

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

Minutes of the Meeting of the Board of Directors

June 19, 2019

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 7:05 p.m. The Members Forum was held, with the following officers present:

Justin Aiken – President
Karen Sarkis – Secretary
Jennifer Lednicky, Assistant Treasurer

Engin Nural, Vice President and Treasurer, was absent and excused. Also participating 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 Minutes of the May 2019 BOD minutes were deferred to the July 2019 meeting.
4. Treasurer's Report:
 - (a) Financial Report: The BOD deferred discussion of the May 2019 Financial Report to the July 2019 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 May 23, 2019.
6. Old Business:
 - (a) 2018 Draft Audit: Mr. Kirchner reported that the draft audit had been signed and approved in May.
7. New Business
 - (a) Letters Sent/Received: The BOD reviewed correspondence received since the May 2019 meeting.
 - (b) 2018 Taxes: Mr. Kirchner presented the 2018 ARTC taxes for the BODs review.
 - (c) Spring Inspection Results: Mr. Kirchner presented for the BOD's discussion the results of the 2019 Spring Inspection.
8. The next BOD Meeting will be held on July 17, 2019.
9. A motion to adjourn was made by K. Sarkis and seconded by J. Lednicky. The motion was approved, and the meeting was adjourned at 7:46 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