

Arlington Ridge Terrace Condos

MEETING MINUTES

Location: Virtual

Date: Wednesday, April 16, 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. Action Items
 - b. Draft Parking Resolution
7. **New Business**
 - a. Letters Sent/Received
 - b. Painting/Power Washing Project Update
 - c. Spring Inspection
 - d. 2024 Audit
 - e. Sprinkler System
8. **Date/Time/Place of Next Meeting**
9. **Adjournment**

ACTION ITEMS

1. **CALL WASHINGTON GAS** **Person in charge:** Board members **Deadline:** Past due
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.
2. **UPDATE OWNER ROSTER** **Person in charge:** Tim K. **Deadline:** May
Update email addresses, phone numbers & mailing addresses for all owners who responded to the recent google form contact info update. Include updated roster in upcoming BOD meeting book.
3. **PARKING RESOLUTION** **Person in charge:** Tim K. **Deadline:** May
Make final edits to document and add signature page for board members.
4. **SEND MEETING BOOK** **Person in charge:** Tim K. **Deadline:** Day of BOD meeting
Reattach meeting book along with call-in information when emailing BOD reminding them of the monthly meeting. Include invoices in meeting book.
5. **INDOOR SPRINKLERS** **Person in charge:** Tim K. **Deadline:** May
Draft a letter informing owners about each unit's sprinkler inspection.
6. **SPRING INSPECTION** **Person in charge:** Board members **Deadline:** May 16
Each board member to do an inspection on their own time. Compile a report & email it to NVM.
7. **PARKING SIGNAGE** **Person in charge:** Tim K. **Deadline:** May
Refresh the look of interior and exterior parking signage. Add missing 24hr parking sign to interior parking spot closest to the wall fan.

8. **BULLETIN BOARD**

Person in charge: Tim K.

Deadline: June

Replace the bulletin board lock near mailbox area so the BOD can have extra keys to be able to post community flyers, etc.

DECISIONS

1. **INDOOR SPRINKLERS:** The board agreed to proceed with the inspection of all condo units to discover if units have the defective indoor sprinklers.
2. **PACKAGE DROP BOX KEYS:** The board agreed to provide Isa A. with a set of extra keys to give to owners who misplaced their original drop box key.

SUMMARY

Jennifer L. called the meeting to order at 7:12 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 K. Sarkis and seconded by Sam T. The motion was approved unanimously.

3) **APPROVAL OF THE MINUTES:** The board reviewed the March minutes and J. Lednicky motioned to approve the minutes and Isa A. seconded. The motion was approved unanimously.

4) **TREASURER'S REPORT:**

- a) **Financial Report:** K. Sarkis stated she received the February invoices via email and everything was in order. For the March invoices she asked Tim K. to check on a couple of duplicate charges. Tim K. promised to review after the meeting and email K. Sarkis letting her know if the charges were indeed duplicated.
- b) **Delinquencies:** Nothing to report.

5) **MANAGER'S REPORT:**

- a) **Verizon Upgrade:** T. Kirchner reported back to the Board that the documentation required for the Verizon fiber-optic upgrade had been submitted and once Verizon is ready to start the project, they will provide a letter for owners letting them know of the details.

6) **OLD BUSINESS:**

- a) **Gas Meter Inspection:** Board members were unable to call the gas company, therefore the inspection is on hold.
- b) **Appeal to FEMA:** Tim K. informed the board that the FEMA appeal can only be done once a year, therefore we could pursue this request again next year.
- c) **Airbnb Unit:** Isa A. shared that after contacting a tenant, she received a call from the manager of the condo unit letting her know that they had received the letter from NVM. The manager stated she will

remove the unit from the short-term rental website, therefore a hearing with the BOD will not be necessary.

- d) **Parking Resolution:** Board members recommended a couple of minor edits to the final file which was reviewed during the meeting. Tim K. will finalize the document and add a signature page for the BOD to sign at the next meeting. Isa A. requested to add a 24hr parking sign to the spot closest to the wall fan in the garage because it currently does not have one. Tim K. acknowledged the missing sign and mentioned now would be a good time to refresh the look of all parking signage.

7) NEW BUSINESS:

- a) **Letter Sent/Received:** After reading a letter received from an owner where it is stated her dissatisfaction with the way the power washing and painting projects were communicated to owners, the BOD agreed that better communication is a must for any upcoming projects.
- b) **Painting/Power Washing Project Update:** Board members agreed that there was a lot of miscommunications from NVM regarding the painting of the garage doors and the power washing of the common areas. Isa A. proposed that for upcoming projects it would be good to get a timeline from vendors and share it with owners so everyone know what to expect. Board members requested Tim K. review with the BOD any vendor contracts prior to starting community projects.
- c) **Spring Inspection:** Board members agreed to inspect the community on their own time before May 16 and write down a list of items that need to be repaired. Tim K. recommended emailing a couple of examples of past inspections so new board members can use that as a guide.
- d) **2024 Audit:** Tim K. shared the 2024 audit has begun and asked board members if they had received a list of questions by email from the auditor. The BOD reported that they have already submitted the responses to the auditor.
- e) **Sprinkler System:** The board members agreed it was time to inspect the indoor sprinkler system. Tim K. will draft a letter for the next BOD meeting.

8) **NEXT BOARD MEETING:** The next BOD will be held virtually on May 21, 2025 at 7:00 p.m.

9) **ADJOURNMENT:** A motion to adjourn was made by J. Lednicky and second by Isa A. The motion was approved and the meeting was adjourned at 8:35 p.m.