

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

**Minutes of the Meeting of the Board of Directors  
Wednesday, 13 March 2024**

1. On 13 March 2024, the Board of Directors (BOD) of the Arlington Ridge Terrace Condominium (ARTC) Unit Owners' Association held a virtual meeting, following notice of the scheduled time and dial-in information. President Jennifer Lednicky called the meeting to order at 1905 hours.

The following officers were present:

Jennifer Lednicky - President  
Karen Sarkis - Treasurer  
Devin Ruic - Secretary  
Graham Tribble - Non-Voting Board Member

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

2. No Member's Forum occurred, as no additional ARTC Unit Owners attended this meeting.

3. Sarkis moved to approve the meeting agenda, with Lednicky seconding the motion. The motion passed unanimously at 1906 hours.

4. Lednicky moved to approve the minutes from the 21 February 2024 meeting. Ruic seconded the motion. The motion passed without objection.

**5. Treasurer's Report (Presented by Karen Sarkis)**

a. Financial Report:

- i. Sarkis asked Kirchner a clarifying question regarding one of the expenditures, related to the repair of a wooden board hanging in front of the common garage entry.
- ii. Total assets stood at 1,266,792.74 USD.
- iii. Total liabilities stood at 1,266,792.74 USD.

b. Delinquency:

- i. The Board entered Executive Session at 1911 hours to discuss a unit delinquency. The Board exited Executive Session at 1920 hours.

**6. Manager's Report (Presented by Tim Kirchner)**

- a. NVM will file for an extension related to the ARTC taxes.
- b. Kirchner anticipated that the audit would begin in June, with an expected completion in August.
- c. Kirchner encouraged the Board to discuss future replacement of the wooden planters.
  - i. Kirchner requested a proposal from our current landscaper for the replacement, with an anticipated schedule of two or three planters replaced per year.

- ii. Trees that are too large for the space will be removed and replaced, likely with Crape Myrtles, which have previously been used to replace larger trees.
- iii. Trees that are adequately sized, or Crape Myrtles previously acquired by the Board, will be removed, preserved, and replanted.
- d. Kirchner requested a proposal from the landscaper to powerwash the common area deck, due to the presence of moss.
- e. Kirchner met with two gate companies, and is awaiting a formal proposal:
  - i. Companies suggested fire marshal approval was likely required for the project.
  - ii. Companies suggested the installation location would likely be at the top of the stairs, inside the breezeway and immediately before the mailboxes, opening inward toward the community due to the presence of stairs and handrails.
  - iii. NVM is coordinating to have the fire marshal inspect the location and proposal. NVM will coordinate with USPS if necessary.

## **7. Old Business**

- a. Sprinkler Heads Replacement: NVM is still conducting research, due to the presence of different sprinkler heads across the units and different shutoff valve setups.

## **8. New Business**

- a. Letters Sent/Received:
  - i. On 12 February, NVM sent a violation notice to a unit owner related to bylaw violations.
  - ii. On 3 March, NVM and the Board received an email reporting a broken handrail leading to the garage.
  - iii. On 4 March, NVM received a reply from Ploutis Contracting regarding their planned repair to the broken handrail.
  - iv. On 28 February, NVM received and exchanged emails with a unit owner regarding damage caused to the wooden board hanging from the common garage entryway.
  - v. On 23 February, NVM received an email from a unit owner regarding their mortgage company accepting the Board-acquired master flood policy.
  - vi. On 21 February, NVM exchanged emails with a unit owner regarding a discrepancy in condo association fee payments.
- b. Spring Inspection: The Board anticipates completing their inspection prior to the April 2024 meeting.
- c. New Gate Proposal: Discussed under the Manager's Report.
- d. Flood Insurance Determination:
  - i. NVM spoke with FEMA - a FEMA official in Texas made the flood zone determination, without a site visit.
  - ii. FEMA used Arlington County recommendation as part of their determination - reconsideration likely requires ARTC to approach the Board of Directors of Arlington County. We may need to engage NVM Legal to facilitate approaching and dealing with the Arlington County Board of Directors.
- e. Road Construction:
  - i. The county meeting to discuss construction on the Mount Vernon Bridge was rescheduled to occur on 19 March 2024 at 1830 hours, in the Aurora Hills Recreation Center located at 735 18th Street South, Arlington, VA 22202.

- ii. Lednicky and Sarkis encouraged attendance at the meeting, which will discuss the impending closure of the Mount Vernon Avenue bridge connecting Arlington to Alexandria, just east of the community.
- f. The Board discussed the discrepancy in height between the listed height for entry to the common area garage and the actual height of the wooden board hanging below the sign. Kirchner noted the board was an additive safety mechanism, as it was easier and cheaper to replace than the garage door motor. Ruic will conduct independent measurements of the entryways, for potential use in separately labeling the height of the wooden board.

9. **Next Meeting:** The next meeting is scheduled for 1900 hours on 17 April 2024.

10. The Board adjourned at 2006 hours.