

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.