



Meeting Minutes

November 16, 2021, at 10:15am-11:53am

Location: Canoe Club

Meeting of The Canoe Club, Inc.

Meeting Facilitator: John Murrey (Karley was acting facilitator)

Board Members: Jennifer Harrell (Co-Secretary/Treasurer), Missy Jonson (Co-Secretary/Treasurer), John Murrey (President-Not Present) and Lela Newey

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

- I. Call to Order (Karley) – 10:15am
- II. Review and approval of meeting minutes: October 13, 2021
Missy motioned to approve the minutes as presented. Lela seconded the motion, and all were in favor.
- III. Maintenance Report (Tom)
 - a) Completed Projects
 1. Pool Blow out and Winterization
 - i. Lines blown out, filter, pumps and heater drained, and cover put on.
 - ii. Had to relocate several of the pool cover anchors.
 - iii. Had to treat for mustard algae in the pool right after the plumbing was winterized. Used the sump pump and floating chlorinators to treat and circulate the water.
 - iv. The pool robotic vacuum died right at the end of the season and will need to be replaced next year.
 2. Hot tub Jets are working, and the rocks are in place. Here is a summary of the work that was done.
 - i. The hot tub has two separate pump systems; a circulation system (includes the heater, chlorine generator, and filter) and a jet pump system. Both systems have their own water suction and return lines. To bypass the leak found in the circulation system return line, the jet pump system was sacrificed/abandoned, and the circulation system was plumbed into the jets pump system to keep the circulation going. This allowed the pool contractor to fix the leak in the circulation system return line. However, the contractor was not confident the fix would hold once water pressure from the pump was applied. After much brainstorming, we decided to return the water of the circulation system through one of the

circulation systems two suction lines (on the bench wall). This solution allowed the jet pump system to be put back into operation. The reconfiguration resulted in the circulation system outlets (on the lake side of the hot tub) being permanently abandon. The return of the circulation system is now through the two bench wall outlets, and the suction is from the skimmer only. The return of the jet pump system is the jet outlets (clubhouse side), and the suction is from the three drains on the bottom of the tub.

- ii. The hot tub uses salt to create chlorine, by monitoring the salt level we can continue to monitor the hot tub for any leakage.
 3. Refinished the entrance doors and bathroom doors with Old English. Eventually the door window trim will need replacement.
 4. Trimmed the pine trees on the Canoe Club South lawn the shrubs on the north end of the Club House (did a drastic trimming), and the shrubs around the Boathouse/ shop.
 5. Reworked the planting bed by the pool waterfall. Moved three azaleas from that bed to the clubhouse entrance.
 6. Treated the clover, on the north lawn and inside the courtyard with a product called 'Clean Slate'. It is a strong long lasting selective herbicide. (Will spot treat throughout the neighborhood next year.)
- b) Ongoing Projects
1. Snow Removal.
 2. Documentation of pool and club house information/ procedures. My goal is to have most of the documentation ready by next spring.
 3. Steam sauna head had a leak. I might have fixed it but with the water valve not working there is no way to check it.
 4. Old English treat woodwork throughout the club house.
 5. Find a product to protect "dining room chair" leg bottoms.
- c) Suggestions, Proposals & Requests
1. Change my employment contract to add a floating holiday in lieu of Memorial Day. The last two weeks of May are the busiest of the year. The pool must be opened by Memorial Day weekend, the clubhouse must be ready for the summer season, the Irrigation has to be up and running by June 1, and the first herbicide/ fertilizer treatment needs to be done during this time as well. It is an impossibility to take a holiday during this time.
[The Board thought this was a great idea. Lela motioned to approve changing the Memorial Holiday to a Floating Holiday for Tom. Jennifer seconded the motion, and all were in favor.](#)
 2. Started a list for summer projects:
 - i. Paint the courtyard exposure of the Clubhouse, the club house fencing, and the garden shed.
 - ii. Refresh the sealer on the courtyard concrete decking
 - iii. Redo the concrete and gravel in front of the boat house doors.
 - iv. Install the landscaping pavers for the fire pit.
 - v. Repair and reseal stone caps on pergola.
 - vi. Fix club house entry door bottoms
 3. Need a proofreader for all the documents that I have been creating.
 - i. It would be good to get someone not familiar with the maintenance procedures to do proof reading.
 - ii. List of documents:
 1. General Clubhouse Maintenance Information
 2. Pool Winterization Procedures
 3. Pool Back Wash Procedures

4. Pool Pump Seal Replacement
 5. Pool and Hot Tub Automation Control
- d) Continuing Education
1. Certified Pool Operator Class – would like to attend in-person training vs correspondence.
- IV. HOA Manager Report (Karley)
- a) Ongoing Projects
 1. Trees on North Side of Clubhouse
 2. Firepit
 - b) Rules & Regulations updates
 1. “No Running” on the pool deck added.
 2. New guest rules added. Sign was placed at check-in and guest registration form was created.
 - c) Fitness Center - 12lb hand weights and storage rack for bar with weight plates added.
 - d) 2022 Budget was inputted into the accounting system. Notice of the dues increase was sent to members on 11/1/21.
 - e) Replacement chaise lounge chairs were received damaged 10/7/21.
 - f) Newsletter Suggestions
 1. Spa Jets Repaired
 2. Dues Increase
 3. New Guest Rules
 4. Clean AUP
- V. Financial Report (Jennifer/Missy) – [The board reviewed the financial statements, and they were found to be in good standing.](#)
- VI. Old Business
- a) Hot Tub Jets are Fixed!
- VII. New Business
- a) Fire Suppression System Improvements & Findings
 1. Horn strobe added inside the building. We only had one outside on the front of the building.
 2. Changed out corroded steam room head and collar.
 3. Changed out “painted” head in mechanical closet.
 4. Found rocks in the backflow preventer. One was lodged into the seal and was likely there from original install. Another was in the pipe. Backflow had to be replaced. Vendor is suggesting we scope the system to make sure no additional rock are found.

[The Board would like to see an estimate for the scope work prior to proceeding with the project.](#)
- VIII. Open Forum - None
- IX. Adjournment – 11:53am
- X. *Executive Discussion - None*

Upcoming Meeting Schedule: Standing meeting every third Thursday of the month at 9:00am. Next meeting is scheduled for December 16, 2021 @ 12:00pm.