



Meeting Minutes

April 1st, 2025, at 2:00 pm

Location: Canoe Club

Meeting of The Canoe Club, Inc.

Meeting Facilitator: Maggie Penner

Board Members: Ted Muhlner (President), Carrie Jacobs (Secretary/Treasurer), Janet Leishman, Bert Wheeler

Attendees: Maggie Penner (HOA Manager)

1. Call to Order (Ted) 2:21pm

2. Review and approval of meeting minutes: 3/3/25

The Board reviewed the minutes; Bert motioned to approve. Janet seconded the motion and all were in favor.

3. Maintenance Report – None

4. HOA Manager Report – (Maggie)

a. Solicitation Concerns –

- a. Members would like the HOA to send a letter to a resident who has used their private information for solicitation.
- b. UPDATE: Members recently received mailed solicitations. Manager is following up on solicitations with homeowner.

b. Building Locks & Key Registration

a. <https://www.hidglobal.com/solutions/mobile-access-solutions>

b. Tom mentioned locks are worn and are original to building.

- i. Timing Issues
- ii. Broken Keys
- iii. Keys lose registration numbers overtime.

c. Current keys are HID brand

d. They have newer technology that would allow more control. Allow access through mobile apps, smart watch or key fob.

e. Current technology is from 2005.

f. Working to schedule call with HID to see our options.

g. Called Kalispell Lock & Key and working with them to see what our options are for local support.

c. Board Member Files –

a. IT is working on secure Board Access.

b. Will cost hourly rate to get set up and then can be self-managed without additional fees.

- c. UPDATE: Juan was out of the office last week and this week. Will touch base next week on IT file progress and questions from BOD.
- d. CAI Annual Conference –
 - a. May 7th -10th in Orlando, FL
 - b. Looking at hotel cost / flights etc.
 - c. Office will be closed from May 5th-May 9th.
- e. Management SOP Binder –
 - a. Binder includes printed lists of basic QuickBooks how to's.
 - b. Created ARC how to after organizing all files.
 - c. Continues to be a work in progress.
- f. Summer Staffing –
 - a. Starting to advertise for summer position.
 - b. Missy's son is interested only in mowing 2-3 days a week. Will be 17 this summer.
 - c. Planning to check with insurance on liability of someone under 18 for this role.
 - d. Will try word of mouth/ newsletter before advertising for this position.
 - e. Ralph & Charise slated to return this summer. We will review wages for returning staff at the April meeting.
 - f. Request for the BOD's to speak with the maintenance manager for summer staffing.
- g. PTO Requests – Management
 - a. Off April 9th 10th and 11th to go to Idaho.

Ongoing Action Items –

1. Reserve Review – The treasurer has asked the manager to go through the reserve study line items and verify that we are on track for funding these line items and make a recommendation for anything that needs to be changed.
2. Theater Speakers –
 - a. Subwoofer not working. Tom was able to calibrate all the other speakers.
3. Event Committee –
 - a. Work in progress to get this going.
 - b. Looking at 3 people to take on a once-a-month event.
 - i. Once per quarter organize a community themed potluck/BBQ.
 - ii. Organize various classes and activities.
4. Growing in God's Love Daycare & Preschool Review
 - a. "We are required by the Early Childhood Services Bureau and DPHHS to have a relocation plan in place in the event of an emergency that prevents us from safely staying in our building. We must have 2 relocation sites documented on file, one in the neighborhood and one out-of neighborhood. We were wondering if we would be able to use the Canoe Club as an emergency relocation site for our center. We do not anticipate (hopefully!) ever needing to use it as such, but we are still required to have a plan just in case."
 - b. Spoke with the director of this program in August and she said this would only be M-F during business hours until parents could pick up their kids. They do not anticipate ever needing to use the facility.
 - c. Usage of the Canoe Club would be limited to waiting area and restrooms.
 - d. Waiting for feedback from the insurance company.
5. Insurance Rate Comparison.
 - a. Will shop around for policies to ensure we are getting a reasonable rate for habitation policy as well as workman's comp.
6. Hiller Fire
 - a. Waiting for the video to be sent from Hiller Fire.
 - b. We will need to look back at rocks in water suppression lines and look at future repairs to the suppression system.

Newsletter Recommendations

5. Financial Report – (Carrie)

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

6. Old Business

- a. Review Pool Repair Quote
- b. Building Locks & Key Registration

7. New Business

- a. Landscape Plan

The Board reviewed the bids for mulch refresh around the front of The Canoe Club. Bert motioned to approve, Janet seconded the motion and all were in favor.

- b. Pool & Spa Community Updates

The manager will send out weekly updates as the pool project is underway. Deep Blue Pools and Spas said worst case scenario the pool will be open by 4th of July.

- 8. Open Forum – Annual Meeting – The Board determined the next Annual Meeting will take place on September 4th, 2025, from 5pm – 8pm.

- 9. Adjournment – 3:23pm

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

Upcoming Meeting Schedule: May 21st @ 2pm