

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

Minutes of the Meeting of the Board of Directors

Wednesday, 17 July 2024

1. A virtual meeting of the Board of Directors (BOD) was held on the above date, following notice of the time and dial-in information. J. Lednicky called the meeting to order at 7:05 p.m. The Members Forum was held, with the following officers present:

Veronica Chavez
Jennifer Lednicky
Karen Sarkis

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

2. V. Chavez agreed to fill the vacant voting member position, which became vacant when former unit owner Devin Ruic resigned from the Board. She agreed to remain in the position until the Annual Meeting in October 2024.
3. The meeting agenda was presented and approved. Motion to approve was made by K. Sarkis and was seconded by V. Chavez.
4. The Board waived the approval of the May 2024 meeting minutes until the August 2024 Board meeting. There was no meeting in June because of a lack of a quorum.
5. Treasurer's Report:
 - a. Financial Report: K. Sarkis reviewed the registers and invoices for the period covering June 2024 and confirmed for the Board there was nothing out of order or of note for that period.
 - b. The Board reviewed the costs of repair for the main garage doors, which had been damaged multiple times in the past few months.
 - c. Delinquencies: The Board reviewed delinquencies.
6. Manager's Report was presented by Mr. Kirchner and included items covered below.
 - a. Audit: Mr. Kirchner updated the Board on the status of the yearly audit.
 - b. Watering: Mr. Kirchner reported that NVM continued its regular watering schedule, but the extreme heat was making it difficult to maintain the plants across the property. He relayed that he checked the planters on his most recent visit and they were sufficiently irrigated.
7. New Business
 - a. Correspondence Sent/Received: The Board reviewed correspondence sent and received during the previous month.
 - b. The Board discussed a slow leak in the sprinkler system in front of Unit #3060 that had been recently repaired.
 - c. J. Lednicky requested that the main garage be swept for debris, and Mr. Kirchner reported that he would have it taken care of.

- d. The Board discussed recent incidents of residents washing cars inside the garage, which is forbidden by ARTC. The Board agreed to reach out to residents who violate the policy
 - e. Mr. Kirchner presented the board with a draft letter about appropriate use of ARTC common areas. The Board agreed to send out the current draft to residents.
 - f. Parking: The Board discussed at length the current parking situation, noting they and NMV continue to monitor the situation. The Board observed that the repaving project along S. Glebe Road was nearing completion, which may alleviate some of the parking concerns. The Board agreed to table the discussion until the August 2024 meeting.
 - g. The Board discussed increasing insurance costs and the impact of raised rates on ARTC's reserves. The Board considered various options to mitigate the impact of rising insurance costs, including adjusting monthly assessments in 2025.
 - h. 2024 Draft Budget: The BOD discussed possible adjustments to the 2024 Draft Budget.
 - i. Annual Meeting: Mr. Kirchner confirmed that the Annual Meeting would be on 16 October 2024, and NVM would notify owners.
8. The next BOD Meeting will be on 14 August 2024.
9. A motion to adjourn was made by J. Lednicky and seconded by K. Sarkis. The motion was approved, and the meeting was adjourned at 8:04 p.m.