

Arlington Ridge Terrace Condos

MEETING MINUTES

Location: Virtual

Date: Wednesday, June 18, 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. Action Items
 - b. Spring Inspection
7. **New Business**
 - a. Letters Sent/Received
 - b. 2024 Audit Approval
 - c. Theft Issues
 - d. County Road Work
8. **Date/Time/Place of Next Meeting**
9. **Adjournment**

ACTION ITEMS

1. **SEND LETTER TO OWNER** **Person in charge:** Tim K. **Deadline:** July
Send letter to owner informing about removal of clutter/decorations in front and back of unit.
2. **NEWSLETTER** **Person in charge:** Karen K. **Deadline:** July
Karen K. will draft a newsletter informing owners of the garage fire doors purpose along with other important announcements.
3. **INDOOR SPRINKLERS** **Person in charge:** Tim K. **Deadline:** July
Draft a letter informing owners about steps to take to perform their unit sprinkler inspection.
4. **SPRING INSPECTION** **Person in charge:** Tim K. **Deadline:** July
Update the board about what items from the inspection list have been completed.
5. **PEST CONTROL** **Person in charge:** Tim K. **Deadline:** July
Provide the board with a spring season quote for exterminating ants and cockroaches to be added to the existing pest control contract.
6. **NVM CONTRACT** **Person in charge:** Tim K. **Deadline:** Past Due
Tim K. will email a copy of the property management contract to board members in order to determine if some adjustments need to be made based on the auditor suggestions.
7. **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.

DECISIONS

1. **2024 AUDIT:** The board agreed to approve the draft of the 2024 audit. J. Lednicky signed the results sheet.
2. **TRASH CANS:** The board agreed to buy new trash cans in December 2025. The expense will be included in the 2026 budget.

SUMMARY

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

- 1) **MEMBER'S FORUM:** No members 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 May minutes and Isa A. motioned to approve the minutes 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 May 2025. Tim K. promised to email the invoices to Karen after the meeting and clarify any questions that she may have. K. Sarkis mentioned some of the Association's investment CDs are due this summer. Tim K. will notify the board of the going rate for those as soon as he gets the notice from the bank.
 - b) **Delinquencies:** Nothing to report.
- 5) **MANAGER'S REPORT:**
 - a) **Indoor Sprinklers:** T. Kirchner mentioned he sent letters to owners giving an update about the indoor sprinklers. Tim K. stated he had received several questions from owners via email as well as heard from owners reporting their units had already been updated with new sprinklers.
- 6) **OLD BUSINESS:**
 - a) **Washington Gas:** Board members were unable to call the gas company, therefore we will not ask owners to call Washington Gas and request a preventive inspection.
 - b) **Spring Inspection:** Tim K. informed that he had performed his spring inspection and immediately noticed one of the carbon monoxide fans was too loud so he had a technician install a new belt on it. He mentioned the roof & sprinkler system looked fine. Tim K. provided the board the list of items he found during his inspection. Tim K. mentioned he will start working on making repairs, especially the broken pavers/bricks and the landscapers will get a list of items they need to work.
- 7) **NEW BUSINESS:**
 - a) **Letter Sent/Received:** A resident emailed NVM to report a car robbery that happened while the car was parked inside the main garage in one of the guest parking spots.

- b) **2024 Draft Audit:** The board had no additional questions or concerns about the audit. The draft document was approved unanimously.
 - c) **Theft Issues:** Due to the car vandalism reported by a resident, Tim K. sent a locksmith to fix all the garage fire exit doors. Tim K. mentioned every time someone props a door open with a brick, the doors get loose therefore the doors need constant adjustment. Sam T. suggested adding a sign to the door clarifying they are fire doors for emergency egress route. Karen K. volunteered to put together a newsletter to inform owners about the purpose of the doors along with other announcements.
 - d) **County Road Work:** Tim K. shared that he was notified that Arlington County will make safety improvements to the sidewalk between S. Lang St. and Arlington Ridge Rd/Mt. Vernon Ave. to provide a short-term bike lane. The work will start in August and take 2-3 weeks. ARTC residents will be notified closer to the project date.
- 8) NEXT BOARD MEETING:** The next BOD will be held virtually on July 16, 2025 at 7:00 p.m.
- 9) ADJOURNMENT:** A motion to adjourn was made by J. Lednicky and second by Karen S. The motion was approved and the meeting was adjourned at 8:46 p.m.