BENTANA WOODS CLUSTER ASSOCIATION

Reston, Virginia • BWCA Cluster Website

OFFICIAL MINUTES

Board Meeting Minutes

Date: December 12, 2024

Time: 7:30 pm (Call to Order: 7:34 pm)

Location: 1642 Bentana Way, Reston, VA

ATTENDANCE

Board Officers Present:

- **President**: Gabrielle
- **Treasurer**: Norma
- **VP Special Projects**: Abbey
- **VP Contracts**: Tara
- **Secretary**: Richard

Cluster Members Present:

- Tom
- Lindsay

---

1. CALL TO ORDER & APPROVAL OF MINUTES

- The meeting was called to order at **7:34 pm** by Gabrielle.
- **Approval of Minutes**: A motion was made, seconded, and approved unanimously to approve the minutes of the **November 14, 2024** meeting as distributed.

---

2. CLUSTER MEMBER COMMENTS & OPEN FORUM

- **EV Charging Station Placement Questions**: A cluster member raised inquiries regarding permissible physical placement for prospective EV charging stations, asking whether units could be installed along sidewalk curbs or inside common parking islands. The Board responded that member feedback is actively being collected and requested that questions be submitted in writing. A compiled Q&A document addressing legal, insurance, and technical parameters will be distributed to cluster residents.
- **Common Area Tree Replanting Inquiry**: A cluster member asked whether the Board plans to replant trees in locations where mature trees were recently felled. The Board explained that current tree budget resources have been fully exhausted by necessary hazard removals. Canopy replanting programs will be evaluated in future fiscal periods when reserve and operational funding permits.

3. GENERAL CLUSTER ITEMS & STANDARDS ADOPTION

- **Parking Island Tree Pruning**: On November 18, 2024, tree pruning around the Park Overlook Drive central parking island was successfully completed. The Board thanked residents for moving vehicles promptly, which allowed work to proceed without obstruction.
- **Standards Committee Milestone & Formal Rule Adoptions**:
- The Standards Committee met twice to evaluate standards governing window/door trim capping, HVAC placement, fencing specifications, exterior lighting, and color palettes.
- **Motion 1 (Trim Capping Standard)**: A motion was made, seconded, and approved unanimously to formally adopt the new **Trim Capping Standard** (codified at **hoa-rule-trim-capping**).
- **Motion 2 (HVAC Placement Standard)**: A motion was made, seconded, and approved unanimously to formally adopt the new **HVAC Placement and Screening Standard** (codified at **hoa-rule-hvac-placement**).
- The Standards Committee will convene its next working session on **December 18, 2024 at 7:30 pm** at 1604 Park Overlook Drive to advance fencing and color palette rules.
- **Seasonal Yard Waste Collection**: Patriot Disposal will conduct the final seasonal yard waste bag collection on **December 21, 2024**. Yard waste service will remain suspended thereafter until spring 2025.

4. TREASURER'S REPORT & FINANCIALS

- **Financial Statements**: The November 2024 financial statements were submitted and reviewed. The draft 2025 operating budget was circulated for preliminary Board discussion.

Approved Disbursements & Payments (November 2024):

Payment Ref	Payee	Amount	Purpose	Signers / Approval
EFT	Sunrise Landscaping	$1,999.25	Monthly Landscaping Maintenance	AutoPay
EFT	Patriot Services	$1,147.39	Monthly Trash & Recycling Services	AutoPay
EFT	Dominion Energy	$91.39	Common Area Street Lighting	AutoPay
7350	Reston Tree Experts	$6,100.00	Major Tree Removal & Canopy Limbing	Gabrielle / Norma
7351	Segan, Mason & Mason	$532.50	Legal Advice (EV Guidelines)	Gabrielle / Norma

Statutory Compliance & Regulatory Filings:

- **Corporate Transparency Act (CTA)**: The beneficial ownership report required under federal FinCEN regulations was officially submitted to the Commonwealth of Virginia.
- **Corporate Tax Filing**: The Corporate Income Tax Electronic Filing Waiver Request was officially submitted to the Virginia Department of Taxation.

Dues & Assessments:

- **Assessment Arrears Update**: The Treasurer reported that **all 48 households are 100% current on dues** (the two accounts previously in arrears have resolved their balances).
- **Upcoming Assessment Notice**: Quarterly dues in the amount of **$450.00** are due on **January 31, 2025**. Remittance checks should be delivered to 1604 Park Overlook Drive or mailed to:

BWCA c/o BWCA Treasurer, 1604 Park Overlook Drive, Reston, VA 20190. For payment questions or contact needs, email The Board at `board@bwcahoa.org`.

---

6. OFFICIAL ATTACHMENT: STANDARDS ADOPTED DECEMBER 12, 2024

1. Trim Capping Standard (Codified in hoa-rule-trim-capping)

- **Dimensional Tolerance**: Trim capping shall not increase the overall trim measurements on any side of any window or door by more than 0.5 inches (1/2").
- **Permitted Materials**: Capping may be composed of Polyvinyl Chloride (PVC), Vinyl, or Aluminum.
- **Color Specification**: Capping must be **Oxford Brown** or match the approved cluster color as closely as possible.
- **Approval Prerequisites**: Physical material color samples must be submitted to and approved by the Reston Association Design Review Board (DRB). All capping installations must receive prior approval from the BWCA Board.

2. HVAC Placement and Screening Standard (Codified in hoa-rule-hvac-placement)

- **Permitted Mechanical Unit Locations**:

1. Inside the townhouse exterior storage closet with proper ventilation ducted to the exterior.

2. In the front yard on a concrete slab (or contractor-provided slab) beside the storage closet, enclosed by mature landscape screening or an approved fence.

3. In the back yard on a concrete slab (or contractor-provided slab), enclosed by mature landscaping or approved fence screening situated between the compressor and the nearest neighboring home.

- *Fencing Standard Compliance*: All screening fences must satisfy **hoa-rule-fencing-specifications**.
- **Storage Closet Window Opening Treatment Upon Relocation**:

When an HVAC compressor is relocated from the storage closet to the front or back yard, the resulting storage closet window opening must be treated by one of two methods:

1. *Complete Closure*: Completely closed off and sided in full conformance with adjacent exterior siding (see **hoa-rule-siding-hardie**).

2. *Blocked Opening*: Retained structurally but permanently blocked with Hardie board, cedar siding, glass, or exterior-grade plywood. Siding must match house siding or trim color. Plywood must be painted the trim color pursuant to **hoa-color-palette-2026**.

---

7. SCHEDULE NEXT MEETING & ADJOURNMENT

- **Next Regular Board Meeting**: Scheduled for **Thursday, January 9, 2025 at 7:30 pm** at 1642 Bentana Way.

- **2025 Cluster Annual Meeting**: Scheduled for **Wednesday, February 19, 2025 at 8:00 pm** at 1604 Park Overlook Drive. One (1) Board of Directors seat will be open for election.
- **Adjournment**: A motion was made, seconded, and approved unanimously to adjourn the meeting at **8:37 pm**.

Certification:

Respectfully submitted,

BWCA Secretary

Bentana Woods Cluster Association

Approval Status: Formally approved by Board vote at the subsequent meeting.