



Meeting Minutes

November 3rd, 2022 at 12:00

Location: Canoe Club

Meeting of The Canoe Club, Inc.

Meeting Facilitator: Missy Jonson

Board Members: Jennifer Harrell, Missy Jonson (President), Ted Muhlner (Secretary/Treasurer)
and Lela Newey, Monterra Representative (Not Assigned)

Attendees: Maggie Penner (HOA Manager)

- I. Call to Order (Missy) – 11:54pm
- II. Review and approval of meeting minutes: 10/11/2022, 10/18/2022 (Budget)
Jen motioned to approve; Ted seconded. All were in favor.
- III. Maintenance Report (Tom)
 1. Pool:
 - a. The heater draft motor had to be repaired as well as the plaster on the step before the pool could open.
 - b. There was a small leak in the freshwater lines in the pool mechanical room. I took the opportunity to straighten out the plumbing to the pool fill valves.
 - c. The maintenance issues were few and minor this year; the chlorine feed line had plugged several times, the pump sucked up a hair ball, and the chlorine valve had stuck open. None of these required the pool to be shut down during normal operating times.
 - d. The pool opened for the season on May 27 and closed September 11. The main restriction on the length the pool season is the ability to heat the water with our current heater set up. When the lows drop below 45* the heater can't keep up and shuts down from the high limit switch tripping.
 - e. NOTE: During the last week of the season the pool heater had shut down 3 times. The last two times were Saturday September 10 were I came in to restart the heater. Sunday the heater tripped off again and by Monday the water temperature was down to 70 degrees.
 - f. Pool and pump room are winterized, and the cover is installed.
 2. Hot Tub:
 - a. Maintenance has included partial water and filter change, test cell line plugged, and replacement of the heater igniter. None of this maintenance required the hot

tub to be closed for more than a few hours. We also had to replace the Jet Pump timer with a digital (push button) timer.

3. Maintenance Yard Fencing:
 - a. Flathead fence installed the fencing. I ended up putting an extra 1x4 board support around the perimeter, painted the fence and redid the gate latch. Four sprinklers had to be relocated and two irrigation lines had to be repaired after construction.
4. South Clubhouse Lawn:
 - a. In late August noticed standing water on the turf along Voyager. Changed out one sprinkler head, installed two mini dry wells, and aerated the lawn. The amount of ground water receded. There still may be a leak in the irrigation. However, I believe the heat of summer turned the hill side to baked clay causing the soil to become hydrophobic.
5. Proposals & Suggestions –
 - a. Boat House Cabinet: I want to build a large closet/ cabinet on the west side in the boat house for additional storage. Currently there is an empty kayak rack along that wall. We could liquidate the extra kayak racks this spring to offset the costs. [The Board would like to cost out the project before approval.](#)
 - b. Clubhouse Liability: After one of club house member events a parking lot reflector got ran over. This got me to thinking do we need some way of releasing the Canoe Club from any liability if a guest of a member has to many alcoholic drinks and drives while under the influence. [The Board would like to speak with our attorney to include release of liability on sign in form and any rental/reservation form.](#)

IV. HOA Manager Report (Maggie)

- a) Fire Suppression Repair Status
 1. Insurance company notified – Advised we contact the original builder and discuss repair with them since it's a closed system and they should be the ones held liable.
- b) Palin Janitorial Review –
 1. Palin Janitorial – Company has been more consistent with cleaning expectations of facility since I started. I would recommend a scheduled deep clean every 6 months.
 2. Montana Cleaning Professionals – Wanting to come out and tour facility. Doesn't know if overnight hours would work for cleaning. Whitney (Owner) – Talking to her husband and will let us know.
 3. Montana Cleaning Co. – Requested quote. They do not allow their employees to work overnight. Cleaning expectations and facility dimensions have been sent over.
- c) Alert Security Rate Increase
 1. Spoke with Alert Security and there would be an additional fee for community drive through. [The Board would like to hear back from Alert Security before deciding on additional services](#)
- d) Blind Repair in Theater Room – See Photo



- e) Holiday Party – Friday January 20th 2023.
 - 1. Theme ideas, hours, activities etc.
 - i. Potluck – Community Cook Off
 - ii. Charity Event
 - iii. Fire & Ice Theme (Whitefish Winter Carnival Theme 2023)

- f) Newsletter Ideas
 - 1. Halloween Food Drive Feedback
 - 2. Toys for Tots Info
 - 3. Thanksgiving Turkeys Needed at NVFB
 - 4. Community Social Events Committee

V. Financial Report (Ted)

[The Board reviewed the financials and found them to be in good standing.](#)

VI. Old Business

a) Bank Signers

- i. Add Signer: Maggie Penner has been added as a bank signer on all accounts at Glacier Bank and Whitefish Credit Union.
- ii. New Glacier Bank debit card has been issued under Maggie Penner
- iii. Remove Signer: Karley Connolly has been removed as a bank signer from all accounts at Glacier Bank and Whitefish Credit Union.

b) Lawn Maintenance Contract 2023

VII. New Business

- a) Multi -Member Events – Canoe Club Reservation Contract needs updated info for multi member event guidelines and fees.

[The Board would like the HOA Manager to review canoe club party reservations and update guidelines and fee requirements to review at the next meeting.](#)

b) Bank Accounts –

- i. Whitefish Credit Union Reserve Account– Dual signer restrictions review.
- ii. Glacier Bank Checking – Glacier Bank Assistant Manager recommended an internal policy. They will not manage our choice of dual verification/signatures.

[The Board would like to look at other financial institution's practices on ensuring dual verification can be set up. For now, any large expense will be emailed to BOD to review.](#)

VIII. Open Forum – None

IX. Adjournment – 12:27

X. *Executive Discussion* – None

Upcoming Meeting Schedule: December 1st @ 10am