



**Rimfire Lodge Condominium Association, Inc.
6175 Snowshoe Dr., Snowshoe, WV 26209
PO Box 48, Elkins, WV 26241**

**MINUTES OF THE BOARD OF DIRECTORS
January 13, 2023
Via Conference Call at 11:30am**

Board Members in Attendance: Kevin Elvin, President
Abdallah Malouf, Vice President
Caroline Dollard, Commercial Rep, Big V

Others in Attendance: Meredith McNeely, Association Manger, Mountain Life
Britney West, Assistant Association Manager, Mountain Life
Katie Bright, CPA

Call to Order

The meeting was called to order at 11:45amEST.

Certification of Quorum

A quorum was established with all board members present.

Financial Review

Mrs. Bright provided a review of the most recent financials for the period ending November 30, 2022. Revenue is currently under budget by \$2,775.82 YTD primarily due to Garage Parking Fee income and Garage Lease Income (space occupied by Foxfire). It was noted that this deficit has since been addressed with completion of renegotiation efforts that were finalized on January 12, 2023. Foxfire has signed a new lease for 315.8 square feet of storage space in the garage for a 36-month term at \$19.75/sqft with a 3% annual increase. They are also renting another area (391 square feet) on a short term, month-month basis for \$675.00.

Common expenses are currently over budget by approximately \$35,500 due to a \$38,100 pay application received late from RL Contracting for façade painting maintenance. The residential by % expense pool is under budget by approximately \$17,700 due to savings in personnel costs and preventative maintenance expenses. The residential split equally pool is under budget by approximately \$1,000 with an overall budget surplus of \$25,616.90. Mrs. Bright then reviewed the balance sheet and accounts receivable reports with the Board.

Employee Gift

Mr. Elvin requested that the Board approve purchasing a gift for Rimfire Employees. Mr. Elvin suggested a Treasure on The Mountain ticket. He feels that it is a nice gesture of appreciation to the staff. There are currently 3 full time employees of Rimfire Lodge and one "fulltime" contracted employee. 2023 Treasure on the Mountain tickets are \$150 each.

Mr. Elvin made a motion to purchase and gift four Treasure on the Mountain tickets for current Rimfire Employees as a gesture of appreciation. Mr. Malouf seconded the motion which passed unanimously with all votes in favor.

Telecom Room

There was a recent situation where Snowshoe's IT manager, Mr. Sullivan, was not able to access the telecom room when needed due to not having a key available. The Board agrees that a key should be made and provided to Mr. Sullivan as long as there are key control policies in place. Once the new Saflock system is installed at this room, Mr. Sullivan will then be issued a new keycard that can be audited and managed by the system.

Employee Holiday Pay

Mr. Elvin suggested the board revisit the current employee holiday pay policies. Due to time constraints, Mr. Elvin suggested the discussion continue further, via email. Any formal decisions will be made in the next Board meeting.

HOA/Snowshoe Storage areas

Mr. Elvin informed the board that he and management are currently working with Snowshoe regarding storage areas in the garage. There is an area owned by Rimfire HOA that Snowshoe has been using for linen storage for many years. HOA maintenance staff are now in need of more storage space. Rather than revoke access to the space that is currently occupied by Snowshoe, Mr. Elvin is proposing to Snowshoe that Rimfire will permit them to continue to use the HOA-owned space if Snowshoe will allow maintenance to use a space that they own that is adjacent to the maintenance office. This arrangement is being proposed as an equal swap. Mr. Elvin will keep the board updated as that discussion progresses.

Newsletter

Mr. Elvin informed the board he currently working on finalizing a Newsletter for the Homeowners in case any other board member has something they would like to be included.

Adjournment

With no further business, Mr. Elvin made a motion to adjourn the meeting at 12:53pm. Mr. Malouf seconded the motion, and the meeting was adjourned.