



# Board Package

## October 2022

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

**Monday, October 24, 2022 @ 6:30 PM**

**[www.gatlingpointe.net](http://www.gatlingpointe.net)**

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

**Virtual Attendance Available: [Zoom]**

**Call in: 1-301-715-8592**

**Meeting ID: 883 2336 2002**

**Passcode: 564351**

Meeting called to Order

Move to Executive Session

The Board will move in to Executive Session for the purpose of consideration of contract proposals, 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 September 26, 2022, Board Meeting; seconded by \_\_\_\_\_. Motion \_\_\_\_\_.

Treasurer's Report:

Total Operating Fund	\$ 4,493.30
Total Operating Reserves	\$ 26,684.98
Total Replacement Reserves	\$ 47,951.43
Total Other Reserves	\$20,006.54
Total Assets	\$ 99,136.25

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 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. Decision to change Collections Attorney.
2. Discuss possible Winter Yard Sale.

HOMEOWNER'S FORUM

[Owner questions and comments from Owners in attendance.](#)

Adjourn

Next Board Meeting: The next Meeting of the Board of Directors will be held on Monday, November 28, 2022.

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

None.

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

1. Proposal by Jones Curb Appeal to remove dead sugar gum tree at the foot of the Walking Bridge approved by Unanimous Consent of the Board on October 14, 2022.



# Minutes

GATLING POINTE COMMUNITY ASSOCIATION, INC.  
Minutes of the September 26, 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, September 26, 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; 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 Steve. Motion passed. The Board moved in to Executive Session at 5:30 PM.

Ross motioned to move out of Executive Session; seconded by Pete. Motion passed. The Board moved out of Executive Session at 6:17 PM.

Approval of Minutes of Prior Board Meetings:

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

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

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. Steve 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 Pete. Motion passed.

2. There were no decisions made by Unanimous Consent of the Board since the last Board Meeting.

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

New Business:

1. Pete motioned to approve the Extra Mile Landscaping Maintenance contract in the amount of \$38,900, effective January 1, 2023; seconded by Steve. Motion passed.
2. Ross motioned to approve termination of the Jones Curb Appeal Landscaping Maintenance contract on December 1, 2022, effective December 31, 2022, to provide the required 30 days' notice of termination to Jones Curb Appeal as required by Section K of the Landscape Services Contract between the Association and Jones Curb Appeal; seconded by Steve. Motion passed.

Owners Forum: Owners Forum opened at 6:35 PM and closed at 6:36 PM.

Next Board Meeting: The next Gatling Pointe Board Meeting is Monday, October 24, 2022.

Adjournment: Steve motioned to adjourn the Board Meeting held on Monday, September 26, 2022; seconded by Sarah. The Meeting adjourned at 6:37 PM.

Prepared by: Board of Directors.

Date Approved: \_\_\_\_\_, 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 Members of the Architectural Review Board, conditioned on location of the extension within the 5 foot setback from the Lot Line.



# Financials

**Assets**

10100	Cash/Operating Account/TowneBank	\$ 4,439.14	
10200	Cash/Debit Card GMR/Towne	54.16	
	<b>Total Operating Fund</b>		<b>\$ 4,493.30</b>
11020	Cash/Operating Reserve/TowneBank	\$ 26,684.98	
	<b>Total Operating Reserves</b>		<b>\$ 26,684.98</b>
11000	Cash/Repl Reserve/Union	\$ 38,226.20	
11084	Cash/CD/Rep Reserve/TowneBank	9,725.23	
	<b>Total Replacement Reserves</b>		<b>\$ 47,951.43</b>
	<b>Other Reserves</b>		
11050	Cash/Tree Reserve/TowneBank	\$ 10,003.27	
11070	Cash/Weather Reserve/TowneBank	10,003.27	
	<b>Total Other Reserves</b>		<b>\$ 20,006.54</b>
	<b>Total Current Assets</b>		<b>\$ 99,136.25</b>
	<b>Total Assets</b>		<b>\$ 99,136.25</b>

**Liabilities and Equity**

**Liabilities**

	<b>Total Liabilities</b>		<b>\$ 0.00</b>
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32000	Accumulated Operating Reserve	\$ 26,565.98	
34500	Operating Reserve Y-T-D Expense	119.00	
	<b>Total Operating Reserves</b>		<b>\$ 26,684.98</b>
33000	Accumulated Replacement Reserve	\$ 47,951.43	
	<b>Total Replacement Reserves</b>		<b>\$ 47,951.43</b>
	<b>Other Reserves</b>		
32020	Accumulated Tree Reserve	\$ 10,003.27	
32040	Accumulated Utility Reserve	10,002.94	
32060	Accumulated Weather Reserve	10,003.27	
34300	Utility Reserve Y-T-D Expense	(10,002.94)	
	<b>Total Other Reserves</b>		<b>\$ 20,006.54</b>
34980	Retained Earnings	\$ 7,278.53	
	Current Earnings	(2,785.23)	
	<b>Total Equity</b>		<b>\$ 99,136.25</b>
	<b>Total Liabilities &amp; Equity</b>		<b>\$ 99,136.25</b>





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

Gatling Pointe Community Assn Inc 0939  
Budget Comparison Statement  
09/30/2022

Account Number	Account Name	Monthly Budget	Monthly Actual	Current Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget
<b>Income</b>								
41100	Income-Association Fees	\$ 0	\$ 4,672.20	\$ 4,672.20	\$ 89,829	\$ 85,997.13	\$ (3,831.87)	\$ 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
42440	Due Process Income	0	900.00	900.00	0	900.00	900.00	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	4.13	4.13	0	18.79	18.79	0
42630	Late Fee Income	0	86.10	86.10	0	880.86	880.86	0
42660	Court Costs Collections Income	0	0.00	0.00	0	1,261.69	1,261.69	0
	<b>Total Income</b>	<b>\$ 0</b>	<b>\$ 5,662.43</b>	<b>\$ 5,662.43</b>	<b>\$ 89,829</b>	<b>\$ 88,622.67</b>	<b>\$ (1,206.33)</b>	<b>\$ 119,772</b>
<b>Expenses</b>								
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	20.70	9.30	270	255.40	14.60	360
51950	Legal Expense- Collections	83	0.00	83.00	747	1,336.08	(589.08)	1,000
52200	Property Insurance	375	398.00	(23.00)	3,000	3,134.00	(134.00)	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	17,459	17,455.31	3.69	23,456
52600	Misc Expense-General & Administrati	83	75.00	8.00	747	545.00	202.00	1,000
52700	Office Expense-Printing	135	42.15	92.85	1,620	1,144.20	475.80	2,160
52750	Coupon Books	0	0.00	0.00	772	0.00	772.00	772
52900	Postage Expense	71	150.22	(79.22)	639	991.03	(352.03)	850
53040	Resale Package Reimbursement	0	0.00	0.00	0	381.46	(381.46)	0
	<b>Total General &amp; Administrative</b>	<b>\$ 2,776</b>	<b>\$ 2,684.87</b>	<b>\$ 91.13</b>	<b>\$ 26,479</b>	<b>\$ 25,706.67</b>	<b>\$ 772.33</b>	<b>\$ 34,448</b>
53700	Utilities-Water Expense	\$ 300	\$ 827.31	\$ (527.31)	\$ 2,350	\$ 2,372.54	\$ (22.54)	\$ 3,000
53800	Utilities-Electric Expense	75	30.36	44.64	675	413.66	261.34	900
53850	Utilities-Gas Expense	1,000	1,285.25	(285.25)	9,000	10,649.23	(1,649.23)	12,000
	<b>Total Utilities</b>	<b>\$ 1,375</b>	<b>\$ 2,142.92</b>	<b>\$ (767.92)</b>	<b>\$ 12,025</b>	<b>\$ 13,435.43</b>	<b>\$ (1,410.43)</b>	<b>\$ 15,900</b>
54290	Maint.-Common Area Grounds Expense	\$ 833	\$ 0.00	\$ 833.00	\$ 7,497	\$ 250.00	\$ 7,247.00	\$ 10,000
54300	Maint.-Lawn Contract Expense	3,167	0.00	3,167.00	28,503	21,633.35	6,869.65	38,000
54310	Maint.-Landscaping Extras/Tree Remo	450	0.00	450.00	4,050	3,702.58	347.42	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	1,800	52.99	1,747.01	2,400
54550	Maint.-Building/Fence/Grounds Expen	42	0.00	42.00	378	27,322.90	(26,944.90)	500
	<b>Total Maintenance</b>	<b>\$ 4,692</b>	<b>\$ 0.00</b>	<b>\$ 4,692.00</b>	<b>\$ 44,228</b>	<b>\$ 53,906.95</b>	<b>\$ (9,678.95)</b>	<b>\$ 58,300</b>
55160	Replacement Reserve Earned Interest	\$ 0	\$ 3.16	\$ (3.16)	\$ 0	\$ 10.06	\$ (10.06)	\$ 0
55490	Replacement Reserves	526	526.00	0.00	4,734	4,734.00	0.00	6,312
	<b>Total Replacement Reserves</b>	<b>\$ 526</b>	<b>\$ 529.16</b>	<b>\$ (3.16)</b>	<b>\$ 4,734</b>	<b>\$ 4,744.06</b>	<b>\$ (10.06)</b>	<b>\$ 6,312</b>
56550	Operating Reserve Earned Interest	\$ 0	\$ 0.65	\$ (0.65)	\$ 0	\$ 4.59	\$ (4.59)	\$ 0
56551	Tree Reserve - Earned Interest	0	0.16	(0.16)	0	1.49	(1.49)	0
56552	Utility Reserve - Earned Interest	0	0.00	0.00	0	1.16	(1.16)	0
56553	Tree Reserve - Earned Interest	0	0.16	(0.16)	0	1.49	(1.49)	0
56581	Utility Reserve Draw	0	0.00	0.00	0	(10,002.94)	10,002.94	0
56600	Operating Reserves	401	401.00	0.00	3,609	3,609.00	0.00	4,812
	<b>Total Operating Reserves</b>	<b>\$ 401</b>	<b>\$ 401.97</b>	<b>\$ (0.97)</b>	<b>\$ 3,609</b>	<b>\$ (6,385.21)</b>	<b>\$ 9,994.21</b>	<b>\$ 4,812</b>
	<b>Total Expenses/Reserves</b>	<b>\$ 9,770</b>	<b>\$ 5,758.92</b>	<b>\$ 4,011.08</b>	<b>\$ 91,075</b>	<b>\$ 91,407.90</b>	<b>\$ (332.90)</b>	<b>\$ 119,772</b>
	<b>Net Income (Loss)</b>	<b>\$ (9,770)</b>	<b>\$ (96.49)</b>	<b>\$ 9,673.51</b>	<b>\$ (1,246)</b>	<b>\$ (2,785.23)</b>	<b>\$ (1,539.23)</b>	<b>\$ 0</b>
	<b>Net Cash Flow</b>	<b>\$ (9,770)</b>	<b>\$ (96.49)</b>	<b>\$ 9,673.51</b>	<b>\$ (1,246)</b>	<b>\$ (2,785.23)</b>	<b>\$ (1,539.23)</b>	<b>\$ 0</b>