

Arlington Ridge Terrace Condominium (ARTC) Meeting Minutes, April 2026

MEETING MINUTES

Location: Virtual

Date: Wednesday, April 15, 2026

Called to order at 9:05pm (after a hearing)

PARTICIPANTS

Board of DIRECTORS (BOD):

- ☒ Samantha Tyner (President, 3054)
- ☒ Isa Anderson (Vice Pres/Treasurer, 3062)
- ☐ Jennifer Lednicky (Secretary, 3058)
- ☒ Karen Sarkis (Non-voting, 3076)
- ☒ Alex Mischke (Non-voting, 3084)

NORTHERN VIRGINIA MGMT:

- ☒ Tim Kirchner (Property Manager)

GUESTS:

Justin Aiken (3046), tenant Alex Rowan

A G E N D A

1. **Members Forum**
2. **Approval of Agenda**
3. **Approval of Minutes**
4. **Treasurer's Report**
 - a. Financial Report
 - b. Delinquency
5. **Manager's Report**
6. **Old Business**
 - a. Action Items
 - b. Sprinkler Replacement
7. **New Business**
 - a. Letters Sent/Received
 - b. Spring inspection
 - c. Hearing Result
 - d. Parking Violations
 - e. Planters
8. **Date/Time/Place of Next Meeting**
9. **Adjournment**

SUMMARY

President Sam Tyner called the meeting to order at 9:05 p.m.

- 1) **MEMBER'S FORUM:** Justin Aiken attended asking status about his issue.
- 2) **APPROVAL OF THE AGENDA:** At 9:06 pm Sam T. motioned to approve the agenda and Isa seconded. The Board approved the agenda unanimously. See agenda above.
- 3) **APPROVAL OF THE MINUTES:** The BOD deferred review of the draft March 2026 minutes until the next meeting.
- 4) **TREASURER'S REPORT:**
 - a) Treasurer Isa Anderson asked the management company clarifying questions based on her review of the registers and invoices for March. She determined that financials are in order. Specifically, she asked about:
 - Management confirmed landscaping invoices referenced in the financial report were duplicate payments.
 - Management clarified that apparent snow removal overages reflect front-loaded seasonal billing and are not expected to represent the final year-end variance.
 - Management reported improved collection progress following mailed notices; follow-up will continue on remaining balances.

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- Management identified two units paying incorrect assessment amounts and will notify those owners.

b) **Delinquencies:** Nothing to report.

5) **MANAGER'S REPORT:**

- a) Audit materials have been submitted to the Association's auditor. A draft audit is expected around June 1, 2026.
- b) Board received a standard fraud-risk questionnaire as part of the audit process. Jen L. already completed the questionnaire on behalf of the board.

6) **OLD BUSINESS:**

- a) The Board reviewed open action items. Four added, 14 open.
- b) Management is preparing a draft communication to owners regarding the sprinkler replacement program. The vendor confirmed that the anticipated payment structure remains acceptable.

7) **NEW BUSINESS:**

- a) **Letters Sent/Received.** The Board discussed correspondence received from a resident regarding planters; the board did not approve the large planter and offered alternatives in form of large pots (21" round) or adopting an unused community space at the behest of the gardening committee.
- b) Sam reminded board members that spring walk-through inspections will need to occur.
- c) **Landscaping.** Management confirmed the first seasonal mowing has been completed.
- d) Sam Tyner reported the gate in the front archway is not fully closing and its noise continues to bother adjoining owners. Management will be calling it in for service.

8) **NEXT BOARD MEETING:** The next monthly meeting will be held virtually on May 20, 2026 at 7:00 p.m.

9) **ADJOURNMENT:** Sam motioned to adjourn. Isa A. seconded. The meeting adjourned at 9:55pm