

GATLING POINTE COMMUNITY ASSOCIATION, INC.

Minutes of the November 22, 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 Monday, November 22, 2021, at 1613 South Church Street, Smithfield, Virginia. Electronic participation was available for Owners to attend virtually.

Directors and Management Present:

Sarah Palamara, President; Stephen Serafini, Vice President and Treasurer; Ross Tomlin, Secretary; Kim Burbage, Director; Pete Carlson; Director; and Casey Lindblad, Association Manager.

Call to Order:

Sarah called the Board Meeting to order at 5:30 PM.

Executive Session:

Steve motioned to move in to Executive Session for the purpose of discussing covenant and maintenance enforcement matters; seconded by Ross. Motion passed. The Board moved in to Executive Session at 5:30 PM.

Pete motioned to move out of Executive Session; seconded by Steve. Motion passed. The Board moved out of Executive Session at 6:20 PM.

Approval of Minutes of Prior Board Meeting:

The Minutes of the October 25, 2021, Board Meeting were approved by Unanimous Consent of the Board on November 14, 2021, and posted on the website on November 14, 2021.

Treasurer’s Report:

Steve provided the Treasurer’s Report as follows:

Total Operating Fund	\$ 15,173.25
Total Operating Reserves	20,860.67
Total Replacement Reserves	41,593.69
Total Other Reserves	30,004.32
Total Assets	\$ 107, 634.93

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

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

1. Ross motioned to ratify the Exterior Modification Applications identified on Exhibit A to these Minutes approved by Unanimous Consent of the Board since the last Board Meeting; seconded by Steve. Motion passed.

Unfinished Business:

1. Neighborhood Gas Lamp Replacement.
Pending proposal(s). Tabled to January 2022 Board Meeting.
2. Rock wall extension to correct grading and drainage on Gatling Pointe Parkway sidewalk from between Clipper Creek Lane to Sunrise Bluff and on to James Landing.
Pending Proposal(s). Tabled to January 2022 Board Meeting.

New Business:

1. Sarah motioned to accept the 2022 Annual Planner as modified during discussion; seconded by Steve. Motion passed. The 2022 Annual Planner is attached to these Minutes as Exhibit B. Please note the Annual Planner may change throughout 2022 as schedules change, events are added or removed and other circumstances require.
2. Sarah motioned to accept all due process hearing decisions as discussed; seconded by Steve. Motion passed.

Owners Forum: Owners Forum opened at 6:48 PM and closed at 6:48 PM.

Next Board Meeting:

The next Gatling Pointe Board Meeting is Monday, January 24, 2022.

Adjournment Pete motioned to adjourn the regular Board Meeting held on Monday, November 22, 2021; seconded by Ross. The Meeting adjourned at 6:50 PM.

Prepared by: Board of Directors

Date Approved: Approved by Unanimous Consent of the Board on Wednesday, November 24, 2021.

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

1. Application for 210 James Landing Circle to replace the roof approved by Unanimous Consent of the Board and the Architectural Review Board on 10-26-2021.
2. Application for 109 North James Landing Circle to replace the driveway approved by Unanimous Consent of the Board and the Architectural Review Board on 10-29-2021.
3. Application for 102 Watch Harbour to add a fence to the rear and side of the Lot and to install landscaping approved by Unanimous Consent of the Board and the Architectural Review Board on 11-01-2021.
4. Application for 201 Clipper Creek Lane to extend the driveway, install a sidewalk and replace the deck with a covered patio approved by Unanimous Consent of the Board and the Architectural Review Board on 11-01-2021.
5. Application for 102 Sunrise Bluff Court to replace the roof approved by Unanimous Consent of the Board and the Architectural Review Board on 11-03-2021.

Gatling Pointe Community Association

2022 ANNUAL PLANNER

JANUARY

1/03/2022 New Year's Day – UPA Closed

1/24/2022 Monthly HOA Meeting

FEBRUARY

**Schedule Annual Meeting date to prepare proper mailings
Prioritize Spring maintenance schedule & compose reminder letter**

2/01/2022 Select Spring Annuals and planting specs.

2/28/2022 Monthly HOA Meeting

MARCH

3/07/2022 Signed Tax Returns due to accounting for processing

3/11/2022 Annual Meeting Notice mailout deadline

3/28/2022 Monthly HOA Meeting

3/31/2022 Jones Curb Appeal Contract renews- 30 days' notice required

3/31/2022 Candidate application forms must be submitted online

APRIL

4/6/2022 Absentee ballot and biography mailing deadline

4/15/2022 Tax Return Deadline- must be in the mail

4/25/2022 Annual HOA Meeting-Organizational Board Meeting

MAY

Review Reserve Study for 2023 Proposed Budget

5/21/2022 Yard Sale Event

5/23/2022 Monthly HOA Meeting

5/30/2022 Memorial Day – UPA Closed

JUNE

**Request bids for all projected projects/contracts for 2023 including tax/audit letters.
Contact utility companies and vendors for 2023 proposed increases.**

6/27/2022 Monthly HOA Meeting

JULY

Proposed 2023 Budget included in Board Package

7/4/2022 Independence Day – UPA Closed

7/25/2022 Monthly HOA Meeting

7/25/2022 Management Contract renews (24-month term)- 90 days' notice required

AUGUST

Select Fall Annuals, planting specs, and determine fall planting needs.

08/01/2022 Tax Engagement proposal acceptance due for Tax year 2022.

8/22/2022 Monthly HOA Meeting

SEPTEMBER

Determine areas and set overseeding and aeration schedule if applicable.

9/5/2022 Labor Day – UPA Closed

9/15/2022 Deadline for soliciting engagement letters for tax returns for 2022

9/26/2022 Monthly HOA Meeting- Budget Adoption Deadline

OCTOBER

Set calendar schedule for fall events.

10/15/2022 Yard Sale Event

10/24/2022 Monthly HOA Meeting

NOVEMBER

11/01/2022 2023 Adopted Budget mailing deadline- 60 days required notice

11/19/2022 Holiday lighting installation event

11/24/2022 Thanksgiving – UPA closed

11/25/2022 Day after Thanksgiving – UPA closed
11/28/2022 Monthly HOA Meeting
11/30/2022 Deadline to send adopted annual assessment notice to association members
11/30/2022 Deadline to have all coupon orders turned in to be ordered.

DECEMBER

12/17/2022 Santa Sleigh Ride event
12/23/2022 Management Contract Renewal (2-year term- renewal date 2023)
12/23/2022 Christmas Eve Holiday – UPA Closed
12/26/2022 Christmas Day Holiday – UPA Closed
12/26/2022 Monthly HOA Meeting
12/31/2022 Jones Curb Appeal Contract renewal notice required