

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

Minutes of the Meeting of the Board of Directors

January 17, 2018

1. A meeting of the Board of Directors (BOD) was held on the above date at unit 3046, following notice of the location. Justin Aiken called the meeting to order at 7:06 p.m. The Members Forum was held, with the following officers present:

Justin Aiken – President
Karen Sarkis – Secretary

Vice President and Treasurer Engin Nural and Assistant Treasurer Jennifer Lednicky were absent and excused. Also present was Tim Kirchner, Property Manager, Northern Virginia Management (NVM).

2. The meeting agenda was presented and approved. Motion to approve was made by K. Sarkis and was seconded by J. Aiken.
3. The BOD motioned and approved to push the review of the November 15, 2017 meeting minutes to the February 2018 meeting. K. Sarkis motioned and J. Aiken seconded.
4. Treasurer's Report:
 - (a) Financial Report: The BOD agreed to push the approval of the November 2017 and December 2017 Treasurer's Reports to the February 2018 meeting.
5. Manager's Report was presented by Mr. Kirchner.
 - (a) Past Due Notices: Mr. Kirchner noted that past due notices were sent out the week of December 23, 2017.
 - (b) Condo Documents Requests: Mr. Kirchner reported that there were two requests for condo documents.
 - (c) Meeting Dates: Mr. Kirchner reported that the 2018 BOD meeting dates had been posted.
 - (d) 2018 Coupon Books: Mr. Kirchner noted that the 2018 coupon books were mailed in December
6. Old Business:
 - (a) Fence Replacement: Mr. Kirchner reported that the courtyard fence replacement project had been delayed because of a building materials shortage.
7. New Business
 - (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
 - (b) Garage Sprinkler Leak: Mr. Kirchner updated the BOD on a broken pipe in the garage.

- (c) County Response Letter: The BOD reviewed the response from Arlington County regarding the use permit of the neighboring property at 2920 S. Glebe Rd. The BOD agreed to send a follow-up letter to the county regarding the project.
 - (d) Front Door Lock Replacement: The BOD reviewed an owner's request to replace the front door lock of their unit. The BOD unanimously approved the request.
8. The next BOD Meeting will be held on February 21, 2018.
9. A motion to adjourn was made by K. Sarkis and seconded by J. Aiken. The motion was approved, and the meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Karen M. Sarkis

Note: If you would like to receive the monthly meeting minutes via email once they have been approved, please send an email to NVM at nvm@northernvirginiamanagement.com with your email address and request to be added to the Arlington Ridge Terrace Unit Owners email distribution list.

FOR INFO OF THE BOD ONLY.

Appended to, but not a formal part of Minutes

Active Open Items