



Meeting Minutes

February 24th, 2026, at 1:00 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) – 1:30pm
- 2) Review and approval of meeting minutes: 1/22/26

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

- 3) Maintenance Report (Tom)
Updates:

a) Hot Tub Leak: the hot tub leaks around 20% of its volume a week. I have been adding salt and other chemicals to keep the water somewhat balanced. I do not want to close it down since February and March are the most used months during the winter.

The manager will continue to reach out to Deep Blue for support and maintenance will work on a bid for a new hot tub. The Board was in support of applying a sealant where the leak may be occurring.

b) The extended power outage that happened in Whitefish a few weeks back showed how unprepared the Club House was. I purchased two harbor freight lanterns (\$5 ea.). One is in the office, and one is discreetly placed in the top drawer of the entry sign in table. We do have emergency exit lighting; however, there is no emergency lighting in the restrooms.

Completed Projects

a) Steam Sauna: Tim (the steam sauna guy) verified that the pressure relief valve was bad. We had one sent to us under warranty and Tim replaced it. (A reminder to all to keep the door open so that the room can dry out after a steam session.) According to the data on the sign-in sheets the sauna has only been used by a few members.

The Board would like to have Timco come and do quarterly inspections on the steam sauna.

- b) Dry Sauna: We added a sand clock so members can have a timer for the length of time in the sauna. A small handle was added to members are able to close the door from inside the sauna.
- c) Theater room: Installed and tested the sub-woofer. On the "Jurassic Park" sub-woofer test scene the sub-woofer effect was noticeable. On individual frequency test the lower frequencies are washed out over the hum of the projector fan (Installing a plus \$1000 sub would have the same issue)

Ongoing projects:

Irrigation upgrade: I have done more research on an irrigation upgrade.

- a. Of the two major companies (Hunter and Rainbird) Hunter makes a system that is controlled by a radio signal (LoRa). Orbit, Toro and K Rain only provide residential traditional systems.
 - 1. Hunters' system is made up of an irrigation controller with a wireless module.
 - 2. A wireless receiver (powered by a 9v battery) is at each station (green irrigation box). The cost is between \$152.59 - \$252.56 per receiver. We would need 5 receivers for the club house.
 - i. To determine if the system will reach past all the obstructions (houses and trees) a working irrigation controller will have to be installed and a wireless receiver will have to be taken to each valve box to determine if it is in range.
 - ii. The irrigation controller can control 54 zones. The Canoe Club and The Lakes HOA are currently set up on two system they are; Red Eagle and everything south (including the club house) and Northern Lights Park and everything North.
 - 3. A Repeater can be installed to increase reception. We would need a minimum of two systems to cover the entire neighborhood. We can start at the club house and then expand into the village at a later date using the same ICC2 controller and radio transmitter. Red Eagle would have to be controlled by a controller set up on River Lakes Dr.

Documentation.

- a. Maggie reviewed some of the documentation and made some recommendations. I still need to make the suggested changes.
- b. Maggie and I briefly looked through some of the files on the hard drive that Karley and I had worked on. Those will be printed and marked up and added to the binder.

[The Board would like maintenance to make a list of all items that still need documented for review at the next meeting.](#)

Future Projects

- 1. Paint the west exterior facade of the club house.
- 2. Paint the club house fence.
- 3. Redo the maintenance yard gate.
- 4. Unstuff patio furniture cushions and take to the laundry.

Employees

- 1. Aaron has expressed interest in coming back next year and possibly taking over once I retire.

[The Board will meet with Aaron for an interview at the beginning of March. Training will begin in April part time and moving into a full-time seasonal role for summer.](#)

The Board would like the manager to begin the recruitment and hiring process for additional staff this year.

- 4) HOA Manager Report (Maggie)
 1. Annual Holiday Party
 - a. We will be again following the theme of Whitefish Winter Carnival. This year it is “It’s out of this world” theme.
 - b. I looked at catering from different food trucks to support local business and unfortunately this is beyond our budget.
 - c. We will be having a BBQ dinner with chicken, pork or ribs from Famous Daves. This will be about \$400 vs the \$900 I was quoted from various food trucks in the valley.
 - d. We will again have raffle and gift card giveaways this year.
 - e. In 2027 we will look at having this event at the beginning of summer so more residents can attend.
 - f. *UDPATE: Annual Holiday Party Review – This year we had about 50-55 members attend. 20 more than last year’s party. Member feedback was in support of starting earlier. Tom was able to set up outdoor games for kids. We had approximately 4 groups of kids in attendance. More than last year’s party. Raffle baskets were a hit, and we had 5 grand prize winners and another 4 winners for Starbucks gift cards.*
 2. AED Monitoring
 - a. It has been 3 years since we installed our AED. This gets checked monthly to make sure the system is registering properly.
 - b. We have renewed our monitoring service again for 3 years and this will bring us to March 2029.
 3. Sign Upgrade
 - a. Manager will begin signage updates we discussed in 2025.
 - i. Pool Sign
 - ii. Boat House Sign
 - iii. East Facing Sign Replacements
 - iv. Recommendations?

Ongoing Action Items

1. Reserve Review
 - a. The manager will work with association reserves for a 2026 reserve study. We will gain access to the U-Plan it features and have new numbers to forecast 2027 and beyond.
2. Pool Lounger Replacements
3. CMCA Certification
4. Parking Lot Improvements
 - a. The reserves study notes that a pavement reseal & repaint is due in 2026.
 - b. Would the board like to move forward with this project?
5. Camera & Door Key Updates
 - a. The door locks continue to slowly fail and are original to the building. We need to act before the system fails.
 - b. Rhombus was a vendor I found that has updated cloud-based technology that could also tie our camera system, and sensors together to one platform. This can be done in phases.
 - c. The system they use could register our current key fobs to new profiles.
 - d. The manager would have ability to unlock door remotely and lock keys instantly.
 - e. Phones would also be able to act as a key.
 - f. Site visit planned for 10/22/25 to get a more detailed bid on update cost.
 - g. Has 24 hr support unlike our current systems.
 - h. Comes with a 10-year warranty.

- i. *UPDATE: I have been unable to get ahold of the rep I was working with in November/December. I will reach out to him again because I liked their system. If I don't hear from him next week, I will work on contacting our other vendors who could help with a system upgrade.*
6. Hood Vent
- a. The grill continues to allow smoke into the building, and we need to install a ventilation hood system. <https://prolinerangehoods.com/collections/60-inch-outdoor-range-hoods>, [https://therangehoodstore.com/collections/grill-approved-hoods?pf_rd_t=3&pf_rd_id=61888&pf_rd_p=161888&pf_rd_r=161888](https://therangehoodstore.com/collections/grill-approved-hoods?pf_rd_t=3&pf_rd_id=61888&pf_rd_p=161888&pf_rd_r=161888&pf_rd_t=3&pf_rd_id=61888&pf_rd_p=161888&pf_rd_r=161888)
 - b. Working with Elliott Electric on bids.
 - c. Aiming for a spring installation.
 - d. *UPDATE: Reached out to a few of my F&B friends who have been in the industry for a while. I had two recommendations (one was more costly than the other based on feedback) I started the conversation with All Valley Restaurant Supply. This was the most affordable of the two recommendations. Brian with All Valley recommended I contact Dustin with TechVac to eliminate him as the middleman. Dustin now has measurements, pictures etc. to begin working on this project. We will likely have a bid next week to review.*



- 7.
- 8. 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.
 - c. *UPDATE: I was able to reach Dave, the local rep with Hiller Fire and let him know we would like to move forward with clearing the lines. He and I had a conference call with Chauncy who would lead the project. Chauncy is working on a bid for us to move forward. He mentioned he would be able to clear the main line through the building with no issues. The problem is the side lines that connect to the sprinkler heads. This project will likely require a shutdown of the entire facility for 2 days. The sprinkler heads will all need to be replaced to properly flush the entire system. It will be our choice if we try to have insurance cover part of this.*

5) Financial Report (Carrie)

The Board reviewed the financial statements and found them to be in good standing. The Board reviewed the laddered CD's from 2025 and this has been bringing in additional interest income. We will continue with the 4-month certificate of deposits in 2026.

- 6) Old Business
 - a) See Manager Report
- 7) New Business

- a) Staff Planning 2026
 - i) CPO Class for Aaron (End of March)
The Board approved Aaron to take the Certified Pool Operators class in Columbia Falls at the end of March.
- 8) Open Forum – None
- 9) Adjournment 2:45pm
- 10) *Executive Discussion – Did not take place.*

Proposed Meeting Schedule: April 2nd @ 10am