

00ARLINGTON RIDGE TERRACE CONDOMINIUM (ARTC)  
UNIT OWNERS' ASSOCIATION  
Minutes of the Meeting of the Board of Directors

**July 20, 2022**

1. A meeting of the Board of Directors (BOD) was held by teleconference on the above date. Jennifer Lednický called the meeting to order at 7:06 p.m. The following officers were present:

Cathy Anderson  
Veronica Chavez  
Jennifer Lednický  
Karen Sarkis

Samantha Cole was absent and excused. Also participating were Tim Kirchner, Property Manager, Northern Virginia Management (NVM) and unit owner Devin Ruic (#3016).

2. Members Forum:

- Water Meter Repairs: D. Ruic updated the BOD on the ongoing repairs to Unit 3016, detailing his communications with NVM and Arlington County regarding the repair and replacement of his unit's water meter. Mr. Ruic reported that his unit was without water for 11 days, noting his concern about a lack of communication and coordination between NVM, Arlington County, and the plumber Mr. Ruic had contracted for the job. Mr. Ruic agreed to provide the BOD with documentation for lodging costs he incurred as a result. Mr. Kirchner said he would forward all email communications related to the issue to the BOD, and the BOD asked to be copied on all such correspondence going forward. The BOD unanimously approved reimbursing Mr. Ruic for lodging expenses upon receipt of the aforementioned documentation. The BOD also discussed investigating the feasibility of NVM handling water meter replacement in the future. Mr. Kirchner said he would look into the issue, including the possibility of locating appropriate replacement water meters.

**Commented [KMS1]:** My notes indicated we approved this, but please let me know if I was in error.

3. Approval of Agenda:

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

4. Approval of Minutes:

- J. Lednický motioned to approve the Minutes from May and June 2022 BOD meetings as amended. C. Anderson seconded, and the motion passed unanimously.

5. Treasurer's Report:

- K. Sarkis discussed the July 2022 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.

6. Managers' Report:

- Past Due Notices: Mr. Kirchner reported that past due notices were sent out the week of June 23, 2022.
- Condo Docs Requests: Mr. Kirchner noted there were no requests for condo documents since the last BOD meeting.

7. Old Business:

- Front Door Painting: Mr. Kirchner updated BOD members on the completion of the door painting project. J. Lednický requested NVM provide a diagram indicating each unit's door colors.
- Balcony Leak: Mr. Kirchner informed the BOD of water leaks in Unit #3082 caused by the cantilevered balcony and noted that NVM would be taking care of the repairs.
- Retaining Wall Proposal: Mr. Kirchner reported that NVM was still waiting on additional bids for the replacement of the community's retaining wall. He agreed to also research the feasibility and cost of repairing select sections of the wall.

8. New Business:

- Letters Sent/Received: The BOD reviewed correspondence received since the last meeting.
- Sprinkler Repair: C. Anderson asked NVM to look into repairing a sprinkler along the southside of the property that was spraying onto the Four Mile Run Bike Trail.
- Landscaping: The BOD discussed the replacement of dead trees across the property as well as the damage done to a tree by a tenant's moving van.
- Spring Inspection: Mr. Kirchner enumerated several upcoming projects following the results of the Spring Inspection:
  - Tuckpointing the bricks along S. Glebe Rd.
  - Tuckpointing the bricks on the two sets of stairs at the end of the property near the garage doors.
  - Paint wrought iron fencing and lampposts and replace missing and broken finials.
  - Paint unit garage doors (Mr. Kirchner said he would obtain quotes.)
  - Power wash the garage floor and repair cracks in the cement.
  - Power wash the tunnel around the mailboxes.

**Commented [KMS2]:** Please confirm if this is the location of the stairs.

9. Next Meeting:

- The next BOD meeting will be held on August 17, 2022.

10. Adjournment:

- A motion to adjourn was made by J. Lednický and seconded by C. Anderson. The motion was approved, and the meeting was adjourned at 8:30 p.m.