

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

Minutes of the Meeting of the Board of Directors

July 18, 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 7:02 p.m. The Members Forum was held, with the following officers present:

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

Also present were Tim Kirchner, Property Manager, Northern Virginia Management (NVM), Clemente Hinojosa (Unit 3038), and Joe Salasovich (3076).

2. The meeting agenda was presented and approved with amendments. Motion to approve was made by K. Sarkis and was seconded by E. Nural.
3. The BOD motioned to push the approval of the June 2018 meeting minutes to the August 2018 meeting.
4. Treasurer's Report:
 - (a) Financial Report: The BOD deferred the review and approval of the 2018 financial report to the August 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 June 23, 2018.
 - (b) Condo Documents Requests: Mr. Kirchner reported that there were no requests for condo documents.
 - (c) Garage Recycling and Trash Signs: Mr. Kirchner reported that new signage for the garage delineating trash and recycling areas had been ordered.
 - (d) Stand for Box Recycling: NVM ordered and assembled the stand for box recycling in the garage.
 - (e) Power Washing Garage Floor and Trash Cans: Mr. Kirchner reported that the power washing of the garage floor and trash cans was completed.
6. Old Business:
 - (a) School Rep Meeting Update: J. Salasovich provided an updated on the Arlington County School Board plan to remap elementary school boundaries. He reported that he contacted Arlington County about its walkability study for Oakridge Elementary School, and a county representative, Kristen Halderman, would be joining several ARTC parents and children to walk the route from ARTC to Oakridge.

7. New Business

- (a) Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
- (b) Water Meter Replacement: Clemente Hinojosa requested the BOD's assistance in finding a replacement for his unit's water meter as the model in use in most ARTC units is no longer produced. NVM will research the matter and report back.
- (c) 2017 Draft Audit: Mr. Kirchner asked the BOD to review the draft of the 2017 Audit.
- (f) Annual Meeting Date: The BOD set agreed to hold the ARTC Annual Meeting on October 17, 2018.

8. The next BOD Meeting will be held on August 15, 2018.

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 8:33 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.