



Board Package

February 2025

Gatling Pointe Community Association Inc.

Board Meeting Agenda

Monday, February 24, 2025, Meeting convenes at 5:30 PM

Open Session @ 6:00 PM

www.gatlingpointe.net

**Location: 14571 Benns Church Boulevard, Smithfield, VA
Benns United Methodist Church, Second Floor Conference Room**

Virtual Attendance Available: Zoom

Call in: 1 305 224 1968

Meeting Id: 819 3565 3253

Passcode: 535576

Meeting called to Order

Move to Executive Session

The Board will move in to Executive Session for the purpose of discussing and considering contracts and covenant violation matters.

Any decisions made in Executive that require a vote in Open Session will be discussed under "Unfinished Business" or "New Business."

Open Session

Approval of Minutes: Approval of the Minutes of the Board Meeting held on Monday, January 27, 2025, was obtained by Unanimous Consent of the Board on February 12, 2025, and the Board Meeting Minutes were thereafter posted on the Association's website.

Treasurer's Report:

Total Operating Fund	\$62,840.24
Total Operating Reserves	\$55,531.96
Total Replacement Reserves	\$43,793.29
Total Other Reserves	\$20,757.88
Total Assets	\$182,923.37

Ratification of Decisions Made by Unanimous Consent of the Board between Board Meetings:

1. Ratification of decisions made by Unanimous Consent of the Board since the last Board Meeting depicted on Exhibit B to this Agenda. None.

GROWTH THROUGH EXCELLENCE

Unfinished Business:

1. April 28, 2025 Annual Meeting.
[Sarah to report on status of Annual Meeting mailings.](#)
2. VDOT Meeting to Review Right of Way.
[Status of our request for a post-Right of Way marker installation meeting with VDOT.](#)
3. Social Events for 2025.
Confirmed:
Yard Sale: May 17, 2025
[Need 10 registrations to confirm the event.](#)

Proposed:

Shredding Event: TBD
[Sarah would like to discuss this again. Price is approximately \\$1,200 for 3 hours.](#)

New Business:

1. GPP / GPP Fence Repair / Replacement Proposals.
[Discuss the Proposals Sarah transmitted by email on 02.17.25.](#)
2. GPP / GPP Common Area Drainage Problem.
[Discuss efforts to get the County to engage in investigation.](#)
3. Spring Annuals Selection.
[Select Annuals for Spring Installation.](#)
4. Irrigation Start Up.
[Daniels will be on-site March 4th to test the irrigation system.](#)

Manager's Report: Casey Lindblad, the Association's Manager, will provide a Manager's Report of management activities since the last Board Meeting.

Owner's Forum:

[Questions and comments from Owners in attendance at the Board Meeting.](#)

Adjourn

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, March 24, 2025. The Meeting will be called to order at 5:30 PM, with Executive Session held between 5:30 PM and 6:00 PM. The Open Session of the Board Meeting will begin at 6:00 PM.

Exhibit A: Decisions made by Unanimous Consent of the Board since the last Board Meeting.

As of February 19, 2025, None.

GATLING POINTE COMMUNITY ASSOCIATION, INC.
Minutes of the January 27, 2025
Regular Meeting of the Board of Directors

A Regular Meeting of the Board of Directors of Gatling Pointe Community Association, Inc. (“Gatling Pointe”) was held on Monday, January 27, 2025, at 14571 Benns Church Boulevard, Smithfield, Virginia (Benn’s United Methodist Church, Second Floor Conference Room) and by virtual attendance via Zoom Meeting ID 822 3750 1297 and by Call in to 1-301-715-8592.

Directors and Management Representative Present:

Sarah Palamara, President; Pete Carlson, Vice President; Ross Tomlin, Treasurer; Kim Burbage, Secretary; Stephanie Shipman, Member at Large; and Casey Lindblad, Association Manager.

Call to Order:

Sarah called the Board Meeting to order at 5:31 PM.

Executive Session:

Kim motioned to move in to Executive Session for the purpose of discussing covenant violations; seconded by Pete. Motion passed. The Board moved in to Executive Session at 5:31 PM.

Ross motioned to move out of Executive Session; seconded by Kim. Motion passed. The Board moved out of Executive Session at 6:00 PM.

Approval of Minutes:

Approval of the Minutes of the Board Meeting held on Monday, October 28, 2024, was obtained by Unanimous Consent of the Board on November 14, 2024, and the Board Meeting Minutes were thereafter posted on the Association’s website.

Treasurer’s Report: The Treasurer’s Report was presented by Ross.

Total Operating Fund	\$ 65,236.94
Total Operating Reserves	43,451.97
Total Replacement Reserves	42,181.44
Total Other Reserves	20,653.90
Total Assets	\$ 171,524.25

Sarah motioned to accept the Treasurer’s Report as presented; seconded by Pete. Motion passed.

Ratification of Decisions Made by Unanimous Consent of the Board between Board Meetings:

1. Kim motioned to ratify the Exterior Modification Applications identified on Exhibit A to these Minutes approved by Unanimous Consent of the Board and by the Members of the Architectural Review Board since the last Board Meeting; seconded by Stephanie. Motion passed.
2. Pete motioned to ratify the decisions made by Unanimous Consent of the Board since the last Board Meeting depicted on Exhibit B to these Minutes; seconded by Ross. Motion passed.

Unfinished Business: None.

New Business:

1. Community Involvement Events for 2025.

Confirmed:

Yard Sale: May 17, 2025
Need 10 registrations to confirm the event.

Ice Cream Social: June 28, 2025
Ross motioned to approve an event supplies budget of \$200; seconded by Pete.
Motion passed.

Proposed:

Shred-It: Tentative September 2025 event.

2. Request by the Board of Gatling Pointe South to meet for discussion of collaborative rehabilitation of the front entrance structures and features for both Associations. The Board approved of this request by the Board for Gatling Pointe South and asked Casey to respond to the request and to request available dates for the Boards to meet.
3. Potential Common Area Projects for 2025.

The Board discussed tentative Common Area projects for 2025, to include:

1. Remediate the trip and fall sidewalk hazard on the Common Area sidewalk located on the ingress side of Gatling Pointe Parkway adjacent to the back yard of 310 Clipper Creek Lane. The Board asked Casey to obtain bids to remove the tree causing the sidewalk disturbance and bids to relocate the sidewalk to accommodate the trees roots, without removing the tree.

2. Pursue the source of the multiple year water infiltration of the Common Area at Gatling Pointe Parkway and Gatling Pointe Parkway, beginning with an appeal to Isle of Wight County to investigate the problem based on Relay Electric's November 2024 results of its investigation.
3. Request updated proposal from Drum Creek, the Association's Common Area landscape management contractor, to install ground remediation efforts for the Common Area on the ingress side of Gatling Pointe Parkway from the rear yards of 104 Clipper Creek Court to 310 Clipper Creek Lane.
4. Continue contact to the Association's VDOT representative to address VDOT's request for Association remediation of Common Areas adjacent to public roadways, noting the marked VDOT right of way on Gatling Pointe Parkway indicate VDOT's responsibility for remediation of the right of way area.
5. Research remediation of the irrigation system at the front entrance to coordinate the ingress and egress irrigation systems for the front entrance to one controller.
6. Rehabilitate the landscaped beds adjacent to Gatling Pointe Parkway on the ingress and egress sides from Battery Park to the intersection of Gatling Pointe Parkway and Gatling Pointe Parkway

4. Spring Annuals Installation:

The Board approved installation of Spring Annuals and mulch in early May, choosing sunpatiens for the Association's Common Areas, with request to Casey for input regarding same from Alexander Dewberry, Owner of Drum Creek.

5. Annual Meeting Planning.

Sarah and Casey reviewed the schedule for Annual Meeting mailings with the Board to provide the schedule for Notice of the Annual Meeting, request for Candidate Interest Forms deadline and transmission of voting documents to the Association's Members prior to the Annual Meeting.

Due Process Hearing Decisions.

Kim motioned to adopt the results of Due Process Hearings as discussed during Executive Session; seconded by Ross. Motion passed.

Owners Forum: Owners Forum opened at 6:40 PM and closed at 6:40 PM.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, February 24, 2025. The Meeting will be called to order at 5:30 PM, with Executive Session available to the Board between 5:30 PM and 6:00 PM. The Open Session of the Board Meeting will begin at 6:00 PM.

Adjournment: Ross motioned to adjourn the Board Meeting held on Monday, January 27, 2025; seconded by Sarah. The Meeting adjourned at 6:40 PM.

Prepared by: Board of Directors.

Date Approved: Approved February 12, 2025 by Unanimous Consent of the Board.

Exhibit A: Applications for Alterations, Exterior Modifications, Installations or New Construction approved since the last Board Meeting.

1. Application for 105 South Winterberry Court to remove trees marked during a site visit with the Owners by Ross Tomlin and Sarah Palamara on 10-13-2024 approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 10-21-2024.
2. Application for 201 Winterberry Lane to change the paint color of the front door approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 10-21-2024.
3. Application for 201 Winterberry Lane to install a fence approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 10-21-2024.

Exhibit B: Decisions made by Unanimous Consent of the Board of Directors since the last Board Meeting.

1. Bartlett Tree Proposal for Bradford Pear work in the amount of \$1,620 approved 11-14-2024.
2. Holiday Lights and related items budget in the amount of up to \$300 approved 11-14-2024.
3. Corporate Transparency Act reporting through FinCEN Report in the amount of \$300 per year, managed by United Property Associates, approved 11-14-2024.
4. Bartlett Tree Proposal for removal of a Hackberry Tree located on Common Area at the corner of Gatling Pointe Parkway and James Landing in the amount of \$2,430 approved 12-09-2024.



Financial Report Package

January 2025

Prepared for

Gatling Pointe Community Association Inc.

By

United Property Associates

Assets
Operating Fund

10-10105-00 BankUnited - Operating - 1478 \$62,840.24

Total Operating Fund: \$62,840.24
Operating Reserves

11-11025-00 BankUnited - OP Res - 0916 55,531.96

Total Operating Reserves: \$55,531.96
Replacement Reserves

12-11000-00 Atlantic Union - Repl Res - 6747 33,196.66

12-11094-02 CD NCB-Repl Res - 0469 - 18M - 4.60% - 01/08/26 7,098.15

12-11124-01 CD AUB -Repl Res - 3424 - 19M - 4.17% - 02/18/26 3,498.48

Total Replacement Reserves: \$43,793.29
Other Reserves

13-11055-00 BankUnited - Tree Res - 0924 10,378.94

13-11075-00 BankUnited - Weather Res - 0932 10,378.94

Total Other Reserves: \$20,757.88
Total Assets: \$182,923.37
Liabilities & Equity
Operating Reserves

32-32000-00 Accumulated Operating Reserve 55,531.96

Total Operating Reserves: \$55,531.96
Replacement Reserves

33-33000-00 Accumulated Replacement Reserve 43,793.29

Total Replacement Reserves: \$43,793.29
Other Reserves

34-32020-00 Accumulated Tree Reserve 10,378.94

34-32060-00 Accumulated Weather Reserve 10,378.94

Total Other Reserves: \$20,757.88
Equity

35-34980-00 Retained Earnings 40,771.76

Total Equity: \$40,771.76

 Net Income Gain / Loss 22,068.48 \$22,068.48
Total Liabilities & Equity: \$182,923.37

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
Income							
41100-00 Association Fees	\$27,897.51	\$39,713.00	(\$11,815.49)	\$27,897.51	\$39,713.00	(\$11,815.49)	\$158,852.00
41400-00 Legal Admin Fees	30.00	-	30.00	30.00	-	30.00	-
42000-00 Prepaid Association Fees	5,229.56	-	5,229.56	5,229.56	-	5,229.56	-
42530-00 Interest-Delinquent Fees	46.81	-	46.81	46.81	-	46.81	-
42550-00 Reserve Interest	194.39	-	194.39	194.39	-	194.39	-
42630-00 Late Fee Income	60.00	-	60.00	60.00	-	60.00	-
42660-00 Court Costs Recovered	40.69	-	40.69	40.69	-	40.69	-
42700-00 Certified Legal Cost	14.98	-	14.98	14.98	-	14.98	-
Total Income	\$33,513.94	\$39,713.00	(\$6,199.06)	\$33,513.94	\$39,713.00	(\$6,199.06)	\$158,852.00
Total OPERATING INCOME	\$33,513.94	\$39,713.00	(\$6,199.06)	\$33,513.94	\$39,713.00	(\$6,199.06)	\$158,852.00
OPERATING EXPENSE							
General & Administrative							
51400-00 Audit/Tax Preparation	-	-	-	-	-	-	378.00
51500-00 Social Committee Expense	-	150.00	150.00	-	150.00	150.00	600.00
51950-00 Legal-Collections	2,781.50	417.00	(2,364.50)	2,781.50	417.00	(2,364.50)	5,004.00
52200-00 Property Insurance	-	-	-	-	-	-	4,167.00
52210-00 Corporate Fees	-	-	-	-	-	-	140.00
52400-00 Management Fees	2,077.70	2,078.00	0.30	2,077.70	2,078.00	0.30	24,936.00
52600-00 Miscellaneous Expense	-	80.00	80.00	-	80.00	80.00	960.00
52700-00 Office Expense/Printing	314.70	150.00	(164.70)	314.70	150.00	(164.70)	2,390.00
52750-00 Coupon Books	-	-	-	-	-	-	900.00
52820-00 Website Expenses	-	-	-	-	-	-	500.00
52900-00 Postage Expense	16.71	175.00	158.29	16.71	175.00	158.29	2,250.00
Total General & Administrative	\$5,190.61	\$3,050.00	(\$2,140.61)	\$5,190.61	\$3,050.00	(\$2,140.61)	\$42,225.00
Utilities							
53700-00 Water Expense	157.25	450.00	292.75	157.25	450.00	292.75	5,400.00
53800-00 Electric Expense	74.64	60.00	(14.64)	74.64	60.00	(14.64)	725.00
Total Utilities	\$231.89	\$510.00	\$278.11	\$231.89	\$510.00	\$278.11	\$6,125.00
Maintenance							
54290-00 Common Area Grounds	-	833.00	833.00	-	833.00	833.00	10,000.00
54300-00 Lawn Contract	3,150.00	3,150.00	-	3,150.00	3,150.00	-	38,655.00
54310-00 Landscaping Extras	-	1,083.00	1,083.00	-	1,083.00	1,083.00	13,000.00
54320-00 Irrigation System	950.00	-	(950.00)	950.00	-	(950.00)	5,000.00
54340-00 Sign Expense	-	-	-	-	-	-	250.00
54350-00 Streets/Lights/Sidewalk	-	333.00	333.00	-	333.00	333.00	4,000.00
54550-00 Building/Fence/Grounds	98.57	833.00	734.43	98.57	833.00	734.43	10,000.00
Total Maintenance	\$4,198.57	\$6,232.00	\$2,033.43	\$4,198.57	\$6,232.00	\$2,033.43	\$80,905.00
Operating Reserves							
56550-00 Oper Reserve Interest	135.41	-	(135.41)	135.41	-	(135.41)	-
56600-00 Operating Reserve	985.00	985.00	-	985.00	985.00	-	11,821.00
Total Operating Reserves	\$1,120.41	\$985.00	(\$135.41)	\$1,120.41	\$985.00	(\$135.41)	\$11,821.00
Replacement Reserves							
55160-00 Repl Reserve Interest	6.92	-	(6.92)	6.92	-	(6.92)	-
55490-00 Replacement Reserve	645.00	645.00	-	645.00	645.00	-	7,776.00
Total Replacement Reserves	\$651.92	\$645.00	(\$6.92)	\$651.92	\$645.00	(\$6.92)	\$7,776.00

Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Other Reserves							
55190-00 Front Entrance Reserve	\$-	\$833.00	\$833.00	\$-	\$833.00	\$833.00	\$10,000.00
56551-00 Tree Reserve - Earned Interest	26.03	-	(26.03)	26.03	-	(26.03)	-
56553-00 Weather Reserve - Earned Interest	26.03	-	(26.03)	26.03	-	(26.03)	-
Total Other Reserves	<u>\$52.06</u>	<u>\$833.00</u>	<u>\$780.94</u>	<u>\$52.06</u>	<u>\$833.00</u>	<u>\$780.94</u>	<u>\$10,000.00</u>
Total OPERATING EXPENSE	\$11,445.46	\$12,255.00	\$809.54	\$11,445.46	\$12,255.00	\$809.54	\$158,852.00
Net Income:	<u>\$22,068.48</u>	<u>\$27,458.00</u>	<u>(\$5,389.52)</u>	<u>\$22,068.48</u>	<u>\$27,458.00</u>	<u>(\$5,389.52)</u>	<u>\$0.00</u>