

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

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

**March 15, 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

Monica Marvin – Secretary/Treasurer

Also present were Tim Kirchner, Property Manager, Northern Virginia Management (NVM), and Pat O'Day, Owner Unit 3012. Karen Sarkis, Assistant Secretary; Engin Nural, Vice President and Treasurer; and Jennifer Lednicky, Assistant Treasurer were absent and excused from the Meeting.

2. The meeting agenda was presented and approved. Motion to approve was made by M. Marvin and was seconded by J. Aiken.
3. The Minutes of the February 15, 2017 BOD meeting were deferred to next meeting.
4. Treasurer's Report:
  - (a) The Treasurer's report was deferred to the next meeting. J. Aiken will meet with Mowele Causey and/or J. Lednicky to obtain information necessary to provide missing Treasurer's Reports.
  - (b) Owner Accounts. No executive session was necessary to discuss Owner Accounts.
5. Manager's Report was presented by Mr. Kirchner, and included several items covered under Old Business, below.
  - (a) Calendar of Events:
  - (b) Past Due Notices: Past due notices were sent out week of February 23, 2017.
  - (c) Condo Document Requests: None
  - (d) NVM New Employee. Mr. Kirchner informed the Board that Uber accepted an offer of new employment and NVM has hired a new employee, Claudio Fanton, to fill the vacancy created by his voluntary departure.
6. Old Business:
  - (a) Fence Proposal: NVM is working on getting proposals for unit patio fences..
7. New Business
  - (a) Correspondence received and sent during the previous month was reviewed. Actions needed to address concerns and issues raised were discussed. Mr. Kirchner will send a letter to an identified resident re: complaint by neighboring resident of cigar butts in planters. He will request that the subject resident not dispose of cigar butts in planters.
  - (b) Open Board Position: Mr. Kirchner will send letter informing unit Owners of the Open Voting Board Position created by the anticipated resignation of Monica Marvin whose unit 3084 is under contract of sale, with escrow anticipated to close April 18, 2017.

- (c) Spring Inspection is scheduled for Sunday, April 9, 2017 at noon.
  - (d) Package Survey: The proposed Package Survey was approved and will be distributed to the ARTC community by Mr. Kirchner.
  - (e) Communication Survey: The proposed Communication Survey was also approved. Mr. Kirchner will distribute this survey together with the Package Survey to the ARTC community via US Mail and email with a common cover letter.
  - (f) Annual contract reviews are deferred to the April BOD meeting.
  - (g) Mr. Kirchner was informed that the Community bulletin board needs to be updated and maintained.
8. The next BOD Meeting is scheduled for April 19, 2017.
9. A motion to adjourn was made by M. Marvin and seconded by J. Aiken. The motion was approved, and the meeting was adjourned at 8:14 p.m.

Respectfully submitted,

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*Monica Marvin, Secretary*