



Meeting Minutes

February 15th, 2024, at 1:00pm

Location: Canoe Club

Meeting of The Canoe Club, Inc.

Meeting Facilitator: Missy Jonson

Board Members: Jennifer Harrell, Missy Jonson (President), Ted Muhler (Secretary/Treasurer) and Bert Wheeler

Attendees: Maggie Penner (HOA Manager)

- I. Call to Order (Missy) – 2:02 pm
- II. Review and approval of meeting minutes: 12/19/23.

The Board reviewed the minutes. Missy motioned to approve; Ted seconded the motion. All were in favor.

III. Maintenance Report – (Tom)

Water Pipes and heater freezing.

Synopsis:

1. On January 13 Whitefish hit a record -35°. The Clubhouse did not fare too well. The heater for the Fitness Center and Restroom froze causing it to quit working. Also, the water pipes for the men's restroom, kitchen sink, and water fountain froze.
2. The attic floor directly below the frozen heater was reading -7° F. The heater condensation lines were a solid block of ice. Because of the frozen lines, the other heater's condensation lines leaked water all over the attic floor.

Action Taken:

1. The condensation drain line that runs through the wall was temporarily bypassed using a garden hose. Then the work began to thaw out the fitness center heater. Once finally thawed out it was monitored to ensure that there were no further issues.

Then I cut away the sheetrock from stud to stud and added more insulation.

2. Tried to purchase an additional space heater to aid in the thawing process but could only find a very small one. I brought in my portable propane heater (18k BTU) and rotated it through the mechanical/janitor room, Women's restroom, and Men's restroom heating each room up to 80° F. This allowed the heat to convect through the ceiling and thawing the water pipes.

History:

- a. In the winter of 2018-2019 the heater condensation line froze and broke. The contractor that fixed the line did not fix the issue.
- b. We had an ongoing issue of the men's shower lines freezing. In the past, more insulation above the lines was added and since then the shower has worked fine.

Solutions:

1. Create a “sub-zero” protocol/checklist to make sure that the convection heat is reaching the water lines (see picture water lines. The water lines lay right above the ceiling of the shower areas.)
2. We have a 12” square fresh air intake, open to the outside, going into the mechanical room (see picture fresh air intake). We had a contractor modify the outside opening to stop the snow from blowing down the opening. It could be worth investigating if there is a better way of venting the mechanical equipment.
3. Purchase a heat mat (instead of a space heater) for the closet behind the drinking fountain.
4. Since the restrooms and the fitness center share the same heater, we could have a split zone system installed. The ‘ballpark’ estimate from a heating contractor was \$4000 - \$6000. The entire duct system would have to be rebuilt (see picture Attic View). This would have to be if all else fails.
[The maintenance manager will purchase a heat mat to help prevent freezing. The manager and maintenance manager will follow the sub-zero checklist in the future and place signage up to instruct members on how to leave the clubhouse during cold temps.](#)

On Going Projects:

1. Hot Tub Chlorinator – The Chlorine generator's flow sensor broke. Have a new one on order. In the meantime, we are chlorinating it with bromine tabs.
2. Steam Generator – as of this Monday the steam generator sprung a leak. Have not had time to investigate it.

The question does get raised – Is a steam sauna, in a post-COVID-19 world, the best amenity for a Community Clubhouse to have? Can the space better serve the community?

[The manager will add the steam sauna topic to the upcoming community survey before deciding on what to do with the steam sauna.](#)

IV. HOA Manager Report – (Maggie)

a. Holiday Party / Event Review

- a. Great turnout for the holiday party. 50-55 in attendance this year.





- b. Cookie decorating class was a hit and those who attended were interested in going again in the spring/summer.
- c. Resident is setting up a cooking class for mid-March to learn how to make homemade mozzarella.
- d. Paint Class –



- b. Continuing Education Classes – CAI Conference
 - a. Las Vegas – May 8th-11th 2024
 - i. Hotel Booked
 - ii. Monitoring Flights
 - iii. Registration in February

Ongoing Action Items –

- 1. Community Facebook Page
 - a. Will work on drafting community guidelines for social media.
- 2. Canoe Club Board – Continue working on coordinating community events.
 - a. Paint & Sip Classes – Every other month.
 - b. Chili Cook-Off
 - c. Spring Cleaning – Neighborhood Swap
 - i. Need a volunteer to coordinate.
- 3. Maintenance Projects
 - a. Winter Projects
 - i. Tom to start documentation of SOP's.
 - . Will work on a custom buffet for theater room storage.

iii. Refinish the large coffee table to restore this winter.

4. Pool Repair

- a. The pool must be operational for at least 30 days once repairs are done. Recommend moving repairs to spring 2025.
- b. Erikson's (Original Pool Builder)
 - i. Will not come out to bid repair due to the challenges of the lake & pool.
 - ii. They contract out their plaster repair to a company out of Vegas.
- c. Panorama Pool
 - i. No show, no returned calls.
- d. Rocky Mountain Pools & Spas
 - i. Stopped by 10/11/23 and spoke with Tom and me about the pool.
 - ii. Update 12/14/23 – Rocky Mountain recommended we do a spring repair. Said 30 days is not enough to fully cure plaster.
 - iii. Proper plaster repair should be done in the spring so there is water on the new plaster for at least 6 months before draining.
 - iv. Rocky Mountain has not given us a quote on pool repair.
- e. Speaking with Karen Baker (Montana Lodging Association President) on recommendations for pool repair. She is reaching out to GMs in hotels throughout Montana that have outdoor pools.

V. Financial Report – (Ted)

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

VI. Old Business

- a. Detailed Reserve Study Review
- b. 2024 Budget Meeting Prep

VII. New Business

- a. Emergency Phone Line
The manager will look into a more cost-effective option than what was presented and talk to our current phone provider to find the best solution for this.
- b. Sauna Remodel & Usage
This topic will be added to the upcoming community survey.
- c. Summer Employment
The manager will calculate the cost for proposed changes to summer employee contracts and work with the maintenance manager on ensuring he has the coverage and support he needs.

IX. Open Forum – None

X. Adjournment – 2:23 pm

XI. Executive Discussion – Did not take place.

Upcoming Meeting Schedule: March 14th @ 1 pm