

# Bentana Woods West Cluster Association Board of Directors Meeting Minutes (Revised)

December 17, 2025 at 7:30 PM ET

*The minutes were revised to remove names of homeowners, on Jan 15, 2026.*

## Attendees:

Board Members: Keith London, Dilant Patel, Joel Shprentz, Anne Smyers, Tom Bodine  
In person at 1531 Park Glen Ct

## Minutes:

***Meeting started at 7:35 PM***

## Membership Forum:

None.

## (Old) November Meeting Minutes

Approved without changes at 7:37 PM

## Landscaping

1. No Landscape Report
2. Anne notified that Meadow Farms planted replacement shrubs at the Scandia Circle entrance

## Finance Report

1. Joel furnished a ["Income and Expenses for November 2025"](#) summary report that compares with Statement of Revenue and Expenses provided by Abaris, in the Finance Report
2. Reserve fund rebalance as expected
3. Trash payment - only one payment of \$3,667 made so far but expecting; no action yet
4. Water bill was high for the month, could be weather related; **Joel to review**
5. Over-due Dues concerns
  - a. 1504 Park Glen Ct - should be automatic lean if not paid; current Call Status is with attorneys - no action yet
  - b. 1520 Scandia Circle - Balance is over \$800; review next steps over next month's meeting
  - c. 1524 Park Glen Ct - Wait for next month to review next steps on process

- d. 1526 Park Glen Ct - House is sold but \$310 is still due. The homeowner exchanged emails with Sarah (Abaris) and Keith about partial payment for November. Late fees were forgiven. Awaiting the homeowner's response.
  - e. 1534 Park Glen Ct and 1516 Scandia Cir missed payment. This might be due to recent Abaris payment portal changes. **Anne Smyers to reach out to the homeowners.**
6. Prepaid dues
- a. 1541 Scandia Circle - this is the storm damaged property and has \$4,551 in credit; **Keith will request Sarah to reach out to the homeowner.**
  - b. 1510 Scandia Circle has \$3,220 in credit. The previous owner sold the house a while back. Joel mentioned we will need to research Virginia's laws for unclaimed property. **Anne (and Jane LeGros) will reach out to the previous homeowner.**
7. Capital One CD maturing in January
- a. Motion to re-invest maturing CD into another CD approved unanimously.
  - b. **Keith to email Sarah to research higher CD rates to reinvest in.**

Finance Report approved unanimously.

## Old Business

1. Parking Concern - JoAnne has a 3rd car parked in another neighbor's spot. The board agrees on not taking any action at this time.
2. Cluster tree removal
  - a. **Keith to email Clayton with clarification** of specific items needed to submit DRB application, including a checklist, safety concern statement, different arborist report, and sign-off for any HOA or neighborhood property damage
  - b. **Anne to assist in filling out the DRB application** and include relevant information from 2025 arborist report for the two trees
  - c. **Keith to compile** the application, photos and statements for submission to DRB
3. Scandia Circle Stair Repair contract with Blue Collar Scholars Landscaping & Construction
  - a. Tom will measure the width of stairs and type of treads and email Keith with specs
  - b. Keith to email Sarah for
    - i. clarification on tree stump removal
    - ii. Request the contractor to fetch any necessary permits
  - c. Keith to ask Erin / Reston Association for any permit requirements for replacing existing, damaged stairs, in kind.

## New Business

1. Evergreen Disposal is a new disposal provider
  - a. **Keith to ask Sarah about comparative/competitive rates**
  - b. **Joel to check on renewal date for existing contract with Patriot**
2. Abaris Year-end Review

- a. Board has agreed on no response

Attendees discussed and agreed to meet in person for the February BOD meeting. Location to be determined over the next BOD meeting.

***The meeting adjourned at 9:15 PM.***

## Upcoming Events:

Jan 15 - Jan BOD meeting at 7:30 PM, via Zoom

Feb 19 - Feb BOD meeting at 7:30 PM, in person (location TBD)