

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

**Minutes of the Meeting of the Board of Directors  
Wednesday, 20 December 2023**

1. On 20 December 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 1907 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 was Tim Kirchner, Property Manager, Northern Virginia Management (NVM), and Andrea Evans, owner of Unit 3032.

2. Ms. Evans raised a question regarding the tenants and property associated with a particular unit. Ruic and Kirchner noted that questions affecting separate owners could not be answered, though the issues raised could be addressed in a subsequent executive session.

3. Ruic moved to table the approval of the previous meeting's minutes until additional discussions could occur during an executive session. Sarkis seconded the motion. The motion passed without objection.

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

- a. Financial Report:
  - i. Question regarding State Farm invoice inadvertently added to our paperwork.
  - ii. Additional watering - Kirchner noted we started early due to dry conditions in May 2022.
  - iii. Other invoices were in order.
  - iv. Two Certificates of Deposit (CDs) (TIA and Freedom) coming due in January. NVM, via bank, will look for a better interest rate. ~4+% generally available at this time.
- 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. Kirchner directed the attention of the Board to Page 3 of their meeting book, indicating that no recent sales had occurred within the property.
- b. NVM mailed out the new year's coupon books.

- c. Kirchner directed the Board's attention to next year's meetings as proposed. March will be early to accommodate Kirchner.
- d. Folks on ACH, increase in condo association dues will be automatic.

## 6. Old Business

- a. Sprinkler Heads Replacement:
  - i. There are at least two different kinds of sprinkler heads - Lednicky's unit contains a different version than most. Kirchner suggests sending additional letter to owners, requesting information including photos of sprinkler heads currently present and number of heads. Kirchner will send a draft inquiry to the Board.
- b. Water Meter Update:
  - i. New meter installed as tester at participating unit. Appears to be counting upward, but counting slowly. NVM will continue monitoring for next couple of weeks to determine efficacy.

## 7. New Business

- a. Letters Sent/Received:
  - i. Garage Leak: Leak through an electrical box in proximity to unit 3076, below the pole light. The courtyard is not perfectly waterproof, and prior issues revolved around shorting out light poles. Removing the interior panel and allowing water to flow has been safer and more effective. Lednicky inquired about the leak where pavers have been moved - the planter will be moved shortly, and now the goal is to move an air conditioning unit to continue repairs.
- b. Draft 2022/2023 Annual Minutes:
  - i. 2022/2023 Minutes are in meeting book; Kirchner will send editable copy to BOD tomorrow for review/proposed edits.
- c. 2024 Meeting Dates: Further changes will be made during our January Meeting.
- d. Flood Insurance:
  - i. FEMA is telling ARTC that if the association acquires flood insurance, individual owners will not require individual policies. Max is \$250,000 USD per unit. Association can acquire a \$12 million policy for \$45,000 - if paid in group fund, price is \$900 per unit per year (leaving aside annual increases). FEMA will allow us to have an elevation survey done if we acquire a FEMA policy, to determine if we can be deemed exempt. Most insurance companies are insisting that unit owners acquire the maximum FEMA amount. Kirchner suggests ARTC acquires it, along with a FEMA certificate that can be presented to the various mortgage lenders. FEMA did note that some mortgage companies (not large ones) still want individual owners to acquire supplemental flood insurance. Evans' (3032) mortgage lender is requesting to see the master policy. Lednicky notes the difference between policies covering units and the contents of those units- building and personal. Salasovich asked that this information be disseminated to the units soon, as the 45-day mandate is approaching quickly. Lednicky asked whether this could be an addition to our Nationwide policy - Kirchner noted it could be, but the actual FEMA-approved policy could be any number of companies, including potentially Nationwide.
  - ii. Ruic moved to adopt the proposal that NVM acquire a \$12 million policy for \$45k a year, leveraging a cost of \$900 per year per unit. The Board approved the motion

without objection.. Kirchner will apprise BOD on the timeline for paperwork after the process begins tomorrow. Kirchner suggests owners inform mortgage lenders that the ARTC association is acquiring a policy and that documentation is to follow.

***Motion Passed***

e. Mail Theft:

- i. Old Proposals: Lednicky displayed prior cost analysis of a variety of options associated with potential mail security options
  1. Sarkis added the potential of an opaque gate for obfuscation.
  2. Kirchner noted mail boxes were not always in alcove, and could be moved more interior to the community, so that package drop-off would not be visible from S. Glebe Rd.
    - a. Kirchner will begin to research cost of new boxes that include larger boxes for some packages and relocation to interior courtyard.
    - b. Kirchner will also research potential pricing for non-locking opaque gate for mail alcove.
  3. New Proposal: Kirchner will provide new ideas originating from a class he recently took via email.

- f. Legal: The board entered Executive Session at 2026 hours to discuss a legal issue pertaining to a unit owner.

8. During an executive session, the BOD reviewed and amended the minutes of the 15 November 2023 BOD meeting. After exiting the executive session, Ruic moved to approve the minutes as amended. Sarkis seconded. Adopted unanimously at 2119 hours.

9. **Next Meeting:** The next meeting is scheduled for 1900 hours on 17 January 2024. Kirchner noted that NVM's offices would be closed the week of Christmas, but he would remain local to field any emergencies.

10. At 2122 hours Ruic motioned to adjourn the BOD meeting. Seconded by Sarkis. Adopted unanimously.