

GATLING POINTE COMMUNITY ASSOCIATION, INC.
MINUTES OF THE 10 DECEMBER, 2020
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, 10 December, 2020, via Zoom.

Members Present:

Sarah Palamara, President; Bill Walker, Vice President; Stephen Serafini, Secretary 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 6:30 pm.

Moment of Silence:

Sarah asked for a moment of silence to remember those we have lost, including Paul Harp, long term Board Member and Treasurer, Marlene Stanton and Sharon Urban, residents in Gatling Pointe.

Appointment to fill Vacant Position:

Sarah called for a motion to appoint Ross Tomlin to the Director’s position vacated by Paul Harp’s passing. Motion by Stephen Serafini; seconded by Bill Walker. Motion passed unanimously.

Election of Treasurer:

Sarah called for a motion to elect Ross Tomlin as Treasurer of the Board of Directors. Motion by Stephen Serafini; seconded by Bill Walker. Motion passed unanimously.

Approval of Minutes of Prior Board Meeting:

Bill Walker motioned to approve the Minutes of the November 9, 2020, Organizational Meeting; seconded by Stephanie Shipman. Motion passed unanimously.

Treasurer’s Report:

Conrad provided the Treasurer’s Report as part of his Manager’s Report.

Unfinished Business:

1. Pump Station Fence Enclosure: The Board reviewed and discussed proposals submitted by one contractor to replace the fence enclosure at the Pump Station. The Board

instructed Conrad to obtain additional proposals for fence enclosures as well as check into vegetation to provide a green screen.

New Business:

1. Bill Walker motioned to ratify the Fall Planting Proposal from Jones Curb Appeal (JCA) in the amount of \$1,767.01, approved by the Board by Unanimous Consent of the Board on November 20, 2020; seconded by Stephanie Shipman. Motion passed unanimously.
2. Bill Walker motioned to ratify the October 2020 Invoice for Common Area tree trimming and removal from JCA in the amount of \$9,740, accepted by the Board by Unanimous Consent of the Board on November 24, 2020; seconded by Stephen Serafini Motion passed unanimously.
3. Bill Walker motioned to approve the draft Association Complaint Procedures required to update the current Procedures; seconded by Stephen Serafini. Motion passed unanimously.
4. Unanimous Consents to Amend Bylaws adopted in 2016-2017. One dropped the quorum for meetings of the members to 20%. The second authorized election of Directors in a 3-2 stagger with 2 year terms rather having all 5 Board members elected each year. Research is ongoing to locate signed copies of both documents. If not found both will have to issue new ones.
5. Committee Organization:
 - A. Stephanie Shipman motioned to create a Landscape and Grounds Committee; seconded by Stephen Serafini. Motion passed unanimously.
 - B. Stephen Serafini motioned to approve Bill and Sarah as Primary and Secondary Board Committee Members, respectively; seconded by Stephanie Shipman. Motion passed unanimously.
 - C. Bill Walker motioned to create a Communications Committee / Workgroup; seconded by Stephanie Shipman. Motion passed unanimously.
 - D. Bill Walker motioned to approve Steve and Ross as Primary and Secondary Board Committee Members, respectively; seconded by Stephanie Shipman. Motion passed unanimously.
 - E. Stephen Serafini motioned to create a Community Engagements Committee; seconded by Stephanie Shipman. Motion passed unanimously.
 - F. Bill Walker motioned to approve Stephanie and Sarah as Primary and Secondary Board Committee Members, respectively; seconded by Stephen Serafini. Motion passed unanimously. Decision was also made to leave "Yard of the Month" under Community Engagements.

6. Architectural Review Board Appointment.
This agenda item was tabled until the January 2021 Board Meeting pending research into the ARB's structure.
7. 2021 Annual Meeting Preparation. The 2021 Annual Meeting is currently scheduled for Thursday, April 22, 2020. The Board agreed to the following Annual Meeting Preparation Scheduled:
 - A. Annual Meeting documents to be presented by Bill and Sarah at the January 2021 Board Meeting, to be approved by the Board by no later than the February 2021 Board Meeting.
 - B. Annual Meeting Notice and Candidate Interest Form will be mailed to the Owners during the first week of March 2021, to be delivered by March 15, 2021. The Candidate Interest Forms will be due back from owners interested in serving on the Board by March 29, 2021.
 - C. An Instructed Proxy will be mailed to the Owners the first week in April 2021 to allow the Owners sufficient time to return their Proxies by the Annual Meeting.

Owners Forum: Owners Forum opened at 8:01 PM and closed at 8:03 PM.

Executive Session:

Bill Walker motioned to move in to Executive Session for the purpose of review of covenant violations and assessment delinquencies; seconded by Stephen Serafini. Motion passed unanimously. Meeting moved in to Executive Session at 8:03 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 8:45 PM.

No decisions were made in Executive Session that require a vote in Open Session.

Next Meeting:

The next Gatling Pointe Board Meeting is scheduled for Thursday, January 28, 2021.

Adjournment:

Stephen Serafini motioned to adjourn the regular Board Meeting held on Thursday, December 10, 2020; seconded by Stephanie Shipman. The Meeting adjourned at 8:48 PM.

Prepared by: Stephen Serafini

Date approved: January 28, 2021