

## Arlington Ridge Terrace Condos

### MEETING MINUTES

**Location:** Virtual

**Date:** Wednesday, January 15, 2025

### PARTICIPANTS

#### BOARD MEMBERS:

- Jennifer Lednicky (President)
- Karen Sarkis (Voting member)
- Isa Anderson (Voting member)
- Samantha Tyner (Non-voting member)
- Graham Tribble (Non-voting member)

#### NORTHERN VIRGINIA MGMT:

- Tim Kirchner (Property Manager)

#### GUESTS:

None

### A G E N D A

1. **Members Forum**
2. **Approval of Agenda**
3. **Approval of Minutes**
4. **Treasure's Report**
  - a. Financial Report
  - b. Delinquency
5. **Manager's Report**
6. **Old Business**
  - a. Sprinkler Head Replacement
  - b. Gate/Package Box Update
  - c. Gas Meter/Leaks
7. **New Business**
  - a. Letters Sent/Received
  - b. Draft Letter to Owners
  - c. 2024 Financial Review
  - d. Parking Resolution
  - e. Towing Damage
8. **Date/Time/Place of Next Meeting**
9. **Adjournment**

### ACTION ITEMS

1. **MAIL LETTER TO OWNERS**      **Person in charge:** Tim Kirchner      **Deadline:** February  
Informing owners about new gate and package drop box.
2. **PARKING RESOLUTION**      **Person in charge:** Tim Kirchner      **Deadline:** February  
Email board members editable version of two-page Parking Resolution document.
3. **TOWING DAMAGE RESPONSE**      **Person in charge:** Tim Kirchner      **Deadline:** February  
Draft a letter responding to owner clarifying parking rules and denying towing damage reimbursement.
4. **COMMUNICATIONS COMMITTEE**      **Person in charge:** Isa A., Sam T.      **Deadline:** Jan. 22  
Email the board a revised Code of Conduct and pertinent documents for the WhatsApp group.

### DECISIONS

1. **TOWING DAMAGE:** The board agreed to NOT pay the towing damage requested by owner.

## SUMMARY • BOARD OF DIRECTORS MEETING MINUTES • JANUARY 15, 2025

Jennifer L. called the meeting to order at 7:09 p.m.

1) **MEMBER'S FORUM:** No member's forum

2) **APPROVAL OF THE AGENDA:** The Meeting Agenda was presented and approved. Motion to approve was made by J. Lednicky and seconded by S. Tyner.

3) **APPROVAL OF THE MINUTES:** The Board reviewed the December Minutes and J. Lednicky motioned to approve the minutes as amended and K. Sarkis seconded. The motion was approved unanimously.

4) **TREASURER'S REPORT:**

a) **Financial Report:** K. Sarkis reviewed the registers and invoices for the period covering December 2024 and confirmed there was nothing out of order. J. Lednicky inquired about an invoice from the lawyers taking care of a unit's case. J. Lednicky mentioned she noticed in the budget being under and over in some categories. T. Kirchner outlined the amount difference in the Water/Sewer Income & Water/Sewer Expense was due to a specific formula the auditor came up with and is normal practice.

b) **Delinquencies:** T. Kirchner mentioned a unit owner that is paying condo fees since July 2024 but has not paid any past due fees.

5) **MANAGER'S REPORT:**

a) **The Transparency Act:** T. Kirchner reminded the Board about "The Transparency Act" a federal law that requires certain businesses to report information. The purpose of the law is to prevent money laundering and financial crimes committed by churches and HOAs. For ARTC, it would require that every year all board members fill out a federal work form. He mentioned the law is currently being challenged in court and it seems like the new administration won't go forward with it. No action needed at this time.

b) **Sprinkler System:** Several years ago, \$70,000 were spent in a new Hydrogen sprinkler system that was installed in the garage to keep the moisture out and avoid frozen pipes when weather was below 15°F. Tim K. recently checked the system and seems to be working properly; however, he is concerned due to the low temperature forecast for the upcoming months. Tim will continue to monitor it.

6) **OLD BUSINESS:**

a) **Sprinkler Head Replacement:** Nothing to report. On hold.

b) **Gate:** Mr. Kirchner mentioned the gate has been installed without a problem and eventually the lock can be replaced for a better-quality one. He mentioned the gate blends in well with the community. Board members K. Sarkis and Sam T. agreed they like how the gate looks. J. Lednicky shared that if the gate ever gets locked, the key could be put inside the outgoing mailbox for easy access by the post office. She already mentioned this information to the mailman.

c) **Package Drop Box:** T. Kirchner informed the Package Drop Box has been ordered but he needed to order a more secure locking system and because of that there was a delay installing it. 75 new keys

were ordered. He expects the keys will arrive the week of January 20 at the latest. The drop box is approximately 4ft tall, color black and will be installed on the left wall as far away from the street as possible. On a related note, all board members agreed about the effectiveness of the Gorilla box inside the garage and how quickly residents embraced the process of dropping packages in the box for later retrieval.

- d) **Gas Meter/Leaks:** NVM contacted the Gas Company and is still waiting for a response from them. T. Kirchner is trying to get a group inspection of all the gas meters.

## 7) NEW BUSINESS:

- a) **Draft Letter to Owners:** J. Lednicky shared her screen to show edits she made to the letter that will be sent to owners regarding the gate and package delivery drop box. Everyone agreed to the edits. Mr. Kirchner will mail the letter to owners and post it on unit doors.
- b) **2024 Financial Review:** Mr. Kirchner reported we are doing very well financially. With only 1% delinquencies the finances are in good standing.
- c) **Parking Resolution:** T. Kirchner directed board members to review page 27 of the meeting book where there was a draft of the Policy Resolution regarding parking and parking passes. J. Lednicky asked Tim to clarify in the documents that will be sent to owners the 24hr parking for guest parking spaces for both inside and outside since there has been a confusion in the past due to the fact that the bylaws at some point stated a 72hr tolerance for guest parking. S. Tyner suggested adding a diagram of the guest parking spaces. J. Lednicky shared her screen to show sections of the bylaws outlining parking rules added as supplemental rules, memos and resolutions. It was determined Short Term Parking used to be defined as 72hrs or less then later changed to 24hrs. J. Lednicky tasked Tim K. with creating a two-page document: one page explaining the parking rule of 24hr defining all inside/outside spaces and another page explaining the procedure for the parking guest passes. Mr. Kirchner will send an editable version of the parking resolution for the board to review.
- d) **Towing Damage:** J. Lednicky was present the day of the towing and explained what happened, she revealed the damage was caused by the fact the car is very low to the ground and the tow truck was having a hard time lifting it with the fork. She mentioned the owner rescued the car before the towing truck left. The board decided not to pay for the damage. J. Lednicky proposed sending a response to the car owner clarifying the parking rules say 24hrs not 72hrs.
- e) **Airbnbs:** J. Lednicky inquired about the two units being used as Airbnb. Tim informed the board that he sent letters to both units. He is expecting a response soon from the unit owners and mentioned a hearing may be necessary.
- f) **Communications Committee:** The board discussed the suggestions from the Communications Committee and Tim K. proposed adding a bullet to the agenda to discuss any communication decisions on a monthly basis. Tim pointed out that any recommendations/proposals regarding the WhatsApp group need to be communicated to all board members, and a unanimous decision must be made in order to proceed with any implementation. The Communications Committee will email to board members the revised Code of Conduct and any documents that will be posted in the chat during the launch to residents.

- g) **Board Members:** It was clarified that V. Chavez is no longer a board member and G. Tribble will remain as non-voting board member.
  - h) **Miscellaneous:** S. Tyner mentioned some neighbors asked her about what is the best way to replace a mailbox lock that tends to get stuck. T. Kirchner responded that in the past you needed to contact the post office but nowadays you should call any local locksmith to fix or replace the lock. J. Lednicky suggested to try some WD-40 oil to see if that will prevent the key from getting stuck.
- 8) **NEXT BOARD MEETING:** The next BOD Meeting will be on February 19, 2025.
- 9) **ADJOURNMENT:** A motion to adjourn was made by J. Lednicky and seconded unanimously by all board members. The motion was approved and the meeting was adjourned at 8:14 p.m.