



Board Meeting Minutes

7:00 PM June 28, 2023

**Minutes recorded by:
Ryan Neenan**

Reorganization Meeting

Board Members Present:

President – Tom Regenski;
Vice-President – Mary Ann Lewis;
Secretary – Ryan Neenan;
Treasurer - Alissa Weiss;
Alternates - Bob Geis, Ellen Geis

Not Present:

Sgt Arms - Lou Lombardo;

Others Present:

Rebecca Rivera, ARC Committee

1. Call to Order: 07:08 PM.
 - a. The meeting was called to order by President Regenski.
2. Approval of Minutes
 - a. Motion: Weiss, Seconded Regenski
3. Reorganization
 - a. Lombardo via email wishes to remain Sgt at Arms. Weiss, Lewis, Neenan, wish to stay in their positions. Tom will remain as president.
4. NPDES
 - a. Email from Kiley – the PCCD says we have reached our 15-acre limit under our current NPDES permit. It is our belief that we were told that should we go over, we could pay for acreage over the limit on a case per case basis.
 - b. Neenan will contact PCCD, Weiss will speak further with Kiley to find out more information. Will attempt to schedule a short meeting with Kiley before meeting with PCCD on 7/17.
 - c. Meeting tentatively scheduled for July 17th with Kiley, PCCD and DEP regarding this situation and the future renewal.
5. Rules and Regulations
 - a. The board discussed the possibility of creating a Rules and Regulations Committee. Lewis will tentatively help lead this possible committee. An email will be sent to elicit other volunteers to join the committee. The board agrees that most of the POA wishes to keep a minimal number of rules and regulations.
 - b. Discussion of Possible Future Rules:
 - i. Garbage Can Issues – one particular issue with an owner on Blue Heron Way. Neenan will draft a letter regarding Covenant 6.02(g). Future specific rule may be necessary.
 - ii. Animal Waste
 - iii. Spring Thaw Rules regarding construction vehicles
 - iv. Construction Limitation on Weekends, especially Sunday
 - v. Real Estate Signs – should they be allowed?

- c. These and other possible rules will be discussed further in the future by the committee, with the intention of eventual discussion and possible ratification by the board.
6. B. Geis – retaining structures around the community might need attention, especially regarding trees. Weis will inquire about this with Kiley.
7. Adjournment 08:17 PM
 - a. Motion by Neenan, Seconded Weiss

With Respect,

Ryan Neenan

Secretary



Board Meeting Minutes

5:00 PM January 30, 2024

Lewis Residence

**Minutes recorded by:
Ryan Neenan**

Board Members Present:

President – Tom Regenski;
Vice-President – Mary Ann Lewis;
Secretary – Ryan Neenan;
Treasurer - Alissa Weiss;
Sgt Arms - Lou Lombardo; (Online)
Alternate - Bob Geis, Ellen Geis

Not Present: None

Non Board Present: Rebecca Rivera (ARC)

1. Call to Order: 5:02 PM.
 - a. The meeting was called to order by President Regenski
2. Approval of Minutes – The minutes from the last meeting (6/28/23) were motioned to be approved and submitted. Motion to Approve: Regenski. Seconded by Weiss. Minutes approved and will be posted online by Neenan.
3. Old Business
 - a. Liens (Weiss) – Never filed by Lawyer in the Summer. Updates were sent to lawyers. Liens now occur a fee per lien to file. Discussion will be needed in the future of whether filing liens is worth the price. There are currently five liens. They need to be renewed every 5 years.
 - i. The ARC Committee needs to be made aware of these liens so they are settled before applying for a potential building permit on these properties. Language needs to be added to the ARC Handbook.
 - b. NPDES Renewal (Weiss/Regenski)
 - i. In July and August, much discussion was made online about the NPDES Renewal. This included several meetings with Kiley, the PCCD, and its affiliates. As recorded by the secretary, on August 3rd, the board voted 5 YEA to 0 NAY to approve renewal. The new Permit was done early to avoid rising costs. The renewal is good to June of 2029.
 - ii. Major Differences Since Last Renewal: New Application Fee ~\$2000. This will repeat on next potential renewal in 5 years. Negotiated 50 Acres of Disturbance over the next 5 years. We chose a larger number because it was fiscally beneficial. The fee from Kiley was less than \$1000 since very little new surveying was needed.
 - c. Road/Crack Sealing Bid (B. Geis)
 - i. As recorded by the secretary, the board voted 5 YEA to 0 NAY on September 28th via email to approve the Road Crack Sealing Bid procured by the Public Works Committee. The Committee is very pleased with the selected contractor's work.
4. Committee Updates:
 - a. Finance Report (Weiss)

- i. Over \$19,000 in overdue dues and fines at this time. The majority is from the five liens that have filed.
 - ii. Treasurer Weiss went over account balances. Budget wise everything is on track and going as planned.
- b. Public Works Committee (B. Geis)
 - i. Snow Removal Contract is Up for Renewal
 - 1. Current Contractor – CatManDo has been contacted for a bid.
 - 2. The use of “salt” is in the wording of the contract. But salt is not used now. Should this wording be changed?
 - ii. Road Repairs.
 - 1. Two sinkholes on Woodcrest Drive. This poses a safety risk and needs immediate action. Bids will be sought ASAP.
 - 2. Blue Heron Way and Decker Creek have areas that are settling that need future attention. Bids will also be sought but will be prioritized behind Woodcrest issues.
 - 3. Blue Heron Way has an area that needs milling and resurfacing.
 - iii. Sign Repair
 - 1. Wedgewood Drive Entrance sign needs to be fixed/repainted, and the solar device needs to be fixed. (Harrison Signs, Tyler Hill PA will do repair work). Estimation of at least \$500 to fix, but may be more.
 - 2. Replacement of Private Community Speed Limit Signs, as they have badly faded. They need to be replaced. Discussion by the Public Works Committee about exact wording on sign will be done. A “flip up” sign that attaches to the main sign for a spring thaw Heavy Truck ban is also under consideration to be added to these signs.
 - iv. Drainage Retention Areas (Toured by Committee around 1/6/24)
 - 1. Removal of Vegetation needed from Ponds and Embankment Areas
 - a. Was the Decker Creek Retention Pond Downgraded and still needs repair? Lombardo will check with former President Scagliotti if we have documentation.
 - 2. Gates are needed to control access to these areas.
 - a. Action needs to be done, preferably this spring. 3 Gates (Ignoring Springwood due to its small size for the moment) will be rebid, with hopeful action this spring.
 - v. Brush Removal
 - 1. Trees on some properties are slanted and are interfering with roads. The board decided that reaching out to these property owners to take trees down is needed. This will be done by the contracted roadside clearing already paid for; the owners will not have to pay for removal. A list of affected properties will be made and a mailing list will be made for a future mailing.
 - vi. Thaw Restrictions

1. Research by K. Duddy was presented to board. Action to add Thaw Restrictions to trucks over 10 tons will be done. Notification on signs will be added.
 - c. Social Committee (Lewis)
 - i. Wine and Dine was successful at the Greeley Inn.
 - ii. A meeting of the committee will be held soon.
 - d. ARC - Rivera
 - i. Issue with homes not being built within the year as stated in the bylaws. The question is what we can do to better motivate builders to abide by this law. Discussion about increase in fee/fine for these circumstances needs to be discussed/decided on.
 - ii. An Update of the ARC Documents need to be made. Neenan and Rivera will update the Documents in the near future.
5. New Business
- a. New “No Trespassing Signs” on lots. Discussion of a limit/ban on signage may be taken up in the future and the annual meeting.
 - b. Garbage Can Collection – Can Collection is required only on one side on Blue Heron Way by Eastern Garbage. This is creating safety issues with cans in the roads. Board will reach out to see if this can be remedied.
 - c. Spongy Moth (Lewis)
 - i. Updated maps of Moth activity from Derrick Beers from Pike County Forestry. Based on this map, he believes the spray was good last year for sure and definitely helped. But a drought in the spring helped to keep the population present in the area that was sprayed on state land. His recommendation was to do the spraying one more year, to complete the three-year cycle.
 - ii. Spray company was contacted, and a contract is expected soon for a spraying this year. We are not under obligation as of now, but the process is started in case we go forward. 44.75\$ per acre (\$.75 increase per acre from last year.) This will cost about \$26,000 to spray.
 - iii. The question is if this is needed. There is no question that the initial spray worked, but does Blue Heron Woods still have egg masses like some state lands surrounding us? The board needs to decide quick about a decision. The board will investigate if any resident reports large amount of egg masses in their trees. The board will encourage all residents to manually check their land, specifically hardwoods like oak trees.
 - iv. After the report from residents, and once the contract is received from the spraying company, the board will vote on a decision whether to move forward with the spraying.
 - d. Retention Pond Insurance (Weiss)
 - i. Insurance company has not gotten back in the communications about this issue. Future consideration will be needed when an update is given from the Insurance Company.
6. Adjournment 6:54 PM

- a. Motioned by B.Geis. Seconded by Lewis. A future meeting will be scheduled as needed to address the issues put forth in this meeting.

Respectfully Submitted,
Ryan Neenan
Secretary



Board Meeting Minutes

7:00 PM 4/9/24

**Minutes recorded by:
Ryan Neenan**

Board Members Present:

Vice-President – Mary Ann Lewis;
Secretary – Ryan Neenan;
Treasurer - Alissa Weiss;
Sgt Arms - Lou Lombardo;
Alternate - Bob Geis, Ellen Geis

Not Present:

President – Tom Regenski;

Non Board Present:

Rebecca Rivera (ARC Committee)
Kevin Duddy

1. Call to Order: 7:02 PM.
 - a. The meeting was called to order by Lou Lombardo.
2. Approval of Minutes from last Meeting (1/30/24).
 - a. Motion to approve by Weiss, Seconded Lewis. Minutes approved and will be posted on website.
3. The Board moves to acknowledge the resignation of President and Board Member Thomas Reginski. On Friday, March 29th. The board thanks Tom for his service as president and is happy that he will remain an active part of the public works committee.
 - a. As a Result of Tom’s resignation, the board moves to appoint alternate Ellen Geis to fill Tom’s position and serve out the remainder of his term as Board Member which lasts until the annual meeting in June 2024. Ellen agrees to serve, and the Board approves in a vote 4 YES to 0 NO.
 - b. The board also approves the appointment of Kevin Duddy as a new alternate to the board.
4. Old Business
 - a. After much discussion and a survey of properties by board members and other volunteers, the board elected in February not to respray for Spongy Moths.
 - b. The Retention Pond Insurance issues seems to be resolved, as Treasurer Weiss has not heard any more updates from our insurance company.
 - c. The Trash Collection issue mentioned at the last meeting has also been resolved. Eastern is now driving in both directions on Blue Heron Way.
 - d. The Board briefly discussed the issue of excessive signage on property. The Board feels, at this time, that any rules made to limit signage would be cumbersome and hard to enforce. The issue is tabled for the future if it becomes a bigger nuisance to the community.
 - e. The ARC Handbook and other documents are still in the process of being updated. Neenan and Rivera will finalize it before the June Annual Meeting.
 - f. Lombardo mentions that he met with former President John Scagliotta about the retention basin on the corner of Blue Heron Way and Decker Creek Road. According to

documents, that retention area is owned by the owner of Lot #58 and is not the responsibility of the BHWPOA.

5. Committee Updates

- a. Finance (Weiss) – Treasurer Weiss reports the balances of all three accounts.
 - i. \$3600 still needed to be collected from late dues. Due date was 3/31, mail will be checked soon.
 - ii. Lien issue is still unresolved. Weiss believes liens were not filed, and the board agrees that it is not worth the time and money to do so. Weiss will follow up with our lawyers to make sure they are not followed.
- b. Public Works (B. Geis) – Presented two recommendations on bids for (1) Road Repair and (2) Gate Installment.
 - i. 5 companies were contacted, 3 responded regarding the road repair list prepared by the Public Works Committee. The PWC recommends accepting the bid from R&R Wilmot at a cost of \$14,475. Weiss suggest we table the vote until after May 31 so it can be included in the new budget and fiscal year starting on June 1st. The Board agrees, and a vote to approve will be attempted via email before the annual meeting.
 - ii. A bid for four fences to protect the entrances to the retention ponds around the community was completed last year, and the company, American Fence, will honor that bid for this year. The PWC committee recommends approving the bid for \$3890 which includes installation. Weiss says that \$5000 was in the budget already for this, so the board votes and the bid is awarded to American Fence by a vote of 5 YES to 0 NO.
 - iii. The issue of new roads signs is tabled due to time until a meeting after the Annual Meeting in June.
 - iv. Weiss asks the PWC committee to send an estimated budget to her for the next fiscal year by two weeks before the annual meeting.
- c. Social (Lewis) – Vice President Lewis reports that the Social Committee met the previous night (4/8/24) to discuss yearly plans.
 - i. The committee has decided to hold a pizza social after the annual meeting this year instead of a full picnic. The pizza and non-alcoholic drinks will be provided by the social committee. A flyer has been made and will be posted on the website and included in the annual meeting notification mailing.
 - ii. Lewis also comments that two members have left the committee, and it is looking for new ideas and new members.
- d. ARC (Rivera) – Rivera reports that Lot #14 has reached out regarding an extension on their 1 year Build time. She has instructed them on the steps, and is awaiting application/ reasoning, etc.

6. New Business

- a. Annual Meeting Planning
 - i. The annual meeting is set for Saturday, June 8th, 2024 at the same time (11:00 AM) and Location (Forest Volunteer Fire Company) as last year.
 - ii. As reported above, a pizza social will follow the meeting.
 - iii. Neenan will be drafting a letter with these details to be mailed to the Association at some point by early May. This letter will include a request for more involvement in the board and various committees by members of the POA.

- iv. Email reminders of the date will also be periodically sent out.
 - v. As in the past, Coffee will be provided by the association. Kevin Duddy has agreed to be in charge of getting the coffee.
 - vi. Neenan will prepare necessary papers including the agenda, sign in papers, and voting papers for the day of the meeting.
- b. Board Size
- i. A discussion was briefly had about the opportunity to increase the board size to the 7 to help managed the committees and responsibilities in a better way.
 - ii. The board discussed that there must be an odd number, and having at least one alternate is important.
 - iii. Discussion will be included at the annual meeting after interest in board membership is ascertained.
- c. Minutes Approval
- i. E. Geis suggests minutes be approved faster than at the next meeting. When Minutes are now emailed to board members, Neenan will also call for a vote to approve them so they may be posted quicker to the website.
- d. Everclean Lanscapers
- i. B. Geis wishes to renew the current landscaper contract. Weiss requests paperwork from the company, B. Geis will confirm renewal.
- e. Treasurer Redundancy
- i. Treasurer Weiss wishes to train another board member in her Treasurer duties should the point arise when she is no longer on the board. This will be put into plan at the summer reorganization meeting.
- f. Reorganization Meeting
- i. K. Duddy asks if a tentative date can be made before the annual meeting for the reorganization meeting, even though the board may change. The board agrees a tentative date should at least be set to make it easier to happen.
7. Adjournment 08:10 PM
- a. Motioned by Neenan, seconded by Lewis. A future meeting will be scheduled as needed to address the issues put forth in this meeting.

Respectfully Submitted,
Ryan Neenan
Secretary



Board Meeting Minutes

7:00 PM 5/28/24

**Minutes recorded by:
Ryan Neenan**

Board Members Present:

Vice-President – Mary Ann Lewis;
Secretary – Ryan Neenan;
Treasurer - Alissa Weiss;
Standing Member – Ellen Geis;
Alternate - Bob Geis, Kevin Duddy, Josh Karausky;

Not Present:

Sgt Arms - Lou Lombardo;

Non-Board Present:

Rebecca Rivera (ARC Committee)

1. Call to Order: 7:06 PM.
 - a. The meeting was called to order by Ryan Neenan.
2. Prior Meeting minutes were approved via email on April 18. Motioned by Lewis, Seconded by Lombardo.
3. PCCD Issues (Neenan)
 - a. The Board received a few notices from PCCD about NPDES violations (addressed with individual owners) In addition, there was a complaint about random piles of dirt in one location.
 - b. The owner is working on the dirt pile issue and we have received no further correspondence from the PCCD
4. Budget Proposal and Vote (Weiss)
 - a. Budget last year was our most expensive, due to Spongy Moth and NPDES, and we were in the Red for the first year ever. However, partly due to the work done for the NPDES renewal, our overall expenditures were \$9000 less than budgeted.
 - b. Next Year’s Budget will contain a large budget for Road Maintenance (5 Major Areas), new gates for access roads, and a new sign for 402 Entrance.
 - c. A discussion of Dues was had by those present.
 - i. Dues have only risen \$25 in 15 years, and rising costs and the looming threat of Spongy Moths returning and the eventual resurfacing of the entire community looms.
 - d. In addition, Weiss asked to move to a credit card / PayPal based option for dues payments. Paying with a check will still be an option, this is in addition. While this makes it easier for Property Owners to pay, it does come with a surcharge of 2.9%
 - e. Weiss moves to approve budget.
 - i. Lewis seconds
 - ii. 4 YEA – 0 NAY (Lombardo Absent)
 - f. Lewis moves to raise dues to \$350 starting with this year.
 - i. Weiss Seconds
 - ii. 4 YEA – 0 NAY (Lombardo Absent)
 - g. Weiss moves to include Credit Card Payments
 - i. Neenan Seconds
 - ii. 4 YEA – 0 NAY (Lombardo Absent)

- h. E. Geis has agreed to study under Weiss to learn the procedures and software needed to successfully manage the Associations Funds.
- 5. Public Works Committee (Geis/Duddy)
 - a. Gates have been installed at all four locations.
 - b. New Road Signage is a top priority and will be decided upon at the next board meeting following the Annual Meeting. Signage will include a flip option to enforce the Winter Thaw next spring.
 - c. Winter Thaw – The Board will implement a Winter Thaw Road restriction at the next board meeting following the Annual Meeting. This is to protect our roads and prevent long-term damage.
- 6. ARC (Rivera/Neenan)
 - a. The ARC Handbook has been updated to clarify language and requirements, and to emphasize the 1 Year Build Time Limit. These changes will be presented at the Annual Meeting
- 7. Annual Meeting Agenda/Details
 - a. The board discussed the organization proceedings of the Annual Meeting set to be held on June 8th.
 - b. A discussion was held about the procedure to increase the Board Size from 5 to 7. The Board agrees that should enough interest be present, the Board should increase to a size of 7, keeping it odd to avoid ties in voting.
- 8. Adjournment: 8:27 PM
 - a. Motion by Neenan, Seconded by Weiss

Respectfully Submitted,
Ryan Neenan
Secretary