

GATLING POINTE COMMUNITY ASSOCIATION, INC.

**MINUTES OF THE FEBRUARY 25, 2021
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 Thursday, February 25, 2021, by remote electronic participation, currently authorized by regulations adopted by Governor Northam as part of the Commonwealth’s state of emergency status during the coronavirus pandemic.

Members Present:

Sarah Palamara, President; Bill Walker, Vice President; Stephen Serafini, Secretary; Ross Tomlin, Treasurer; and Stephanie Shipman, Member at Large. Conrad Straub, Association Manager with United Property Associates, was also present.

Call to Order:

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

Executive Session:

Bill Walker motioned to move in to Executive Session for the purpose of review of assessment delinquencies, to discuss and consider contracts and to review enforcement matters. Motion passed unanimously. Meeting moved in to Executive Session at 5:31 PM.

Bill Walker motioned to move out of Executive Session; seconded by Stephen Serafini. Motion passed unanimously. Meeting moved from Executive Session to Open Session at 5:52 PM.

A second Executive Session was held beginning at 7:05 PM:

Stephen Serafini motioned to move in to Executive Session for the purpose of review of assessment delinquencies, to discuss and consider contracts and to review enforcement matters; seconded by Sarah Palamara. Motion passed unanimously. Meeting moved in to Executive Session at 7:05 PM.

Stephen Serafini motioned to move out of Executive Session; seconded by Stephanie Shipman. Motion passed unanimously. Meeting moved from Executive Session to Open Session at 7:28 PM.

Decisions made in Executive Session that require a vote in Open Session appear in “Unfinished Business” or “New Business” below.

Approval of Minutes of Prior Board Meeting:

Board Meeting Minutes for the January 28, 2021, Board Meeting were approved by Unanimous Consent of the Board on February 8, 2021, and posted on the website that evening.

Treasurer's Report:

Ross provided the Treasurer's Report. Stephen Serafini motioned to approve the Treasurer's Report as presented; seconded by Bill Walker. Motion passed unanimously.

Ratification of Decisions Made by Unanimous Consent between Board Meetings:

1. Bill Walker motioned to ratify the Exterior Modification Application for Account #0939-104MC to replace deck boards on rear deck and stairs approved by Unanimous Consent of the Board on 02-17-2021; seconded by Stephen Serafini. Motion passed unanimously.
2. Stephanie Shipman motioned to ratify the Exterior Modification Application for Account #0939-204SBL to install arborvitae as a landscape border approved by Unanimous Consent of the Board on 02-17-2021; seconded by Bill Walker. Motion passed unanimously.

Unfinished Business:

1. Ross Tomlin motioned to refund overpaid assessment accounts through 12-31-2020; seconded by Bill Walker. Motion passed unanimously.
2. Stephen Serafini motioned to approve the 2021 Annual Meeting Notice and Proxy as presented; seconded by Bill Walker. Motion passed unanimously.
3. Architectural Review Board ("ARB"). Sarah reported that Todd Allen is currently serving as an appointed member of the ARB.
 - a. Stephen Serafini motioned to set the number of ARB Member to five (5); seconded by Ross Tomlin. Motion passed unanimously.
 - b. Stephen Serafini motioned to appoint Peter Carlson, 117 Commodore Lane, to the Architectural Review Board; seconded by Bill Walker. Motion passed unanimously.
 - c. Sarah Palamara motioned to appoint William Richter, 500 Gatling Pointe Parkway, to the Architectural Review Board; seconded by Bill Walker. Motion passed unanimously.

4. Stephen Serafini motioned to adopt the Guidelines for Signs and Flags prepared by Bill Walker, as modified during discussion; seconded by Stephanie Shipman. Motion passed unanimously.

New Business:

1. Ross Tomlin motioned to authorize the Landscape and Grounds Committee to prepare a Feasibility Study to implement Option 3 of the Committee's Common Area Revitalization Plan presented at the February 18, 2021, Work Session and presented formally during the Board Meeting; seconded by Sarah Palamara. Motion passed unanimously.
2. Stephanie Shipman motioned to approve Jones Curb Appeal annual landscape maintenance contract price of \$35,600.04; seconded by Stephen Serafini. Motion passed unanimously.

Owners Forum: Owners Forum opened at 6:57 PM and closed at 7:04 PM.

Next Meeting:

The next Gatling Pointe Board Meeting is scheduled for Thursday, March 25, 2021.

Adjournment:

Bill Walker motioned to adjourn the regular Board Meeting held on Thursday, February 25, 2021; seconded by Stephen Serafini. The Meeting adjourned at 7:29 PM.

Prepared by: Sarah R. Palamara

Date approved: March 1, 2021