



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

BOARD MEETING MINUTES
August 29, 2023
1:00pm EST - Zoom Meeting

ATTENDANCE

Board of Directors:

Abdallah Malouf (Unit 145)
Kevin Elvin (Units 160 & 162)

Others in Attendance:

Kathryn Bright, CPA, KENT Management Group
Elizabeth Miller, KENT Management Group
Britney West, KENT Management Group
John Bsharah, Lewis Gianola PLLC

Call to Order

The meeting was called to order at 1:06 PM EST.

Certification of Quorum

With two of the three board members present a quorum was established.

Agenda Item

The first item up on the agenda was a discussion with Mr. Bsharah. Ms. Bright and Mr. Bsharah gave a recap of issues that needed to be discussed and what legal guidance was preferred before taking further action. The items discussed included: improper use of unit and common areas and garage parking violations. Other issues included tenant vs owner and owner vs vendor action.

Mr. Bsharah advised the next steps to be taken and will provide more detail on further steps to be taken.

Board Officer Positions

With no changes in individuals representing the board Mr. Elvin made a motion to retain the previous year's board officer positions. Mr. Malouf seconded the motion. The motion passed unanimously.

Alarm System Maintenance and Monitoring Contract

The Snowshoe Resort alarm system maintenance and monitoring contract was presented to the board. Management confirmed there was no change in service scope, and the only change was the cost of services provided. Mr. Elvin made the motion to approve the new contract. Mr. Malouf seconded the motion. The motion passed unanimously.

Trash removal contract

The Snowshoe Resort trash removal contract was presented to the board. Management confirmed that there were no changes in the scope of services and the only change was the cost of services provided. Mr. Elvin made the motion to approve the proposed trash removal contract with Snowshoe. Mr. Malouf seconded the motion. The motion was approved unanimously.

Maintenance Billing Rate Policy

There was a short discussion regarding the intentions of the billing rates maintenance policy. KENT Management will take the lead in formulating a draft of this policy for the board to review prior to submission of legal review and with intended rates as follows:

Custodial labor	\$35/hr.
Electrical Repair	\$75/hr.
Plumbing Repair	\$60/hr.
Carpentry Repair	\$60/hr.
HVAC Repair	\$75/hr.
Saflok Repairs	\$45/hr.
Landscaping	\$35/hr.
Garage Cleaning	\$35/hr.
Painting	\$45/hr.
Snow Shoveling Decks	\$35/hr.

Window Replacement Policy

A brief update on the status of identifying units who have chosen to opt in for this project was provided by Ms. Bright. Mr. Elvin emphasized the importance of including Dave Fyffe with Seal Engineering on this project to ensure the building envelope is intact.

Lobby Heater

Mr. Elvin explained that any equipment of choice regarding the lobby heater project requires a lead time of 6 – 7 weeks. A decision needs to be made quickly to ensure completion before the winter season. Mr. Malouf stressed the importance of having an updated fiscal picture regarding maintenance reserves before making a decision. Ms. Bright will provide an update through the end of August 31 by the first week of September.

Financial Update

Ms. Bright of K.T. Bright CPA Accounting & Tax Services provided a financial update through July 31, 2023, highlighting areas of significant variance from the budget.

Adjournment

With no further business, Mr. Elvin made a motion to adjourn the meeting at 3:34 PM. Mr. Malouf seconded the motion and the meeting was adjourned.