



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

MINUTES OF THE BOARD OF DIRECTORS
March 8th, 2023
Via Conference Call at 2:00pm

Board Members in Attendance: Kevin Elvin, President
Abdallah Malouf, Vice President
Caroline Dollard, Commercial Representative

Others in Attendance: Meredith McNeely, Association Manager
Britney West, Assistant Association Manager

Call to Order

The meeting was called to order at 2:03pm EST.

Certification of Quorum

A quorum was established with all board members present.

Discussion Regarding Destruction of HOA Property by a Unit Owner

Discussion was had regarding an owner cutting down multiple trees at the hot tub area which was recorded on the HOA's camera system. Management is working with the Association's legal team regarding communication with the owner and additional corrective action including replacement of the trees, fines, and any other appropriate recourse. The Board will be updated on the status of this matter via email as it progresses.

Maintenance Reserve Spending Discussion

In advance of the meeting, Mr. Elvin distributed information to the Board regarding planned maintenance reserve projects:

- Renovation of 2nd, 3rd, and 4th floors south building estimated at \$110,000 total by using in house labor now that maintenance/custodial departments are fully staffed.
- Purchasing 14 Saflok door locks for remaining HOA controlled areas (such as storage closets and electrical rooms) estimated at \$3,000
- Installation of a ductless split system in the maintenance shop estimated at \$12,000.
- Installation of backup nitrogen supply for the nitrogen generator for the sprinkler system estimated at \$3,000.
- Replacement of two hot water heaters in the laundry rooms estimated at \$4,000.

- Propane-fired heating system that ties in with current air handling equipment for the lobby estimated at an amount not to exceed \$25,000
- Sprinkler sidewall and pendant replacements estimated at \$40,000
- One of the DVRs for the camera system is no longer functioning and needs to be replaced and the other equipment needs to be updated. The system consists of 2 DVRs and 65 cameras plus hard drives and computer equipment. Equipment also needs to be relocated to a better environment for the equipment (climate controlled and away from dust and lint in linen closets). Estimated costs have not yet been received from the vendor, however a best guest is estimated at \$30,000.
- Upgrading of obsolete equipment on the elevators estimated at \$60,000, as recommended by OTIS elevator.
- Rubber stair treads to replace worn carpet in the four stairwells. An estimate was obtained in the fall for 2 floors in each stairwell (2nd floor landing down to the ground level) totaling just under \$20,000. Management will ask Bates to revise the estimate to include all levels.
- Replacement of stairwell doors estimated at \$40,000.

Maintenance reserve balance is \$578,301 with the February contribution, but that does not include any unrealized gains(losses). It was noted that the building engineer, Dave Fyffe, is putting together an exterior paint schedule for the façade maintenance. It is likely that this project will be deferred to the next fiscal year, estimated at \$150,000, with the Village side (east elevation) due in FY23-24. Hot tub area resurfacing is also anticipated to be recognized in the next fiscal year (after October 1st, 2023) and is estimated at \$20,000.

Taking into account portions of the aforementioned projects that were approved at prior meetings, Mr. Elvin made a motion to approve an amount not to exceed \$129,000 in maintenance reserve spending for the following projects, \$87,000 of which was already allotted: renovation of three remaining floors in the south building, split system HVAC for the maintenance shop and any required electrical work, two hot water heaters in laundry rooms, and the backup nitrogen supply for the generator for the sprinkler system. Mr. Malouf seconded the motion which passed unanimously with all votes in favor.

Adjournment

With no further business, Mr. Elvin made a motion to adjourn the meeting at 3:58pm. Mr. Malouf seconded the motion and the meeting was adjourned.