BENTANA WOODS CLUSTER ASSOCIATION

Reston, Virginia • BWCA Cluster Website

OFFICIAL MINUTES

Board of Directors Regular Meeting

Date: May 15, 2026

Time: 7:30 PM

Location: 1604 Park Overlook Drive

ATTENDANCE

Board Officers Present:

- **President**: Gabrielle
- **Treasurer**: Norma
- **VP Special Projects**: Tom
- **VP Contracts**: Alex
- **Secretary**: Bill

Committee Chairs Present:

- **Landscape Committee Chair**: Darren

📅 IMPORTANT UPCOMING DATES & COMMUNITY REMINDERS

Date / Deadline	Event / Description	Location / Instructions
May 16, 2026 (Morning)	Invasive Plant Smothering Blanket Installation	Common area wooded border
June 10, 2026 (7:30 PM)	Next Regular Board Meeting	1604 Park Overlook Drive
July 31, 2026	Second Quarter Dues Deadline ($450.00)	Mail or drop off check c/o BWCA Treasurer
Summer 2026	Roadway Asphalt Sealing & Crack Repair	Cluster parking bays & roadways

> **Dues Payment Reminder**: Quarterly dues are **$450.00** ($1,800.00 annually per household). Payments received on or after August 6, 2026 incur a $25.00 late fee. Please enclose your payment coupon, indicate your cluster house number on the memo line, and mail or drop off checks to: **BWCA c/o BWCA Treasurer, 1604 Park Overlook Drive, Reston, VA 20190**. For questions, contact The Board at `bwcahoaboard@gmail.com`.

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1. CALL TO ORDER & APPROVAL OF MINUTES

- The meeting was called to order at **7:30 PM** by President Gabrielle. Quorum established with 5 of 5 directors present.
- **Approval of Previous Minutes**: Minutes of the April 15, 2026 meeting were reviewed. The minutes were not approved as distributed; the Board directed that revisions be completed regarding the exact language of the Reston Association DRB application for color palette changes prior to ratification.

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2. CLUSTER MEMBER COMMENTS & OPEN FORUM

- **Contractor Traffic & Blocked Driveways**: Roofing contractors working on private properties have frequently obstructed cluster roadways and neighbor driveways. The Board requests that residents having exterior work performed instruct contractors to unload tools and materials promptly and relocate work vehicles to open street parking to maintain neighborhood traffic flow.
- **Landscaping Service & Spring Pollen**: A homeowner raised concern regarding commercial blowers blowing heavy spring tree pollen from sidewalks into private yards. The Board noted limited control over airborne pollen dispersion, but VP Contracts Alex agreed to follow up with Sunrise Landscaping regarding mowing frequency ("over-mowing" bare turf areas weekly) and requesting that mower cutting decks be set to the highest blade height.

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3. GENERAL CLUSTER ITEMS & COMMITTEE REPORTS

Digital Modernization & Cluster Website:

- Current cluster website status was evaluated.
- The Board confirmed plans to establish a shared Google Drive archive for cluster-wide communications, separating private administrative draft records from public read-only canonical PDFs.

Grounds & Landscaping Committee:

- **Invasive Plants Project**: The committee finalized its 3-to-4 year mechanical weed suppression project (using heavy geotextile fabric blankets and deep wood chips without chemical herbicides). Mulch chips have been ordered, and volunteer installation of the smothering blanket is scheduled for Saturday morning, May 16.
- **Zip Line Corridor**: The subsequent wood chip application is planned for the cluster zip line buffer area.
- **Drainage Swale Siltation**: River stone drainage channels in the cluster common area have accumulated significant silt and dirt. The Treasurer will contact the original drainage contractor to evaluate cleanout options, noting underlying buried utility lines and storm drainage pipes.
- **Lawn Aeration & Overseeding**: The Board reviewed an optional estimate of approximately $2,500 from Sunrise Landscaping for cluster-wide fall turf core aeration and overseeding.
- **Common Area Staircase Maintenance**: Darren volunteered to repair loose and missing stones on the common pedestrian stairway near 1614 Park Overlook Drive. A motion was made, seconded, and approved unanimously authorizing Darren to execute the repair.

Vendor Procurement & Tree Care:

- **Tree Limbing Contract**: Competitive estimates were received from Reston Tree Experts and Ivandale Farm Nursery for pruning and hazard limbing of the mature tree along Bentana Way. Both contractors quoted identical pricing of $1,000. A motion was made, seconded, and approved unanimously to award the $1,000 contract to Reston Tree Experts.

Architectural Standards & Reston DRB:

- **Color Palette DRB Application**: A formal DRB application is required to add Butternut back to the color palette and consolidate stucco exteriors to Tan. The April minutes will be edited and ratified to accompany the application submission.
- **Architectural Standards & Guidelines Reminder**: The Board reviewed cluster architectural guidelines and issued a reminder to homeowners that all exterior alterations, fence installations, and stain colors must comply with cluster design standards and the **hoa-color-palette-2026** prior to commencement of work.
- **Roof Replacement DRB Hearing**: A DRB application hearing for a DaVinci slate composite roof replacement is scheduled; the Treasurer will attend on behalf of the Board.
- **Playground Maintenance**: The Board is soliciting contractor estimates for commercial playground safety mulch replenishment. The Board also noted that tot lot playground swings require bearing lubrication.

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4. TREASURER'S REPORT & CAPITAL RESERVES

Financial Statements & Dues Status:

- Financial statements for April 2026 were presented and reviewed.
- **Dues Standing**: Homeowners are current on quarterly dues assessments.

Tax Filings:

- The 2025 Federal Corporate Tax Return (Form 1120-H) was successfully filed and taxes paid in the amount of **$929.00**.

Fuel Surcharges:

- Commercial diesel fuel surcharges from January through May totaled **$670.75**, exceeding the same period in 2025 by **$465.50**.

Capital Reserve Project — Roadway Asphalt Sealcoating:

- Asphalt sealing and crack repair was recommended in the Association's professional Reserve Study with estimated costs of approximately $12,000. Roadways were last repaved 6 to 7 years ago.
- A motion was made, seconded, and approved unanimously to proceed with roadway asphalt sealcoating maintenance as recommended in the Reserve Study, utilizing funds from a recently matured Certificate of Deposit (CD). VP Special Projects Tom will solicit competitive contractor bids.

Check Register & Disbursements (April 2026):

Check / Ref	Payee	Amount	Purpose	Signers / Approval
EFT	Sunrise Landscaping	$2,209.38	Monthly Grounds Maintenance	AutoPay
EFT	Patriot Services	$1,429.51	Monthly Trash & Recycling Removal	AutoPay
EFT	Dominion Energy	$123.72	Common Area Street Lighting	AutoPay

Check / Ref	Payee	Amount	Purpose	Signers / Approval
7367	State Corporation Comm.	$25.00	Annual Corporate Registration	Gabrielle / Norma
7369	State Farm	$1,060.00	Master Property/Liability Insurance	Gabrielle / Norma
EFT	US Treasury	$929.00	2025 Federal Income Taxes (Form 1120-H)	AutoPay

Cumulative 2026 Fuel Surcharges (Jan–May):

Month	Patriot Services	Sunrise Landscaping	Monthly Total
January	$59.82	$0.00	$59.82
February	$61.62	$0.00	$61.62
March	$61.62	$0.00	$61.62
April	$123.23	$105.21	$228.44
May	$154.04	$105.21	$259.25
Total	**$460.33**	**$210.42**	**$670.75**

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5. ADJOURNMENT & NEXT MEETING

- The meeting adjourned at **8:49 PM**.
- The next regular meeting of the Board of Directors is scheduled for **June 10, 2026 at 7:30 PM** at 1604 Park Overlook Drive.

Submittal:

Respectfully submitted,

Bill, Secretary

Bentana Woods Cluster Association

Approval Status: Formally Approved