

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

Minutes of the Meeting of the Board of Directors

18 December 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. Jennifer Lednicky called the meeting to order at 7:07 p.m. The Members Forum was held, with the following officers present:

Isa Anderson
Veronica Chavez
Jennifer Lednicky
Karen Sarkis
Samantha Tyner

Also present was Tim Kirchner, Property Manager, Northern Virginia Management (NVM) and Alex Mischke (3084). Alex Rowan (3046) joined the meeting at 8:48 p.m.

2. Members' Forum: Mr. Mischke asked about security measures the Board would be implementing to mitigate package theft. Mr. Kirchner informed him that a package container would be installed near the mailboxes and a custom-made gate would also be installed. Mr. Mischke also raised the issue of parking in the six spots outside the main garage doors and in the three spots inside the garage, noting the discrepancy between ARTC's bylaws and the posted signage on how long vehicles can remain in these spots. The Board noted that they adhered to the posted signage stating use of the spots is limited to 24 hours. J. Lednicky said the signs had been in place and enforced for many years.
3. Mr. Mischke suggested building a container for packages to put in the garage, and J. Lednicky said she owned a large bin that could be used for this purpose. The Board agreed to do so directly after the meeting adjourned and would notify residents informally in the neighborhood WhatsApp chat.
4. Mr. Mischke asked if there were plans to reengage with FEMA about ARTC's flood zone designation. Mr. Kirchner said our first request to FEMA was denied and advised waiting to see if there is a policy change on the issue with the change of administrations in January 2025.
5. Following the Members' Forum, the meeting agenda was presented and approved. Motion to approve was made by K. Sarkis and was seconded by J. Lednicky.
6. The Board reviewed the minutes from the September 2024 meeting. J. Lednicky motioned to approve the minutes as is, S. Tyner seconded, and the motion was unanimously approved. The Board also reviewed the November 2024 meeting minutes. J. Lednicky motioned to approve the minutes as amended, and K. Sarkis seconded. The motion was approved unanimously.
7. Treasurer's Report:
 - a. Financial Report: K. Sarkis reviewed the registers and invoices for the period covering November 2024 and asked about an invoice for "removal of items from the common area." Mr. Kirchner said that was an error and that he would correct it. K. Sarkis noted that there was nothing else out of order or of note for that period.
8. Manager's Report was presented by Mr. Kirchner, and included the items below:

- a. Past Due Notices: Mr. Kirchner reported that Past Due Notices were sent out the week of 23 November 2024.
- b. Condo Docs Requests: Mr. Kirchner noted there were no requests for condo documents since the last meeting.
- c. Mr. Kirchner reminded the Board that NVM would be closed for much of the December holiday season starting on 23 December 2024 and opening again on 2 January 2025.

9. Old Business:

- a. NSTR

10. New Business

- a. Gate and Package Box Update: Mr. Kirchner updated the Board on the installation of the gate in the breezeway by the mailboxes. He said it would take approximately two weeks to manufacture the gate, and NVM planned to have it installed by February 2025. J. Lednicky asked NVM to draft a letter updating the community on the security measures being put in place. The letter could also include a reminder to residents to file an online police report with Arlington County following any security incident.
- b. Painting Update: Mr. Kirchner reported that the recent spate of cold weather prevented scheduling any painting on the property. He said NVM would begin the project once the weather was appropriately warmer (i.e., around 50 degrees for a period of at least 8 hours).
- c. Airbnb: Mr. Kirchner informed the Board of ARTC units being listed on Airbnb, noting that the community's bylaws prohibit short-term rentals. The Board agreed to include a reminder about this policy in the letter to residents on security measures.
- d. Gas Meters and Leaks: The Board discussed a communication from an ARTC resident about potential gas leaks.
- e. Community Directories: The Board discussed creating a community-wide directory of contact information and/or a vehicle registration policy, including the distribution of tags or stickers for registered vehicles. Mr. Mischke stated his preference for a hangtag instead of a sticker because residents concerned about personally identifiable information could remove a hangtag once the vehicle leaves the property. After a lengthy discussion on the issue, Mr. Kirchner said he would investigate options and report back to the Board.
- f. Deed of Easement: Mr. Kirchner reported that Arlington County has requested that ARTC sign off on an easement. Currently there are easements for electricity and water, and the County is requesting an additional one for the sewer. According to Mr. Kirchner, NVM requested additional information from Arlington County and is awaiting its receipt.
- g. WhatsApp Chat: I. Anderson asked about former residents who continue to be in the community's WhatsApp chat, and the Board discussed having a communications committee to address this and related issues. S. Tyner volunteered to organize the communications committee, and I. Anderson agreed to participate as well.
- h. The Board went into Executive Session at 9:02 p.m., which lasted until 9:00 p.m.

11. The next BOD Meeting will be held on 15 January 2025.

12. A motion to adjourn was made by J. Lednicky and seconded by S. Tyner. The motion was approved, and the meeting was adjourned at 9:10 p.m.