



Board Meeting Minutes

7:00 PM 6/24/24

Duddy Residence

Minutes recorded by:
Ryan Neenan

Board Members Present:

Vice-President – Mary Ann Lewis;
Secretary – Ryan Neenan;
Treasurer - Alissa Weiss;
Sgt Arms - Lou Lombardo;
Kevin Duddy, Josh Karausky, Ginny Brennan

Alternate - Bob Geis, Ellen Geis

Not Present:

Non Board Present:

Rebecca Rivera (ARC Committee)

1. Call to Order at 7:03 PM by Lou Lombardo
2. Approval of Minutes
 - a. The Minutes from the June Annual Meeting were approved on 6/12/24 by Lewis, seconded by Duddy via email
3. Reorganization
 - a. The board will consist of the following officers for the next calendar year:
President: R. Neenan; Vice President: J. Karausky; Secretary: M. Lewis; Treasurer: A. Weiss; Sgt. At Arms: L. Lombardo
 - b. G. Brennan will be assisting Weiss with Treasurer duties throughout the year, learning the process and software.
 - c. K. Duddy will continue to head the Public Works Committee, along with B. Geis.
 - d. A brief synopsis of position duties was discussed by the board.
4. Old Business (Neenan)
 - a. Soil Pile Situation
 - i. Changes were made to this situation. Neenan will check in with the PCCD.
 - b. Uniform Planned Community Act
 - i. E. Geis presented this document and noted how much of our by-laws were based on this Pennsylvania Law. Further investigation of the text would be a positive thing to fully understand our by-laws.
 - c. Lewis commented how we still are missing a large chunk (approximately 1/3) of email contacts for property owners. Emailing instead of traditional mailing important communications would greatly benefit the Association. An effort to decrease these missing emails will be made in the future.
 - d. Several members present comment that the speeding issue is still a problem.
5. Committee Reports
 - a. Social Committee (Lewis)
 - i. Basket Delivered to new resident.
 - ii. A few members have joined the Social Committee since the Annual Meeting.
 - iii. BH Way Mailbox Social Committee Kiosk spruced up by member.
 - b. ARC (Rivera)

- i. No new business to report.
- c. Treasury (Weiss)
 - i. No new business to report. Route 402 sign still in production.
- d. Public Works – (Duddy/B. Geis)
 - i. Rivera reports shallow hole near #384 on Blue Heron Way that needs to be filled or removed – small animals keep getting trapped. PWC will investigate.
 - ii. Review of Road Repairs – B. Geis worked with RR Wilmot to secure a bid. Map presented to Board for overview of affected areas. (Seven in Total). Traffic may be affected. At least one home's driveway may be blocked. This may start as soon as Monday, but the PWC may ask for a one week delay.
 - 1. Email Will be send to community to warn them of possible traffic issues when exact dates are known.
 - 2. A sign is planned to be placed at mailboxes once exact dates are known.
 - iii. Approval of New Road Sign Design
 - 1. Entrance Sign Design – Board decides on Green and Tan 18x18 inch sign. Three signs will be ordered, one for each entrance.
 - 2. Seasonal Restriction Sign
 - a. The language for the sign was approved by the Board, 7-0, with no objections. Three signs will be ordered, to be attached to the Entrance Signs during appropriate times of the year.
 - 3. Access Roads Signs
 - a. The board decides to change language on the signs to "Authorized Personell Only". Four signs will be ordered to be displayed on the gates at the four access roads.
 - 4. Signs will be ordered per approved budget.
 - iv. Approval of Road sign Repair
 - 1. The PWC has identified two signs that have been bent. They believe that a professional should be sought to correct these signs and any others in the future. Bids will be sought by the PWC.
 - v. Approval of Process to obtain info/costs for: (1) Future Large Road Repairs/Refinishing (2) Public Basin Maintenance
 - 1. The board agrees that the PWC should seek cost of assessment for road survey report
 - 2. The board agrees that the PWC should look for someone to assess what we need to manage these public community areas.
 - vi. Cutting Down of Brush on Side of Road
 - 1. The PWC will research the cost and method to trim trees encroaching on roadways.
 - vii. Snow Removal
 - 1. The PWC will Immediately research bids on snow removal, as our contract is up with our current contractor. Another contract with our current contractor will be considered.
 - viii. Future Bids/Renewal for Landscapers Needed

1. We have one year left of the Landscaping Contract. Bids for this will be postponed until later in the year.
6. New Business (Neenan)
 - a. Approval of Spring Thaw Rule
 - i. The new Rule was distributed via email prior to the meeting.
 - ii. The board approved this new rule, 7-0. Neenan will add to the website.
 - b. Approval of ARC Handbook Revision
 - i. The new edits to the Handbook were distributed via email prior to the meeting. The ARC requests additional language for acknowledging the new Spring Thaw Rule before signing.
 - ii. The new Handbook will be published on the website once this new language is added.
 - c. Input from members regarding large budget items
 - i. The board discussed the question posed at the annual meeting about large ticket items and the input from the POA. The board agrees that in the future, when larger ticket items come up, more comments from the community will be elicited. An email will be sent before a meeting where a major large ticket item will be discussed.
7. Future Meetings
 - a. Meetings will continue using an online application to schedule meetings.
 - b. The next planned meeting will occur in early October, an exact date to be set before the end of summer.
8. Adjournment – 8:27 PM
 - a. Motion by Lombardo, Seconded by Brennan.

Respectfully Submitted,
Ryan Neenan
Outgoing Secretary



Board Meeting Minutes

7:00 PM 10/17/24

Duddy Home

Minutes recorded by:
Mary-Ann Lewis

Board Members Present:

President – Ryan Neenan
Vice President – Josh Karausky
Treasurer – Alissa Weiss
Secretary – Mary-Ann Lewis
Sgt. Arms – Lou Lombardo
Members – Kevin Duddy, Ginny Brennan
Alternate – Bob Geis

Not Present:

Non Board Present:

Arc Committee – Rebecca Rivera

1. Called to Order at 7:03p.m. by Lou Lombardo
2. Prior Meeting minutes from 6/24/2024 were approved by board via email on 6/26/2024.
3. Old Business
 - a. The New ARC handbook - was published and put on website by Ryan Neenan.
 - b. The New Spring Thaw Rule - was published and put on website by Ryan Neenan.
 - c. Road Repairs – Wilmot Company did the repairs but was called back to fix bumps that were created when they repaired certain sections of the roadway.
 - d. New Private Road Signs – were ordered and installed by Kevin Duddy and Bob Geis.
 - e. State Police Tour of Site – Kevin Duddy organized and was present day of visit. All went well. No media present. There were drones flying above. Kevin met the Commissioner. The Barracks Commander sent a nice Thank You note.
 - f. Mowing of Springwood connection to Retention Pond – discussed in PWC Report
 - g. Entrance Sign to Wedgewood Drive – Thanks to Alyssa for retrieving it from company who made it. Was supposed to be a repair, but too much damage so a new sign was made. Costs were over \$3000.00 and took all summer. Discussion ensued regarding possibly using a different company in future.
 - h. Snow Plowing Contract – discussed in PWC Report.
4. Committee Reports
 - a. ARC (Rivera) –
 - i. Thaw Rules (Feb. 15-April 15) were added to Application.
 - ii. Lot 61 on Decker Creek Rd. requested an extension on their build.
 - iii. 400 BHW notified Rivera they placed a shed on their property.
 - b. Finance (Weiss)
 - i. As of 10/17/2024:
 - ii. Operating Account - \$128,423.69
 - iii. Social Comm Acct. - \$636.15
 - iv. Money Market - \$25,342.01
 - c. Social (Lewis)

- i. Two Welcome Baskets delivered to 400 and 404 BHW.
 - ii. Picnic – lower than expected turnout but great weather, food, and company.
 - iii. Holiday Dinner – passed out flyers to board members and encouraged them to attend our events. Will email to neighborhood shortly.
 - d. Public Works Committee (Duddy/Geis)
 - i. Snow Plowing 3 yr. contract received from Catmando. He still needs to sign it and send a COI.
 - ii. Discussion ensued regarding trees needing trimming near Wedgewood and BHW entrances. There are also trees hanging over the streets in certain areas. Kevin will investigate.
 - iii. See attached PWC Report for further topics that were reported out by Kevin.
- 5. New Business
 - a. Lot 14 on Woodcrest Rd. - Overdue on Building Time update (Rivera)
 - i. Original Permit issued 3/19/2023.
 - ii. Still no communication from owner after receiving Board's letter. Ryan will create a letter with a potential fine if they don't contact Rebecca with an update of their building date extension plans.
 - b. 102 BHW ATV and Garbage Complaints Update (Board discussion)
 - i. No reply to letter sent. Cans have been placed by the house. Cones are stacked on side of driveway near road. No ATV's on road since letter sent. Owners have not sent registration or insurance info. to Alissa.
 - c. New Recreational Vehicle Rule (Neenan)
 - i. Board unanimously (7-0) voted in favor of revisions. Ryan will publish on website.
 - d. Newsletter from Board Annually or Bi-annually (Duddy)
 - i. Kevin suggested creating a newsletter that can share new updated rules & regs, news in the neighborhood, Social Committee events, etc...
 - ii. Mary-Ann offered to create one for the near future. Will be emailed to all property owners.
- 6. Next Meeting – TBD in January or February. Ryan will email the board possible dates end of December (or so).
- 7. Adjournment. – Meeting adjourned at 8:09p.m. by Lou Lombardo and seconded by Alissa Weiss.

Respectfully Submitted,
Mary-Ann Lewis
Incoming Secretary

BHW Public Works Committee (PWC) Report for October 17, 2024

Update: Dead Trees

- About a dozen dead trees along BHW's roads were identified and marked as potential hazards. None at this time were considered needing immediate takedown.

Recommendation: Seasonal Weight Restriction Signs

- PWC recommends posting the Seasonal Weight Restriction Signs on February 15 and leaving the signs up till April 15. Requests for a weight restriction exemption should be forwarded to the Board for review and decision. PWC deemed removing / posting the signs based on weather fluctuations to be impractical.

Update: Road Engineering Consulting

- Deliverable: Cost to provide an engineering report providing detail guidance to the BHW Board on actions including estimated funding needed to preserve the current infrastructure while maximizing service life for all community roads through to 2035.
- Report to include:
 1. Total length for all paved community roads and common area.
 2. Assessment of current state including road composition, state of deterioration and any other potential inhibitors to safe and secure roads.
 3. Assessment of remaining service life for current road surface.
 4. Recommendations to preserve the current infrastructure and maximizing service life for community roads over the next 10 years:
 - Options to ensure long-term health and safety
 - Range of costs for each option
 - Cost effectiveness of each option
 - Recommended yearly action plan.
- Road engineering firms contacted:
 - JHA Engineering Services
 - Honesdale, PA
 - Cornerstone Consulting
 - Lakeville, PA
 - Keystone Consulting Engineering
 - Kresgeville, PA

Recommendation: BHW Detention Pond Inspection (based on research)

- List of inspection tasks to be performed by certified professional, frequency to be determined.
 - Clogging or obstructions of outlets due to trash, debris or excessive sediment.
 - Erosion on the slopes or head wall.
 - Excessive vegetation in and around the pond.
 - Clear and open pilot channels.
 - Functionality of mechanical devices.
 - Condition of inlet and outlet pipes.
 - Identify anything negatively affecting the pond's designed performance.

Update: BHW Detention Pond Maintenance Responsibilities (based on research)

- Mowing, trimming and keeping vegetation under control prescribed by inspection report.

- Keeping the pond clear of trash and debris.
- Maintaining mechanical elements in and around the pond.
- Stabilized slopes.
- Removing excess sediment from the basin, outflow and inflow pipes.

Update: Ballpark Estimates for Clearing Right-of-Way Path to Detention Ponds

- There are 4 right-of-way paths under the responsibility of BHW (in order of shortest to longest):
 - Springwood Drive (approx. 500')
 - Woodcrest Drive (approx. 500'+)
 - Decker Creek Drive (approx. 400' - 600')
 - Wedgewood Drive (approx. 1500')
- Clearing Springwood cost \$318. Clearing Wedgewood (mowing and overhead) had bids of \$1800 to \$3600. Assuming clearing Woodcrest is \$300 - \$400 and clearing Decker Creek is \$400 - \$500, a once a year clearing of all 4 paths could range between approx \$2800 to \$4800.
- Recommendations:
 - Clear all access paths once a year.
 - Build in clearing all access paths into Entrance and Shoulder Mowing to realize savings in one contract.



Board Meeting Minutes

7:00 PM 2/11/2025

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
Sgt. Arms – Lou Lombardo (Virtual)
Members – Kevin Duddy, Ginny Brennan
Arc Committee – Rebecca Rivera

Not Present:

Alternate – Bob Geis

Non Board Present:

1. Called to Order at 7:10p.m. by Lou Lombardo
2. Prior Meeting minutes from 10/17/2024 were approved by board via email on 10/21/2024 and posted on the website.
3. Old Business
 - a. Snow plowing – a 3 year contract was finally signed by Catmando.
 - b. Lot 14 Overdue Building Permit Letter draft was shared by Ryan Neenan and discussed the late fee being charged. Ryan will update the letter, email it to the board for approval and then mail it out to the landowners.
 - c. 102 BHW ATV and Garbage Complaints Update – the owners replied to the letter emailed to them regarding both issues. Ryan Neenan will send a reply in regards to Garbage can issue, with options for the owner. The owners satisfactorily addressed the concerns of the ATVs.
 - d. New Recreational Vehicle Rule – was published on the website by Ryan Neenan.
 - e. Newsletter update – Mary-Ann Lewis will draft the first issue, to be approved by the board and sent out via email. Issues will either be sent bi-annually or quarterly. Residents will be asked to contribute to each issue.
4. Committee Reports
 - a. ARC (Rivera) – no updates to report. Rebecca was asked by Mary-Ann Lewis to report any new construction permits at each meeting and she agreed.
 - b. Finance (Weiss)
 - i. As of 2/11/2025:
 - ii. Operating Account - \$149,840.04
 - iii. Social Comm Acct. - \$389.72
 - iv. Money Market - \$25,376.00
 - c. Social (Lewis)
 - i. The Winter Dinner had low participation but all had fun who attended. Cora's did an outstanding job and the food was delicious.

- d. Public Works Committee (Duddy)
 - i. The three Seasonal Weight Load Restriction signs (beginning Feb. 15 and ending April 15) will be put up by Kevin Duddy this week. Current houses under construction will be grandfathered in. The ARC document states this restriction.
 - ii. The committee recommends a separate RFB for the Basin Detention Areas Report. Keystone Consulting will be contacted by Kevin to create a proposal and the committee will present it to the Board.
 - iii. The Committee recommends to include maintaining the access paths to the detention ponds as part of the entrance and shoulder mowing. This will go out with the bids this year.
 - iv. See attached PWC Report for further topics that were reported out by Kevin.
- 5. New Business
 - a) Annual Meeting – Mary-Ann Lewis will contact the Forest Fire House to see if their room is available for Saturday, June 7, 2025. Mary-Ann will create and send a letter to all landowners regarding the Annual Meeting, to be mailed soon. It will also go out via email.
 - b) Spongy Moth Spraying – it was brought to the board’s attention that the state was offering discounts for Spongy Moth Spraying. Mary-Ann Lewis recommended we not move forward this year on spraying as it is too late to hire a company, and the board was not interested in doing it last year. Each year there should be less and less activity.
- 6. Next Meeting – TBD in May. Ryan will email the board possible dates as we get closer to May.
- 7. Adjournment. – Meeting was adjourned at 8:47p.m. by Lou Lombardo and seconded by Mary-Ann Lewis.

Respectfully Submitted,
Mary-Ann Lewis
BHW Board Secretary

BHW PWC

January 30, 2025 Meeting

PWC Team: Bob Geis, Tom Regenski, Josh Karausky, Jim Caputo, Mark James, Ron Sokol, Kevin Duddy

Actions Taken June 1, 2024 to December 31, 2024

1. RR Wilmot re-patched road areas that PWC found to be unacceptable.
2. Signs (Private Community, Restricted Area and Seasonal Weight Load Restriction) were purchased and installed (or will be) as planned.
3. Springwood Drive access path to Rt 402 side detention pond was cleared for PA State Police visit.
4. PA State Police visit on 9/12/24 went smoothly.
5. Identified dead trees along side Blue Heron Way - none were deemed needing takedown at this point.
6. CatManDo LLC snowplowing contract for 3 years was successfully executed after a prolonged RFB process.
7. Solicited 3 proposals from local engineering firms for a long term BHW road plan. Received 2 written proposals and met onsite with one firm.

Actions For February 1, 2025 to May 31, 2025

- Install / remove / store 3 Seasonal Weight Load Restriction signs starting Feb 15th and ending April 15th. Kevin will be responsible for hanging and removing the Seasonal Weight Load Restriction signs 2/15 to 4/15.
- Review plan for clearing access path to detention ponds and submit recommendation to the board for approval. The team recommends a separate RFB should go out for initially clearing the right-of-way paths to BHW detention ponds. Kevin to prepare a preliminary cost estimate for PWC review. Effort to be discussed with the board on 2/11/2025.
- Review suggestion to include maintaining access path to detention ponds as part of entrance and shoulder mowing RFB. The team recommends including the maintenance (twice a season) of the right-of-way paths as part of the RFB for the upcoming entrance and shoulder mowing contract. To be discussed with the board on 2/11/2025.

Actions For February 1, 2025 to May 31, 2025 - continued

- Form team to begin RFB process for mowing contract. Bob, Josh and Jim will be the team that will build, solicit and recommend the vendor for the 2025 entrance and shoulder mowing RFB.
- Review summary of road maintenance / storm drainage proposals from Cornerstone Consulting and Keystone Consulting, and determine next steps. Reviewed summary (slide 8-10) and sample reports for long-term BHW road engineering report. While both Cornerstone Consulting and Keystone Consulting met the requested requirements, Keystone provided three additional considerations: their lead engineer met onsite with the PWC late 2024, they provided 3 reports of their prior road engineering engagements that closely mirror BHW requirements and lastly, they can provide their expertise to inspect and report the condition of BHW Storm Water Basin (Detention) areas at a reasonable cost. This last service would be especially beneficial to BHW to contract as 1) the detention ponds have not been professionally inspected since the community was formed and 2) no one on the PWC has the requisite storm water engineering knowledge. Kevin to discuss the road engineering proposals with board on 2/11/2025.

Actions For February 1, 2025 to May 31, 2025 - continued

- Conduct Fire Station check in Spring. Bob and Jim to conduct Fire Station operational checkup in Spring.
- Check lamp post lights at Blue Heron Way entrance. Replace bulb as needed. Tom and his son to replace the spent bulb in one of the Blue Heron Way entrance lamp post in February.

Clearing Access Right-of-Way to Detention Ponds

1. BHW POA is responsible for ensuring 3 right-of-way paths to the detentions ponds are maintained as specified under BHW Protective Covenants, 4.03 Common Facilities (g), (h) and (i).
2. BHW POA is responsible for ensuring Springwood Dr drainage easement is maintained as specified under BHW Protective Covenants, 4.04 Controlled Facilities (e).
3. In addition to item #2, BHW POA is responsible for maintaining drainage easements under 4.04 (a) thru (d) and (f) thru (j). This item to be possibly addressed by Road Engineering Proposal.
4. Using items #1 and #2 above, there are 4 paths to be cleared and annually maintained (in order of shortest to longest): Springwood ~500', Woodcrest ~500'+, Decker Creek ~400 to 600' and Wedgewood ~1,500'.
5. Based on prior visits, a substantial clearing effort will be needed for both Decker Creek and Wedgewood. Woodcrest to be determined. Springwood was cleared last September.
6. Bids received last year to clear Wedgewood ranged from \$1800 to \$3600. Clearing Springwood cost \$318. We need to estimate the timing and cost range for clearing the remaining 3 paths.

RFB for Entrance and Shoulder Mowing Maintenance

1. Should we include maintaining access paths to detention ponds as part of entrance and shoulder mowing RFB. **Yes.** Should we include initial clearing as part of this RFB or create a separate RFB? **Separate.**
2. How often do we want to contractor to mow / trim access paths? Once per season? Twice? **Twice.**
3. Suggestions for list of potential vendors? Suggestions for contract requirements? **RFB Team to determine.**
4. Form team to begin RFB process for new mowing contract. Decide when the RFB should go out and when to complete signed contract? **By early Spring at the latest.**

Road Engineering Proposals

Requested: Cost to provide an engineering report providing detail guidance to the BHW Board on actions including estimated funding needed to preserve the current infrastructure while maximizing service life for all community roads through to 2035.

Report to include, (1) total length for all paved community roads and common areas, (2) assessment of current state including road composition, state of deterioration and any other potential inhibitors to safe and secure roads, (3) assessment of remaining service life for current road surface, and (4) recommendations to preserve the current infrastructure and maximizing service life for community roads over the next 10 years.

Road engineering firms contacted: **JHA Engineering Services**, no response; **Cornerstone Consulting**, proposal submitted; **Keystone Consulting**, proposal submitted, on-site meeting held on October 25.

Proposal Summary

Requirement	Cornerstone Consulting	Keystone Consulting	Additional Comments
Assessment of current state including road composition, state of deterioration and any other potential inhibitors to safe and secure roads	Yes	Yes	Both firms provide detail roadway inspection, including roadside swales and drainage pipes review
Assessment of remaining service life for current road surface	Yes	Yes	Included in report
Recommendations to preserve the current infrastructure and maximizing service life for community roads over the next 10 years	Yes	Yes	Both firms provide overall future improvement map, budget and report.
Examples of Similar Requested Work	Not provided	Yes	Keystone provided 3 examples of their prior work. Base report structure has 4 sections: Initial Inspection, Prelim Road & Drainage Inspection, Road & Inspection Forms & Existing Conditions & Cost Estimates
Proposal Fees	\$14,450	\$7,500	Keystone offered to complete an optional Basin (Detention) Area report for \$2,500.

Road Engineering Proposals Next Steps

1. Proposals for Cornerstone and Keystone will be sent to all PWC members for their review. Keystone examples will be included.
2. Review and discuss Keystone's Road and Drainage Inspection Report (selected pages from each section) for Glen Onoko Estates HOA.
3. Discuss Keystone's optional service to review / report on BHW Detention Ponds.
4. Select date for PWC members to review both proposals and sent feedback to group.
5. Summarize feedback to date for Board meeting on 2/11/2025.

Wrap-up

1. Select team to conduct Fire Station check in Spring.
2. Check lamp post lights at Blue Heron Way entrance. Replace as needed. Select team to replace - Tom Regenski has spare bulb.



Board Meeting Minutes

7:00 PM 5/13/2025

Lewis Home

Minutes recorded by:
Mary-Ann Lewis

Board Members Present:

President – Ryan Neenan
Secretary – Mary-Ann Lewis
Members – Kevin Duddy, Ginny Brennan
Alternate – Bob Geis

Not Present:

Vice President – Josh Karausky
Treasurer – Alissa Weiss
Sgt. Arms – Lou Lombardo
ARC Committee – Rebecca Rivera

Non Board Present:

1. Called to Order at 7:10p.m. by Ryan Neenan
2. Prior Meeting minutes from 2/11/2025 were approved by board via email on 2/17/2025 and posted on the website.
3. Old Business
 - a. Lot 14 Overdue Building Permit Letter - was composed by Ryan, approved by the board, and mailed to the property owners. They have sold the property. The new owners are in the process of getting approvals from the town. The PCCD sent Ryan an email stating the board needs to send the PCCD's Release Form to the previous owners for signature and return to PCCD. Ryan will follow up on this as it does not seem right the board should be doing this.
 - b. 102 Garbage Complaints Update – the owners received a letter from the board, composed by Ryan, with options for garbage pickup. They replied the company would not switch them, as that is a separate company. The owner's garbage was recently dumped, presumably by a bear, but the owners were there two days later and cleaned it up. A discussion ensued regarding it is the owner's responsibility to clean up if their garbage is dumped. There was concern if the owners, being part timers, are not there for a long time after it is dumped. We will address it again if it becomes a common occurrence and not being cleaned up in a timely manner.
 - c. Newsletter update – Mary-Ann Lewis created the newsletter and Kevin Duddy contributed to it. The board approved the newsletter and it was sent out via email on 3/10/2025. Positive responses were received. Next bi-annual issue will be sent in the fall. Residents will be asked to contribute to each issue.
 - d. The RFP (Request for Proposal) for Mowing/Cleaning of the Right of Ways was approved by the board via email on 3/7/2025.
 - e. The RFP for the Detention Basin Study was approved by the board via email on 3/25. Kevin reported the PCCD is dragging their feet on getting us the consultant plans. He is hopeful it will be completed this month.
4. Committee Reports
 - a. ARC (written by Rebecca Rivera and reported out by Ryan Neenan) –Lot #40 permit was issued for a new house and detached garage construction. Lot #25 house is under construction. Lot #14 has moved some dirt but are waiting on approvals.

- b. Finance (written by Alissa Weis and reported out by Ryan Neenan)
 - i. As of 5/5/2025:
 - ii. Operating Account - \$142,691.60
 - iii. Social Comm Acct. - \$389.72
 - iv. Money Market - \$25,400.95
 - v. As per a board member's request, Alissa reported the following delinquent membership dues accounts:
 - 1. 7 Lot Owners are delinquent for more than 1 yr. Total=\$16,000 in back dues
 - 2. 8 Lot Owners did not pay dues last year. Total=\$2,800
 - 3. 3 Lot Owners paid, but not the increase. They each owe and additional \$75
 - 4. Alissa will be sending out notices to last year delinquents, including increase ones.
- c. Social (Mary-Ann Lewis)
 - i. A Welcome Basket was delivered to 145 Blue Heron Way and 124 Decker Creek Rd.
 - ii. A Light Luncheon will be provided directly following the Annual Meeting. Other events on the calendar for this coming year will be a Picnic, held in the Parking lot on Saturday, September 20th and a Holiday Dinner, place and date TBD.
- d. Public Works (Duddy)
 - i. The three Seasonal Weight Load Restriction signs (beginning Feb. 15 and ending April 15) were put up and taken down by Kevin Duddy. Current houses under construction are grandfathered in. Kevin reported it will take time for the restriction to take hold.
 - ii. Kevin has set up a Google File for all the documents/forms/permits they have created and/or have received. It can be sent to any email address.
 - iii. Kevin presented the 2025-2026 Proposed BHW Public Works Committee Budget, which will be voted on with the Annual Budget.
 - iv. See attached PWC proposed Budget Report and detailed explanations reported out by Kevin.

5. New Business

- a. Annual Meeting –will be held on Saturday, June 7, 2025 at 11:00a.m. at the Forest Fire House, 1129 Towpath Rd., Hawley. Mary-Ann composed and sent a letter to all landowners regarding the Annual Meeting. It also went out via email. Both were sent mid March. A reminder email went out in April. The Social Committee will provide coffee and water for the meeting. They will also have a light luncheon immediately following the meeting. Kevin will be doing a presentation regarding upcoming projects needed for the community.
 - a) Board Elections – Mary-Ann, Ryan and Alyssa's terms are up. Voting will take place at the meeting for these three board spots.
 - b) PCCD Change of Personnel and Inspections – There has been a change of personnel at the PCCD. The new person notified Ryan (who sent an email to the entire community) regarding inspections of current homes under construction on 5/5 and 5/9.
 - c) Installation of OPL (Oversized Parcel Lockers) – Ginny stated due to Amazon using the USPS instead of UPS, many of the packages are being held at the Post Office either due to size of not enough parcel boxes. Kevin researched the cost of additional larger ones and contacted the Hawley Post Master to discuss this option. The cost is quite prohibitive so the board decided to table the idea for now.

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

7. Adjournment. – Meeting was adjourned at 8:40p.m. by Ryan Neenan and seconded by Ginny Brennan.

Respectfully Submitted,
Mary-Ann Lewis
BHW Board Secretary

5/2/25	Proposed BHW Public Works Committee Budget					
	Fiscal Year 2025-2026					
Section	Budget Category	Description				Amount
Roads	Maintenance and repairs for all community and common area paved roads.					
	Snow Plowing	Snow Plowing & Salting				\$10,500.00
		Year 2 of Three Year Contract with CatManDo.				
	Road Maintenance	Road Repairs				\$1,500.00
		Immediately needed repair of road cracks and or potholes.				
	Road Maintenance	Road Engineering Inspection Report				\$7,500.00
		Maintenance plan for extending the lifespan for BHW roads.				
Vegetation	Removal of grass, brush, encroaching trees limbs, impeding overgrowth.					
	Landscaping	Entrance Landscaping and Shoulder Mowing				\$6,900.00
		Year 3 of Three Year Contract with EverKlean Landscaping.				
	Gen Maintenance	Dead Trees				\$1,500.00
		Immediately needed removal of dead hazardous trees near community roads.				
	Basin Maintenance	Access Right-of-Ways Clearing				\$4,000.00
		Clear and remove excess pines and shrubs from 4 basin access paths.				
	Basin Maintenance	Maintain Detention Basin Areas				\$6,000.00
		Initiate first year action plan to maintain detention basins.				
Drainage	Inspection, clearance, repair of community-owned drainage infrastructure.					
	Gen Maintenance	Drainage Ditches and Culvert Pipes				\$250.00
		Immediately needed repair of community-owned clogged drainage areas.				
Safety	Ensure the safe thoroughfare of community roads and restricted areas.					
	Gen Maintenance	Annual 811 Fee				\$120.00
		PA One Dig to be called before digging to determine any nearby utility lines.				
	Gen Maintenance	Fire Station				\$500.00
		Ensure Fire Station is operational, conduct fire station drill.				
Total						\$38,770.00
Budget Reconciliation	Reconcile Detail PWC Sections to BHW Budget Categories			BHW Budget	PWC Budget	Difference
	Snow Plowing			\$0.00	\$10,500.00	-\$10,500.00
	Road Maintenance			\$0.00	\$9,000.00	-\$9,000.00
	Landscaping			\$0.00	\$6,900.00	-\$6,900.00
	Gen Maintenance			\$0.00	\$2,370.00	-\$2,370.00
	Basin Maintenance			\$0.00	\$10,000.00	-\$10,000.00
	Total			\$0.00	\$38,770.00	-\$38,770.00

Notes to the proposed PWC budget for 2025-2026:

- Snow Plowing and Landscaping are existing contracts. The Landscaping amount is \$900 higher than last year.
- Road Maintenance is for any immediately needed road repairs. Also requested is a fixed price road engineering inspection report using Keystone Engineering Consultants. This report will be used to assist PWC in building a multi-year road maintenance plan to extend the lifespan for community roads. See below for more details.
- Access right-of-ways clearing was awarded to EverKlean for \$3,500 plus we added a \$500 contingency for any unexpected clearing issues.
- Detention Basin Maintenance is a high-estimate placeholder until we get the basin inspection report from Keystone Consulting.
- Suggestion for public publication of BHW 2025-2026 Budget: show Detention Basin Maintenance separately since it will be an ongoing maintenance expense.
- All other line items are General Maintenance.
- Special note for Safety: under the guidance of Jim Caputo, PWC will be proposing to the Board a Fire Safety Outing where we hope to have a local Fire Station not only test BHW Fire Station but hold a residential fire safety session open to all BHW residents.
- At the bottom is the Budget Reconciliation. It's how I match PWC details to the general categories in the published BHW Budget.
- For future discussion, some of the shrubs and trees at all three entrances are weak or partially dead. They are in need of feeding, trimming, removal or replacement at some point.

Why conduct a road engineering inspection?

- It helps identify potential problems early on, allowing for prioritized proactive maintenance and repairs, ultimately saving money and ensuring the roads remain safe for use.
- Inspections provide valuable data on the condition of the roads, allowing for better planning and budgeting for repairs.
- Lifespan for low traffic residential streets can last 20 to 30 years with proper maintenance.