



Board Package

March 2025

Gatling Pointe Community Association Inc.

Board Meeting Agenda

Monday, March 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: GoTo

Call in: +1 (571) 317-3122

Meeting Link:

<https://meet.goto.com/813563077>

Access Code: 813-563-077

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<https://link.edgepilot.com/s/13e208bb/9ALvqAQI2kqxCAP5tO-yfg?u=https://meet.goto.com/install>

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: Motion to approve the Minutes of the Board Meeting held on Monday, February 24, 2025, if not already approved by Unanimous Consent of the Board.

Treasurer's Report:

Total Operating Fund	\$55,648.51
Total Operating Reserves	\$56,643.37
Total Replacement Reserves	\$44,438.29
Total Other Reserves	\$22,471.56
Total Assets	\$179,201.73

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

GROWTH THROUGH EXCELLENCE

1. Ratification of decisions made by Unanimous Consent of the Board since the last Board Meeting depicted on Exhibit A to this Agenda.

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
[Discuss results of survey. Discuss contact to Gatling Pointe Yacht Club.](#)
4. GPP / GPP Fence Replacement Status.
[Discuss status of replacement by Whitman Development.](#)
5. GPP / GPP Common Area Drainage Problem.
[Discuss meeting with Randy Keaton, County Administrator.](#)

New Business:

1. Irrigation Start Up.
[Discuss Daniels proposal for front entrance irrigation system overhaul and controller replacement.](#)
2. Virtual Meeting Options.
[Discuss GPCA Zoom account for virtual meetings.](#)
3. Maturing CD's
[Discuss maturing CD's and review rates.](#)
4. Reserve Study Update
[Discuss MillerDodsons proposal for reserve study level 2 update.](#)

Manager's Report: Amber Hobbs, 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, April 28, 2025, following the 2025 Annual Meeting of the Association, which begins at 6:00 PM.

Exhibit A: Decisions made by Unanimous Consent of the Board since the last Board Meeting. None.

GATLING POINTE COMMUNITY ASSOCIATION, INC.
Minutes of the February 24, 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, February 24, 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 819 35665 3253 and by Call in to 1-305-224-1968.

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:

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

Kim motioned to move out of Executive Session; seconded by Stephanie. 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, 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: The Treasurer’s Report was presented by Ross.

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

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

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

1. Stephanie motioned to ratify the decisions made by Unanimous Consent of the Board since the last Board Meeting depicted on Exhibit A to these Minutes; seconded by Ross. Motion passed.

Unfinished Business:

1. Community Involvement Events for 2025.

Confirmed:

Yard Sale: May 17, 2025

Ice Cream Social: June 28, 2025, 2:00 PM to 4:00 PM.

Proposed:

Shred-It: Tentative September 2025 event.

New Business:

1. Kim motioned to move \$10,000 of the 2024 YE Surplus from the Association's Operating Account to the Front Entrance Reserve (Budget Line Item 55190-00); seconded by Pete. Motion passed.

Owners Forum: Owners Forum opened at 6:10 PM and closed at 6:19 PM.

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 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: Kim motioned to adjourn the Board Meeting held on Monday, February 24, 2025; seconded by Stephanie. The Meeting adjourned at 6:21 PM.

Prepared by: Board of Directors.

Date Approved: Approved _____, 2025 [by Unanimous Consent of the Board].

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

1. Whitman Development Group, LLC, Proposal for removal and replacement of the fence surrounding the pump station on the corner of Gatling Pointe Parkway and Gatling Pointe Parkway in the amount of \$13,314.00 approved 02-20-2025.



Financial Report Package

February 2025

Prepared for

Gatling Pointe Community Association Inc.

By

United Property Associates

Assets
Operating Fund

10-10105-00 BankUnited - Operating - 1478 \$55,648.51

Total Operating Fund: \$55,648.51
Operating Reserves

11-11025-00 BankUnited - OP Res - 0916 56,643.37

Total Operating Reserves: \$56,643.37
Replacement Reserves

12-11000-00 Atlantic Union - Repl Res - 6747 33,841.66

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: \$44,438.29
Other Reserves

13-11055-00 BankUnited - Tree Res - 0924 10,402.51

13-11060-00 BakUnited - Front Entrance - 8807 1,666.54

13-11075-00 BankUnited - Weather Res - 0932 10,402.51

Total Other Reserves: \$22,471.56
Total Assets: \$179,201.73
Liabilities & Equity
Operating Reserves

32-32000-00 Accumulated Operating Reserve 56,643.37

Total Operating Reserves: \$56,643.37
Replacement Reserves

33-33000-00 Accumulated Replacement Reserve 44,438.29

Total Replacement Reserves: \$44,438.29
Other Reserves

34-32020-00 Accumulated Tree Reserve 10,402.51

34-32040-00 Accumulated Front Entrance Reserve 1,666.54

34-32060-00 Accumulated Weather Reserve 10,402.51

Total Other Reserves: \$22,471.56
Equity

35-34980-00 Retained Earnings 40,771.76

Total Equity: \$40,771.76

 Net Income Gain / Loss 14,876.75 \$14,876.75
Total Liabilities & Equity: \$179,201.73

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
Income							
41100-00 Association Fees	\$3,434.85	\$-	\$3,434.85	\$31,332.36	\$39,713.00	(\$8,380.64)	\$158,852.00
41400-00 Legal Admin Fees	-	-	-	30.00	-	30.00	-
42000-00 Prepaid Association Fees	1,140.39	-	1,140.39	6,369.95	-	6,369.95	-
42530-00 Interest-Delinquent Fees	-	-	-	46.81	-	46.81	-
42550-00 Reserve Interest	174.09	-	174.09	368.48	-	368.48	-
42630-00 Late Fee Income	157.48	-	157.48	217.48	-	217.48	-
42660-00 Court Costs Recovered	-	-	-	40.69	-	40.69	-
42700-00 Certified Legal Cost	-	-	-	14.98	-	14.98	-
Total Income	\$4,906.81	\$-	\$4,906.81	\$38,420.75	\$39,713.00	(\$1,292.25)	\$158,852.00
Total OPERATING INCOME	\$4,906.81	\$-	\$4,906.81	\$38,420.75	\$39,713.00	(\$1,292.25)	\$158,852.00
OPERATING EXPENSE							
General & Administrative							
51400-00 Audit/Tax Preparation	-	-	-	-	-	-	378.00
51500-00 Social Committee Expense	-	-	-	-	150.00	150.00	600.00
51950-00 Legal-Collections	358.04	417.00	58.96	3,139.54	834.00	(2,305.54)	5,004.00
52200-00 Property Insurance	-	463.00	463.00	-	463.00	463.00	4,167.00
52210-00 Corporate Fees	-	-	-	-	-	-	140.00
52400-00 Management Fees	2,077.70	2,078.00	0.30	4,155.40	4,156.00	0.60	24,936.00
52600-00 Miscellaneous Expense	-	80.00	80.00	-	160.00	160.00	960.00
52700-00 Office Expense/Printing	183.40	320.00	136.60	498.10	470.00	(28.10)	2,390.00
52750-00 Coupon Books	-	900.00	900.00	-	900.00	900.00	900.00
52820-00 Website Expenses	25.17	-	(25.17)	25.17	-	(25.17)	500.00
52900-00 Postage Expense	80.15	175.00	94.85	96.86	350.00	253.14	2,250.00
Total General & Administrative	\$2,724.46	\$4,433.00	\$1,708.54	\$7,915.07	\$7,483.00	(\$432.07)	\$42,225.00
Utilities							
53700-00 Water Expense	33.14	450.00	416.86	190.39	900.00	709.61	5,400.00
53800-00 Electric Expense	62.03	60.00	(2.03)	136.67	120.00	(16.67)	725.00
Total Utilities	\$95.17	\$510.00	\$414.83	\$327.06	\$1,020.00	\$692.94	\$6,125.00
Maintenance							
54290-00 Common Area Grounds	-	833.00	833.00	-	1,666.00	1,666.00	10,000.00
54300-00 Lawn Contract	3,150.00	3,150.00	-	6,300.00	6,300.00	-	38,655.00
54310-00 Landscaping Extras	2,430.00	1,083.00	(1,347.00)	2,430.00	2,166.00	(264.00)	13,000.00
54320-00 Irrigation System	-	-	-	950.00	-	(950.00)	5,000.00
54340-00 Sign Expense	-	-	-	-	-	-	250.00
54350-00 Streets/Lights/Sidewalk	-	333.00	333.00	-	666.00	666.00	4,000.00
54550-00 Building/Fence/Grounds	228.82	833.00	604.18	327.39	1,666.00	1,338.61	10,000.00
Total Maintenance	\$5,808.82	\$6,232.00	\$423.18	\$10,007.39	\$12,464.00	\$2,456.61	\$80,905.00
Operating Reserves							
56550-00 Oper Reserve Interest	126.41	-	(126.41)	261.82	-	(261.82)	-
56600-00 Operating Reserve	985.00	985.00	-	1,970.00	1,970.00	-	11,821.00
Total Operating Reserves	\$1,111.41	\$985.00	(\$126.41)	\$2,231.82	\$1,970.00	(\$261.82)	\$11,821.00
Replacement Reserves							
55160-00 Repl Reserve Interest	-	-	-	6.92	-	(6.92)	-
55490-00 Replacement Reserve	645.00	645.00	-	1,290.00	1,290.00	-	7,776.00
Total Replacement Reserves	\$645.00	\$645.00	\$-	\$1,296.92	\$1,290.00	(\$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	\$1,666.00	\$833.00	(\$833.00)	\$1,666.00	\$1,666.00	\$-	\$10,000.00
55360-00 Front Entrance Reserve Interest	0.54	-	(0.54)	0.54	-	(0.54)	-
56551-00 Tree Reserve - Earned Interest	23.57	-	(23.57)	49.60	-	(49.60)	-
56553-00 Weather Reserve - Earned Interest	23.57	-	(23.57)	49.60	-	(49.60)	-
Total Other Reserves	<u>\$1,713.68</u>	<u>\$833.00</u>	<u>(\$880.68)</u>	<u>\$1,765.74</u>	<u>\$1,666.00</u>	<u>(\$99.74)</u>	<u>\$10,000.00</u>
Total OPERATING EXPENSE	\$12,098.54	\$13,638.00	\$1,539.46	\$23,544.00	\$25,893.00	\$2,349.00	\$158,852.00
Net Income:	<u>(\$7,191.73)</u>	<u>(\$13,638.00)</u>	<u>\$6,446.27</u>	<u>\$14,876.75</u>	<u>\$13,820.00</u>	<u>\$1,056.75</u>	<u>\$0.00</u>