

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

Minutes of the Meeting of the Board of Directors

September 20, 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 7:07 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).

2. The meeting agenda was presented and approved. Motion to approve was made by K. Sarkis and was seconded by E. Nural.
3. The Minutes of the September 20, 2017 and October 18, 2017 BOD meetings were approved. E. Nural motioned to approve and K. Sarkis seconded.
4. Treasurer's Report:
 - (a) Financial Report: The BOD agreed that as ARTC's CDs became due, the funds would be moved to higher yielding accounts. K. Sarkis motioned to move \$50,000 out of ARTC's operating account into a 24-month CD. E. Nural seconded the motion, and it passed unanimously.
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, 2017.
 - (b) Power Washing: Mr. Kirchner informed the BOD that the power washing of ARTC units has been postponed until the courtyard fencing is completed.
 - (c) 2018 Coupon Books: Mr. Kirchner reported that the 2018 coupon books have been ordered and will be mailed out in mid-December.
 - (d) Auditors' Report: J. Aiken motioned to add to the minutes that ARTC elects 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. K. Sarkis motioned to accept the addition, and E. Nural seconded. The motion passed unanimously.
6. Old Business:
 - (a) Fence Replacement: Mr. Kirchner noted that the fencing project is scheduled to begin the next week (November 20-24, 2017).

7. New Business

(a) Letters Sent/Received: The BOD reviewed a copy of the notice from Arlington Country regarding the use permit of the neighboring property at 2920 S. Glebe Rd. The BOD agreed to draft a letter to the county detailing the impact the project would have on ARTC residents.

8. The next BOD Meeting will be held on January 17, 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 8:46 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