

ARLINGTON RIDGE TERRACE CONDOMINIUM (ARTC)  
UNIT OWNERS ASSOCIATION  
Minutes of the meeting of the Board of Directors  
November 18, 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 7:07 P.M. The following officers were present.

Samantha Cole  
Jennifer Lednicky  
Karen Sarkis  
Veronica Chavez

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

2. Approval of Agenda:  
Agenda was approved on November 18<sup>th</sup>, 2020 as amended by J. Lednicky, K. Sarkis seconded the motion.
3. Approval of Minutes:  
A motion to approve the September 16<sup>th</sup>, 2020 minutes as amended was made by J. Lednicky and was seconded by K. Sarkis.
4. Treasurer's Report:
  - a) Financial Report:
    - All financial are in order
2. Delinquency:
  - None to discuss
6. Managers' Report:
  - A landscaper broke a unit's storm door window, It is schedule to be repaired.
  - Budget – under budget for the year
  - Wall project should start late December or early January
  - Coupon books will be in around mid-December
  - A motion was made to push all income accumulated in the budget to be pushed into the 2021 budget. Karen made a motion to deferred assessment resolution to our condo reserves expenses.

7. Old Business:

- Hearing update:

8. New Business:

- Letters/sent and received
  - Not letters sent or received
- People are turning the breaker off on the garage, this keeps the door open (the door closest to the walking path)
- Discussed communicating the condo rules to new renters
- Tim is going do a draft of do's and don'ts for the community
- Discussed violations, parking, and property clutter
- Sprinklers were turned off last week.

9. Next Meeting-

- Date: December 16<sup>th</sup>, 2020
- Time : 7 PM

Adjournment:

- K. Sarkis made a motion to adjourn and Veronica Chavez seconded, and the meeting adjourned at 8: 27P.M