



Board Meeting Minutes

6:30 PM 7/14/2026

Lewis Home

Minutes recorded by:
Mary-Ann Lewis

Board Members Present:

President – Ryan Neenan
Vice President – Josh Karausky
Treasurer – Alissa Weiss
Secretary – Mary-Ann Lewis
Members – Kevin Duddy, Ginny Brennan
Alternate – Ellen Geis

Not Present:

Sgt. Arms – Lou Lombardo

Non-Board Members Present

ARC Committee – Ron Sokol

1. Called to Order at 6:35p.m. by Ryan Neenan
2. Annual Meeting minutes from 6/13/2026 were approved by the board via email on 6/16/2026 and was posted on the website.
3. Reorganization – Ryan Neenan asked if any board member would like to switch their position. All were willing to resume their position for the upcoming year.
4. Old Business
 - a. The roadway construction on Blue Heron Way and Decker Creek was completed. Kevin Duddy reported he and Ron Sokol were working with Pocono Paving Company with the issues on the section on BHW, not being a smooth transition at the seams and some sunken areas. The paving company has returned to fix the issues. It will continue to be monitored for possible further repairs.
5. Committee Reports
 - a. ARC (Ron Sokol)
 - i. Lot 27 on Woodcrest has begun clearing the land.
 - ii. Ryan Neenan reported the property for Lot 137 on Wedgewood had been cleared 2 months ago. He was concerned construction hasn't begun, knowing they must have the outside completed in one year's time, in accordance with our bylaws. Ron Sokol shared the owners are putting up a modular home.
 - b. Finance (Alissa Weiss)
 - i. As of 7/14/26:
 - ii. Operating Account - \$151,117.99
 - iii. Social Comm Acct. - \$379.74 (\$600 annual budget has not been put into account yet)
 - iv. Money Market - \$25,519.79
 - v. Alissa reported there are 4 properties with a large amount of unpaid dues. There is a statute of limitation of 4 years for back dues.
 - vi. A bounced check occurred recently. The first one in 15 years!
 - vii. The tax preparer just notified Alissa he accidentally missed submitting our taxes for 2025. She is meeting with him tomorrow to get them sent out. We never owe any taxes so will not incur any penalties.
 - viii. Alissa announced she will be looking into obtaining an accounting software to handle the Road Reserve Account. It will be used for all current accounts as well.
 - ix. Alissa made a motion to open a new bank account for the Road Reserve. Ryan Neenan, Ginny Brennan and Alissa Weiss will be the signers for the account. The current bank account signers will be updated to be Ryan Neenan, Ginny Brennan and Alissa Weiss. Mary-Ann Lewis will also be

a signer for the Social Committee account. She will have courtesy checks to use for the account. Mary-Ann Lewis seconded the motion and the motion was approved 6-0 by all board members in attendance.

- x. Beginning now and for the future, the 3 signers of the bank accounts should not all be on the same re-election cycle.
 - xi. Ellen Geis shared a concern regarding the large sums of money that will be sitting for awhile in the Road Reserve account. To protect the Board, she suggested Written Protocols be set in place so all will be aware how the funds will be handled. The Board agreed and Ginny Brennan and Alissa Weiss will create these written protocols and present them to the Board.
 - xii. Alissa Weiss will be looking for someone to audit our books this year. They have not been audited in the past.
 - xiii. Ellen Geis also asked, moving forward, if the Annual Meeting Budget Sheet could show the budget vs. actual and to use the same terminology in each column to make it more understandable. Alissa Weiss stated the new software will be able to do both of these things for us. The Budget Sheet will also be shared at every Board meeting.
- c. Social (Mary-Ann Lewis)
- i. A Light Luncheon was provided directly following the Annual Meeting. Many people stayed for it.
 - ii. Two more Welcome Baskets will be delivered this week.
- d. Public Works (Kevin Duddy)
- i. Forrest Landscaping has performed the annual pathway clearing to all Basins as per his contract. An \$80 additional fee was incurred to clear a felled tree on the Decker Creek pathway and to extend that pathway to the concrete basin riser.
 - ii. Kevin reported there were noticeable ATV tracks on the Woodcrest pathway that circumvented the security gate where there is a NO TRESSPASSING sign. Kevin questioned if the board has any liability if someone would get hurt back there, though they are trespassing. The subject was discussed. The Board does have liability insurance. Kevin will contact the POA's attorney to ask, "if someone gets hurt, could they seek compensation from us".
 - iii. Upcoming activities include:
 - 1. The PWC will solicit bids for a contractor to straighten and secure the Street/Stop Sign posts where needed on all the BHW properties. In particular, the two signs on Rt. 6 at BHW and Springwood.
 - 2. The PWC will hire a company to paint yellow lines down the middle of the road where it does an "S" curve, between house #134 BHW and the mailbox parking lot, to deter cars from drifting into the oncoming traffic around those blind spots.
 - iv. Moving forward, Kevin Duddy will notify only the Treasurer when he will need payment sent out. He will not need to get approval from the Board members, provided the costs remain within his budget.
 - v. Kevin announced he will be stepping down from his position as head of the PWC as of June 2027. The Board was very sad to hear this news. Kevin has done an outstanding job. We will be looking for his replacement during this upcoming year.

6. New Business

- a. At the Annual Meeting, a property owner asked if the POA has a platform for discussions of any topics. Ryan Neenan shared we had had something on the BHW Website for several years and there were only three posts submitted in all that time. It has since expired. At the Board meeting, The Board discussed other platform possibilities such as a FB group. As an outcome of the discussion, it was decided to not pursue any type of forum at this time. If there are more inquiries for such a platform request, the Board will revisit this topic.
- b. Mary-Ann Lewis inquired about the ditches that run throughout the community. She wanted to know if they are the responsibility of the BHW POA or individual property owners. Kevin Duddy shared the road follows PennDOT standards for typical residential roads: 18' wide with 3' wide shoulders, for a total of

24'. The road and shoulders are the responsibility of the BHW PWC. According to the BHW Covenant (4.04), a 15-foot-wide strip of land at the very front of each yard (running along the street) is controlled (not owned) by the community that other entities (such as utilities and storm water drainage) have the legal right to use and modify. It is the responsibility of the property owner to maintain this area and not build anything permanent in this 15-foot zone.

- c. Mary-Ann Lewis reported she is working on acquiring an email address for each property owner. Once that has been accomplished, the Annual Meeting Notification letters and other previously mailed Board correspondence will be emailed to the property owners.
- d. Ellen Geis asked if we could have a more formal Form to be used for elections of the officers at the Annual Meeting, if a vote is needed. This form will have pre-typed names of the Board members that are looking to be re-elected. There will be blank lines for fill-ins for any general BHW members interested in running for the Board. Mary-Ann Lewis will create this form and have it ready for the 2027 Annual Meeting.

7. Next Meeting – TBD in October. Ryan will email the board possible dates as we get closer to October.

8. Adjournment. – Meeting was adjourned at 8:09p.m. by Josh Karausky and seconded by Ginny Brennan.

Respectfully Submitted,
Mary-Ann Lewis
BHW Board Secretary