FEMA listed properties as townhouses, not condominiums.
  7. Ruic provided that per Arlington County Property Search, ARTC is Property Class Code 513-Townhouse (condo own); Zoning RA18 - meaning “multi-family dwelling” per URL:  
[https://www.arlingtonva.us/files/sharedassets/public/v/2/projects/documents/adopted\\_zoa-15-01useclass\\_02-21-2015marked-up-version.pdf](https://www.arlingtonva.us/files/sharedassets/public/v/2/projects/documents/adopted_zoa-15-01useclass_02-21-2015marked-up-version.pdf)
  8. Kirchner stated he and NVM would send the full Master policy to the community in the following days.
- b. Spring Inspection: Kirchner recommended independent surveys to be prepared prior to the May meeting. Lednicky concurred, based on practice during COVID. This course of action was adopted without a vote.
  - c. The Board entered executive session to discuss an ongoing situation pertaining to an individual unit. Following this executive session, the Board continued on with New Business.
  - d. Landscaping Contract: Kirchner reported the contract for the community’s landscaping was up for signature.
  - e. Road Construction:
    - i. There is a county meeting scheduled for March 5th, 2024 at 1830 hours at the Gunston Middle School, Room G-7, located at 2700 S. Lang Street, Arlington, VA 22206.
    - ii. Lednicky encouraged attendance at the meeting, which will discuss the impending closure of the Mount Vernon Avenue bridge connecting Arlington to Alexandria, just east of the community.
  - f. Pest Control: Kirchner reported additional traps had been set in the common garage to deal with an influx of mice.

9. **Next Meeting:** The next meeting is scheduled for 1900 hours on 13 March 2024.

10. At 2052 hours Lednicky motioned to adjourn the meeting. Seconded by Ruic, and adopted unanimously. The meeting adjourned at 2052 hours.