BENTANA WOODS CLUSTER ASSOCIATION

Reston, Virginia • BWCA Cluster Website

OFFICIAL MINUTES

Board Meeting Minutes

Date: August 12, 2026

Time: 7:35 PM

Location: 1604 Park Overlook Drive

ATTENDANCE

Board Officers Present:

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

📅 IMPORTANT UPCOMING DATES & COMMUNITY REMINDERS

Date / Deadline	Event / Description	Location / Instructions
September 2026	Board Meeting Recess	Traditional late-summer board meeting recess
Monday, September 7, 2026	Holiday Trash Delay (Labor Day)	Collection delayed 1 day: Tuesday pickup moves to Wednesday, Sep 9; Friday pickup moves to Saturday, Sep 12
October 2026 (Date TBD)	Fall Cluster Clean-Up Day	Tentatively Oct 3 pending member survey via Google Form; alternative dates under review
October 14, 2026 (7:30 PM)	Next Regular Board Meeting	1604 Park Overlook Drive
October 31, 2026	Third Quarter Dues Deadline ($450.00)	Mail or drop off check c/o BWCA Treasurer

> **Dues Payment Reminder**: Quarterly dues are **$450.00** ($1,800.00 annually per household). Payments received on or after November 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 **7:35 PM** by President Gabrielle.
- **Approval of Minutes**: A motion was made, seconded, and approved unanimously to approve the minutes of the **July 8, 2026** meeting as distributed.

2. CLUSTER MEMBER COMMENTS & OPEN FORUM

- **County Animal Control Inquiries**: The Board reviewed an informational inquiry form received via Fairfax County regarding wildlife and animal control. The Board clarified that domestic pet control and individual animal inquiries should be submitted directly by homeowners to Fairfax County Animal Protection Police, as the Association does not administer municipal animal control.
- **Landscaping Contractor Survey Proposal**: A prospective commercial landscaping contractor contacted the Board requesting permission to perform an introductory walkthrough and grounds evaluation. The Board approved proceeding with the comprehensive property survey at no cost or obligation to the Association.

3. GENERAL CLUSTER ITEMS & COMMITTEE REPORTS

Cluster Governance & Common Area Standards:

- **Common Area Preservation & Cleanliness**: The Board reviewed ongoing maintenance standards for association common ground. Directors emphasized that common cluster property must remain completely clear of personal property, unattended toys/equipment, and unauthorized private plantings.
- **Temporary Recreational Structures**: Any recreational structures or play fixtures not formally permitted by Fairfax County and approved by the Reston Association DRB must remain strictly temporary in nature and must be removed periodically to allow routine grounds maintenance and preserve sightlines.
- **Renter & Tenant Contact Registry**: To enhance community safety, emergency responsiveness, and effective communications, the Board adopted an administrative requirement for non-resident owners to provide current contact information for tenants residing in cluster homes.

Grounds & Landscaping:

- **Tree Canopy Limbing**: The Association tree contractor confirmed on July 30 that scheduled canopy pruning and hazard limbing along roadways and paths will commence within 2 to 3 weeks.
- **Fall Community Clean-Up Day**: The Board is organizing a community-wide volunteer grounds event, tentatively scheduled for **Saturday, October 3, 2026**, focusing on trail maintenance, wood chip distribution, and invasive plant pulling.
- **Fall Turf Restoration**: The Board is evaluating proposals and contractor feasibility for core aeration and overseeding across common lawn turf areas to be executed during the optimal autumn germination window.

Special Projects & Infrastructure:

- **Upper Bentana Parking Bay Re-Numbering**: Following the completion of asphalt sealing on Upper Bentana Way, several parking stall identification numbers were obscured. The Board resolved to re-stencil the missing parking stall numbers shortly after Labor Day once summer vacation travel subsides.

Trash & Recycling:

- **Labor Day Holiday Collection Delay**: In observance of Labor Day on Monday, September 7, 2026, Patriot Services collection routes will be delayed by one day per **hoa-rule-trash-and-recycling**. Household trash collection will take place on **Wednesday, September 9** and **Saturday, September 12** (rather than Tuesday and Friday). Wednesday single-stream recycling is shifted to **Thursday, September 10**. Residents are reminded that receptacles must not be placed at the curb prior to sunset on the evening preceding collection and must be returned to enclosed storage promptly on collection day.

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4. TREASURER'S REPORT & FINANCIALS

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

Approved Disbursements & Payments (July 2026):

Check / Ref	Payee	Amount	Purpose	Signers / Approval
EFT	Sunrise Landscaping	$2,209.38	Monthly Grounds Maintenance	AutoPay
EFT	Patriot Services	$1,446.58	Monthly Trash & Recycling Removal	AutoPay
EFT	Dominion Energy	$124.42	Common Area Street Lighting	AutoPay
7375	Envirogrow	$2,219.60	Tot Lot Certified Safety Mulch Delivery & Spreading	Gabrielle / Norma
7376	State Farm	$872.00	Directors & Officers (D&O) Insurance Annual Premium	Gabrielle / Norma
7377	Drainage & Erosion Solutions	$8,020.00	Capital Reserve: Drainage Remediation (50% Contract Milestone)	Gabrielle / Norma
7378	Northern Virginia Paving	$15,000.00	Capital Reserve: Cluster Asphalt Sealing & Crack Filling	Gabrielle / Norma

Cumulative 2026 Fuel Surcharges (Jan–Aug):

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

Month	Patriot Services	Sunrise Landscaping	Monthly Total
June	$154.04	$0.00	$154.04
July	$158.68	$105.21	$263.89
August	$158.68	$105.21	$263.89
Total	**$931.73**	**$420.84**	**$1,352.57**

5. SCHEDULE NEXT MEETING & ADJOURNMENT

- **Meeting Recess**: The Board will observe its traditional September meeting recess.
- **Next Regular Meeting**: Scheduled for **October 14, 2026 at 7:30 PM** at 1604 Park Overlook Drive.
- **Adjournment**: A motion was made, seconded, and approved unanimously to adjourn the meeting at **8:45 PM**.

Submittal:

Respectfully submitted,

Bill, Secretary

Bentana Woods Cluster Association

Approval Status: Formally Approved