

## Arlington Ridge Terrace Condos

### MEETING MINUTES

**Location:** Virtual

**Date:** Wednesday, July 16, 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:

Alex R., Alex M., Linda B. & David H.

### 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. Fire Doors
7. **New Business**
  - a. Letters Sent/Received
  - b. Management Contract
  - c. Extra AC Units
  - d. 2026 Draft Budget
8. **Date/Time/Place of Next Meeting**
9. **Adjournment**

### ACTION ITEMS

1. **SEND LETTER TO OWNER**      **Person in charge:** Tim K.      **Deadline:** Past Due  
Send letter to owner informing about removal of clutter/decorations in front and back of unit.
2. **FIRE DOOR SIGNS**      **Person in charge:** Tim K.      **Deadline:** August  
Print and install six fire door signs using the file Sam T. designed.
3. **INDOOR SPRINKLERS**      **Person in charge:** Tim K.      **Deadline:** Past Due  
Draft a letter informing owners about steps to take to perform their unit sprinkler inspection.
4. **PARKING SIGNAGE**      **Person in charge:** Tim K.      **Deadline:** Past Due  
Move 24hr parking sign to a visible side wall of the interior parking spot closest to the wall fan.
5. **SPRING INSPECTION**      **Person in charge:** Tim K.      **Deadline:** August  
Update the board about what list items have been completed.
6. **PEST CONTROL**      **Person in charge:** Tim K.      **Deadline:** August  
Provide the board with a spring season quote for exterminating ants and cockroaches to be added to the existing pest control contract.
7. **NEWSLETTER**      **Person in charge:** Karen K.      **Deadline:** Fall  
Draft a newsletter informing owners of important announcements.

## DECISIONS

1. **MINI SPLIT AC UNIT:** The board agreed to assess whether owners can be allowed to install these units when the unit owner provides an estimate regarding cost, amount of noise and installation details.
2. **FIRE DOOR SIGNS:** The board agreed to have Tim K. install signs on all six fire doors.

## SUMMARY

Jennifer L. called the meeting to order at 7:05 p.m.

- 1) **MEMBER'S FORUM:** Alex M. explained his interest in amending the Bylaws to allow owners to install a ductless mini-split AC unit to help with keeping units cool. He mentioned the Outdoor Condenser Unit could be mounted on the ground or on a balcony. The refrigerant line would run from the top floor of the condo unit to the outdoor condenser. Linda B. was concerned about condensation draining to the courtyard or back grassy area which don't drain well. Tim K. mentioned the system would probably be too noisy and bother neighbors. Linda B. requested to have the noise level carefully checked before the board agreeing to install anything. Tim K. is also worried about leaks on the exterior brick wall if the condenser is installed on the balcony because the water would leak from the top floor balcony passing thru the middle balcony all the way to the ground. Linda B. was worried about the 35 years old house joists being damaged due to the amount of water leaking thru the top balcony. Alex M. stated the pricing ranges from \$5,000 - \$8,000 depending on what brand you choose. Jennifer L. finalized saying that we would need to consult with an engineer to see what structural changes need to be made in order to install the unit. Alex M. was tasked with getting an estimate in the fall when prices are likely to drop and provide more visuals to see what it is going to look like. He will submit the estimate to NVM so the board can discuss. Linda B. stated she and David H. were present at the meeting just to remind board members that our trash vendor Olivo Trash has been providing excellent services for 35 years, therefore we need to consider that when making a decision about trash truck noise complaints or anything that would jeopardize our relationship with such loyal vendor. Tim K. mentioned that most of the communities he manages get their trash picked up at 6:00 a.m., therefore our trash pick-up time is not unusual. Karen S. mentioned she thinks that most of the noise is actually coming from the dumpster trash pick-up across the street at the daycare center and if we were to switch our pick-up time to a later time in the day, it would interfere with people leaving the garage to go to work. Isa A. concluded that we could recommend the tenant complaining about trash truck noise to install a new noise reducing window.
- 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 June minutes and Jennifer L. motioned to approve the minutes and Sam T. seconded. The motion was approved unanimously.
- 4) **TREASURER'S REPORT:**
  - a) **Financial Report:** Karen S. had some questions about the May 2025 invoices regarding some insurance policies. Tim K. explained we have four policies: E&O, Liability, Flood, & Automobile and the payments submitted are correct. Karen S. & Isa A. also asked for clarification regarding maintenance invoices from June 2025. Tim K. was able to provide details about the invoices to Karen's & Isa's satisfaction.

- b) **Delinquencies:** Jennifer L. noticed more owners than usual are behind in their water bills. Tim K. said they have received some of those late payments. Isa A. noticed four units are paying less than the current condo fee. Tim K. mentioned those units have not updated their auto pay condo fee but eventually will catch up. Isa A. suggested sending a letter notifying them they need to update their auto pay. Sam T. suggested requiring unit owners to switch their auto pay thru NVM website instead of their bank.

**5) MANAGER'S REPORT:**

- a) **August Budget:** Tim K. mentioned he is working on the 2026 Draft Budget.

**6) OLD BUSINESS:**

- a) **Action Items:** Karen S. will put together a fall newsletter for the community announcing the upcoming owner annual meeting and other important topics. Tim K. is still in the process of coordinating the indoor sprinkler system replacements. Tim K. has requested proposals from vendors to repair all items found during the spring inspection.
- b) **Fire Doors:** Sam T. made a sign to place on all fire doors informing the correct use of them. Tim K. asked to get the file with the sign to be able to print and install the signs.

**7) NEW BUSINESS:**

- a) **Letter Sent/Received:** An owner emailed NVM asking for repairs to their roof & shingles caused by damage from the recent storm. NVM informed the roofer has already fixed the damage.
- b) **Management Contract:** Tim K. emailed board members the current Property Management Contract. Jennifer L. mentioned it was a good idea to review the contract so all board members can understand what services NVM provides to our community. She emphasized the importance of reviewing and signing the contract on a yearly basis instead of just approving the yearly budget. Jennifer L. will sign the contract and send it back to NVM.
- c) **Extra AC Units:** Jennifer L. highlighted there is additional information needed before we allow owners to install the mini-split unit including getting an opinion from a structural engineer. Sam T. mentioned it would be great to see visuals of how it would be installed.
- d) **2026 Draft Budget:** The 2026 draft budget will be shared and reviewed during the next board meeting.

**8) NEXT BOARD MEETING:** The next BOD will be held virtually on August 20, 2025 at 7:00 p.m.

**9) ADJOURNMENT:** A motion to adjourn was made by J. Lednicky and seconded by Karen S. The motion was approved and the meeting was adjourned at 9:01 p.m.