BENTANA WOODS CLUSTER ASSOCIATION

Reston, Virginia • BWCA Cluster Website

OFFICIAL MINUTES

Board Meeting Minutes

Date: July 8, 2026

Time: 7:39 PM

Location: 1604 Park Overlook Drive

ATTENDANCE

Board Officers Present:

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

Board Officers Absent:

- **Secretary**: Bill

(Minutes recorded by Kathy, Acting Secretary pro tem)

📅 IMPORTANT UPCOMING DATES & COMMUNITY REMINDERS

Date / Deadline	Event / Description	Location / Instructions
August 12, 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
Late Summer 2026	Asphalt Sealing & Drainage Remediation	Northern VA Paving & Drainage & Erosion Solutions work underway

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

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1. CALL TO ORDER & APPROVAL OF MINUTES

- The meeting was called to order at **7:39 PM** by Gabrielle.
- **Approval of Minutes**: A motion was made, seconded, and approved unanimously to approve the minutes of the **June 10, 2026** meeting as distributed.

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2. CLUSTER MEMBER COMMENTS & OPEN FORUM

- **Utility Transformer Inspection Update**: The Board reviewed ongoing correspondence regarding the Dominion Energy transformer buzzing reported behind 1634 Bentana Way. Dominion technicians have logged the ticket, and the Board continues coordination to ensure equipment stabilization.

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3. GENERAL CLUSTER ITEMS & COMMITTEE REPORTS

Architectural & Standards Committee:

- **Architectural Standards & Guidelines Reminder**: The Board reiterated a reminder to cluster members regarding ongoing adherence to architectural standards and the **hoa-color-palette-2026**, emphasizing that all exterior wood elements, fences, and fixtures must match approved cluster specifications.
- **Roofing Specifications Standard**: The Board reviewed cluster roofing guidelines under **hoa-rule-roofing-specifications** to ensure aesthetic consistency and establish clear architectural standards for future roof replacements.

Grounds & Landscaping:

- **PRISM Conservation Grant Project (Report by Kathy (Director))**: In response to Board inquiries, Kathy (Director) presented specific operational criteria for applying for a Plant Resources for Invasive Species Management (PRISM) matching grant:
- **Grant Scope**: Up to $3,000 in matching financial or in-kind support.
- **Proposed Cluster Application**: Target high-density invasive zones along the common wooded perimeter (eradicating bamboo and English ivy runners) and replace with resilient, approved native groundcover and canopy saplings.
- **Labor Match**: Cluster members can satisfy the 50% association matching contribution via documented volunteer service hours during scheduled community workdays.
- **Mowing Conditions**: Mowing schedules remain adjusted in coordination with Sunrise Landscaping to prevent scalping during mid-summer heat and protect dormant turf.
- **Zip Line Maintenance**: The cluster zip line tree anchor was repositioned to protect host bark integrity and maintain arboricultural standards.
- **Common Area Wood Chips**: Volunteer spreading of staged wood chips between the POD and Bentana Way continues as weather allows.

Special Projects & Infrastructure:

- **Tot Lot Resurfacing**: The contract with Envirogrow for $2,180.00 was finalized for certified playground safety mulch delivery and distribution.
- **Asphalt Sealing Schedule**: Northern Virginia Paving confirmed scheduling for cluster roadway crack filling and sealcoating under the approved $15,000.00 contract, with work slated for late summer.
- **Drainage Remediation**: Project timeline finalized for deep drain pipe unclogging and regrading ($16,040.00) with Drainage & Erosion Solutions.

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4. TREASURER'S REPORT & FINANCIALS

- **Financial Statement Review**: Financial statements for June 2026 were presented and reviewed.
- **Budget Monitoring & Fuel Surcharges**: The Board reviewed cumulative fuel surcharges through July ($1,088.68 total), noting sustained fuel surcharges across trash and landscape operations.

Approved Disbursements & Payments (June 2026):

Check / Ref	Payee	Amount	Purpose	Signers / Approval
EFT	Sunrise Landscaping	$2,209.38	Monthly Grounds Maintenance	AutoPay
EFT	Patriot Services	$1,367.90	Monthly Trash & Recycling Removal	AutoPay
EFT	Dominion Energy	$123.49	Common Area Street Lighting	AutoPay
7372	Darren	$20.00	Landscaping Implementation Supplies	Gabrielle / Norma
7373	Landscape Committee Reimbursement	$105.97	Landscaping Implementation Supplies	Gabrielle / Norma
7374	Drainage & Erosion Solutions	$8,020.00	Capital Reserve: Drainage Remediation (Initial Payment)	Gabrielle / Norma

Cumulative 2026 Fuel Surcharges (Jan–Jul):

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

Month	Patriot Services	Sunrise Landscaping	Monthly Total
July	$158.68	$105.21	$263.89
Total	**$773.05**	**$315.63**	**$1,088.68**

5. SCHEDULE NEXT MEETING & ADJOURNMENT

- **Next Regular Meeting**: Scheduled for **August 12, 2026 at 7:30 PM** at 1604 Park Overlook Drive.
- **Adjournment**: A motion was made, seconded, and approved unanimously to adjourn the meeting at **8:42 PM**.

Submittal:

Respectfully submitted,

Kathy, Acting Secretary pro tem

Bentana Woods Cluster Association

Approval Status: Formally Approved