

Cormorant Passage HOA Annual Meeting Minutes

April 30, 2023 @ 2:00pm*

Attendees

| | |
|---------------------------------------|---------------------------------|
| TJ Rajcevich (CPHOA President) | Suzanne Broach (CPHOA ARC) |
| Pauline Swiger (CPHOA Treasurer) | Eric Swiger (CPHOA ARC) |
| Jennifer Broach (CPHOA Secretary) | Judy Bittenbender (Resident) |
| Roger Neal (CPHOA Member at Large) | Lynn Neal (Resident) |
| Fred Crumley (CPHOA Member at Large) | Alfonzo Riconosciuto (Resident) |
| Norm Gaudreau (CPHOA Member at Large) | William P Wilson (Resident) |
| Judy Foster (CPHOA Member at Large) | Casey Notkowski (Resident) |

Meeting Start: 2:00pm

Agenda

2023 Board and Officer Elections

- Officer positions seeking new volunteers:
 - President
 - Secretary
- Other HOA positions seeking volunteers:
 - Webmaster
 - Welcoming Committee

Treasurer's Report

- Attach Treasurer's Report
- CPHOA Expenditures and Revenue
 - Expenses increased by \$1,539 in 2022
 - Dues received reduced by \$840 in 2022
 - CPHOA has been drawing from past reserves (diminishing)
 - Expenditures exceeding income & in less than 4 years, CPHOA will have exhausted reserves and will be operating at a loss.

- 2023 HOA Dues Notice
 - Historically - dues were due by April 30
 - Typically sent after HOA meeting
 - Treasurer noted best if not combined with holidays due to workload involved.
 - Due notice delayed this year due to late HOA meeting. Dues notice will go out with newsletter in May.

- CPHOA – Divisions 2 & 3: Mandatory HOA dues
 - 2022 – 89% (67 of 75) homeowners in division 2 & 3 paid their dues
 - Unpaid dues would have offset the deficit this year
 - 2022 – 47% (26 of 55) homeowners in division 1 opted to pay dues (voluntary)
 - CPHOA has been relying on optional voluntary donations to stay in the black.

- Unpaid dues and recoupment process (2022 dues)
 - Communication challenges
 - Not all have provided email addresses; Some email addresses are inactive.
 - Rentals
 - Some homes in arrears on dues are rentals. Past efforts have successfully gone through rental agency to communicate with homeowners.
 - Newsletter w/ dues – identify 2022 non-payments & send additional payment request for 2022 dues with the 2023 dues
 - Alfonso Riconosciuto – Volunteered to assist with collection of dues

- Authorities of HOA board to determine assessments
 - Dues assessment has been unchanged since early 1990s. Costs have significant increased since that time.
 - HOA Covenants - Section 5.5 – provides the authority for the board to determine the amount of the assessments (dues) to be collected from the owners to pay for common expenses and collect assessment. Vote requires quorum of board (Does not require a vote by the full majority of HOA).

- Recommendations:
 - Proposal: Increase to HOA dues needed to cover future expenses, in light of increased expenses.
 - Motion to increase dues to \$100 per year starting in 2024.
 - Motion seconded
 - Vote: Board & officers: unanimously approved the motion
 - 1 resident attendee expressed dissent
 - Motion approved
 - HOA dues will remain \$50 for 2023 & raise to \$100 for 2024.
 - Notice to be disseminated in newsletter.
 - Proposal: Re-evaluate contracted services
 - Electric & water – standard utilities
 - \$20/mo – baseline for electric – no meter (autopay from HOA account)

- Re-assess for possible over-charge from electric (noted substantial increase); If accurate, re-assess for options to decrease usage.
 - Water is variable – discussion re: turning off sprinklers for grass along road inside entrance.
- Lawn service (main entrance) – re-evaluate service needs and costs / obtain alternate estimates
 - Option: Request those who use lawn care services to check with them and request bids
 - ARC could take the lead in getting bids (recommend 3 bids)
 - Recommendation: contract language to include reduced costs for winter months
- Insurance costs
 - Alfonzo Riconosciuto –Volunteered to explore alternate insurance policy options to reduce costs
- Website hosting for CPHOA website
 - Cost not included in budget figures for this year (awaiting GoDaddy invoice from Jim).
 - Evaluate needs/costs with new volunteer consultant.

Covenant Violations / Complaints

- Complaints – often sent directly to CPHOA President
- Processes to address complaints re: property upkeep
 - Recommendation to align under ARC as vehicle to address complaints about yard maintenance
 - Forward complaints to ARC
 - Visit from ARC members
 - Form Letter
- Covenants
 - Covenants are often general descriptions (e.g. lawn maintenance), w/ room for differing opinions on what is acceptable
 - Covenants – change would require considerable expense & time to change, if possible given requirements for approval by majority of homeowners.
 - No effective mechanism for enforcement

Architectural Review Committee (ARC)

- Solar Panels
 - Inquiry regarding solar panels - Are these permissible under HOA covenants?
 - Covenants address other structures, but do not address solar panels. Solar panels were not commonly available when covenants were established.
 - Solar panels - Considerations: government approved, recognized as eco-friendly energy alternative, energy cost-saving, could add to home value.

- Board opinion: Solar panels will not fall under regulation of HOA / covenants.
 - Could be addressed by ARC if placement violates covenants regarding other structures (e.g., free standing in front yard).

Mailboxes

- Mailbox damage / thefts affected several streets
 - Multi-party communications with post office regarding mailbox replacement issue
 - USPS evaluated & indicated damaged mailboxes are not repairable
 - Communication from USPS indicated the mailboxes are NOT owned by the post office. The cluster mailboxes are the property of the residents
 - One resident attendee advised continuing to pursue with post office, as the box itself indicates USPS property – notified USPS of this again.
 - One resident attendee provided historical info on mailbox ownership:
 - Developer bought boxes & developed as community boxes – owned by the residents.
 - Prior events with similar damage of mailboxes – at the time of those events, residents were told that boxes were property of residents & residents paid to have it replaced.
 - Kautz Ct & Casey Ct – damaged mailboxes still pending replacement
 - Plans to relocate box to better location within sight lines to deter future vandalism
 - 811 to locate underground utilities for new placement
 - Carrier has to approve new location
- Need to communicate through newsletter to provide relevant information for those residents affected.
 - Must be USPS approved box
 - USPS advised to use contractor approved by USPS to install boxes
 - Info provided by Judy Bittenbender (from previous replacement on Henly Ct.):
 - The Mailbox Guy; (206) 818-6902; info@themailboxguy.com

HOA Communications

- Annual Newsletter
 - Proposal: 4 pages or less
 - Contain costs for mailings by consolidating to single annual newsletter w/ dues notice
 - Can post further info on HOA website
 - Annual dues notice
 - Notice of HOA dues increase in 2024
 - Reminder of ARC for approvals; reference covenants on website
 - Newsletter – being drafted / edited by TJ, Roger, Fred
 - Anticipate will be mailed in May
- Special Events:

- Annual Night Out – plans to participate again this year – park location was good last year (Roger Neal to coordinate)
- Police Chief Chat – opportunity to host event this summer (Roger Neal to coordinate)
- Email Correspondence
 - What events should trigger mass email communications?
 - Anything police, fire, crime related
 - Complaints / issues affecting 10% or greater of homes
 - HOA dues notices include required fields for email addresses & phone numbers
 - Use to update mass email communications
 - Request to increase communications between officers & board for assistance
- Website
 - Links on website not working
 - Keith Snyder – has assisted other entities in Steilacoom with website re-design. He is willing to help out HOA on complementary / temporary basis with website. (Fred Crumley to coordinate).
 - Need to obtain relevant info on current website from Jim VanVleck to facilitate transition to new web administrator (Fred Crumley to coordinate)

HOA Annual Calendar & Timelines

- Proposal for meetings twice per year – February/March & September/October
 - Goals: increase resident attendance; improved planning & communications; recruit for officer elections

Meeting Adjourned: 4:15pm

*Edited to add the word “Annual” to the minute’s title on 11/21/2023