# BENTANA WOODS CLUSTER ASSOCIATION

Reston, Virginia • BWCA Cluster Website

**OFFICIAL MINUTES**

**Board Meeting Minutes**

**Date**: October 14, 2026

**Time**: 7:34 PM

**Location**: Cluster Residence / Video Conference

## ATTENDANCE

### Board Officers Present:

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

### Board Officers Absent:

- **VP Contracts**: Alex
- **Landscape Committee Chair**: Darren

### Cluster Members Present:

- Tara

## 📅 IMPORTANT UPCOMING DATES & COMMUNITY REMINDERS

| Date / Deadline | Event / Description | Location / Instructions |
|---|---|---|
| **October 31, 2026** | Fourth Quarter Dues Deadline ($450.00) | Mail or drop off check c/o BWCA Treasurer, 1604 Park Overlook Drive |
| **November 11, 2026 (7:30 PM)** | Next Regular Board Meeting | 1604 Park Overlook Drive |
| **November 26, 2026** | Holiday Trash Delay (Thanksgiving Day) | Collection delayed 1 day: Tuesday pickup is normal; Friday pickup moves to Saturday, November 28 |
| **December 25, 2026** | Holiday Trash Delay (Christmas Day) | Collection delayed 1 day: Tuesday pickup is normal; Friday pickup moves to Saturday, December 26 |

| Date / Deadline | Event / Description | Location / Instructions |
|---|---|---|
| **January 01, 2027** | Holiday Trash Delay (New Year's Day) | Collection delayed 1 day: Tuesday pickup is normal; Friday pickup moves to Saturday, January 02 |
| **Autumn 2026 (Date TBD)** | Rescheduled Fall Cluster Clean-Up Day | Dedicated cluster email announcement to follow |

> **Dues Payment Reminder**: Quarterly dues are **$450.00** ($1,800.00 annually per household per **hoa-dues-and-fee-schedule**). 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`.

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## 1. CALL TO ORDER & APPROVAL OF MINUTES

- The meeting was called to order at **7:34 PM** by President Gabrielle.
- **Approval of Minutes**: A motion was made by Norma, seconded by Gabrielle, and approved unanimously to approve the minutes of the **August 12, 2026** meeting as distributed.

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## 2. CLUSTER MEMBER COMMENTS & OPEN FORUM

- **Common Area Tree Removals & Reston Association DRB Compliance**: A resident requested confirmation regarding two recent tree removals on cluster common property, asking whether the work was formally approved by Reston Association (RA) DRB and supported by arborist health evaluations.
- **Tree Removal Governance & Mandatory Stump Grinding Policy**: The Board affirmed that going forward, tree removals on cluster common ground will require advance Reston Association DRB application approval rather than relying solely on arborist emergency determinations. In addition, the Board established that future tree removal contracts must mandatorily include stump grinding to ground level in accordance with cluster guidelines.
- **Common Area Timber Structures & Infrastructure**: Members noted deterioration of the wooden retaining wall near the Bentana Way entrance and aging railroad ties bordering the playground/tot lot. The Board agreed these infrastructure assets require replacement and slated them for comprehensive 2027 capital evaluation.
- **Email Distribution Roster**: The Secretary noted an update to ensure all cluster residents are subscribed to the official Google Mail distribution list for minutes and notices.

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## 3. GENERAL CLUSTER ITEMS & COMMITTEE REPORTS

### Grounds & Landscaping:

- **Hazardous Pine Branches**: The Board evaluated concerns regarding dead pine branches between the POD and the circle posing potential risk of vehicle damage. Additional contractor estimates are being solicited for hazard pruning.
- **Fall Turf Aeration & Overseeding**: The Board reviewed Sunrise Landscaping's aeration and tall fescue overseeding proposal ($2,050.00). After evaluating seasonal timing and germination requirements, the Board

determined to consult Sunrise on optimal timing and defer turf overseeding to spring. Directors also discussed long-term creative possibilities for open common turf areas, including potential recreational and community seating features.

- **Contractor Solicitations & 2027 Bidders List**: Service solicitations received from four commercial landscaping companies were discussed. The Board directed that vendors be informed that BWCA remains under contract with Sunrise for one additional year, declining current proposals while retaining vendor contacts for a competitive 2027 bidders list.
- **PRISM Grant Assessment**: A property inspection confirmed that the cluster does not meet PRISM matching grant eligibility criteria; item closed.
- **Fall Clean-Up Day**: Clean-Up Day was officially postponed from October 3; a dedicated cluster announcement will be distributed once the autumn date and volunteer logistics are finalized.

### Tree Maintenance:

- **Hazard Tree Removals**: Reston Tree Specialists completed hazardous tree removals under Check #7379 ($6,900.00, Invoice #2027), approved by the Board in August and paid in September.
- **Stump Grinding Standards**: Confirmed cluster guidelines mandate grinding to ground level; incorporated into standard removal contracts.

### Standards & Architectural Review (ARC / DRB):

- **DRB Color Palette Approval**: The Reston Association DRB issued a revised decision letter on October 7, 2026 formally approving BWCA's updated cluster color palette.

### Special Projects & Infrastructure:

- **DropStripes Parking Re-Stenciling**: DropStripes completed parking stall numbering and re-stenciling on Bentana Way across cluster bays on September 30, 2026. The invoice was approved for payment.
- **Pedestrian Handrail, Tot Lot Railroad Ties & Entrance Retaining Wall**: The Board determined not to solicit volunteer labor for repairing the carpenter bee damaged wooden handrail near 1657 Bentana Way. Due to budget availability, this repair will be bundled into a unified 2027 timber maintenance capital project alongside playground railroad ties and entrance retaining wall wood replacement. The Board will contact neighboring Bentana Woods West cluster to review contractor solutions.

### Website & Technology:

- **Cluster Domain Registration**: A motion was made, seconded, and approved unanimously to register an official `.org` custom domain name for the cluster website via Cloudflare Registrar.
- **Web Hosting Migration**: A motion was made, seconded, and approved unanimously to migrate the cluster's public website from Google Sites to Cloudflare Pages.

### Cluster Governance & Communications:

- **Common Ground Property Notice**: The Board resolved to publish and distribute a cluster-wide notification regarding common area cleanliness, prohibited personal storage, and temporary structure rules via both email and physical door delivery.

### Trash & Recycling:

- **Holiday Trash Collection Schedule (Thanksgiving Day)**: In observance of Thanksgiving Day on Thursday, November 26, 2026, Patriot Services collection routes will be adjusted. Collection delayed 1 day: Tuesday pickup is normal; Friday pickup moves to Saturday, November 28. Residents are reminded that waste containers must not be placed at the curb prior to sunset on the evening preceding collection.
- **Holiday Trash Collection Schedule (Christmas Day)**: In observance of Christmas Day on Friday, December 25, 2026, Patriot Services collection routes will be adjusted. Collection delayed 1 day: Tuesday pickup is normal; Friday pickup moves to Saturday, December 26. Residents are reminded that waste containers must not be placed at the curb prior to sunset on the evening preceding collection.
- **Holiday Trash Collection Schedule (New Year's Day)**: In observance of New Year's Day on Friday, January 01, 2027, Patriot Services collection routes will be adjusted. Collection delayed 1 day: Tuesday pickup is normal; Friday pickup moves to Saturday, January 02. Residents are reminded that waste containers must not be placed at the curb prior to sunset on the evening preceding collection.

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## 4. TREASURER'S REPORT & FINANCIALS

- **Operating Account Balance**: $37,875.36
- **Capital Reserve / CD Balance**: $110,977.25
- **Total Net Assets**: $148,852.61
- **Assessment Status**: 100% collected (zero active arrears; Q4 $450 dues due October 31, 2026).

### Approved Disbursements & Payments:

| Payment Ref | Payee | Amount | Purpose | Signers / Approval |
|---|---|---|---|---|
| EFT | Sunrise Landscaping | $2,104.17 (Aug) / $2,209.38 (Sept) | Monthly Grounds Maintenance (August & September) | AutoPay |
| EFT | Patriot Services | $1,428.10 (Aug) / $1,428.10 (Sept) | Monthly Trash & Recycling Removal (August & September) | AutoPay |
| EFT | Dominion Energy | $124.97 (Aug) / $124.55 (Sept) | Common Area Street Lighting (August & September) | AutoPay |
| Check | State Farm | $343.00 | Annual Fidelity Bond Policy Renewal (October) | Approved by Board |
| Check | DropStripes | $175.00 | Parking Stall Re-Stenciling (October, Duane Stewart) | Approved by Board |
| 7379 | Reston Tree Specialists | $6,900.00 | Hazardous Tree Removals (Invoice #2027) | Approved by Board |

### Cumulative 2026 Fuel Surcharges (Jan–Oct):

| 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 |
| June | $154.04 | $0.00 | $154.04 |
| July | $158.68 | $105.21 | $263.89 |
| August | $158.68 | $105.21 | $263.89 |
| September | $158.68 | $105.21 | $263.89 |
| October | $190.41 | $105.21 | $295.62 |
| **Total** | **$1,280.82** | **$631.26** | **$1,912.08** |

### 2027 Operating Budget Planning:

- The Treasurer presented a preliminary financial outlook for the 2027 operating budget. Due to compounding contractor and service fee increases, the Association faces an estimated $3,000.00 operating shortfall at current assessment levels. The Board initiated budget planning to model quarterly assessment adjustments for 2027.

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## 5. SCHEDULE NEXT MEETING & ADJOURNMENT

- **Next Regular Meeting**: Scheduled for **Wednesday, November 11, 2026 at 7:30 PM** at **1604 Park Overlook Drive**.
- **Adjournment**: A motion was made by Norma, seconded by Tom, and approved unanimously to adjourn the meeting at **9:11 PM**.

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### Submittal:

*Respectfully submitted,*

**Bill**, Secretary

Bentana Woods Cluster Association

*Approval Status: Approved by Board President (Provisional Distribution)*