

Arlington Ridge Terrace Condos

MEETING MINUTES

Location: Virtual

Date: Wednesday, May 21, 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:

Ariel B.

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 a preventive meter inspection. If they are able to schedule an inspection for their individual unit, the board will proceed with sending inspection request letters to all owners.
2. **CALL UNIT OWNER TO A HEARING** **Person in charge:** Tim K. **Deadline:** June
Inform unit owner of hearing date to discuss clutter/decorations in front and back of unit.
3. **PARKING RESOLUTION** **Person in charge:** Board members, Tim K. **Deadline:** June
Board members to sign the resolution signatures sheet and email it back to Tim K. Tim K. will mail new parking resolution to owners.
4. **INDOOR SPRINKLERS** **Person in charge:** Tim K. **Deadline:** June
Draft a letter informing owners about deadline to perform each unit's sprinkler inspection.
5. **SPRING INSPECTION** **Person in charge:** Tim K. & Karen S. **Deadline:** June
Karen S. will compile her inspection findings and email to NVM. Tim K. will perform a final inspection and compile all the submitted findings to discuss in next BOD meeting.
6. **NVM CONTRACT** **Person in charge:** Tim K. **Deadline:** June
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: June

Refresh the look of interior and exterior parking signage. Move 24hr parking sign to a visible side wall of the interior parking spot closest to the wall fan.

DECISIONS

1. **INDOOR SPRINKLERS:** The board agreed to send a letter to owners informing them of the update on the sprinkler inspection and on a later date send an additional letter with the instructions on how to schedule their unit's inspection.

SUMMARY

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

- 1) **MEMBER'S FORUM:** Ariel B. informed the board of a possible infestation of cockroaches around the community. Tim K., assured Ariel he was going to have the pest company look into it, especially because there was another resident who emailed reporting seeing cockroaches at night. Jennifer L. and Sam T. also mentioned they witnessed roaches. Ariel B. and Sam T. will provide photos to help the pest company identify the type of bug.
- 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 April 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 inquired about an invoice regarding plumbing charges. Tim K. clarified the invoice was for the amount charged to fix two outdoor hose bibs. Karen S. stated the rest of the invoices were in order.
 - b) **Delinquencies:** Nothing to report.
- 5) **MANAGER'S REPORT:**
 - a) **Audit:** T. Kirchner informed the audit was completed and requested the BOD President sign the draft document by June 28 to avoid delay charges. Jennifer L. inquired about several of the recommendations listed by the auditor and as asked about the total spending amount. Tim K., clarified Jennifer L. concerns. Sam T. asked Tim K. for clarification regarding a bank balance that could not be verified by the auditor. Tim K. mentioned the bank did not send back on time the appropriate information to the auditor; therefore, it could not be verified when the audit draft was prepared but it's nothing to worry about.
 - b) **Indoor Sprinklers:** T. Kirchner provided board members the letter that will be send to owners regarding the indoor sprinkler inspection. Board members made a couple of changes. Tim K. will update the letter and mail it to all owners. Tim K. still needs to finalize some details concerning

scheduling of the inspections, therefore an inspection date & instructions on how to schedule will not be provided to owners yet.

6) OLD BUSINESS:

- a) **Action Items:** Board members were unable to call the gas company, therefore the inspection is on hold. Tim K. informed that he won't be able to attach the meeting book to the email with the call-in info as requested by Sam T. Isa A. mentioned the owner's roster provided by NVM still contains several errors; Isa A. will email Tim K. the remainder of the corrections.
- b) **Parking Resolution:** Tim K. provided the resolution action record sheet and asked board members to sign it in a timely manner so he can proceed with mailing the final parking resolution to owners.

7) NEW BUSINESS:

- a) **Letter Sent/Received:** An owner emailed NVM to report that the courtyard is infested with roaches at night.
- b) **Painting/Power Washing Project Update:** Tim K. did the final inspection with the painting/power washing vendor and informed the board he asked the vendor to do a minor retouch but other than that everything looks fine and the payment to the vendor has been made.
- c) **Spring Inspection:** Most board members have completed their individual inspections. Tim K. will perform a final inspection after all members have submitted their reports. All findings will be compiled and discussed at the next board meeting.
- d) **2024 Draft Audit:** Tim K. provided the draft document prepared by the audit company and asked board members to review and give any feedback by May 31. Jennifer L. asked Tim K. to please email board members the NVM contract so the new board members can familiarize themselves with it and see if we should make changes recommended by the auditor.

8) NEXT BOARD MEETING: The next BOD will be held virtually on June 18, 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 8:33 p.m.