



Meeting Minutes

May 21st, 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) – 2:23pm

2.Review and approval of meeting minutes: 4/1/25

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

3.Maintenance Report – None

4.HOA Manager Report – (Maggie)

a. Clubhouse Lawn Clippings Screening –

- a. The manager received complaints from residents about the tarps that contain grass clippings.
- b. After the maintenance team mows, they dump clippings into the black tarps in the northwest corner of the parking lot.
- c. The purpose of this is to let them dry out before dumping them in the dumpster with the Brutus.
- d. The HOA requires members to screen their trash cans if they don't go in a garage. The clubhouse should have the same enforcement.
- e. The manager has asked maintenance to provide a proposal for a temporary 4 ft fence screening that could be installed in the northwest corner of the parking lot. The purpose of this would be to enhance the aesthetic of the neighborhood while not hindering the maintenance team of their duties.

f.



The Board reviewed and would like the maintenance team to look at dumping grass in smaller loads, so this is taken care of daily. The manager will continue to monitor and communicate with the Board. A screening will be reviewed if required.

b. Maintenance Manager Review

- a. Annual Review is due in June. Typically done before June 15th so that any additional compensation can be applied to his June 15th payroll check.
- b. Previous review seemed rushed and I recommend the Board have a special meeting between May 21st and June 13th to sit down with him and discuss goals.
- c. We use a 3% increase as a placeholder in our budget line item. I will provide more information in separate communication for the BOD's to review.

The Board has scheduled the maintenance managers annual review for June 10th.

c. Pool Heater –

- a. Tom went to fire up the pool heater and it did not work. Still under warranty but this may be an issue for opening the pool.

The Board requests that this part of the pool heater is removed at the end of the season to prevent corrosion.

d. Steam Sauna

- a. Steam Sauna is down again. Tom is working to determine the issue.

e. Feed Kids Food Drive

- a. The NVFB is doing a feed the kids food drive from May 15th through May 31st. Email blast went out Friday 5/16/25 and bin will be picked up at the end of the month.

f. 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. HID does not sell direct to consumer and referred me to a different company to discuss options.
- g. Called Kalispell Lock & Key and working with them to see what our options are for local support.
- h. UPDATE: Met with Vendor in Orlando about potential updates. His connection in Salt Lake will be reaching out to the office. Manager & Office Assistant met to create a plan of action for enforcement for now.
- g. Board Member Files –
 - a. The new server has cloud-based backup option for a minimal monthly fee. Juan will be on site on May 22nd to update the server for secure cloud storage.
- h. 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.
 - d. Binder being presented at upcoming meeting.
- i. Summer Staffing –
 - a. Ralph & Charise slated to return this summer. We will review wages for returning staff at this meeting.
 - b. Request for the BOD's to speak with the maintenance manager for summer staffing.
 - c. Posted job through Facebook, Indeed, FVCC job board. 7 applicants with Indeed, called 5 who had valid applications, 3 responded for interviews. 2 no shows, one cancelled after finding other employment.
 - d. HOA Manager reached out to a friend she knew and who has met Tom previously. Tom met with him and toured the facility. Managers made the decision to move forward with Aaron who will take on 3 days a week through May and then work the season 2 days a week for maintenance and mowing support.
 - e. The maintenance team currently has 5 days of support throughout the season as budgeted. Looking at additional support for more projects.

The Board will review all employment contracts and have them ready to be signed next week.

- j. PTO Requests – Management
 - a. Off Friday August 15th, 2025
 - The Board approved time off for the manager and requests that Charise cover the office for additional support.

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.

The Board would like to review reserve items in the next two months.

2. Theater Speakers and Pool Speakers–
 - a. Theater subwoofer not working. Tom was able to calibrate all the other speakers.
 - b. New pool speakers are needed and will order after pool gets up and running.

Event Committee –

- c. Work in progress to get this going.
 - d. 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.
3. Insurance Rate Comparison.

- a. Will shop around for policies to ensure we are getting a reasonable rate for habitational policy as well as workman's comp.
- 4. 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.

5. Financial Report – (Carrie)

The Board reviewed the financial statements and found them to be in good standing. The Board reviewed options for certificates of deposit for our reserve account and found that Whitefish Credit Union offers the best rates. The Board reviewed the plan for laddered CD's and Ted motioned to approve, Bert seconded the motion and all were in favor. The manager will move forward with 4 month certificates every month for the next 4 months.

6. Old Business

- a. Building Locks & Key Registration
- b. Landscape Plan
- c. Pool & Spa Community Updates

The Board thanked the manager for her resourcefulness in working diligently to find a quality vendor for this large project. The project went smoothly and allowed the community access to such a great amenity ahead of schedule. Additionally, the Board would like to move forward with weekly communications rather than a newsletter based on the success of the weekly community updates during the pool project.

7. New Business

- a. Private Parking Enforcement

The Board reviewed the parking issues during baseball season and decided to move forward with additional signage in problem areas.
- b. Employment Contracts
- c. God's Love Daycare Response – "To reiterate our needs- we are in need of a relocation site in case we have to evacuate our building for emergency purposes. We would not need to use the facility, other than maybe standing right inside if there is severe weather. Thanks again for your time and consideration!"

The manager will work with the daycare to create a standard operating procedure to allow emergency access to the clubhouse.

- 8. Open Forum – The Board would like the maintenance team to work on muskrat removal in the pond through a vendor to ensure the pond liner is maintained and burrowing is prevented.

9. Adjournment – 3:48pm

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

Upcoming Meeting Schedule: June 23rd @ 2pm