



Meeting Minutes

May 4th, 2023 at 10:00am

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

Attendees: Maggie Penner (HOA Manager)

- I. Call to Order (Missy) 10:19 am
- II. Review and approval of meeting minutes: 04/06/2023
Missy motioned to approve the minutes. Jen seconded the motion. All were in favor.
- III. Maintenance Report – None
- IV. HOA Manager Report – (Maggie)
 - a. Hot Tub Repair –
 - a. Tom was able to successfully stop the leak during the scheduled closure.
 - b. Gym Tune Up/ Deep Clean –
 - a. Better Body Fitness to visit in early June.
 - b. Deep clean of the entire gym will be scheduled shortly after the tune up with White Knight Janitorial.
 - c. Window Cleaning Bid Review –
 - a. Looking to schedule for May/June with Premier Cleaning
 - b. Contacted Mick (Monterra Window Cleaner) at capacity for business and cannot take on another contract.
 - c. Have not had time to look for other companies in the month of April.
 - d. Summer Employee Schedule
 - a. Cole Penner – Scheduled to start May 9th and will work Tuesday – Thursday 7:00-3:30.
 - b. Ralph Jones – Scheduled to start May 18th and will work Thursdays only throughout the summer season from 7:00-3:30
 - c. Mountain and Meadow Landscape is not considered as a maintenance associate by HOA Management. Would be a better fit to hire them for landscaping.

Ongoing Action Items –

1. Waiting on turnkey for AED to be installed.
2. Community Event Calendar – Work in progress.
 - a. Movie Monday – Movie, popcorn, lemonade, etc.

- b. Summer Kickoff – BBQ, yard games, music etc.
- c. Paint & Sip Night – Contract w/ Topsy Brush
- d. Summer Photography Contest
- e. Monthly Trivia Night
- f. Community Chili Cook Off

V. Financial Report (Ted)

The Board reviewed the financial statements and found them to be in good standing.

VI. Old Business

- a. Theater Cabinet Pricing Review
- b. Canoe Club Reservation Review
- c. Annual Meeting Planning

The Board has scheduled the annual meeting. This year it will take place on September 21st, 2023, from 6-8pm.

VII. New Business

- a. Janitorial Bid Review

The Board reviewed the new janitorial bid. Jen motioned to approve. Missy seconded the motion. All were in favor.

- b. Landscape Company Review

The Board reviewed the new landscape company bid. Ted motioned to approve. Jen seconded the motion. All were in favor.

- c. 6 Month Manager Review

- d. Summer Employee Benefits

The Board determined seasonal employee benefits and PTO for the upcoming summer season. The manager will add details to the employment contracts.

VIII. Open Forum – None

IX. Adjournment – 11:59am

X. *Executive Discussion – Took Place*

Upcoming Meeting Schedule: June 8th @ 10am