



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

BOARD MEETING MINUTES
December 13, 2023
10:00am EST – Microsoft Teams Meeting

ATTENDANCE

Board of Directors:

Abdallah Malouf, Vice President
Kevin Elvin, President
Caroline Dollard, Secretary/Treasurer

Others in Attendance:

Kathryn Bright, CPA, KENT Management Group
Britney West, KENT Management Group
Elizabeth Miller, KENT Management Group
Travis Foster, TF Builders
Richard Judy, Elkins Builders Center
Dave Fyffe, Seal Engineering
John Bsharah, Lewis Gianola

Call to Order

The meeting was called to order at 10:09am EST.

Certification of Quorum

A quorum was met with all board members present.

Emergency Window Replacement Project Discussion and Next Steps

Ms. Bright gave an overview of the project to date. All window and sliders, except the window for 354/355 have been delivered. Mr. Foster, Mr. Judy and Mr. Fyffe provided additional details of the existing windows, including optional add-on's.

At 10:50 am Mr. Elvin made a motion to move into an executive session to further the conversation with Mr. Bsharah. Mr. Malouf second the motion.

Executive session ended at 11:31am with a motion from Mr. Elvin, seconded by Ms. Dollard. A plan to complete partial installation of the windows was agreed upon.

Board Approval of Meeting Minutes

Annual Meeting Minutes, August 5, 2023
Board Meeting Minutes, August 29, 2023
Board Meeting Minutes, May 4, 2023
Board Meeting Minutes, October 2, 2023
Board Meeting Minutes, October 9, 2023

Mr. Elvin requested edits to various minutes, and Mr. Malouf still needed a few of the meeting sets. The Board will reconvene to vote on the minutes.

Advisement on Notice Language

KENT is awaiting final guidance on two notices to be sent to owners, one regarding garage damages and the other regarding hot water tank replacement. Specifics on language was discussed and KENT will send notices this week.

Adjournment

With no further business, Mr. Elvin made a motion to adjourn the meeting at 12:02pm EST. Ms. Dollard seconded the motion and the meeting was adjourned.