

Cormorant Passage HOA Meeting Minutes

April 10, 2022 @ 3:00pm

Attendees:

TJ Rajcevich (CPHA President)

Amy Meyers (CPHA Treasurer)

Jennifer Broach (CPHA Secretary)

Roger Neal (CPHA Member at Large)

Fred Crumley (CPHA Member at Large)

(Norm Gaudreau (CPHA Member at Large)

Jim VanVleck (CPHA Web Master)

Sherrie Gimlett (CPHA Welcome Committee)

Suzanne Broach (CPHA ARC)

Judy Bittenbender (Resident)

Maria Sulllivan (Resident)

Judy Foster (Resident)

Eric Swiger (Resident)

Pauline Swiger (Resident)

Meeting Start: 3:15pm

Opening Statement from CPHA President:

Welcome to everyone in attendance. It's nice to be able to meet again this year (inside this time, unlike last year) and nice to see the increased attendance this year.

Agenda Items:

1) Treasurer's Report

- CPHA expenses similar to prior year.
 - Increased costs: Website
- Status of 2022 CPHA dues:
 - 6 households w/ outstanding dues. Two reminder letters sent.
 - Dues paid by calendar year.
 - Reviewing those – owner living elsewhere, new owners, property management firm (in past – Norm went to houses & asked who they paid rent to – contacted property management firm & they followed up), etc.
 - Judy asked & Amy will check to determine if any are more than one year in arrears.
 - Jim requested list in Excel
 - Proposed process:
 - Dues notice sent out by treasurer
 - If unpaid, Treasurer sends out reminder letter
 - If still unpaid, Treasurer sends names to voting members of board, who will determine who knows/has proximity to those homes, and will contact them to inquire about outstanding dues.
- Thank you to Amy for the Treasurer’s report & inclusion of comments received with HOA dues.
- Motion to accept the Treasurer’s report, seconded, vote: Approved

[Add Treasurer’s Report]

2) Elections:

- None this cycle

3) Volunteers needed:

- Accepting volunteers for all CPHA board member positions.
- CPHA Web Master – Volunteer needed to take over CPHA website
 - This is Jim’s last year maintaining the HOA website. We need a volunteer who has the skills & willingness to take over management of the CPHA website.
 - Jim has been trying to hand this off for a couple years now – please if anyone has the background to take on this duty for the CPHA or knows anyone who might be willing, please reach out and volunteer.
 - Suggestions:
 - Keith Schneider was voted Kiwanis Citizen of the Year for Steilacoom last year for his work in retooling the Steilacoom Historical Museum Association (SHMA) website. While he is not a resident of Cormorant Passage, Judy suggested the board might reach out to him for guidance.
 - Fred Crumley knows him and volunteered to reach out to him.
 - Questions/recommendations from the attendees for website:

- Thoughts about thinning down the content on the website. Less is more. Clean / streamlined home page is preferable.
 - Some links are helpful, but perhaps removing less relevant information (e.g., so many COVID specific info w/ phone numbers/links that need to be kept updated).
 - Is the website password protected? What is needed to transition to a new webmaster from Jim?
 - Currently hosted on GoDaddy. Would need to provide info on the GoDaddy account for the new webmaster.

- CPHA Treasurer – Volunteer needed / found to take over next year
 - Amy Meyers is willing to continue as treasurer for one more year, but CPHA is looking for new volunteer to take over next year.
 - Pauline Swiger, new Cormorant Passage resident in attendance today, volunteered to take over for Amy next year & will work with Amy this year in preparation for the transition. Thank you, Pauline!
 - Main time demand is around April & May when most people are paying dues. 75 houses in Division 2 & 3
 - Main duties: Collect checks, maintain rooster and track dues payments, and pay CPHA bills.
 - Proposal: (accepted) Maintain one master roster
 - Roster – desired content: Name, address, email address, phone numbers
 - Roster required periodic updating
 - Currently: Treasurer (Amy) has a roster & Jim (Web Master) has a copy of the roster integrated with the CPHA website.
 - Judy Bittenbender & Maria Sullivan volunteered to maintain the master roster and keep it updated.
 - Thank you, Judy & Maria!
 - Duties include: Periodic maintenance as needed to keep roster up to date (e.g. in response to home sales, owners moving/renting), Communicate with Treasurer regarding changes in the roster.
 - Suggestion: There are people CPHA should add to the mailing list, who are not in the association. (Contributors from sections not in the HOA.)

- When house sells in the neighborhood, escrow agent has to do title search, and needs to be able to access information on HOA through website to assess HOA dues to clear title.
 - TJ Rajcevich (CPHA President) has been contacted multiple time at last minute to fill out paperwork regarding HOA dues payment for sellers / buyers who need this for closing.
 - Highlights importance for having covenants available online.
 - Up to date roster & treasurer's account assist with this duty.

- Architectural Review Committee (ARC) – Volunteer needed / found
 - Eric Swiger, a new Cormorant Passage homeowner in attendance today, volunteered to join the ARC. Thank you Eric!

4) Newsletter

- 2022 Dues Notice – Pending
- Current Newsletter: Please send any entries to be added to the Cormorant Passage newsletter (in Microsoft Word format) via email to Jim VanVleck to be added to the newsletter on the CPHA website.
 - Process for newsletter to be discussed upcoming. Will not be part of the duties for the keeper of the roster.
- Proposal: (accepted)
 - TJ proposed newsletter be consolidated under President’s duties.
 - Thank you, TJ for taking on this duty!
 - Suzanne Broach volunteered to assist with mailing of the yearly newsletter.
 - Thank you, Suzanne for assisting!

5) Front Entrance Maintenance

- Sprinklers (maintenance last year) have worked well to address the problems.
- Lights at the front entrance (on photo eyes):
 - Leaving up year-round or not?
 - Concerns about maintenance
 - Go up in November/December and Take down in January
 - Bob Gaudreau has taken care of this in prior years (with help from Fred & Norm).
 - Volunteers needed to put them up / take them down in upcoming years.
- Sprinkler maintenance needed. Aeration issue at front entrance also. Unsuccessful in getting bids last year.
- Front entrance maintenance – propose sending out message & putting together a work party.
 - If anyone notices folks who have small power equipment who could assist

6) New Development Off Union 2022minutes

Confirmed there is no intent to connect up to roads in Cormorant Passage.

- No anticipation that development will affect Cormorant Passage front entrance.
- Town owns the open space by the Cormorant Passage entrance. This will remain town owned open space regardless of the new development.
- Concerns: Potential for more congestion on Union trying to get out of the neighborhood

- Roger noted that town has had discussion regarding change in flow of traffic from the round-about. Can be discussed with town council if development creates greater congestion.

7) Safe Streets:

- Concerns regarding lack of consistent notifications - Need a way to send out a message to everyone (email)
 - Proposed process:
 - TJ – President assumes responsibility for sending out Safe Streets notices in response to identified safety issues. Back-up by voting members to ensure it is sent out if President is not available.
 - Use master roster to send out notices
 - Condos and Section 1 also has volunteers – add their contact to mailing list for general safety and they can send to their sections
- Recent issues to report: Mailbox vandalism / theft – 4 mailboxes jimmied open during the past week.

8) Architectural Review Committee (ARC):

- ARC Issues:
 - Fence for house along Cormorant Drive – fence is rotting / falling down
 - Sherry Gimlett- noted that home is a rental and the owners are military, living out of state
 - Sherry contacted the owners and sent pictures but got no response. She also tried the property management company
 - TJ – Requested contact info for owners (Sherry will provide contacts) to contact the homeowners regarding need for fence replacement/maintenance.

9) Requests:

- Jim (Web Master) requests attendees check of website updates – several of those in attendance confirmed that the CPHA website is accessible and functioning w/ the updates Jim recently completed.
- Pet Owner Etiquette Concerns:
 - Incessant dog barking, issues w/ barking when owners not home
 - Add entry to newsletter

10) National Night Out / Summer Picnic

- Discuss interest for Cormorant Passage participation in National Night Out and/or a CPHA summer picnic
 - National Night Out - Tentative date for: August 2nd

- Possible use of park for CPHA picnic for National Night Out?
- More info to come
- Potential for small street-level picnics – can be organized by street for those who are interested.

Closing Statements:

Board expresses thanks to TJ for work as president.

Thanks also to Jim for all the work he has continued to put in as the CPHA WebMaster.

Meeting adjourned: 4:45pm