

Arlington Ridge Terrace Condos

MEETING MINUTES

Location: Virtual

Date: Wednesday, March 19, 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:

Nicolas M.

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
 - b. Draft Parking Resolution
7. **New Business**
 - a. Letters Sent/Received
 - b. Painting Project
 - c. Package Drop Box
 - d. Verizon Request
8. **Date/Time/Place of Next Meeting**
9. **Adjournment**

ACTION ITEMS

1. **PAINTING PROJECT** **Person in charge:** Tim K. **Deadline:** April
Place communication letter on units' doors. Have power washing and painting company complete projects by end of April.
2. **PARKING RESOLUTION** **Person in charge:** Board members **Deadline:** April
Review revised document version and approve parking resolution.
3. **CALL WASHINGTON GAS** **Person in charge:** Board members **Deadline:** April
Board members will call Washington Gas to request individual meter inspections. If they are able to schedule an inspection, board will proceed with sending inspection request letters to owners.
4. **INDOOR SPRINKLERS** **Person in charge:** Board members & Tim K. **Deadline:** ASAP
Choose a company to inspect each unit's sprinklers and identify which ones need replacement.
5. **APPEAL TO FEMA** **Person in charge:** Board members **Deadline:** April meeting
Discuss during the monthly meeting if we should appeal the FEMA flood zone determination.
6. **2nd AIRBNB UNIT** **Person in charge:** Tim K. **Deadline:** April.
Schedule a hearing for 2nd Airbnb unit since owner has not provided a response to letters mailed.
7. **POWER WASHING** **Person in charge:** Board members & Tim K. **Deadline:** May 3
Inspect common areas and determine what spaces will be power washed during the spring.

DECISIONS

1. **VERIZON UPDATE:** The board agreed to provide Verizon with required signature so they can proceed with updating old copper lines with fiber-optic.

SUMMARY

Jennifer L. called the meeting to order at 7:03 p.m.

- 1) **MEMBER'S FORUM:** Nicolas M. inquired about the status of the replacement of the defective indoor sprinklers. He revealed his unit still has the defective sprinklers installed. Nicolas M. proposed to have a professional evaluate all units' sprinklers and identify which units need replacements and have the board pay for that expense and then let each owner pay for the replacement of their individual unit's sprinklers. Nick also asked about the schedule for power washing the wall on S. Glebe Rd. as well as the front door steps because he noticed the community looked too moldy. Tim K. explained the areas that will get power washed will be evaluated during the board's spring inspection in May. Lastly, Nicolas M. asked Tim K. if it was possible to appeal the FEMA flood zone determination so they would reevaluate the flood zone map and that way the Association would not need to pay for flood insurance since he thought the chances of our community getting flooded were very low. Tim K. replied the board will need to agree to appeal and could be discussed in a future board meeting.
- 2) **APPROVAL OF THE AGENDA:** The meeting agenda was presented and approved. Motion to approve was made by K. Sarkis and seconded by J. Lednicky. The motion was approved unanimously.
- 3) **APPROVAL OF THE MINUTES:** The board reviewed the February 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 stated she received the January invoices via email and everything was in order. She mentioned not receiving the invoices for the period covering February 2025. Tim K. promised to email the invoices after the meeting and clarify any questions that Karen may have.
 - b) **Delinquencies:** Nothing to report.
- 5) **MANAGER'S REPORT:**
 - a) **The Transparency Act:** T. Kirchner reported back to the Board that The Transparency Act has been voided by the new Administration, therefore no additional action is required by the Association.
- 6) **OLD BUSINESS:**
 - a) **Gas Meter Inspection:** Isa A. said that she had called Washington Gas requesting a preventive inspection, however the gas company was unable to schedule such inspection due to the fact that they don't offer preventive services. The phone representative mentioned that unless a leak is suspected they won't send an inspector to check the unit's meter and the best action would be to hire a private company to do the inspections. Isa A. proposed the other board members call the gas company to see if they would be successful at scheduling an inspection for their units before

proceeding to mail letters to owners asking them to make a phone call requesting a service that the gas company does not offer.

- b) **Parking Resolution:** Isa A. recommended not issuing visitor tags to manage the nine guest visitor parking spaces. After deliberation, the board agreed. J. Lednicky will proceed with making her edits to the parking resolution document and email for board's approval.

7) NEW BUSINESS:

- a) **Letter Sent/Received:** Isa A. asked if the owner of the 2nd Airbnb unit responded to the last letter sent by NVM. Tim K. reported he did not receive a response and asked the board if he should call the owner to a hearing. The board agreed.
- b) **Painting Project:** Tim K. shared the letter he drafted for communicating to owners about the upcoming painting and power washing projects that will start March 31. The board made no changes to the letter. Tim K. mentioned he will place the letter on all unit doors by Friday, March 21.
- c) **Package Drop Box:** Tim K. informed the board he stopped by the postal service office in Shirlington to deliver a key of the drop box and informed them they can drop off packages inside the container. J. Lednicky and Isa A. mentioned the new drop box has not been used much by residents based on a recent conversation in the WhatsApp chat. Isa A. feels like the package carriers are not aware they can use the box to drop off packages. Sam T. proposed to buy a sticker from Amazon showing the logos of all carriers and place it on the current package drop box so carriers know they can drop packages there.
- d) **Verizon Request:** Tim K. shared email exchanges with the Verizon engineering department where Verizon is requesting a signature from NVM to access the condominium premises in order to upgrade the current old copper lines for state-of-the-art fiber-optic. In the emails, Verizon mentions the Association will not incur in any expenses and that they will provide an Engineering Design for board's approval. Once the design is signed and approved by the board, Verizon will add our community to the construction schedule.

8) NEXT BOARD MEETING: The next BOD will be held virtually on April 16, 2025 at 7:00 p.m.

9) ADJOURNMENT: A motion to adjourn was made by Sam T. and seconded by Isa A. The motion was approved and the meeting was adjourned at 8:24 p.m.