



## Board Meeting Minutes

7:00 PM 2/10/26

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 – Ron Sokol

### Not Present:

Alternate – Bob Geis

### Non Board Present:

1. Called to Order at 7:01p.m. by Lou Lombardo
2. Board Meeting minutes from 10/21/25 were approved by the board via email on 10/26/25.
3. **Old Business** (Ryan Neenan)
  - a. Gate on Wedgewood was reported unlocked. Kevin Duddy inspected, found it unlocked and relocked it.
  - b. In late October 2025, Ron Sokol replaced Rebecca Rivera as the ARC committee person. The Board welcomed Ron and appreciate his time already spent since October.
  - c. Kevin Duddy reported the results of landscaping and shoulder mowing RFP that was sent out in early November 2025.
    - a. EverKlean (withdrew bid - using bid for comparison) Annual cost: \$9,650 Total Two-Year Contract cost: \$19,300
    - b. TM Morey (twice revised bid due to not following RFP requirements) Annual cost: \$12,350 Total Two-Year Contract cost: \$24,700
    - c. Forrest's Landscaping (submitted bid) Annual cost: \$6,600 Total Two-Year Contract cost: \$13,200
    - d. MG TLC, Inc. (No Response)
    - e. Tysons Lawn Care (No Response)
    - f. JML Landscaping (No Response)
    - g. LiveAgain Landscaping (no longer offers mowing service)

The Board voted to move forward with Forrest Landscaping on November 23, 2025. The new service provider will begin entrance landscaping maintenance starting early Spring. Road shoulder mowing will start in May. Mowing the basin access pathways will be scheduled sometime in June. All these services are included in the total cost contracted with Forrest Landscaping.

- d. The Water Tank alarm sounded on Dec. 26, 2025. Kevin Duddy investigated. See PWC report for outcome details.

## 4. Committee Reports

- a. ARC (Ron Sokol)
  - i. Ron has reviewed all of Rebecca's notes and documentation. He reported that Lot 137 has not submitted a permit yet. The PCCD has been in contact with Ryan Neenan. Ron will monitor the property for any clearing work and follow up if he has not received the permit.

b. Finance (Alissa Weis)

- i. As of 2/10/2026:
- ii. Operating Account - \$161,243.28
- iii. Social Comm Acct. - \$669.36
- iv. Money Market - \$25,478.16
- v. Alissa will be sending out late notices to those who haven't yet paid.

c. Social (Mary-Ann Lewis)

- i. The Think Spring Dinner will be held on Saturday, March 21, 2026 at Cora's Restaurant.
- ii. Three new residents will be receiving Welcome Baskets shortly.

d. Public Works (Kevin Duddy)

- i. Follow-up on the water tank alarm on Dec 26. Kevin suspected the alarm was set off due to ice. The top of the underground tank appeared to be above the frost line for our area (42" - 48" depth. There is soil erosion sloping away from the mailbox pavement all around the surface area of the tank). The ice chunks formed inside the tank, especially near the inlets and outlets, and in this case, forced the float into the down position (low water condition). Kevin removed the battery after pouring warm water to unfreeze the battery cover and screws. It was too cold to pull up the tank alarm sensing rod to check for icing. The battery will be re-installed in early Spring. Meanwhile, he would speak with Forrest Fire Department (FVFD) to see if they experienced this condition and if so, could it possibly impede a fire emergency to pump water out of the tank during the winter? The simplest solution might be to "mound" extra soil over the top of the tank to create an artificial frost barrier.
- ii. The weight limit signs for community roads will be up on February 15 and come down on April 15.
- iii. Kevin proposed purchasing a reasonable priced small lockable tool / storage shed for PWC to store weight limit signs, secondhand tools (shovels, clippers, etc.), maintenance checklist (water tank fill ups, basin maintenance, lamp post bulb replacements), bags of ice melt for mailbox areas, etc. There is too much reliance on storing and retrieving these items from one or two residential locations who may or may not be home. Proposed tool shed to be located in the mailbox area next to posting board near Blue Heron Way. The Board asked Kevin to research costs and bring the information to the next Board meeting for final approval.
- iv. Kevin requested and the Board unanimously approved the purchase of 11 "OUTGOING MAIL" silver hood labels to be placed over the faded ones, for a total cost of \$33 plus tax and shipping.
- v. Kevin requested and the Board unanimously approved the purchase of several bags of general fertilizer to be applied to plants and trees in the Spring at all three BHW entrances. Doing this should improve the overall appearance of all entrance landscapes. The PWC will provide the labor for the application of the fertilizer.
- vi. PWC will be soliciting bids to begin detention basin maintenance as outlined in the PWC presentation given at the last annual meeting. They will start with removing foliage and debris at the opening of the concrete risers to ensure water flows unimpaired out of the basins. The focus will be on the risers that have been identified with the most blockage.
- vii. There will be a joint PWC / BHW Board meeting February 17, 2026, with a representative from the Keystone Engineering firm to discuss a 3-year plan for road maintenance and their recommendation for a 4-15 yr. long range plan. The Board will set a March Financial Planning meeting to discuss how to proceed with the costs for these plans.
- viii. PWC will prepare a preliminary 2026-2027 budget for board approval after PWC's road maintenance 3yr. outlook is confirmed.

5. New Business

- a. Some of the mailbox lock Parcel boxes have not been opening this winter. Kevin used WD-40 on the locks for a fast fix but will be purchasing and use Lock Ease for any future issues.
- b. There were large high piles of snow at the entrances both at BH Way and Wedgewood after the large snowstorm, making it very difficult to pull out safely. Kevin shoveled the piles down. Kevin will discuss with CatManDo, our plowing company, the possibility of using a front loader to remove these piles in the future.
- c. It was noticed that some residents did not clear their 911 signs after the big snowstorm. This is important in case emergency vehicles need to find a resident. Mary-Ann will remind residents to clear them in the next Winter Newsletter.
- d. A few Board members have witnessed a school bus stopping to drop off and pick up students on Rt. 6, instead of pulling into the parking lot. Ryan will contact the Transportation department to inquire why this is still occurring.

6. Next Meeting – Financial Planning Meeting TBD in March 2026, and next Board meeting in May. Ryan will email the board possible dates.

7. Adjournment. – Meeting was adjourned at 8:36p.m. by Ginny Brennan and seconded by Alissa Weis.

Respectfully Submitted,  
Mary-Ann Lewis  
BHW Board Secretary








# Proposed Roadway Maintenance Methodology

For Blue Heron Woods, Hawley, PA

**Objective:** propose a method to gauge the current and future conditions for all community roadways and forecast the maintenance and capital expenses needed over the next 15 years.

There are six components to the methodology:

- **Baseline:** establishes the scope of roadways and common areas, road segmentation, road length and age, and past repairs.
  - Six streets (three primary, three secondary) and one large common mail-box area, 18,132' (3.43 miles) of roads, approximately 15 years old (2011).
- **Visual Condition Assessment (VCA):** uses professional engineering services to gauge current conditions for pavement, shoulder and drainage.
  - Baseline VCA evaluation completed by Keystone Consulting Engineers with the Roadway and Drainage Inspection Report for Blue Heron Woods POA - updated October 30, 2025.
  - We will add the standardized **Pavement Condition Index (PCI)**, a numerical scale from 0 to 100 that gauges the **general** condition of a pavement section, with higher values indicating better condition. The PCI helps us track the service life of roads and prioritize maintenance and rehabilitation efforts.

PCI RANGE		Typical Repair Strategy
86-100		PREVENTIVE MAINTENANCE
71-85		
56-70		REHABILITATION
41-55		
26-40		RECONSTRUCTION
11-25		
0-10		

- **Remaining Service Life (RSL):** calculates the number of years left before a road hits a "critical deterioration point" after which repair costs quadruple.
  - Estimating the RSL looks at how pavements typically age and when they hit the critical PCI threshold (below 60) where major repairs are needed.
  - For well-built residential streets, a common average for road deterioration is roughly 2-3 PCI points per year. For example, assuming a PCI of 90, we can calculate the RSL as  $\text{Current PCI (90) - Critical PCI (55) / Annual Rate of Deterioration}$  (best case 2) or 17.5 years, (worst case 3) or 11.6 years.
- **Pavement Repairs:** (least cost to highest) Preventive, Rehabilitation and Reconstruction.
  - **Preventive:** Crack Sealing, Mill and Overlay settled areas.
  - **Rehabilitation:** Chip and Fog Sealing, Asphalt Overlay.
  - **Reconstruction:** Full Asphalt Replacement.
- **The Rolling 15-Year Roadmap:** leverages RSL to determine best repair strategy and estimated cost.
  - **Years 1-3:** Initiate periodic "all roads" PCI assessment by professional road engineering firm. Fund routine preventive maintenance. Address funding strategy for "Rehabilitation Needed Projects" well before reaching critical deterioration point.
  - **Years 4-10:** Fund routine preventive maintenance based on data from Years 1-3. Narrow down timeframe and expense for approved Rehabilitation projects.
  - **Years 11-15:** Fund routine preventive maintenance based on data from Years 4-10.
- **Communications:** keeps the community informed via a "Road Scorecard" and prepares the way for discussions on funding future road repairs.