



## ***Meeting Minutes***

**June 23rd, 2025, at 2:00 pm**

**Location: Canoe Club**

Meeting of The Canoe Club, Inc.

Meeting Facilitator: Maggie Penner

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

Attendees: Maggie Penner (HOA Manager)

1.Call to Order (Ted) 2:39pm

2.Review and approval of meeting minutes: 5/21/25

The Board reviewed the meeting minutes and Bert motioned to approve. Ted 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.

- g. Follow Up – This is still an ongoing issue. Would the board like to see a rendering of the screening before building?

The Board would like the manager to look at the cost of increasing trash pickup at the Canoe Club to twice a week.

b. Event Committee

- a. 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.
- b. UPDATE: A homeowner volunteered to help with Community Movie Nights. We are working to coordinate a twice a month event for anyone to join.

c. Property Maintenance List

- a. A property inspection took place in June.
- b. Will repeat every 2 weeks to update as needed.
- c. Both deep cleaning and maintenance projects were documented for the summer season.
- d. Board members are encouraged to join to be an extra set of eyes.

d. Pool Heater Chlorinator

- a. The first weekend of the pool season we had a significant leak in our chlorinator causing flooding in the boat house. This is caused by the buildup of residue from chlorine tablets.
- b. We have moved to a liquid chlorinator with a liquid chlorine solution. This will eliminate the chances of leaks and be safer for our staff as there is less exposure to chlorine fumes.

e. Steam Sauna

- a. Steam Sauna is down again. Tom is working to determine the issue.
- b. Work in progress. No update at this time.
- c. In speaking with previous management, they believe the issues are caused by the size of the pipes between the generator and the output in the steam room.

The Board would like the manager to get a bid from a plumber to increase the size of the pipes between the steam generator and the steam room.

f. Pool Speakers –

- a. New pool speakers were purchased and installed at pool deck.

g. Member Facility Violations

- a. Two groups of teenagers misusing the facilities after hours.
- b. Documentation sent to parents for review.
- c. Keys deactivated until follow up conversation takes place.
- d. Final warning before losing permission permanently to the facility.
- e. Members have been urged to report issues at the Canoe Club staff.

h. Lawn Rehabilitation

- a. Tom worked on a lawn rehabilitation area for the last year on the north side of the Canoe Club.
- b. The rehab process worked well, and we will do another round this summer/fall.

i. AUP Audit Process

- a. The annual audit of financials has been started with JCCS
- b. Will update the Board once completed

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 asks that the manager review the line items in our reserve study for the July meeting.

2. 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.
3. 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.

#### 6. Old Business

- a. Private Parking Enforcement  
The Board would like the manager to order blockades for our parking lot to ensure members, and their guests have access to the facility.
- 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.
  - a. Thanks again for your time and consideration!"

#### 7. New Business

- a. No new business at this time.

#### 8. Open Forum

The Board discussed follow-up with Deep Blue to find out when they will be here to finish the plumbing. The Board would like Deep Blue to look at a couple of other repairs while they are here.

The Board would like the manager to discuss file access with our IT vendor and possibly move to using Microsoft Teams.

#### 9. Adjournment – 3:13pm

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

Upcoming Meeting Schedule: July 29th @ 2pm