# BENTANA WOODS CLUSTER ASSOCIATION

Reston, Virginia • BWCA Cluster Website

**OFFICIAL MINUTES**

**Board Meeting Minutes**

**Date**: March 18, 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 & Invited Guests Present:

- **Landscape Committee Chair**: Darren

## 📅 IMPORTANT UPCOMING DATES & COMMUNITY REMINDERS

| Date / Deadline | Event / Description | Location / Instructions |
|---|---|---|
| **April 8, 2026 (7:30 PM)** | Next Regular Board Meeting | 1604 Park Overlook Drive |
| **April 30, 2026** | First Quarter Dues Deadline ($450.00) | Mail or drop off check c/o BWCA Treasurer |
| **Spring 2026** | Wood Chip Staging & Ground Cover | Staged near zip line for common area trail spreading |

> **Dues Payment Reminder**: Quarterly dues are **$450.00** ($1,800.00 annually per household). Payments received on or after May 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 `board@bwcahoa.org`.

## 1. CALL TO ORDER & APPROVAL OF MINUTES

- The meeting was called to order at **7:30 PM** by Gabrielle.
- **Approval of Minutes**: A motion was made, seconded, and approved unanimously to approve the minutes of the **February 2026** meeting as distributed.
- **Board Officer Responsibilities & Transition**: The Board confirmed officer assignments for the 2026 term:
- **President**: Gabrielle
- **Treasurer**: Norma
- **VP Special Projects**: Tom
- **VP Contracts**: Alex
- **Secretary**: Bill

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## 2. CLUSTER MEMBER COMMENTS & OPEN FORUM

- **Falling Limbs & Tree Hazard**: A cluster member reported persistent hazards from falling tree limbs causing property damage to a parked vehicle. A previous removal request submitted to the Reston Association (RA) Design Review Board (DRB) had been denied on the grounds that the tree appeared structurally healthy. The Board resolved to obtain a professional arborist assessment from Reston Tree Experts, gather photographic evidence of vehicle damage along with neighbor support signatures, and resubmit an application to the DRB highlighting safety risks.

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## 3. GENERAL CLUSTER ITEMS & COMMITTEE REPORTS

### Grounds & Landscaping:

- **Landscape Master Plan Presentation**: Darren (Landscape Committee Chair) presented the draft Landscape Plan and summarized the results of the comprehensive cluster member survey:
- **Survey Participation**: 63% member response rate.
- **Satisfaction Index**: Overall member satisfaction rated at an average of 2.76 out of 5.0.
- **Key Priorities**: Members strongly emphasized erosion mitigation, turf restoration, and cluster-specific spatial landscaping designs. A substantial number of residents expressed willingness to participate in self-directed volunteer workdays.
- **Wood Chip Staging**: An upcoming wood chip delivery ("Chip Drop") is anticipated in the common area near the cluster zip line to provide ground cover and smother weeds.
- **Invasive Species Detection**: Infestations of lesser celandine were identified behind 1614; targeted remediation will be incorporated into spring grounds maintenance.

### Digital & Cluster Website:

- **Google Sites Reconstruction**: The cluster website is currently offline following an inadvertent Google account inbox deletion. Bill (Secretary) is assigned to rebuild and modernize the BWCA Google Sites portal with refreshed governance documentation and member resources.

### Vendor & Administrative Transitions:

- **Contact & Corporate Updates**: The Board initiated updates to official points of contact across key community partners, including Commonwealth of Virginia corporate filings, Reston Association and insurance rosters, and primary contacts for Patriot Disposal and Sunrise Landscaping.

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## 4. TREASURER'S REPORT & FINANCIALS

- **Financial Statement**: Financial reports covering operations for January and February 2026 were presented and reviewed.
- **Accounts Receivable**: One household account remains subject to a $25.00 late fee stemming from an incorrect check amount.
- **Accounting Adjustment**: The December 2025 and February 2026 financial statements are restated to correct an accounting misclassification in reserve allocations.

### Approved Disbursements & Payments (January & February 2026):

| Check / Ref | Payee | Amount | Purpose | Signers / Approval |
|---|---|---|---|---|
| **January 2026** | | | | |
| EFT | Sunrise Landscaping | $2,104.17 | Monthly Grounds Maintenance | AutoPay |
| EFT | Patriot Services | $1,313.11 | Monthly Trash & Recycling Removal | AutoPay |
| EFT | Patriot Services | $14.95 | Trash Removal Adjustment | AutoPay |
| EFT | Dominion Energy | $114.29 | Common Area Street Lighting | AutoPay |
| **February 2026** | | | | |
| EFT | Sunrise Landscaping | $2,104.17 | Monthly Grounds Maintenance | AutoPay |
| EFT | Patriot Services | $1,367.90 | Monthly Trash & Recycling Removal | AutoPay |
| EFT | Sunrise Landscaping | $2,535.00 | Snow Removal Services | AutoPay |
| EFT | Dominion Energy | $123.85 | Common Area Street Lighting | AutoPay |

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## 5. SCHEDULE NEXT MEETING & ADJOURNMENT

- **Next Regular Meeting**: Scheduled for **April 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 **8:45 PM**.

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### Submittal:

*Respectfully submitted,*

**Bill**, Secretary

Bentana Woods Cluster Association

*Approval Status: Formally Approved*