

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

Minutes of the Meeting of the Board of Directors

November 20, 2019

1. A meeting of the Board of Directors (BOD) was held on the above date at Unit 3068, following notice of the location. Justin Aiken called the meeting to order at 7:08 p.m. The Members Forum was held, with the following officers present:

Samantha Cole
Jennifer Lednicky
Karen Sarkis

Also participating was Tim Kirchner, Property Manager, Northern Virginia Management (NVM), and Engin Nural (Unit 3078).

2. Officers: K. Sarkis motioned to appoint Samantha Cole as a voting member of the BOD for a one-year term, and J. Lednicky seconded the motion. The motion passed unanimously.
3. K. Sarkis then motioned to appoint J. Lednicky as President, S. Cole as Vice President, and K. Sarkis as Treasurer/Secretary. S. Cole seconded the motion, which passed unanimously.
4. Treasurer's Report:
 - (a) Financial Report: The BOD deferred discussion of the October and November 2019 Financial Reports to the December 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 October 23, 2019.
6. Old Business:
 - (a) Power Washing: Mr. Kirchner reported that the contract to clean the garage floor and trash bins had been signed and the power washing was scheduled for December 12, 2019.
7. New Business
 - (a) Letters Sent/Received: The BOD reviewed correspondence received since the September 2019 meeting.
 - (b) Rodent Issues: The BOD reviewed the current level of pest control on the property as we as the current pest-control contract. The BOD agreed to review the new 2020 pest-control contract ahead of the December 2019 meeting.
 - (c) 2019 Assessment Resolution: The Association elected to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the BOD's discretion. J. Lednicky motioned to approve the aforementioned resolution, and K. Sarkis seconded. The resolution passed unanimously.
 - (d) 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 December 18, 2019.

9. A motion to adjourn was made by J. Lednicky and seconded by K. Sarkis. The motion was approved, and the meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Karen M. Sarkis, Treasurer/Secretary

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