

ARLINGTON RIDGE TERRACE CONDOMINIUM (ARTC)  
UNIT OWNERS ASSOCIATION  
Minutes of the meeting of the Board of Directors  
April 20th, 2020

1. A meeting of the Board of Directors (BOD) was held by teleconference on the above date. Jennifer Lednicky called the meeting to order at 7:09 p.m. The following officers were present.

Samantha Cole  
Jennifer Lednicky  
Karen Sarkis

Also participating was Tim Kirchner, Property Manager, Northern Virginia Management (NVM)

2. Approval of Agenda:

Agenda was approved on April 20, 2020. J. Lednicky made a motion—all in favor approved as amended.

3. Approval of Minutes:

The May minutes are pending approval.

4. Treasurer's Report:

a) Financial Report:

- Taxes can be paid quarterly or all at once. We don't need to file our taxes until the 15<sup>th</sup> of September.
- Taxes are extended until July, our taxes maybe extended.
- Reserve minimum is 10% of yearly income, we have 2 years' worth of income saved.
- We reviewed ART financials and answered questions from our Financial Officer.
- **Financial Audit**

5. Delinquency:

- Was discussed.

6. Managers Report:

- Audit is going to happen in June

- Spring inspection on May 3 mostly involved landscaping improvements.
- Retaining wall- we have gotten 2 proposals on replacing the wall for \$78,000 (look at it during the inspection)
- Timbers- we may try to get proposal for composite and concrete instead of what we currently have. We are going to use our reserve expenses to replace the retaining wall.

7. Old Business:

- 2019 Audit
- Inspection results- clutter under decks and gas grills
- Gas grill policy and changes should be sent out to the community. Propane can't be stored. Grilling needs to be 10 to 15 feet away from buildings.(we decided to finish this inspection review next meeting)
- Timbers- we may try to get proposal for composite and concrete instead of what we currently have. We are going to use our reserve expenses to replace the retaining wall.
- Discussed reserve study
- Painting Bids: Proposals are out and we are waiting for the building inspection before we secure a painting contract.
- Anything on the exterior of the townhouses needs to be approved like ring door bells.
- Karen is going to look into getting cameras for the garage door. We will need to 2 cameras

We reviewed outgoing correspondence:

- We will do the VDOT study after the apartment buildings are complete (tabled for later)
- Look at intersection marking lanes at the corner of S. Glebe and Mt. Vernon—It looks like there are 3 lanes rather than 2. (tabled for after building is complete)
- Power Washing: We are looking into power washing the front of the building after May.
- VDOT has issued a work order to remove rocks on the corner of Lang St. and S. Glebe Road.( has this happen yet?)
- Retaining wall Proposals- we have gotten 2 proposals on replacing the wall for \$78,000 (look at it during the inspection)
- Timbers, may try to get proposal for composite and concrete- reserve expenses
- Instead of timbers if we used stone it would cost \$1,240

- Retaining wall Proposals- we have gotten 2 proposals on replacing the wall for \$78,000 (look at it during the inspection)
- Places for 3 new sections for planting with a budget of \$500 given to volunteers to make a garden.
- Garage door- Discussed the frequency of repairs for the 2 garage doors and the possibility of putting in cameras.

8. New Business:

- Demand letter
- Helping neighbors
- We discussed the reserve study plans for ART property. The study looks at what needs to be replaced every 25 years and current life expectancy of our infrastructure.
- Garage light proposal
- Inspection results- clutter under decks and gas grills.(we decided to finish this inspection review next meeting)
- Gas grill policy and changes should be sent out to the community. Propane can't be stored. Grilling needs to be 10 to 15 feet away from buildings.
- Tree removal
- \$800 to cut down a dead tree.
- Cameras for garage
- Dead branches on the ash tree along the fence and the Leyland trees need to be removed.

9. Next Meeting- The next meeting will be June 17<sup>th</sup> via teleconference. J. Lednicky made a motion to adjourn. S. Cole and K. Sarkis seconded, and the meeting adjourned at 8:57 p.m.