



Meeting Minutes

July 26th, 2023 at 12:00pm

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)

1. Call to Order (Missy) -12:42 pm

2. Review and approval of meeting minutes: 06/08/2023

[The board reviewed the minutes and Missy motioned to approve. Ted seconded the motion. All were in favor.](#)

3. Maintenance Report – None

4. HOA Manager Report – (Maggie)

- a. Community Suggestions –
 - a. Washer/Dryer in clubhouse
 - b. Community Office Space / Computer
 - c. Additional Flotation Device
 - d. Paddleboards
 - e. 3 Ft Mailbox Cover

[The board reviewed the suggestions and tabled all items above.](#)

b. General Board Communication Policy

- a. Create standard operating procedures for member communication with manager and BOD.

The manager will create a SOP for communication standards with members, manager and BOD.

c. Clubhouse Usage –

- a. Kitchen use policy, signage, BOD feedback

[The next newsletter will include clubhouse expectations for members.](#)

d. August Maintenance Schedule

- a. Tom: M-F
- b. Cole: M-Th
- c. Ralph: Wed-Th

[The board approved the additional hours in August for the maintenance team.](#)

e. Umbrella Review –

- a. Phase out current umbrellas

Ongoing Action Items –

1. Pool Plaster Bid
2. Community Event Committee
3. Community Event Calendar –
 - 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

5. Financial Report

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

6. Old Business

- a. Community Book Club
- b. Canoe Club Flood Review
- c. Healthcare Follow Up

7. New Business

- a. Tom's Contract Review
The board will present Tom with his annual review at the next meeting.
- b. Final Flood Review
- c. HSA Final Review
The board approved an increase for both year-round employees to better cover their healthcare expenses.
- d. Office Hours
The manager will close the office window as needed to allow for uninterrupted office hours.

8. Open Forum

9. Adjournment – 2:05pm

10. *Executive Discussion – Took place*

Upcoming Meeting Schedule: August 29th @ 12pm