



## ***Meeting Agenda***

**February 18, 2021 at 12:23 p.m. – 2:30 p.m.**

**Location: Canoe Club**

Meeting of The Canoe Club, Inc.

Meeting Facilitator: Steve Kane (President)

Board Members: Don Hanson, John Murrey (Secretary/Treasurer) and Lela Newey  
(Not Present)

Attendees: Karley Connolly (HOA Manager) & Tom Miller (Maintenance)

I. Call to Order (Steve) – 12:23 p.m.

II. Open Forum - None

III. Review and approval of meeting minutes: January 21, 2021

*John motioned to approve the minutes as presented. Don seconded the motion, and all were in favor.*

IV. Maintenance Report (Tom)

a) Upcoming Projects

1. Painted Women's Restroom
2. Mechanical Room-Janitors closet
  - i. Filled crack in floor with Sikaflex sealant.
  - ii. Finished sealing floor under
  - iii. Painted lower half of east end of room with a chemical resistant/water resistant epoxy paint.
  - iv. Rerouted drain line for recently installed radiant floor heater.
  - v. Install vinyl cove base and caulk along floor.
  - vi. Installed new GFIC outlet for hot tube equipment.
3. Install new pump seals in hot tub recirculation pump and document procedure.
4. Re-Finish Bar stool seats.
5. Re-lamped fitness center from 650 lumen lights to 1100 lumen lights (12x)
6. I have been monitoring Men's shower during the artic blasts. Pre adding more insulation, the hot water line would freeze. The past 2 years it has not frozen.

b) Ongoing Projects

1. Snow removal.
2. Hot Tub Leak update.

- i. I have been monitoring the salt usage (Salt does not evaporate which makes it a good indicator for monitoring water leakage). Since last partial drain and refill on November 4, I have to only add 5 lbs. of salt
      - ii. Contacted Clear water spa to finish repair ... He had to quarantine and then opted to wait for spring to finish.
      - iii. Replaced most of the gravel and rocks that were removed to investigate spa leak.
    - 3. Hot tub alarm
      - i. Learning the operation of the panel/ alarm system.
      - ii. Must install a swivel base on hot tub motion sensor.
    - 4. Documenting Club House Procedures.
      - i. Club house "oddities" document.
        - a. Covers all things discovered about club house. Includes a finish schedule.
    - 5. Pump seal replacement procedures
  - c) Future Projects
    - 1. Fence. - Painting – new boards on the south, and the lake side of the north. Finish gate posts
    - 2. Building paint touch up. – Paint vent pipes for radiant floor heat and finish brown around east windows.
    - 3. Refresh floor sealer down hallway.
    - 4. Re do concrete and gravel in front of boat house.
- V. HOA Manager Report (Karley)
  - a) COVID – Everyone seems to be adjusting to the most recent step to returning to normal operations. Some have expressed a desire to make reservations for small gatherings.
  - b) Recording Bylaws – We are waiting to record the Bylaws until we receive a response from 3004 River Lakes Dr. So, we know if we need to include this property on the list of members.
  - c) Send documents to CPA for 2020 tax return
  - d) Newsletter Suggestions
    - 1. Summary of Survey Results
- VI. Financial Report (John)
  - a) Review Financial Reports
 

The financial statements were reviewed and found to be in good order.
  - b) Review Recommendation for 2021 Reserve Expenditures
    - 1. Items listed below in Old Business
    - 2. Crack Seal Parking Lot
 

Karley will get bids to be reviewed at the next meeting.
    - 3. Boat Ramp Improvements
 

Steve motioned to approve adding gravel, filling in the concrete pocks with epoxy grout and seal coating the entire surface. Don seconded the motion and all approved.
- VII. Old Business
  - a) Club Amenity Improvements Update
    - 1. Expand Fitness Center – Still working on finding contractors and getting estimates. Acquiring estimates for expanding the Fitness Center 10ft to the south and converting steam sauna into extra fitness space.
    - 2. Add Fire Pit – Inquiring with contractors bidding the expansion/remodel of the fitness center.
    - 3. Upgrade Fitness Equipment

The Board reviewed all the possible equipment options presented. Steve motioned to approve the purchase of the Precor AMT (to replace one elliptical and the stair climber), the purchase the Precor Upright Bike and purchase the Tuff Stuff Single Stations (to replace the multi-gym) for a total of \$20,997. Don seconded the motion and all approved.

4. Upgrade Pool Furniture

The Board reviewed several options that were presented. They would like to get samples of the frame and fabric from [poolfurniture.com](http://poolfurniture.com). The chairs from the company were heavier than the other plastic or aluminum options.

VIII. New Business

b) None

IX. Adjournment – 2:30 p.m.

X. *Executive Discussion*

Upcoming Meeting Schedule: Standing meeting every third Thursday of the month at 9:00am. Next meeting April 8, 2021.