



Meeting Minutes

March 31, 2022 at 12:30pm-1:30pm

Location: Canoe Club

Meeting of The Canoe Club, Inc.

Meeting Facilitator: John Murrey

Board Members: Jennifer Harrell (Co-Secretary/Treasurer), Missy Jonson (Co-Secretary/Treasurer), John Murrey (President) and Lela Newey

Attendees: Karley Connolly (HOA Manager)

- I. Call to Order (John) – 1:30pm
- II. Review and approval of meeting minutes: February 17, 2022
[Lela motioned to approve the minutes as presented. Missy seconded the motion, and all were in favor.](#)
- III. Maintenance Report (Tom)
 - a) Completed Projects
 1. Snow plowing
 - i. We bought the Monterra's snowplow in time - our old one has some more repair work that needed to be done.
 2. Hot Tub maintenance:
 - i. I have been monitoring the hot tub for any leakage. There has been no major leakage.
 - ii. I replace the pump seals on the recirculation pump.
 - iii. I replaced both the thermistor and the gas sensor on the heater.
 3. Steam sauna update. We had Paul the Plumber replace both heating elements and a valve. When we started it up a relay was bad and it wouldn't, shut off. I replace that. It was running again and found out that the thermo release valve is bad. During this process we found out that we could have shipped the entire unit back to the manufacture to have them fix it.
 4. Rebuilt BBQ cabinet - added a hinged door and vented to allow for propane tank storage.
 5. Installed new light trims in steam sauna.
 6. Put a saddle soap on leather couches.
 7. Replaced broken boards on dumpster
 8. Assemble fire table and sealed the tile and the grout. We also added a wind block around the burner.

9. Refinish bathroom bench tops - the condition of the redwood benches (the rectangle ones) is fair to poor. Splits in the legs have been repaired in multiple places.
 10. Put "sliders" on dining room chair legs and on the couch legs. The ones on the chairs screw in so they can easily be replaced if needed.
- b) On Going Projects
1. Work on club house doors, adjusted the door hinges - will have to readjust now that the frost is out of the ground. Adjust boat house door - may have to replace the hinges. Adjusted outside door to shop. Tried fixing door weatherstripping on exterior doors - will have to put a "brass door bottom" on the bottom of the door to repair the rounded corners.
- c) Future Projects
1. Refresh the gravel at the boat launch.
 2. Topcoat the concrete directly in front of the boat house.
 3. Re-stain the southern and eastern exposure of the club house and the eastern exposure of the boat house.
- d) Continuing Education
1. Certified Pool Operator Class – would like to attend in-person training vs correspondence.
- IV. HOA Manager Report (Karley)
- a) Firepit Table
1. Ordered 2/21/22 and received 2/28/22.
 2. Recommend adding Rules
 - i. Instructions for Use – Example: Remove center cover. Open door on the side panel to reveal the propane tank. Turn the knob on top of the propane tank counterclockwise all the way to open the tank. Close the door to the side panel. On the side of the fire pit turn the gas control dial counterclockwise, halfway, to allow gas into the pit. Press the black igniter button to ignite the gas and start the fire. Use the gas control dial to regulate the flame. At the conclusion of your session, turn the gas control dial clockwise to shut the gas off from the pit. Open the side panel door to access the propane tank. Turn the knob on the top of the tank clockwise all the way to close the tank. Wait until it has cooled off before returning the cover.
 - ii. Time Restrictions – Example: Be courteous to others and limit usage to one hour.
 The board does not want to add a time limit to the rules. They prefer a statement reminding users to be courteous of others by limit their enjoyment.
 - iii. Supervision – Example: An adult (18+) must be always present when a fire is burning. Never leave fire unattended.
 - iv. Cooking Food – Example: The fire pit is a visual feature, and we ask that you do not attempt to use it for cooking or heating food.
 - v. Cautions – Example:
 1. Always use extreme caution around fire.
 2. Person using the fire pit do so at their own risk.
 3. Do not sit on the table surround.
 4. Do not remove/move rocks. Vent screen must be free of rocks.
 5. Do not burn any material.
 6. DO NOT allow children to ignite or play with the fire.
 7. If a gas smell is noticed, switch off gas supply immediately and notify management.
 8. If you need assistance in operating the fire pit, please see the HOA Manager.

The board agreed with all other rules outlined above. These will be added to the Clubhouse Rules & Regulations and posted near the firepit until residents become accustomed to using this new amenity.

b) Ongoing Projects (WIP)

1. Trees on North Side of Clubhouse – Flowerscapes will be scheduling this project in the second week of April.
Lela, Jennifer, and Karley will meet 4/4/22 to identify exact placement of the trees.
2. Refurbish Canoe Club Entrance – Flowerscapes will be scheduling this project in the spring.
3. Tile Shower – Created scope of work. Need to discuss ADA requirements.
4. The controls must be installed on the back wall adjacent to the wall seat and within 27in max. from the seat. (See attached document in Dropbox)
5. Fire Suppression Repair – Waiting for contractor to schedule the work.

V. Financial Report (Jennifer/Missy)

a) Review Financials

The board reviewed the financials and found them to be in good standing.

b) Review Reserve Component List (carryover from the last meeting)

The board reviewed the component list. The age of the kitchen appliances is an area of concern. The board suggested, instead of buying a new fridge to get a better icemaker, look into purchasing a standalone icemaker and put it outside by the BBQ. Karley will investigate this option and report back at the next meeting.

VI. Old Business

a) Review Bids for Fenced Maintenance Area (Requested bids from 4 vendors & received 2 bids)

The board reviewed the bids. Lela motioned to approve the bid from Flathead Fence. Jennifer seconded the motion, and all were in favor.

VII. New Business

a) Staffing – Time Tracking & PTO

Jennifer inquired about how employee work hours and time off are tracked. Karley said Tom is hourly and uses a time clock to punch in and out every day. Karley is salary and does not use a time clock. Karley keeps track of her and Tom's paid time off in an excel spreadsheet. The board requested a copy for review.

VIII. Open Forum

a) 4080 Voyager Drive – Board to review owners' comments about new fire pit.
The board reviewed the owner's candid comments. A response will be drafted and reviewed by all board members prior to being sent to the owner.

b) Resident unhappy about new guest policy. Believes their immediate (non-household) family members (i.e., children & grandchildren) should be allowed to use the clubhouse without the member being present. (This issue was first presented at the 2/17/22 meeting.)

This above comment was made by a resident to Karley. Karley felt the board should know how some in the community are feeling about their new guest policy. The board sympathizes with this resident. However, there have been so many abuses of guest privileges the board felt it necessary to take stricter action. Also, we have more residents living in the Lakes than ever before. Thus, the board felt guest usage should be reduced to allow residents to enjoy the facility.

IX. Adjournment – 1:30pm

X. *Executive Discussion – Did not take place.*

Upcoming Meeting Schedule: 4/28/22 @ 9:30am, 5/26/22 @ 9:30am, 6/30/22 @ 9:30am and 7/21/22 @ 5:30pm (BOD Members to arrive at 5pm)