

**ARLINGTON RIDGE TERRACE CONDOMINIUM (ARTC)  
UNIT OWNERS' ASSOCIATION**

**Minutes of the Meeting of the Board of Directors**

**April 19, 2017**

1. A meeting of the Board of Directors (BOD) was held on the above date at unit 3046, following notice of the location. Justin Aiken called the meeting to order at 7:05 p.m. The Members Forum was held, with the following officers present:

Justin Aiken – President  
Engin Nural – Vice President and Treasurer  
Karen Sarkis – Assistant Secretary

Also present were Tim Kirchner, Property Manager, Northern Virginia Management (NVM), and Pat O'Day (Unit 3012). Assistant Secretary Jennifer Lednicky joined the meeting at 7:22 p.m.

2. The meeting agenda was presented and approved. Motion to approve made by K. Sarkis and was seconded by E. Nural.
3. The Minutes of the February 15, 2017 and March 15, 2017 BOD meetings was reviewed. BOD members had the opportunity to review the Minutes in advance of the Meeting. Upon motion made by K. Sarkis and seconded by E. Nural, the Minutes were approved with no revisions.
4. Treasurer's Report:
  - (a) Financial Report. Financial Report for the March 15, 2017 meeting was deferred to the May 17, 2017 BOD Meeting.
5. Manager's Report was presented by Mr. Kirchner, who noted that there was one sale (Unit 3084), effective April 18, 2017.
6. Old Business:
  - (a) Fence Proposals: Mr. Kirchner presented samples and estimates of fencing materials for the unit patio fence replacement project. BOD members agreed to revisit the issue during the May 17, 2017 Meeting.
7. New Business
  - (a) Open Board Position: J. Aiken entertained a motion to fill the position of Secretary (created by the resignation of Monica Marvin, whose unit 3085 was sold on April 18, 2017). J. Lednicky motioned for K. Sarkis to fill the position for the remainder of the term, and E. Nural seconded. The motion passed unopposed. The Secretary's term expires in 2017. A non-voting BOD position remains open.
  - (b) Spring Inspection: Mr. Kirchner reviewed the results of the Spring Inspection conducted on April 9, 2017 and outlined the repairs and updates necessary to the ARTC property.
  - (c) Management Contract: BOD members agreed to review the annual Management Contract and bring up any issues at the May 17, 2017 meeting.
  - (d) APS Redistricting: BOD members discussed the potential impact of the 2019 Arlington Public Schools (APS) on ARTC. K. Sarkis agreed to look into the issue and report back during the next

BOD meeting. J. Aiken agreed to reach out to ARTC's representative to the Long Branch Civic Association to discuss the issue.

(e) ARTC Newsletter: BOD members reviewed the latest edition of the ARTC Newsletter. NVM will send a follow-up email to clarify the policy on the use of electric grills, which are permitted.

8. There was no executive session held.

9. The next BOD Meeting will be held, May 17, 2017.

10. A motion to adjourn was made by K. Sarkis and seconded by E. Nural. The motion was approved, and the meeting was adjourned at 8:22 p.m.

Respectfully submitted,

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*Karen M. Sarkis*

**Note:** If you would like to receive the monthly meeting minutes via email once they have been approved, please send an email to NVM at [nvm@northernvirginiamanagement.com](mailto:nvm@northernvirginiamanagement.com) with your email address and request to be added to the Arlington Ridge Terrace Unit Owners email distribution list.

**FOR INFO OF THE BOD ONLY.**  
Appended to, but not a formal part of Minutes

**Active Open Items**