



Annual Meeting Minutes

11:00 AM 6/07/2025

Meeting held at the Forest Volunteer Fire Company

Minutes recorded by:
Mary-Ann Lewis

Board Members Present:

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

Non Board Members Present:

ARC Committee – Rebecca Rivera

1. The meeting was called to order at 11:04 by Lou Lombardo.
2. Introduction of Board Members (Lombardo)
3. Establishment of Quorum (Lewis)
 - a. 25 lots were present at the meeting
 - b. 11 proxies were collected
 - c. 15% of lot owners are required to establish a quorum and that number was present.
4. President's Report (Old Business) (Neenan)
 - a. RR Wilmot Road Repairs July 2024
 - i. Sections of roadway on Blue Heron Way, Woodcrest Road and Decker Creek Road were repaved. The company was called back to redo a few of the sections.
 - b. New Private Road Signs
 - i. Three, one at each entrance, were replaced due to fading.
 - c. State Police Visit / Springwood Drive Access Path
 - i. September 11, 2024, in commemoration of the 10th Anniversary, busloads of police officers toured the Wedgewood retention pond, the site where Eric Frein had left his vehicle after shooting a State Trooper.
 - d. Renewed 3-year Snowplow Contract with Catmando.
 - e. Spring Thaw Rule Approved and Published/Signs/ARC Handbook Updated
 - i. The rule was established to protect our roads from heavy equipment during the spring thaw, which is in effect February 14-April 15.
 - ii. Signs were put up at the entrances during this time period.
 - iii. The ARC Handbook, provided to new build owners, now includes this rule.
 - f. Wedgewood Drive Entrance Sign Replaced
 - g. Updated Recreational Vehicle Rule Approved and Published
 - i. These vehicle owners need to send the Board their proof of insurance.
 - ii. Rules are posted on our website.
 - h. Newsletter Creation
 - i. Created by Lewis, with the help of Duddy, to promote increased communication to the community.
 - ii. Will be emailed twice yearly. Next one will be sent in late summer.
 - iii. Invited the community to submit articles for the newsletter.
 - i. Completed RFP to conduct BHW Roadway Inspection and BHW Storm Water Basin Inspections. Awarded to Keystone Consulting Engineers
 - j. Awarded RFP to Clear Access paths to BHW Storm Water Basins to EverKlean Landscaping
 - k. Reminder of Established Rules/Regulations
 - i. These are posted on our website.

5. Committee Reports

- a. Social Committee Report (Lewis)
 - i. Introduction of Committee Members
 - ii. Review of activities held 2024-2025
 - 1. Social after Annual Meeting
 - 2. Harmony in the Woods Concert – summer
 - 3. October Fest - held at Forest Firehouse Pavilion
 - 4. Wine & Dine Event – held at Cora's Restaurant
 - iii. Low attendance last year. Hoping for more to come out to the events.
 - iv. 2025-2026 Events planned
 - 1. Social after Annual Meeting
 - 2. Pot Luck Picnic – tentative date Sept. 20, held in mailbox parking lot
 - 3. Wine & Dine – held first week in December
- b. Architectural Review Committee Report (Rivera)
 - i. 5 houses completed
 - ii. 3 houses under construction or have submitted for permits
- c. Treasurer Report (Weiss)
 - i. Reviewed attached budget
 - ii. Board approved the budget on June 6, 2025

6. New Business

- a. Wildlife Information (Lewis)
 - i. What to do if Finding a Fawn in Your Yard
 - 1. Leave it alone. Mother is nearby and will nurse the fawn.
 - 2. Ellen Geis said same goes for all wild babies this time of year.
 - ii. Chestnut Oak Fungus this year
 - 1. Spoke with an Arborist -Due to enormous amount of rain this spring.
 - 2. Not much to be done
- b. Public Works Committee Report (Duddy)
 - i. Power Point presentation involving the topics below. This will be posted on our website.
 - ii. Managing Storm Water Basins Maintenance
 - iii. Managing Roadway Maintenance
 - iv. Proposed PWC Budget for 2025-2026

7. Election of Board Members – 3 Positions open

- a. Ryan Neenan, Alissa Weiss and Mary-Ann Lewis all agreed to run again
- b. No one else asked to run, so no vote needed.

8. Open Question Forum

- a. Question regarding collecting back dues from property owners.
 - i. Weiss stated 7 properties in arrears. We collect back dues if property is sold or if owners decide to build. Too expensive to place liens on the property.
- b. Question: will dues be raised? Weiss explained we did it last year in light of upcoming road and basin expenses.

9. Reorganization Meeting Date

- a. Date TBD by board in June or July

10. Social Committee Invitation

- a. Sandwiches and drinks were provided immediately following the meeting.

11. Adjournment by Lombardo at 12:18pm and seconded by Ginny Brennan.



Public Works Committee Update

BHW POA Annual Meeting

June 7, 2025

Agenda

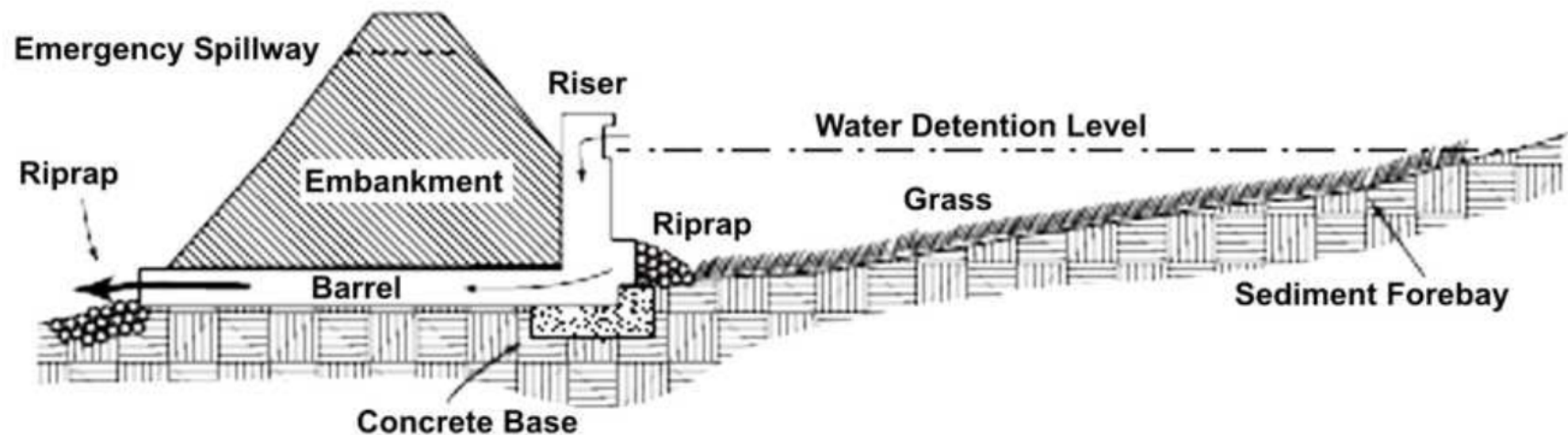
- ❖ Actions Taken In Advance
- ❖ Managing Stormwater Basins Maintenance
- ❖ Managing Roadway Maintenance
- ❖ Proposed PWC Budget for 2025-2026

Actions Taken In Advance

- ❖ Awarded RFP to EverKlean Landscaping to clear the access paths to BHW stormwater basins.
- ❖ Awarded RFP to Keystone Consulting Engineers to inspect BHW stormwater basins.
- ❖ Drafted RFP for a 2-year entrance landscaping and shoulder mowing contract to be issued in early Fall for the 2026-2027 seasons with option to add once-a-year requirement to maintain access paths to stormwater basins.

Typical Detention Basin Profile

A Detention Basin temporarily captures stormwater runoff and serves to control the peak rate of water delivered downstream.



BHW Stormwater Detention Basins

- ❖ Declaration of Protective Covenants - 4.03 Common Facilities: BHW POA owns and maintains stormwater basins and the access right-of-ways to the basins.
- ❖ “BHW Residential Subdivision Post Construction Stormwater Management Plan” dated October 2012 show five stormwater basins:
 - ❖ Parcel SM-1 (**Basin 1**, Wedgewood)
 - ❖ Parcel Blue Heron Sanctuary I (**Basin 2**, Decker Creek)
 - ❖ Parcels SM 3-4 / Blue Heron Sanctuary II (**Basins 3 & 4**, Woodcrest)
 - ❖ Parcel BT-1 (**Basin 5**, Wedgewood Mail Box Area).

Key Findings

- ❖ **Basin 1: Fair, Basin 3: Good, Basin 4: Fair (Basin 2 & 5: not inspected)**
- ❖ Excess debris and woody vegetation at the outlet structure (riser).
- ❖ Significant woody vegetation along and within the embankments.
- ❖ Regrading (at outlet pipe) is recommended to restore positive drainage.
- ❖ Basin 4 missing interior berm / spillway.

Next Steps

- ❖ Solicit RFP in late Fall/early Winter 2025 to address two priorities:
 - ❖ Priority 1: remove excess debris and woody vegetation at the outlet pipe.
 - ❖ Priority 2: clear woody vegetation within the embankments.
- ❖ Implement annual “Dry Detention Stormwater Basin Inspection Checklist.”
- ❖ Establish stormwater basin maintenance folder and detail records.

Managing BHW Roadway Maintenance

- ❖ Lifespan for low traffic residential streets can last 20 to 30 years with proper maintenance.
- ❖ BHW roadways in use for approximately 15 years.
- ❖ Recent major repairs:
 - ❖ Fall 2023, Pocono Spray Patch applied hot rubberized asphalt to seal all notable roadway cracks including mail box common area. Cost: \$4,800
 - ❖ Summer 2024, R.R. Wilmot repaired road defects at 5 areas along Blue Heron Way, 1 area on Decker Creek Drive and 1 area on Woodcrest Drive. Cost: \$15,000

Why Do We Need a Roadway Inspection?

- ❖ Identify potential roadway surface problems early on, allowing for prioritized, proactive maintenance and repairs ensuring the roads remain safe for use.
- ❖ Identify issues with drainage systems to limit water infiltrating the roadways.
- ❖ Provide valuable data on the condition of all roads, allowing for better planning and future budgeting for repairs in the **4-8 year timeframe**.

Deliverables from Roadway Inspection

- ❖ Visually review and inspect of all BHW roadways and provide written evaluations of the existing conditions.
- ❖ Deliver an overall roadway inspection report and recommendations for future drainage and paving improvements to the entire roadway network, including an improvement area map for future roadway improvement projects.
- ❖ Provide preliminary cost estimate for future roadway improvement projects.
- ❖ Provide estimate for maintaining the overall roadway network.

Proposed PWC Budget for 2025-2026

- ❖ Snowplowing (year 2 of 3 year contract): \$10,500
- ❖ Road Maintenance: \$9,000
 - ❖ Immediate Road Repairs: \$1,500
 - ❖ Roadway Inspection Report: \$7,500
- ❖ Landscaping (new RFP to be issued): \$6,900

Proposed PWC Budget for 2025-2026

- ❖ Basin Maintenance: \$10,000
 - ❖ Clearing Access Paths: \$4,000
 - ❖ Inspection Report and Remediating Priority Basin Issues: \$6,000
- ❖ General Maintenance: \$2,370
- ❖ Total PWC Funds Requested: \$38,770

Year-over-Year PWC Budget Comparison

