

## Arlington Ridge Terrace Condos

### MEETING MINUTES

**Location:** Virtual

**Date:** Wednesday, February 19, 2025

### PARTICIPANTS

#### BOARD MEMBERS:

- ☒ Jennifer Lednický (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. Gas Meter Inspection
7. **New Business**
  - a. Letters Sent/Received
  - b. Draft Parking Resolution
  - c. Owner's Roster
  - d. Snow Removal
  - e. Miscellaneous
8. **Date/Time/Place of Next Meeting**
9. **Adjournment**

### ACTION ITEMS

1. **MAIL LETTER TO OWNERS**      **Person in charge:** Tim K.      **Deadline:** March  
Requesting owners to ask gas company to do an individual gas meter inspection.
2. **PARKING RESOLUTION**      **Person in charge:** J. Lednický      **Deadline:** March  
Incorporate her edits to the revised parking resolution document.
3. **2<sup>nd</sup> LETTER TO AIRBNB UNIT**      **Person in charge:** Tim K.      **Deadline:** March  
Send a 2<sup>nd</sup> letter to owner outlining a deadline and asking for an acknowledgment of receipt.
4. **PACKAGE DROP BOX**      **Person in charge:** Tim K.      **Deadline:** End of Feb.  
Install package drop box. Deliver letter and keys to owners.
5. **ROSTER GOOGLE FORMS**      **Person in charge:** Isa A.      **Deadline:** ASAP.  
Email to board members a revised version of roster Google forms for final review.

### DECISIONS

1. **EXECUTIVE SESSION:** The board agreed to not accept the settlement offer from the unit owner discussed during executive session.

## SUMMARY

Jennifer L. called the meeting to order at 7:05 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 K. Sarkis. The motion was approved unanimously.

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

4) **TREASURER'S REPORT:**

- a) **Financial Report:** K. Sarkis stated she did not receive the invoices for the period covering January 2025. Tim K. promised to email the invoices to Karen after the meeting and clarify any questions that she may have.
- b) **Delinquencies:** The board went into executive session at 7:20 p.m. to discuss a legal issue with a unit. The executive session ended at 7:30 p.m. Based on the discussion and on a recommendation of counsel, the board voted unanimously not to accept a settlement offer from the unit owner.

5) **MANAGER'S REPORT:**

- a) **Package Drop Box:** Tim K. informed the package drop box will be installed Tuesday, February 25. Communication letters and keys will be left on each unit's doors that same day. Replacement keys will be available by contacting NVM.

6) **OLD BUSINESS:**

- a) **Gas Meter Inspection:** Tim K. mentioned he will draft a letter asking owners to call the gas company to do their individual inspection. The gas company cannot do a group inspection of the entire condominium because each unit is individually metered and each account holder is required to call.

7) **NEW BUSINESS:**

- a) **Letter Sent/Received:** Isa A. inquired about the letter sent to units being used as Airbnb and proposed sending a more understandable format that requires the recipient to answer with an acknowledgment of receipt. Tim K. will send a 2<sup>nd</sup> letter to the owner who has not responded.
- b) **Draft Parking Resolution:** J. Lednicky and Isa A. shared some edits to the Parking Resolution letter Tim had sent for review.
- c) **Owner's Roster:** Isa A. expressed the need to update the current owner's roster as it contains numerous errors and outdated phone numbers. She provided two google forms to collect information and recommended distributing them using a link. Isa A. expressed the need to distribute the links to the forms via the WhatsApp chat, Tim K. did not see any problem with that. Some suggestions were expressed by Tim and Isa A. agreed to incorporate them and send a revised version of the forms to all board members for final approval so the links can be distributed via email.

- d) **Snow Removal:** J. Lednicky expressed she was satisfied with the job the snow removal company did during the last snow fall.
  - e) **Miscellaneous:** Isa A. asked about clarification regarding the outdoor furniture rules in common areas. J. Lednicky proposed to define a resolution added to the bylaws in the future regarding outdoor decor and furniture. Lastly, Isa A. suggested power washing common areas of the community at least once a year to eliminate the mossy odor and moldy film it builds up after rainy season. Tim K. said the expense could easily be taken out of our \$4,000 general maintenance budget and suggested mentioning it again during the board spring inspection to evaluate the severity of the mold in common areas.
- 8) **NEXT BOARD MEETING:** The next BOD will be held virtually on March 19, 2025 at 7:00 p.m.
- 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 8:36 p.m.