



Meeting Minutes

March 14th, 2024, at 1:00 pm

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 Bert Wheeler

Attendees: Maggie Penner (HOA Manager)

1. Call to Order (Missy) – 1:25pm

2. Review and approval of meeting minutes: 2/15/24

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

3. Maintenance Report – None

4. HOA Manager Report – (Maggie)

a. Clubhouse Updates

- a. Updated signage/refresh – Fitness Center Communication, Welcome Sign, Sign-in Page Refresh, 2024 Monthly Calendar update.
- b. New fitness center trash can.
- c. Signage to remind residents to cover the hot tub.
- d. Roller style door latch added to sauna to keep heat in.
- e. Summer cushions washed, repaired, and refilled. (Kudos to Tom!)
- f. New LED-lit clock for hot tub area.

b. Continuing Education – CAI Conference Las Vegas – May 8th-11th 2024 – Bookings complete.

c. Scheduled items –

- a. Our vendor made a site visit to inspect the fireplace after Tom attempted to repair it. Verified the part needing to be replaced was out of warranty. Quote to be voted on in new agenda items.
- b. Spring carpet cleaning is scheduled for both rugs in Canoe Club on 3/20/24 at 10 am.
- c. Collecting bids for spring window cleaning.

d. Missing Kayaks –

- a. 2 Kayaks were never returned at the end of the season. Discuss improved checkout for residents and rental procedures.
 - i. Current process – Sign out the key, self-sign out a kayak/canoe in the boat house, and return the key in 72 hours in key drop or to the office.

- ii. Kayak inventory is done at the end of the season. All keys returned. 2 boats missing.
- b. Charise – Weekly inventory?
The Board recommends that the manager inform residents this spring of the new boat inventory and check out procedures, so all items are returned in a timely manner.
- e. Request for more community-wide gatherings at HOA Party –
 - a. Look at no cost to residents' summer party/ potluck competition.
The manager will work with the summer office hostess on a plan for a summer kick off event.

Ongoing Action Items –

1. Community Facebook Page
 - a. Will work on drafting community guidelines for social media.
2. Community Events
 - a. Chili Cook-Off
 - b. Spring Cleaning – Neighborhood Swap
 - i. Need a volunteer to coordinate.
3. 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.
 - ii. 3/12/24 – Returned call and a site visit to happen in the coming months.
 - d. Rocky Mountain Pools & Spas
 - i. Stopped by 10/11/23 and spoke with Tom and I 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.

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

5. Financial Report – (Ted)

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

6. Old Business

- a. Emergency Phone Line
The Board reviewed the secondary option. The manager will have the best option set up after calling Spectrum.
- b. Sauna Remodel & Usage
- c. Summer Employment
The Board reviewed the budget for the upcoming seasonal staff and approved an early start date for Cole Penner. The Board will meet with the maintenance manager and further discuss compensation and review 2023 employee performance.

7. New Business

- a. Employee Gas Reimbursement
The Board reviewed the gas reimbursement for employees on a monthly basis. Missy motioned to approve; Ted seconded the motion, and all were in favor.
- b. Fireplace Repair Cost

The Board reviewed the bid for the fireplace repair cost. Ted motioned to approve the service repair cost; Missy seconded the motion. All were in favor.

c. **Office Hours Review**

The Board reviewed the managers' hours and responsibilities in the community. The Board recommends that managers purchase signage to communicate office hours and absences to members. The position is a salary position and therefore hours in the office will fluctuate depending on what is required to successfully perform the job duties.

8. Open Forum – None

9. Adjournment – 2:52 pm

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

Upcoming Meeting Schedule: April 25th @ 12:30 pm