



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

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
January 7th, 2020
Conference call at 11:00am EST

Board Members in Attendance: Kevin Elvin, President
Jim Armbrust, Vice President (via teleconference)
Geoff Truslow, Commercial Representative

Others in Attendance: Meredith McNeely, Association Manager
Greg McNeely, Association Manager
Katie Bright, CPA (via teleconference)

Call to Order

The meeting was called to order at 11:07am EST.

Certification of Quorum

A quorum was established with all board members present.

November 30, 2019 Financial Review

Mrs. Bright gave a financial overview for period ending November 30, 2019. Discussion regarding status of two lawsuits relating to delinquent owner accounts was also had.

Building-Wide Smoke/CO Detector Replacement

Residential smoke/CO detectors in residential units are nearing the end of their useful life and many are starting to chirp throughout the building. Snowshoe maintenance has ordered replacement detectors and will be replacing them in all units on Snowshoe's rental program. The Board discussed sending out communication to homeowners informing them of the needed replacement and asking which non-Snowshoe rental unit detectors have not yet been replaced. Mr. Elvin made a motion to replace all expiring detectors in non-Snowshoe rental units to be billed back to homeowners at cost plus \$15 (inclusive of labor and tax). Mr. Armbrust seconded the motion which carried unanimously. It was discussed

that the HOA would notify Snowshoe that the next building-side replacement would be accomplished in-house through the HOA so that the HOA could ensure consistency in fixture status and product throughout the building.

Replacement of South Building Laundry Machine

It was noted that there is a washing machine that needs to be replaced in the South building laundry room. Mr. Elvin recommended purchasing a commercial grade Speed Queen machine in an amount not to exceed \$2600. Mr. Armbrust seconded the motion which carried unanimously.

Commercial Space Discussion

Discussion was had regarding utility penetrations and leaking fluids in areas of the garage underneath commercial units. Management will be obtaining an estimate from Seal engineering for an evaluation relating to building code compliance and concrete/utility repairs that are needed. The Board is requiring that all violations and code violations be addressed prior to Opening Day of the resort for Summer season. The commercial owner is responsible the evaluation and repairs

Roof Replacement

The Board instructed management to begin the process of obtaining a loan for replacement of the roof. There are concerns with the condition of the existing roof and the expenses related to repairs and maintenance due to its age. The Board would like to accomplish roof replacement in Spring/Summer 2020. Based on available financing, the association may defer the south building replacement until the following year but would like to try to accomplish replacement on both buildings at the same time. Management will begin working with Citizens Bank and Davis Trust on loan approvals.

Personnel Discussion

Discussion was had regarding a stipend for employees for the use of their personal cell phones for Rimfire business. It was noted that cell phone expenses for each employee were included in the budget. It was also discussed that staff should have radios that are on Snowshoe's frequency in order to receive notifications regarding weather holds, emergencies, resort lockdowns, etc. Mr. Elvin made a motion to approve a \$70/month cell phone stipend for each employee with the exception of the employee that currently has a cell phone provided by the association. He also moved to purchase 2 radios as discussed. Mr. Armbrust seconded both motions which carried unanimously.

The Board also instructed management to pursue establishing a 401K program for employees.

Seal Engineering Proposals

Two proposals from Seal Engineering were presented for the Board. The first proposal included design, bidding, and construction phase services for the roof replacement project in the amount of \$45,390. Mr. Elvin made a motion to accept the proposal as presented. Mr. Armbrust seconded the motion which carried unanimously. The second proposal, in the amount of \$23460, included design and construction phase services for the construction of a platform to support HVAC condenser units that will be relocated out of the garage. These units service the commercial units. Mr. Elvin made a motion to decline the HVAC platform proposal and have RL Contracting design and install the platform. Mr. Armbrust seconded the motion which carried unanimously.

Miscellaneous

Discussion was had regarding the classification of the ongoing sprinkler pendant replacement project as a maintenance reserve expenditure based on the pendants being a part of the fire suppression system that has a long-term useful life. It is recommended to replace the pendants every 10 years. There was also discussion regarding approval of \$2000 to be used in an effort of goodwill on expenses related to a glycerin leak from a pendant replacement in a residential unit.

Adjournment

With no further business before the Board, Mr. Armbrust made a motion to adjourn the meeting at 12:24pm. Mr. Elvin seconded the motion and the meeting was adjourned.