BENTANA WOODS CLUSTER ASSOCIATION

Reston, Virginia • BWCA Cluster Website

OFFICIAL MINUTES

Board Meeting Minutes

Date: June 10, 2026

Time: 7:39 PM

Location: 1604 Park Overlook Drive

ATTENDANCE

Board Officers Present:

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

📅 IMPORTANT UPCOMING DATES & COMMUNITY REMINDERS

Date / Deadline	Event / Description	Location / Instructions
July 8, 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	Cluster Asphalt Sealing & Tot Lot Mulch	Roadway crack sealing and playground wood fiber installation

> **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, include 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 payment questions or contact needs, email The Board at `bwcahoaboard@gmail.com`.

1. CALL TO ORDER & APPROVAL OF MINUTES

- The meeting was called to order at **7:39 PM** by President Gabrielle.
- **Approval of Minutes**:
- A motion was made, seconded, and approved unanimously to approve the minutes of the **May 13, 2026** meeting as distributed.
- Minutes from the **April 15, 2026** meeting were also ratified and approved.

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2. CLUSTER MEMBER COMMENTS & OPEN FORUM

- **Utility Box Electrical Buzzing**: A cluster member raised an urgent maintenance concern regarding an abnormal, persistent buzzing noise emanating from a Dominion Energy utility transformer box behind 1634 Bentana Way, first observed on June 4. A board member inspected the site and confirmed the noise. The resident reported the issue directly to Dominion Energy. The Board resolved to actively coordinate with Dominion Energy and the homeowner until complete remediation is verified.

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3. GENERAL CLUSTER ITEMS & COMMITTEE REPORTS

Architectural & Standards Committee:

- **Architectural Standards & Guidelines Reminder**: The Board emphasized the importance of maintaining neighborhood architectural harmony and reminded homeowners to consult **hoa-rule-fencing-specifications** and **hoa-color-palette-2026** prior to restaining or repairing fences to ensure all materials and colors adhere to cluster guidelines.
- **Roofing Design Standards**: The Board reviewed homeowner inquiries regarding roof shingle replacements. In line with **hoa-rule-roofing-specifications**, homeowners installing non-standard or altered materials will be required to remedy the roofing materials to make them compliant with cluster standards.

Grounds & Landscaping:

- **Weather-Responsive Mowing**: In response to cluster feedback regarding lawn scalping during dry spells and turf rutting during heavy precipitation, VP Contracts Alex will establish revised weather-contingent mowing protocols with Sunrise Landscaping.
- **Tree Preservation & Zip Line**: An arborist consultation recommended that the cluster zip line cable anchor be moved along host trees every 60–90 days to prevent bark girdling and preserve canopy health.
- **Wood Chip Staging**: The immediate grounds priority is spreading fresh wood chip ground cover in the common buffer area between the POD parking area and Bentana Way.
- **Invasive Vegetation Encroachment**: Severe bamboo and English ivy runners originating from private yards are expanding onto common cluster grounds. The Board will contact property owners regarding containment (the Treasurer spoke directly with the neighbor).
- **PRISM Conservation Grants**: The Board reviewed grant availability from PRISM (Planting Resources for Invasive Species Management), which offers matching grants up to $3,000 for native habitat restoration, requiring 50% cluster matching funds or in-kind volunteer labor.

Special Projects & Infrastructure:

- **Tot Lot Playground Mulch**: The Board evaluated three competitive proposals for certified playground wood fiber. A motion was made, seconded, and approved unanimously to contract with **Envirogrow** to deliver and spread safety mulch for **$2,180.00**.
- **Cluster Asphalt Sealing**: Three contractor bids were solicited, ranging from $14,142 to $27,900. A motion was made, seconded, and approved unanimously to award the contract to **Northern Virginia Paving** for a negotiated lump sum of **$15,000.00**.
- **Drainage Rehabilitation**: Following review of two engineering bids, the Board approved contracting with **Drainage & Erosion Solutions** for **$16,040.00**, inclusive of deep line unclogging and regrading.

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4. TREASURER'S REPORT & FINANCIALS

- **Financial Statement**: Financial reports covering operations for May 2026 were presented and reviewed.
- **Budgetary Outlook**: Trash disposal and grounds maintenance accounts face anticipated year-end cost overruns due to fuel surcharges.
- **Reserve CD Investment**: The Association successfully renewed its reserve Certificate of Deposit (CD) at a favorable annual rate of **3.40%** for a 12-month term.

Approved Disbursements & Payments (May 2026):

Check / Ref	Payee	Amount	Purpose	Signers / Approval
EFT	Sunrise Landscaping	$2,104.17	Monthly Grounds Maintenance	AutoPay
EFT	Sunrise Landscaping	$105.21	Fuel Surcharge Assessment	AutoPay
EFT	Patriot Services	$1,386.38	Monthly Trash & Recycling Removal	AutoPay
EFT	Dominion Energy	$123.68	Common Area Street Lighting	AutoPay
7370	Darren	$268.52	Landscape Survey & Maintenance Supplies	Gabrielle / Norma
7371	Reston Tree Experts	$1,000.00	Canopy Tree Pruning & Care	Gabrielle / Norma

Cumulative 2026 Fuel Surcharges (Jan–Jun):

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

Month	Patriot Services	Sunrise Landscaping	Monthly Total
May	$154.04	$105.21	$259.25
June	$154.04	$0.00	$154.04
Total	**$614.37**	**$210.42**	**$824.79**

5. SCHEDULE NEXT MEETING & ADJOURNMENT

- **Next Regular Meeting**: Scheduled for **July 8, 2026 at 7:30 PM** at 1604 Park Overlook Drive.
- **Adjournment**: A motion was made, seconded, and approved unanimously to adjourn the meeting at **8:48 PM**.

Submittal:

Respectfully submitted,

Bill, Secretary

Bentana Woods Cluster Association

Approval Status: Formally Approved