



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

---

**BOARD MEETING MINUTES**  
**October 2, 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

**Call to Order**

The meeting was called to order at 10:14am EST.

**Certification of Quorum**

A quorum was met with three board members present.

**Discuss Emergency Window Project**

The quote received from Pullman Contracting was previously provided to the Rimfire Board. Additional quotes from TF Builders and Novus Glass have been requested. KENT shared their reservations regarding Novus Glass' responsiveness to other issues. Scheduled on-site with TF Builders is set for October 3<sup>rd</sup> to review the scope of the project. KENT encouraged giving no more than 1-week for responsiveness from TF Builders and Novus Glass to ensure materials could arrive on-time to allow for installation before season opening. Abdallah encouraged observing the costs associated with The Seneca's façade project in regard to expectations on costs for windows/sliders. Discussion of necessity and the Board's ability to require replacement occurred.

Pertaining to the potential building wide initiative for replacement KENT Management will request Dave Fyffe with Seal Engineering to create a building-wide window schedule with sizes by unit. This schedule will be used to source bids for a building wide initiative.

**Adjournment**

With no further business, Mr. Elvin made a motion to adjourn the meeting at 11:18am EST. Mr. Malouf seconded the motion and the meeting was adjourned.