

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

Minutes of the Meeting of the Board of Directors

August 16, 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 7:04 p.m. The Members Forum was held, with the following officers present:

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

Jennifer Lednický, Assistant Treasurer, was absent and excused. Also present were Tim Kirchner, Property Manager, Northern Virginia Management (NVM).

2. The meeting agenda was presented and approved. Motion to approve was made by K. Sarkis and was seconded by E. Nural.
3. The Minutes of the June 21, 2017 BOD meeting were approved. E. Nural motioned to approve and K. Sarkis seconded. The Minutes of the July 19, 2017 BOD meeting were approved. Motion to approve was made by K. Sarkis and was seconded by E. Nural.
4. Treasurer's Report:
 - (a) Financial Report: The June and July 2017 Treasurer's reports were pushed to the September 2017 meeting. Mr. Kirchner reported that the quarterly water bills had been sent the week of July 17, 2017.
5. Manager's Report was presented by Mr. Kirchner.
 - (a) Past Due Notices: Mr. Kirchner noted that past due notices were sent out the week of July 23, 2017.
 - (b) Proposals: Mr. Kirchner informed the BOD that NVM received a second landscaping proposal, and the BOD will review it at the September 2017 meeting.
 - (c) Power Washing: Mr. Kirchner noted that NVM is working on proposals for the power washing of ARTC units, which is scheduled for October 2017.
 - (d) Leak Repair Contract: Mr. Kirchner confirmed that NVM signed the contract to have the leak in a unit's garage repaired.
6. Old Business:
 - (a) Review of Contracts: Mr. Kirchner agreed to email pending contracts for further review by the BOD.
7. New Business

- (a) The BOD reviewed correspondence received and sent during the previous month.
 - (b) Fence Proposal: The BOD voted unanimously to approve a contract to replace the patio fences.
 - (c) 2018 Draft Budget: The BOD voted unanimously to approve the 2018 Budget as amended.
 - (e) 2016 Draft Audit: The BOD agreed to review the 2016 Draft Audit ahead of the September 2017 meeting and mail any questions to Mr. Kirchner.
 - (f) New Leaks: Mr. Kirchner said NVM would repair the balconies that caused leakage into units as a result of recent heavy rains.
 - (g) Annual Meeting Date: The date for the Annual Meeting was set for October 18, 2017.
 - (h) APD Notified of Incident: J. Aiken notified the BOD that Arlington County Police were called to the property when an unidentified individual was found sleeping on the steps of one of the units. Mr. Kirchner agreed to procure a copy of the policy report of the incident for the BOD.
8. The next BOD Meeting will be held on October 18, 2017 directly following the Annual Meeting.
9. A motion to adjourn was made by K. Sarkis and seconded by E. Nural. The motion was approved, and the meeting was adjourned at 8:13 p.m.

Respectfully submitted,

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 with your email address and request to be added to the Arlington Ridge Terrace Unit Owners email distribution list.

