



Board Package

September 2022

**Gatling Pointe Community Association Inc.
Board Meeting Agenda**

Monday, September 26, 2022 @ 6:30 PM

www.gatlingpointe.net

Location: 1613 South Church Street, Conference Room, Smithfield, VA

Virtual Attendance Available: [Zoom]

Call in: 1-301-715-8592

Passcode: 519283

Meeting called to Order

Move to Executive Session

The Board will move in to Executive Session for the purpose of discussing delinquent accounts and possible 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: _____ motioned to approve the Board Meeting Minutes of the August 22, 2022, Board Meeting; seconded by _____. Decision _____.

Treasurer's Report:

Total Operating Fund	\$ 4,589.79
Total Operating Reserves	\$ 26,283.33
Total Replacement Reserves	\$47,422.27
Total Other Reserves	\$20,006.22
Total Assets	\$ 98,301.61

Manager's Report: Casey Lindblad, the Association's Manager, will provide a Manager's Report of management activities since the last Board Meeting.

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

1. Ratification of Exterior Modification Applications depicted on Exhibit A to this Agenda approved by Unanimous Consent of the Board of Directors since the last Board Meeting.

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

Unfinished Business:

1. Gas lamp replacement.
[Review status of acquiring and testing a solar lamp at the James Landing light post.](#)

New Business:

1. Discussion of abandoned water station.
2. Continuation of virtual meetings.

HOMEOWNER'S FORUM

[Required by Virginia Property Owners' Association Act. Owner questions and comments requested from Owners in attendance.](#)

Move to Second Executive Session after Open Session if necessary.

Adjourn

Next Board Meeting: The next Meeting of the Board of Directors will be held on Monday, October 24, 2022.

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

1. Application for 101 Winterberry Circle to extend the driveway approved by Unanimous Consent of the Board on 09-02-2022 and by the Architectural Review Board.

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

1. None



Minutes

GATLING POINTE COMMUNITY ASSOCIATION, INC.
Minutes of the August 22, 2022
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, August 22, 2022, at 1613 South Church Street, Smithfield, Virginia. Electronic participation was available for Owners to attend virtually.

Directors and Management Present:

Sarah Palamara, President; Pete Carlson, Vice President; Ross Tomlin, Treasurer; Kim Burbage, Secretary; Steve Serafini, Member at Large; and Casey Lindblad, Association Manager.

Call to Order:

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

Executive Session:

Ross motioned to move in to Executive Session for the purpose of discussing contracts and proposals and possible covenant violation matters; seconded by Kim. Motion passed. The Board moved in to Executive Session at 5:30 PM.

Ross motioned to move out of Executive Session; seconded by Steve. Motion passed. The Board moved out of Executive Session at 6:25 PM.

Approval of Minutes of Prior Board Meetings:

Steve motioned to approve the Minutes of the August 22, 2022, Board Meeting; seconded by Kim. Motion passed.

Treasurer’s Report:

Ross provided the Treasurer’s Report as follows:

Total Operating Fund	\$ 823.69
Total Operating Reserves	25,881.67
Total Replacement Reserves	46,896.27
Total Other Reserves	30,008.82
Total Assets	\$ 103,610.45

Sarah motioned to approve 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. Pete 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 Steve. Motion passed.
2. Steve motioned to ratify decisions made by Unanimous Consent of the Board since the last Board meeting identified on Exhibit B of these Minutes; seconded by Kim. Motion passed.

Unfinished Business: No Motions related to Unfinished Business were made at the Meeting.

New Business: No Motions related to New Business were made at the Meeting.

Owners Forum: Owners Forum opened at 6:45 PM and closed at 6:47 PM.

Next Board Meeting: The next Gatling Pointe Board Meeting is Monday, September 26, 2022.

Adjournment: Pete motioned to adjourn the Board Meeting held on Monday, August 22, 2022; seconded by Pete. The Meeting adjourned at 6:48 PM.

Prepared by: Board of Directors.

Date Approved: September 26, 2022.

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

1. Application for 104 Water Pointe Lane to remove a tree at the rear of the Lot approved by Unanimous Consent of the Board on 08-04-2022 and by the Architectural Review Board.
2. Application for 105 Clipper Creek Lane to install a generator and to remove a tree in the front yard approved by Unanimous Consent of the Board on 08-15-2022 and by the Architectural Review Board.
3. Application for 108 Winterberry Circle for various exterior replacements and modifications approved by Unanimous Consent of the Board on 08-15-2022 and by the Architectural Review Board.

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

1. Approval of Jones Curb Appeal proposal in the amount of \$1,300.00 to remove a tree leaning towards 100 Regatta Pointe Lane on August 12, 2022.
2. Approval of Jones Curb Appeal proposal in the amount of \$800.00 to remove a dead sugar gum tree on Gatling Pointe Parkway across from the Regatta Pointe Common Area on August 16, 2022.



Financials

Assets

10100	Cash/Operating Account/TowneBank	\$ 4,535.63	
10200	Cash/Debit Card GMR/Towne	54.16	
	Total Operating Fund		\$ 4,589.79
11020	Cash/Operating Reserve/TowneBank	\$ 26,283.33	
	Total Operating Reserves		\$ 26,283.33
11000	Cash/Repl Reserve/Union	\$ 37,697.04	
11084	Cash/CD/Rep Reserve/TowneBank	9,725.23	
	Total Replacement Reserves		\$ 47,422.27
	Other Reserves		
11050	Cash/Tree Reserve/TowneBank	\$ 10,003.11	
11070	Cash/Weather Reserve/TowneBank	10,003.11	
	Total Other Reserves		\$ 20,006.22
	Total Current Assets		\$ 98,301.61
	Total Assets		\$ 98,301.61

Liabilities and Equity

Liabilities

	Total Liabilities		\$ 0.00
--	--------------------------	--	----------------

32000	Accumulated Operating Reserve	\$ 26,164.33	
34500	Operating Reserve Y-T-D Expense	119.00	
	Total Operating Reserves		\$ 26,283.33
33000	Accumulated Replacement Reserve	\$ 47,422.27	
	Total Replacement Reserves		\$ 47,422.27
	Other Reserves		
32020	Accumulated Tree Reserve	\$ 10,003.11	
32040	Accumulated Utility Reserve	10,002.94	
32060	Accumulated Weather Reserve	10,003.11	
34300	Utility Reserve Y-T-D Expense	(10,002.94)	
	Total Other Reserves		\$ 20,006.22
34980	Retained Earnings	\$ 7,278.53	
	Current Earnings	(2,688.74)	
	Total Equity		\$ 98,301.61
	Total Liabilities & Equity		\$ 98,301.61



301 Bendix Rd, Suite 300
Virginia Beach VA 23452-1385

Gatling Pointe Community Assn Inc 0939
Budget Comparison Statement
08/31/2022

Account Number	Account Name	Monthly Budget	Monthly Actual	Current Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget
Income								
41100	Income-Association Fees	\$ 0	\$ 4,092.65	\$ 4,092.65	\$ 89,829	\$ 81,324.93	\$ (8,504.07)	\$ 119,772
41400	Legal Administrative Income	0	0.00	0.00	0	60.00	60.00	0
42000	Income-Advanced Assoc Fees	0	0.00	0.00	0	(601.55)	(601.55)	0
42450	Resale Package Income	0	0.00	0.00	0	58.69	58.69	0
42530	Interest-Delinquent Fees	0	0.00	0.00	0	47.06	47.06	0
42550	Reserve Interest Income	0	1.00	1.00	0	14.66	14.66	0
42630	Late Fee Income	0	163.85	163.85	0	794.76	794.76	0
42660	Court Costs Collections Income	0	0.00	0.00	0	1,261.69	1,261.69	0
Total Income		\$ 0	\$ 4,257.50	\$ 4,257.50	\$ 89,829	\$ 82,960.24	\$ (6,868.76)	\$ 119,772
Expenses								
51400	Audit/Tax Preparation Expense	\$ 0	\$ 0.00	\$ 0.00	\$ 325	\$ 303.00	\$ 22.00	\$ 325
51500	Social Committee Expense	0	0.00	0.00	750	21.19	728.81	1,000
51800	Bank Service Charges	30	32.65	(2.65)	240	234.70	5.30	360
51950	Legal Expense- Collections	83	32.39	50.61	664	1,336.08	(672.08)	1,000
52200	Property Insurance	375	388.00	(13.00)	2,625	2,736.00	(111.00)	3,375
52210	Corporate Fees	0	0.00	0.00	150	140.00	10.00	150
52400	Management Fee Expense	1,999	1,998.80	0.20	15,460	15,456.51	3.49	23,456
52600	Misc Expense-General & Administrati	83	75.00	8.00	664	470.00	194.00	1,000
52700	Office Expense-Printing	135	40.05	94.95	1,485	1,102.05	382.95	2,160
52750	Coupon Books	0	0.00	0.00	772	0.00	772.00	772
52900	Postage Expense	71	19.62	51.38	568	840.81	(272.81)	850
53040	Resale Package Reimbursement	0	322.77	(322.77)	0	381.46	(381.46)	0
Total General & Administrative		\$ 2,776	\$ 2,909.28	\$ (133.28)	\$ 23,703	\$ 23,021.80	\$ 681.20	\$ 34,448
53700	Utilities-Water Expense	\$ 300	\$ 121.08	\$ 178.92	\$ 2,050	\$ 1,545.23	\$ 504.77	\$ 3,000
53800	Utilities-Electric Expense	75	30.79	44.21	600	383.30	216.70	900
53850	Utilities-Gas Expense	1,000	1,298.52	(298.52)	8,000	9,363.98	(1,363.98)	12,000
Total Utilities		\$ 1,375	\$ 1,450.39	\$ (75.39)	\$ 10,650	\$ 11,292.51	\$ (642.51)	\$ 15,900
54290	Maint.-Common Area Grounds Expense	\$ 833	\$ 0.00	\$ 833.00	\$ 6,664	\$ 250.00	\$ 6,414.00	\$ 10,000
54300	Maint.-Lawn Contract Expense	3,167	3,106.67	60.33	25,336	21,633.35	3,702.65	38,000
54310	Maint.-Landscaping Extras/Tree Remo	450	2,100.00	(1,650.00)	3,600	3,702.58	(102.58)	5,400
54320	Maint.-Irrigation System Expenses	0	0.00	0.00	2,000	945.13	1,054.87	2,000
54350	Maint.-Streets/Lights/Sidewalk Expe	200	0.00	200.00	1,600	52.99	1,547.01	2,400
54550	Maint.-Building/Fence/Grounds Expen	42	0.00	42.00	336	27,322.90	(26,986.90)	500
Total Maintenance		\$ 4,692	\$ 5,206.67	\$ (514.67)	\$ 39,536	\$ 53,906.95	\$ (14,370.95)	\$ 58,300
55160	Replacement Reserve Earned Interest	\$ 0	\$ 0.00	\$ 0.00	\$ 0	\$ 6.90	\$ (6.90)	\$ 0
55490	Replacement Reserves	526	526.00	0.00	4,208	4,208.00	0.00	6,312
Total Replacement Reserves		\$ 526	\$ 526.00	\$ 0.00	\$ 4,208	\$ 4,214.90	\$ (6.90)	\$ 6,312
56550	Operating Reserve Earned Interest	\$ 0	\$ 0.66	\$ (0.66)	\$ 0	\$ 3.94	\$ (3.94)	\$ 0
56551	Tree Reserve - Earned Interest	0	0.17	(0.17)	0	1.33	(1.33)	0
56552	Utility Reserve - Earned Interest	0	0.00	0.00	0	1.16	(1.16)	0
56553	Tree Reserve - Earned Interest	0	0.17	(0.17)	0	1.33	(1.33)	0
56581	Utility Reserve Draw	0	(10,002.94)	10,002.94	0	(10,002.94)	10,002.94	0
56600	Operating Reserves	401	401.00	0.00	3,208	3,208.00	0.00	4,812
Total Operating Reserves		\$ 401	\$ (9,600.94)	\$ 10,001.94	\$ 3,208	\$ (6,787.18)	\$ 9,995.18	\$ 4,812
Total Expenses/Reserves		\$ 9,770	\$ 491.40	\$ 9,278.60	\$ 81,305	\$ 85,648.98	\$ (4,343.98)	\$ 119,772
Net Income (Loss)		\$ (9,770)	\$ 3,766.10	\$ 13,536.10	\$ 8,524	\$ (2,688.74)	\$ (11,212.74)	\$ 0
Net Cash Flow		\$ (9,770)	\$ 3,766.10	\$ 13,536.10	\$ 8,524	\$ (2,688.74)	\$ (11,212.74)	\$ 0



New Business

Gatling Pointe Community Association

2023 ANNUAL PLANNER

JANUARY

1/02/2023 New Year's Day – UPA Closed

1/23/2023 Monthly HOA Meeting

FEBRUARY

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

2/01/2023 Select Spring Annuals and planting specs.

2/27/2023 Monthly HOA Meeting

MARCH

3/07/2023 Signed Tax Returns due to accounting for processing

3/11/2023 Annual Meeting Notice mailout deadline

3/27/2023 Monthly HOA Meeting

3/31/2023 Jones Curb Appeal Contract renews- 30 days' notice required

3/31/2023 Candidate application forms must be submitted online

APRIL

4/6/2023 Absentee ballot and biography mailing deadline

4/15/2023 Tax Return Deadline- must be in the mail

4/24/2023 Annual HOA Meeting-Organizational Board Meeting

MAY

Review Reserve Study for 2024 Proposed Budget

5/20/2023 Yard Sale Event

5/22/2023 Monthly HOA Meeting

5/29/2023 Memorial Day – UPA Closed

JUNE

**Request bids for all projected projects/contracts for 2024 including tax/audit letters.
Contact utility companies and vendors for 2024 proposed increases.**

6/26/2023 Monthly HOA Meeting

JULY

Proposed 2024 Budget included in Board Package

- 7/4/2023 Independence Day – UPA Closed
- 7/24/2023 Monthly HOA Meeting
- 7/25/2023 Management Contract renews (24-month term)- 90 days' notice required

AUGUST

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

- 08/01/2023 Tax Engagement proposal acceptance due for Tax year 2022.
- 8/28/2023 Monthly HOA Meeting

SEPTEMBER

Determine areas and set overseeding and aeration schedule if applicable.

- 9/4/2023 Labor Day – UPA Closed
- 9/15/2023 Deadline for soliciting engagement letters for tax returns for 2023
- 9/25/2023 Monthly HOA Meeting- Budget Adoption Deadline

OCTOBER

Set calendar schedule for fall events.

- 10/14/2023 Yard Sale Event
- 10/23/2023 Monthly HOA Meeting

NOVEMBER

- 11/01/2023 2024 Adopted Budget mailing deadline- 60 days required notice
- 11/18/2023 Holiday lighting installation event
- 11/23/2023 Thanksgiving – UPA closed
- 11/24/2023 Day after Thanksgiving – UPA closed
- 11/27/2023 Monthly HOA Meeting
- 11/30/2023 Deadline to send adopted annual assessment notice to association members
- 11/30/2023 Deadline to have all coupon orders turned in to be ordered.

DECEMBER

- 12/16/2023 Santa Sleigh Ride event
- 12/24/2023 Christmas Eve Holiday – UPA Closed
- 12/25/2023 Christmas Day Holiday – UPA Closed