

ARLINGTON RIDGE TERRACE CONDOMINIUM (ARTC)
UNIT OWNERS' ASSOCIATION
Minutes of the Meeting of the Board of Directors
May 19, 2021

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 7:08 p.m. The following officers were present:

Cathy Anderson
Veronica Chavez
Jennifer Lednicky
Karen Sarkis

Samantha Cole was absent and excused. Also participating was Tim Kirchner, Property Manager, Northern Virginia Management (NVM).

2. Approval of Agenda:

- The meeting agenda was presented and approved. K. Sarkis motioned to approve the agenda and V. Chavez seconded. The motion passed unanimously.

3. Approval of Minutes:

- J. Lednicky motioned to approve the Minutes of the April 21, 2021 meeting as amended. V. Chavez seconded, and the motion passed unanimously.

4. Treasurer's Report:

- K. Sarkis discussed the April 2021 Financial Report, noting that all registers and invoices were reviewed with nothing out of order or of note.
- The BOD discussed with the Property Manager the individual unit owner accounts and activity related to the management of those accounts.

5. Managers' Report:

- Past Due Notices: Mr. Kirchner reported that past due notices were sent out the week of April 23, 2021.
- Condo Docs Requests: Mr. Kirchner noted there were no requests for condo documents since the last BOD meeting.

6. Old Business:

- Retaining Wall Update: Mr. Kirchner reported that he contacted Arlington County, and confirmed the permit for the retaining wall project was in review.
- Spring Inspection: The BOD discussed the initial findings of the Spring Walk Through. Mr. Kirchner will collect all comments submitted by individual BOD members and compile a comprehensive list ahead of the June 2021 BOD meeting.

- Spring Newsletter: The BOD discussed the Spring 2021 ARTC Newsletter, which was mailed to unit owners in early May.
- 2020 Audit: The BOD voted to authorize the signing of the 2020 Audit. K. Sarkis made a motion that was seconded by V. Chavez. The motion passed unanimously. J. Lednicky signed and emailed the acknowledgment letter to Mr. Kirchner at the conclusion of the meeting.

7. New Business:

- Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
- 2021 Audit Proposal: The BOD voted to sign the 2021 Audit Engagement Letter for the Auditor. Motion was made by K. Sarkis and seconded by V. Chavez. The motion passed unanimously. J. Lednicky signed and emailed the Engagement Letter to Mr. Kirchner at the conclusion of the meeting.
- Package Theft: The BOD discussed the theft of packages and disposal of empty boxes on the ARTC property as well as options to improve security and discourage future thefts. Mr. Kirchner agreed to communicate to the ARTC community that they should report the any package or mail thefts to the BOD/NVM.

8. Next Meeting:

- The next BOD meeting will be held on June 16, 2021

9. Adjournment:

- A motion to adjourn was made by J. Lednicky and seconded by K. Sarkis. The motion was approved, and the meeting was adjourned at 8:32p.m.