BENTANA WOODS CLUSTER ASSOCIATION

Reston, Virginia • BWCA Cluster Website

OFFICIAL MINUTES

Board Meeting Minutes

Date: April 15, 2026

Time: 7:32 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 & Members Present:

- **Landscape Committee Chair**: Darren
- **Cluster Member**: 1 resident present

📅 IMPORTANT UPCOMING DATES & COMMUNITY REMINDERS

Date / Deadline	Event / Description	Location / Instructions
May 15, 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
May 2026	Invasive Plants SMOTHERING & Chip Drop	Common area woods boundary & zip line

> **Dues Payment Reminder**: Quarterly dues assessments are **$450.00** ($1,800.00 annual assessment). Late fees of $25.00 are assessed if payment is received on or after the 6th day of the month following the due date. Please enclose your payment coupon, indicate your cluster house number on the memo line, and deliver to: **BWCA c/o BWCA Treasurer, 1604 Park Overlook Drive, Reston, VA 20190**. For questions, contact The Board at `board@bwcahoa.org`.

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1. CALL TO ORDER & APPROVAL OF MINUTES

- The meeting was called to order at **7:32 PM** by Gabrielle. Quorum established with 5 of 5 directors present.
- **Approval of Previous Minutes**: A motion was made, seconded, and approved unanimously to approve the minutes of the **March 18, 2026** regular meeting as distributed.

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2. CLUSTER MEMBER COMMENTS & OPEN FORUM

- The Board expressed formal appreciation to a cluster resident who provided a $100 donation to sponsor refreshments for the volunteer Landscape Committee.

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3. GENERAL CLUSTER ITEMS & COMMITTEE REPORTS

Administrative & Contact Updates:

- **Reston Association Records**: Gabrielle (President) updated official board directory records with the Reston Association (RA).
- **Insurance Policy POC**: The Treasurer updated board contact records with State Farm Insurance.
- **Service Vendor POCs**: Administrative contacts for Patriot Services and Sunrise Landscaping continue to transition under Alex (VP Contracts).

Tree & Grounds Maintenance:

- **Hazard Tree Limbing**: An estimate was received from Reston Tree Experts for pruning and hazard limbing of a mature tree along Bentana Way. A second vendor quote is being obtained to ensure competitive pricing.
- **Tree Stumps & RA Requirements**: The Board is reviewing Reston Association standards to determine whether tree stumps on common cluster property are required to be ground down below grade.
- **Canopy Hazard Survey**: An updated tree limb hazard survey was authorized across common cluster tree lines.

Architectural Standards & Color Palette Updates:

- **Butternut Siding Restoration**: In 2011, the cluster color palette grandfathered Butternut as an approved siding stain color, assuring homeowners they could retain it indefinitely. However, Reston Association covenants no longer permit grandfathering provisions. To honor the historical commitment made to affected cluster owners, a motion was made, seconded, and approved unanimously to add Butternut back into the official BWCA Color Palette and submit the required DRB application.
- **Stucco Exterior Consolidation**: Historical records show that prior to 2011, only Tan was approved for stucco exteriors. Only three homes in the cluster retain stucco exteriors, and all are finished in Tan. A motion was made, seconded, and approved unanimously to remove grey and green options from the palette, designating Tan as the exclusive approved color for stucco exteriors.
- **Architectural Covenant Compliance**: The Board reviewed an unapproved fence installation and directed that formal written notice be sent to the owner regarding cluster fence standards.

Landscape Committee Report:

- Darren (Landscape Committee Chair) reported that the master landscaping survey and proposal is complete and ready for final Board evaluation.
- A condensed version featuring charts and data (omitting individual resident comments) will be posted to the cluster website.

- **Invasive Plant Eradication**: Significant growth of invasive weeds (lesser celandine, porcelain berry, and English ivy) was identified along wooded cluster borders. The committee evaluated chemical herbicide treatment versus mechanical smothering (installing heavy geotextile fabric blankets covered by deep wood chips for 3 to 4 years). The committee decided to proceed with mechanical fabric smothering and scheduled initial wood chip drops near the cluster zip line.

Website & Digital Modernization:

- The Board reviewed ongoing website modernization priorities:

1. Remove outdated "suspicious person" language from public pages.

2. Implement a centralized Google Drive folder structure for meeting minutes with a single permanent link on the website.

3. Relocate formal complaint procedures under the contacts directory.

4. Standardize the official cluster email (`board@bwcahoa.org`) as the primary public contact point.

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4. TREASURER'S REPORT & FINANCIALS

- **Financial Statements**: Financial statements for March 2026 were presented and reviewed. The December 2025 and February 2026 financial statements were restated to correct a $700.00 accounting misclassification in 2025 reserve transfers.
- **Dues Collection**: All cluster households are current on quarterly assessments with the exception of one minor $25 late fee balance.
- **Tax & Corporate Filings**:
- The 2026 Virginia Annual Report was filed.
- The 2026 State Corporation Commission (SCC) annual registration fee ($25.00) was paid (Check 7367).
- The 2026 Department of Professional and Occupational Regulation (DPOR) registration fee ($30.00) was paid (Check 7368).
- The 2025 State of Virginia income tax return (Form 500-EZ) was filed and taxes were paid ($185.76).
- The 2025 Federal Form 1120-H is completed and pending final electronic submission upon receipt of IRS PIN.
- **Master Insurance Policy**: A motion was made, seconded, and approved unanimously to disburse $1,060.00 to State Farm for annual property and liability insurance coverage.

Check Register & Disbursements (March 2026):

Check / Ref	Payee	Amount	Purpose	Signers / Approval
EFT	Sunrise Landscaping	$2,104.17	Monthly Grounds Maintenance	AutoPay
EFT	Patriot Services	$1,367.90	Monthly Trash & Recycling Removal	AutoPay
EFT	Sunrise Landscaping	$390.00	Winter Snow Removal Services	AutoPay
EFT	Dominion Energy	$123.94	Common Area Street Lighting	AutoPay

Check / Ref	Payee	Amount	Purpose	Signers / Approval
7367	State Corporation Comm.	$25.00	Annual Corporate Registration	Gabrielle / Norma
7368	Treasurer of Virginia	$30.00	DPOR Annual Registration	Gabrielle / Norma
EFT	Treasurer of Virginia	$185.76	2025 State Income Taxes (Form 500-EZ)	AutoPay

Cumulative 2026 Fuel Surcharges (Jan–Apr):

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
Total	**$306.29**	**$105.21**	**$411.50**

Note: Due to rising commercial diesel costs, fuel surcharges were increased for trash collection and added to monthly landscaping invoices beginning in April.

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5. SCHEDULE NEXT MEETING & ADJOURNMENT

- The meeting adjourned at **8:50 PM**.
- The next regular meeting of the Board of Directors is scheduled for **May 15, 2026 at 7:30 PM** at 1604 Park Overlook Drive.

Submittal:

Respectfully submitted,

Bill, Secretary

Bentana Woods Cluster Association

Approval Status: Formally Approved