

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

Minutes of the Meeting of the Board of Directors

February 15, 2017

1. A meeting of the Board of Directors (BOD) was held on the above date at Unit 3084, following notice of the location. Justin Aiken called the meeting to order at 7:03 p.m. The Members Forum was held, with the following officers present:

Justin Aiken -- President
Engin Nural – Vice President and Treasurer
Karen Sarkis –Assistant Secretary
Jennifer Lednicky—Assistant Treasurer

Monica Marvin, Secretary, was absent and excused. Also present were Tim Kirchner, Property Manager, Northern Virginia Management (NVM); and Linda Barbour, Unit 3082.

2. The meeting agenda was presented and approved. Motion to approve was made by J. Aiken and was seconded by K. Sarkis.
3. The Minutes of the January 18, 2017 BOD meeting was reviewed. BOD members had the opportunity to review the Minutes in advance of the Meeting. Upon motion made by J. Aiken and seconded by K. Sarkis, the Minutes were approved as submitted.
4. Treasurer's Report:
 - (a) Financial Report. There were no Financial Reports for the periods covering October 2016, November 2016, and December 2016. J. Aiken will follow up with Mowele Causey on the status of the reports, which were deferred to the March 15, 2017 BOD Meeting.
 - (b) Owner Accounts. A motion was made by J. Aiken and seconded by K. Sarkis that the BOD go into Executive Session for the purpose of discussing with the Property Manager late fee assessments to Units 3012, 3028, and 3044, which were subsequently waved. The BOD went into Executive Session at 7:48 p.m. At 8:12 p.m. K. Sarkis motioned that the Executive Session be closed. Motion was seconded by J. Lednicky. Motion was approved. The BOD reconvened in open meeting session at 8:12 p.m.
5. Manager's Report was presented by Mr. Kirchner, and included several items covered under Old Business, below.
 - (a) Calendar of Events: Page 47 of the Board Packet contained 2017 Calendar of Events. Meeting dates for 2017 have also been posted on the bulletin board.
 - (b) Past Due Notices: Past due notices were sent out week of January 23, 2017.
 - (c) Condo Document Requests: There was a request for condo documents from Unit 3026.
6. Old Business:
 - (a) Discussion of most recent water bill invoices. The Property Manager walked BOD members through the meter-reading process and highlighted possible reasons for increases or sudden changes in usage. J. Aiken asked the Property Manager for a spreadsheet showing how readings

are collected to help BOD members understand the process and spot potential errors or discrepancies. The Property Manager emailed the requested spreadsheet on February 16, 2017 to BOD members.

- (b) Reports of stolen packages. BOV members revisited their discussion of potential ways to store packages for residents until they are able to pick them up. J. Lednicky will generate a questionnaire for residents for BOV members to review. J. Lednicky send BOV members an email with a link to the draft questionnaire on February 16, 2017.

7. New Business

- (a) Correspondence received and sent during the previous month were reviewed. Actions needed to address concerns and issues raised were discussed.
 - (b) Open Board Position: J. Aiken suggested sending a notice to Owners regarding a replacement for BOV member M. Marvin to see if any Owners would be interested in filling the vacancy.
 - (c) Spring Inspection Date. BOV Members in consultation with Property Manager agreed to conduct the Spring Inspection on April 9, 2017.
 - (d) Fence Proposals: The Property Manager will begin soliciting proposals for the replacement of the fencing along the two inner courtyards.
8. The next BOD Meeting will be held March 15, 2017.
9. A motion to adjourn was made by K. Sarkis and seconded by E. Nural. The motion was approved, and the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Karen Sarkis, Assistant Secretary