

Cormorant Passage HOA Annual Meeting Minutes

February 25, 2024

Attendees:

- TJ Rajcevich
- Jennifer Broach
- Roger Neal
- Fred Crumley
- Norm Gaudreau
- Judy Foster
- Eric Swiger
- Suzanne Broach
- Judy Bittenbender
- Alfonzo Riconosciuto
- Alex Wilson

2024 Board and Officer Elections

- Call for volunteers to be sent out in newsletter.
 - Secretary (vacant)
 - Welcome Committee (vacant)
 - President (soliciting for new volunteer)
 - Treasurer (soliciting for new volunteer)

Treasurer's Report

- Treasurer's report submitted & approved.
- Status unpaid dues
 - Only 6 homes did not pay dues last year.
 - Of the 6 homes that did not pay, 2 of the dues notices were returned to sender.
 - In 2024, dues will be collected at a rate of \$100 per home.
- General finances report
 - In 2023, our expenses exceeded our annual dues income by \$1,783.50.
 - This was offset by donations, resulting in our expenses exceeding our overall income by \$333.50.
 - The HOA Officers worked to reduce expenses for water and other ongoing expenditures.
 - The HOA Officers are continuing to explore ways to reduce expenses.
- Lawn Ranger draft contract – update on plan to secure a copy of current Lawn Ranger contract:
 - We have not been under contract for many, many years but they have continued to provide service.
 - Prior Lawn Ranger draft contract received.
 - If we elect to continue with Lawn Ranger, they would like the HOA to sign a contract.
 - Motion approved to continue contract with Lawn Ranger for upcoming year.
- Purchased new LED lights for front entrance.
 - The new LED lights were purchased during holiday sales.
 - Purchased lights are listed as having a 15-year guarantee.
 - HOA charged \$200.
 - An additional approx. \$200 was donated toward the lights and 2 new multi-plug exterior extension cords for use at the front entrance to replace prior mixture of cords.

Insurance Policy

- Current policy – State Farm Insurance
 - Roger Neal volunteered to follow up.
 - Obtain additional quotes, increase “some” policy limits (e.g., increase liability from \$1 million per occurrence / \$2 million per year)
 - Premium - \$1427
 - Paid through May 7
- Alternate Quote - Alfonzo Rinconosciuto - American Family Insurance – provided quote (updated / increased some limits) - Increased liability to \$2 million per occurrence / \$4 million per year –
 - Premium estimate- \$849.66
 - Requires some additional information from HOA to finalize policy (profit/loss statement, assets list).
 - Analysis: Increase coverage at cost savings to HOA
 - Motion: Change HOA insurance to American Family Insurance
 - Motion passed unanimously.
 - Alfonzo will follow up to finalize the switchover to of the insurance plan.

Website Re-Design

- Judy Bittenbender volunteered to work on update and re-design.
- Keith Snyder helped to set up new HOA website, at same web address as old site.
- New site is up and running.
- CCRs available for reference on website
- Architectural Control Committee (ACC) info and process.
 - *Note: The ACC has been referred to as the Architectural Review Committee (ARC) in prior meeting minutes and prior version of the website, however, the name has been corrected to ACC for consistency with CPHOA originating documents.*
- Contact names listed, but no individual contact numbers. Privacy concerns
- Gmail address established for the CPHOA & available via form on website to contact the Association. Provides receipt for sender confirming email sent. Judy Bittenbender monitors regularly and forwards any messages to relevant parties.
- Treasurer’s page provides financial info.
- Newsletter posted on the website also.
- Suggestion to omit the contact phone numbers and addresses from the posted newsletters.
- Business meeting / annual meeting notice also listed on website.
- Town of Steilacoom link also provide for convenience of people moving into the area.
- Transitioned payment method from prior web manager’s personal credit card to HOA debit card.
- In figuring out the website accounts and payment, noted that Jim VanVleck (prior web manager) had been partly covering costs for the website.
- QR code (Judy wants to add to newsletter for easy access to website)
- Judy to share the contact info with the President and Treasurer to ensure coverage and access.

Architectural Control Committee

- Metal Roofs and Wildland Urban Interface Zoning

- Mark Antonio (Kautz Ct) – submitted questions to the HOA about replacing cedar shake roof & proposal for updating HOA covenants to allow for architectural metal roofs.
- Wildland Urban Interface Zone – was going to go into effect in March, but on indefinite hold due to current lawsuits opposing the plan. Town has overarching authority to implement (when/if proceeds)
- Changes must be approved by a super majority.
- Proposal to put out to vote a change in Covenants to allow for metal roofs. Discussion re: limit to architectural metal roofs – metal shakes, metal tiles, metal shingles. No standing seam metal roofs.
 - Lessons learned from prior efforts at Covenant change in 2005 to allow composition roofs.
 - Need to educate homeowners regarding the issues involved and specific types of metal roofs would be covered by proposed change in Covenants.
- Proposal: develop a small group to work on this issue in advance of putting out for vote.
 - Subgroup: Mark Antonio, Suzanne Broach (ACC), Alfonzo Riconosciuto
 - Motion: Work group to begin research and planning for proposal / sending out for vote
 - Motion passed unanimously.

Annual Newsletter (Additions from the Meeting and Delivery Coordination)

- Additions to TJ
- Proposed addition of brief note regarding memorial recognition for Jim VanVleck

Additional topics

- Town of Steilacoom public safety is promoting “Chief’s Chats” for neighborhoods with Steilacoom Chief of Police. Informal, small gatherings to discuss public safety issues / questions.
 - Roger Neal – Cormorant Passage interest in holding a Chief’s Chat in spring? Roger is happy to coordinate.
 - Attendees confirmed interest.
- Dues are due in April.
 - Issues with new homeowners being aware of when dues must be remitted.
 - No current Welcome Committee – position vacant. Suzanne Broach has been covering (taking copy of covenants, newsletter, and a welcome flower to new residents) since position has been vacant. Soliciting for new volunteer.
 - Ideally Safe Streets lead for each street would contact Welcome Committee volunteer, once filled, to notify of new residents, and Welcome Committee could ensure treasurer is also notified.
 - Alfonzo is working on follow-up for homeowners with dues in arrears.
 - Last year, prior to mailing, checked tax records & found some updates. Will need to check again. Some issues with confirming addresses (for HOA or in tax records are current).
 - Treasurer has most recent contact list.

Next Meeting - Fall 2024