



Rimfire Lodge Condominium Association, Inc.  
PO Box 382, Snowshoe, WV 26209

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**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**May 10<sup>th</sup>, 2018**  
**Conference call at 12:30pm EST**

Board Members in Attendance  
via Teleconference:

Kevin Elvin, President  
Jim Armbrust, Vice President

Others in Attendance:

Meredith McNeely, Association Manager  
Katie Bright, CPA

Call to Order

The meeting was called to order at 12:31pm EST.

Certification of Quorum

A quorum was established with two board members present.

Financial Update

A financial update was given by Katie Bright, CPA. After discussion regarding coding of recent building maintenance expenses, Mr. Elvin made a motion to move \$17,758.00 out of maintenance reserves to pay for the ice melt boiler that was recently replaced. Mr. Armbrust seconded the motion which carried unanimously. This boiler services the ice melt system around the hot tub.

Consideration of Expenditure for South Building Exterior Siding Project

In preparation for the next phase of the exterior building siding project, Mr. Armbrust made a motion to approve the contract with Rick Lemaster of L&L Contracting in an amount not to exceed \$300,000 for work to be done on the western-facing side of the South Building. Mr. Elvin seconded the motion which carried unanimously.

Consideration of Insurance Renewal with BB&T/Travelers

Mrs. McNeely informed the Board that it was time for the insurance renewal and presented two quotes; one quote from BB&T/Travelers in the amount of \$34,571.00 and one quote from Arthur-Krenzel/Erie in the amount of \$35,087.00. The Board agreed that they would like to keep the policy with BB&T as there is still an open claim on unit 411 with Travelers. The Board also requested an updated quote from BB&T showing an increase in the umbrella policy from \$2,000,000 to \$5,000,000. Mr. Elvin motioned to accept the revised proposal from BB&T in the amount of \$39,709.00. Mr. Armbrust seconded the motion which carried unanimously.

Consideration of Proposed Association Policies

Mrs. McNeely drafted several association policies that were presented to the Board for review including a Policy for Creating Policies, a Collection Policy, a Fines and Enforcement Policy, and a Hot Water Heater Policy. Mrs. McNeely recommended to the Board that these policies be reviewed by a West Virginia attorney in order to make sure that the policies do not violate the Uniform Common Interest Ownership Act, the Non-Profit Act, or any other West Virginia law. Both Mr. Elvin and Mr. Armbrust were in agreement with this recommendation and authorized the management team to engage with an attorney to review the policies. Mrs. McNeely informed the Board that the other Village HOAs were considering the same policies and could share the expense of having an attorney's review.

Consideration of Approval for Consent Agenda Items

Mrs. McNeely identified a list of items that were approved by the BOD via email in order to expedite repairs in preparation for and during ski season. In an effort to record approval of these expenditures in official association records, Mr. Armbrust made a motion to approve the items contained in the consent agenda. Mr. Elvin seconded and the motion carried unanimously. Items contained in the agenda include:

Date	Item	Vender	Amount	Labor for Installation/ Other Charges	TOTAL
9/4/2017	Garage Sewer Line Replacement	JD & JT General Contractors	\$6,350.00	N/A	\$6,350.00
10/3/2017	North Elevator Cylinder Replacement	OTIS Elevator	\$55,886.00	(waterproof liner) \$12,590.00	\$68,476.00

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10/24/2017	Garage Repaving and Sealing	Custom Paving & Sealing	\$5,460.00	\$9,407.50	\$14,867.50
11/1/2017	Ski Locker Room Flooring Replacement	Commercial Surfaces	\$6,157.00	N/A	\$6,157.00
11/14/2017	Signage Order	Graphic Services	\$2,268.40	N/A	\$2,268.40
11/16/2017	Repaired Pipe Leak in Garage	Northern Greenbrier Sprinkler	\$1,289.15	N/A	\$1,289.15
11/16/2017	North Ski Locker Room Bases and Drywall	Travis Taylor	\$6,850.00	N/A	\$6,850.00
11/16/2017	Drywall Repairs in 142	Travis Taylor	\$1,594.00	N/A	\$1,594.00
11/16/2017	South Ski Locker Room Bases and Drywall	Travis Taylor	\$7,183.00	N/A	\$7,183.00
11/16/2017	Paint Ski Lockers	Travis Taylor	\$2,332.00	N/A	\$2,332.00
11/29/2017	Replcement Compressor for Dry System (Garage)	Northern Greenbrier Sprinkler	\$3,406.67	\$1,427.84	\$4,834.51
12/4/2017	Foxfire Sewer Line Break	Rusty Pipe Plumbing	\$2,354.92	N/A	\$2,354.92
12/8/2017	OT for OTIS on North Elevator	OTIS Elevator	\$8,000.00	N/A	\$8,000.00
12/13/2017	Return Dry System to Service	Northern Greenbrier Sprinkler	\$848.00	N/A	\$848.00
12/18/2017	Replcement Compressor for Dry System (North Building)	Northern Greenbrier Sprinkler	\$2,318.46	N/A	\$2,318.46
2/15/2018	Lochinvar Pool Heater	Snowshoe Maintenance	\$2,952.01	\$330.00	\$3,282.01
2/16/2018	South Elevator Cylinder Replacement	OTIS Elevator	\$58,858.00	(waterproof liner) \$13,432.12	\$72,290.12
2/20/2018	Security Camera Project	Securitech, LLC	\$41,089.16	Included	\$41,089.16
3/5/2018	Ice Melt Boiler	Alpha Mechanical	\$17,758.00	N/A	\$17,758.00

3/6/2018	Replace CO Device	Southern Air	\$1,080.00	Included in PM Contract	\$1,080.00
				TOTAL	\$271,222.23

### Miscellaneous

Discussion was had regarding the vacant director seat left by Amy Aubin's departure. The proposed candidate for the position is LaDonna Kurpel of Pacific Group. The commercial owner of most of the spaces in the Village, Imperium Blue, has hired the Pacific Group to provide commercial asset management services and would like their representative to fill the vacant seat. Additional clarification on the relationship between Imperium Blue and the Pacific Group was requested. Mrs. McNeely will follow up with Michael Dickson of Imperium Blue on those questions and will report back to the Board. Appointment of a director to fill the vacant seat was tabled until the next Board Meeting.

### Adjournment

With no further business before the Board, Mr. Armbrust made a motion to adjourn the meeting at 2:49pm. Mr. Elvin seconded the motion and the meeting was adjourned.