

Cormorant Passage HOA Annual Meeting Minutes

February 8, 2026

Attendees:

Board:

Norm Gaudreau
Roger Neal
Judy Foster
Fred Crumley (Not Present-Absent)

Officers:

Alfonzo Riconosciuto
Pauline Swiger

Attendees:

Lynn Neal
Eric Swiger
Francie Peltier
Judy Bittenbender
Suzanne Broach
Jennifer Broach
Ben Wool
Rebecca Wool
James Dudley
Eva Vanderbilt

2025 Officer and Board Elections

- Current Board & Officer Roles
 - Board: Judy Foster, Roger Neal, Norm Gaudreau, Fred Crumley
 - Officers:
 - President: Alfonzo Riconosciuto
 - Treasurer: Pauline Swiger
 - Secretary: Vacant
- Vacant Positions / Positions Seeking New Volunteers:
 - Treasurer: Seeking new volunteer
 - Secretary: Vacant
- Call for volunteers / importance of homeowner participation
 - Suggestions:
 - 1:1 networking with neighbors to solicit & encourage new volunteers
 - Small group brainstorming of potential neighbors to approach
 - Adding solicitation in newsletter w/ specific contact for those interested in volunteering & description of position duties/time commitment

Annual Newsletter

- Newsletter with dues notice is typically mailed out by mid-March
- Alfonzo to work on drafting the newsletter content
- Plans to have newsletter printed commercially this year (prior years did not have fund to have printed - relied on volunteers)
 - Pauline will submit electronically for printing & will pay online
 - Judy can pick up printed copies
 - Judy & Suzanne will stuff letters & mail
- Question re: option to email newsletter
 - HOA does not offer option to pay dues electronically due to expense of bank fees to offer electronic payment. Newsletter includes dues notice & return envelope. Do not have emails from all homeowners – added complexity to track both methods.

Old Business (updates)

Approval of Prior Minutes

- Motion: Approve 2025 minutes;
 - Seconded; Approved

Front Entrance

- Ongoing maintenance
 - Landscaping, lighting, irrigation maintenance
 - Appreciation for ongoing volunteers

New / Ongoing Business

Sidewalk Repair

- Issue: Follow-up plan for notice of homeowners for tree or root removal and subsequent repair by the town of Steilacoom.
 - Are we on the town's 6-year repair plan? – No
- Responsibility of homeowner adjacent to the sidewalk in need of repair to remove the tree & roots that are causing upheavals & breaking sidewalks;
 - Legal precedent from some prior cases that repair is homeowner's responsibility
 - Sidewalk is within right of way
- Town of Steilacoom – preference for all homeowners affected to coordinate removal in all areas first, then Town of Steilacoom could re-pave all at one time.
 - Petition town to include in 6 year plan for sidewalk repair once tree removal/root removal addressed
- Opportunities for HOA to help address:
 - Letter to town regarding visibility issue to address

- Notices to adjacent property homeowners regarding responsibilities
- Motion: HOA to engage Town of Steilacoom with letter to obtain information regarding responsibilities / liabilities of adjacent homeowners regarding tree/root removal to address sidewalk repair.
 - Motion Approved
 - Note: Roger Neal abstains from vote to avoid appearance of a conflict of interest due to dual roles with HOA and Town Council
 - Follow-Up: Pauline, Alfonzo, and Roger drafting the letter

Additional related issues/comments:

- Some areas with visibility issues due to overgrown on sidewalks
- Some additional areas with pavement repair needs

Yearly IRS Filing to Maintain Non-profit Status

- Had not been done for many years. Needed to be addressed last year to update HOA banking (requires EIN number).
- Treasurer proposes to include updating of this filing annual at same time as annual filing with State of Washington (Secretary of State) which is due in May.

CPHOA Website update

- Website updated in 2023.
 - Current website hosted through GoDaddy.
 - Configuration allows contacts without posting volunteers personal info online.
 - Contacts via Website:
 - ACC questions or request
 - Occasional contacts with complaints unrelated to ACC (not an HOA issue) – forwarded to President for outreach to addressed with homeowner.
 - Realtors / potential buyers
 - Current website volunteer (non-CPHOA resident) is retiring from volunteering for tech support. CPHOA needs to find replacement.
 - Option 1: Hiring external business to manage website
 - Option 2: CPHOA volunteer to take over tech support – current volunteer offers to train new volunteer
 - James Dudley volunteers to help with website tech support
 - Judy Bittenbender will coordinate with James Dudley and Keith Snyder (current website tech support) to transition

Amendments to CCRs

- Issues in CCRS that are outdated now.
- Changing CCRs requires vote of membership (governance document).

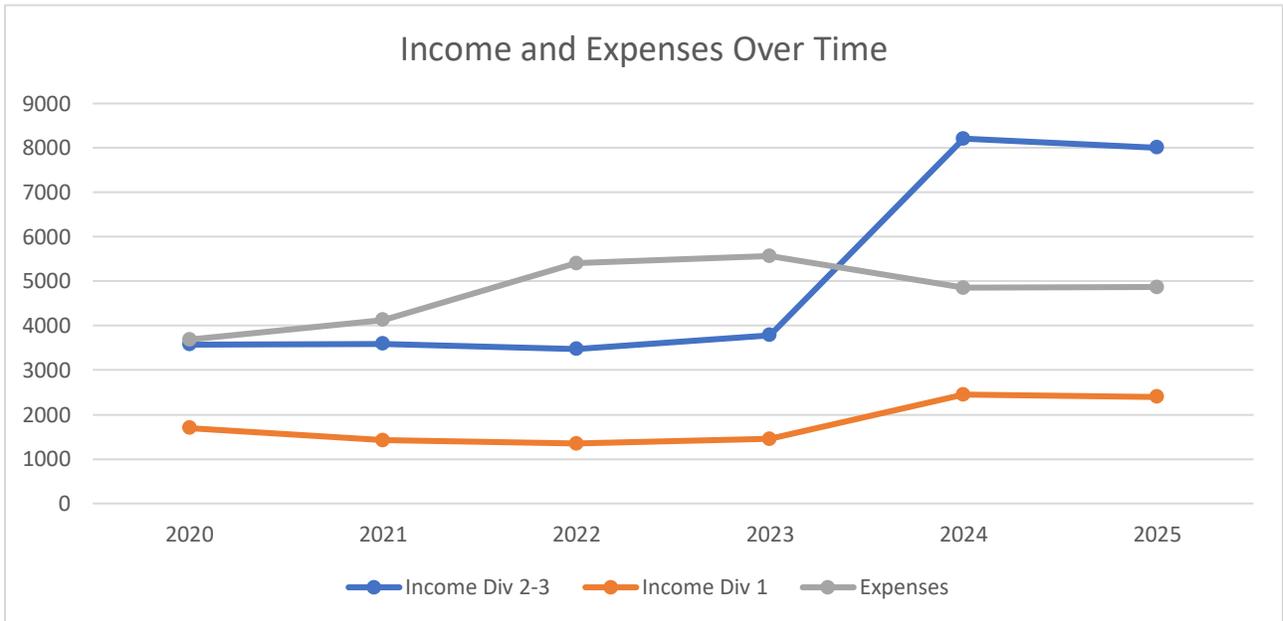
- Proposal: Investigate costs to have legal review & amendment to CCRs.
 - Alfonzo has some contacts that he can reach out to for recommendations of potential counsel for this specialty area to begin exploring whether pursuing this would be feasible.

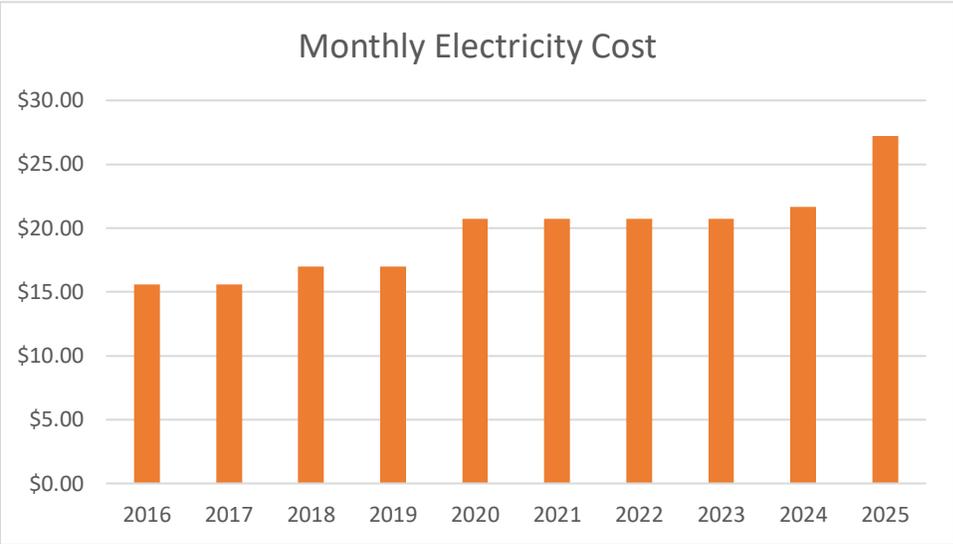
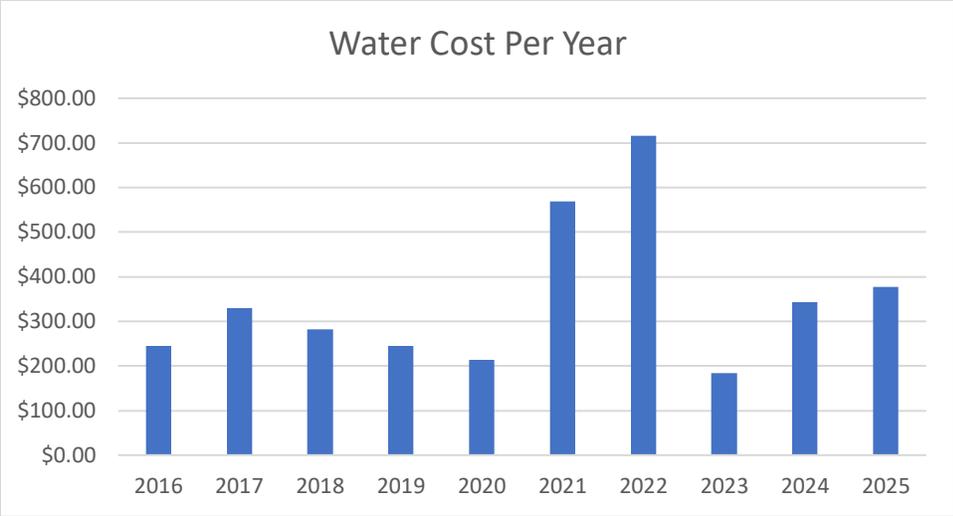
Treasurer's Report

Cormorant Passage 2025 Treasurer Report						
1/1/2025	Beginning balance	2025	2024	Difference	\$11,271.93	
Additions	Dues	\$8,005.00	\$8,210.00	(\$205.00)		
Additions	Donations	\$2,400.00	\$2,450.00	(\$50.00)		
	State Farm Refund	\$126.22	\$0.00	\$126.22		
	Total Additions				\$10,531.22	
						\$21,803.15
Expenses	Lawn Ranger	\$2,378.16	\$2,378.16	\$0.00		
Expenses	Water	\$376.95	\$342.36	\$34.59		
Expenses	Electric	\$360.76	\$260.04	\$100.72		
Expenses	Insurance	\$851.00	\$742.80	\$108.20		
Expenses	Post Office - PO box	\$251.00	\$222.00	\$29.00	key for \$17)	
Expenses	Front Entrance, Supplies, WW	\$152.05	\$457.78	(\$305.73)		
Expenses	SoS WA	\$20.00	\$20.00	\$0.00		
Expenses	Website - Fees	\$475.42	\$449.41	\$26.01		
	Total Expenses				\$4,865.34	
Deduction	Reserve to Savings	\$6,000.00			\$6,000.00	
12/31/2025	Ending Balance					\$10,937.81

Previous Year Comparison and Difference in Income Vs Expenses					
	2021	2022	2023	2024	2025
Income Div 2-3	3590	3475	3785	8210	8005
Income Div 1	1425	1350	1450	2450	2400
Expenses	\$4,131.00	\$5,403.37	\$5,568.50	\$4,850.88	\$4,865.34
Difference w/o Div 1	-\$541.00	-\$1,928.37	-\$1,783.50	\$3,359.12	\$3,139.66
Diff. (with Donations)	\$884.00	-\$578.37	-\$333.50	\$5,809.12	\$5,539.66

Starting Balance 2026		\$10,937.81
	Approximate Additions	\$10,500.00
Projected Sum after Dues		\$21,437.81
	Approximate CY 26 Spending	\$6,000.00
	Additional in Reserve	\$3,000.00
	Funds Available	\$5,500.00
Projected Remaining EYO Balance		\$6,937.81





- **Summary Update:**
 - Increase of HOA dues beginning last year has restored HOA to financial stability. HOA is now able to pay all bills from income of Divisions 2 & 3 dues, without reliance on donations.
 - HOA dues collection for 2025
 - CP Division 2 & 3: All dues successfully collected for 2025.
 - Donations largely maintained (-\$50 compared with 2024)
 - HOA met goal approved at prior year to have 1-year operating expenses in reserve (estimated based on prior year operating costs).
 - Treasurer proposal: Recommend increasing reserve amount to account for projections of operating cost increases in future years.
 - Motion: Move additional funds from HOA checking to savings to place 1.5x yearly operating expenses in reserve.
 - Motion approved.

- Feedback from 2025 dues notices / comments:
 - 1 comment with dues notice requesting greater transparency, specifically requesting quarterly updates & redacted bank statements. The Board denied this request.

- Upcoming costs
 - Front entrance cleaning
 - Expense for Moss removal, pressure washing the brick entrance, treating to prevent moss regrowth
 - Important note: Company hired must be careful not to power wash signs – prior issue with pressure washer damaged signage, resulting in increased costs.
 - Proposal: ACC to solicit 3 quotes for costs & f/u
 - Jim Senko memorial garden
 - CPHOA – Division 1
 - Division 1 provides donations in excess of front entrance maintenance costs.
 - Maintenance needs: Weeding / general clean-up.
 - Park is on Town of Steilacoom property, but garden was not authorized by the town and town does not maintain.
 - Historically – managed by volunteers. Volunteers are aging and have difficulty maintaining the landscaping now.
 - Steilacoom Garden Club has assisted in the past
 - Proposal: Solicit bids for landscape cleaning up 1-2x/yr
 - ACC:
 - Contact Steilacoom Public Works re: getting bids since it is town property
 - Solicit comparison bids for Jim Senko - tree trimming & clean-up
 - Potential opportunities for volunteer maintenance in between contracted services:
 - Potentially try to coordinate a yearly clean-up day for neighborhood volunteers:
 - Contact Steilacoom Parks Committee for volunteers to assist
 - Replacement of bench – picnic table seat near BB court also broken
 - Contact Steilacoom Public Works

Architectural Control Committee (ACC)

Common issues for approval

- Driveway Replacement:
- Fence Repair / Replacement Guidance

New Items for Discussion

- Crime / Safety
 - Town of Steilacoom – recently had 2 home burglaries during the daytime while home was occupied.
 - Upcoming public meeting Police Chief Town Hall:
 - Topic: Neighborhood awareness, firearm safety;
 - Date/Time: February 24, 2026 6-7pm at Town Hall
 - Public Safety Advisory Committee – offers hosting Police Chief's chat
 - CPHOA could organize one of these upcoming
 - However, poor attendance when we tried this previously
- Cellular Reception – any thoughts
- Home / Yard maintenance
 - Blackberry bushes – growing out from property onto town right of way near entrance
 - Suggest reporting to town code compliance officer – may be able to have removed because town requires space around utility hubs and bushes are encroaching on utilities
 - Keach Loop – home applied coating to driveway & covers sidewalk – a homeowner walking by recently noted the sidewalk is very slick from whatever product was applied
 - Not sent through ACC
- Meeting Adjourned