



Board Package

February 2023

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

Monday, February 27, 2023 @ 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

Meeting Id: 837 5421 9828

Passcode: 888646

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: The Minutes of the Regular Board Meeting held on Monday, January 23, 2023, were approved by Unanimous Consent of the Board on January 24, 2023.

Treasurer's Report:

Total Operating Fund	\$ 9,115.98
Total Operating Reserves	28,348.75
Total Replacement Reserves	50,109.46
Total Other Reserves	20,007.90
Total Assets	\$ 107,582.09

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.

GROWTH THROUGH EXCELLENCE

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.](#)
2. Slip and Fall Sidewalk Corrections.
[On hold pending results of gas lamp replacement project.](#)

New Business:

1. Annual Meeting Planning.
2. Extra Mile Landscaping.
[General discussion of first two months' of landscaping contract.](#)
3. Isle of Wight County Water Station Status.
[General discussion of research regarding the status of IOWC's Water Station on GPP.](#)
4. Due Process Hearing Decisions. None.

HOMEOWNER'S FORUM

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

Adjourn

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, March 27, 2023, beginning at 5:30 PM.

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

1. Application for 106 Clipper Creek Court to replace the home's roof approved by Unanimous Consent of the Board on 02-05-2023 and by the Architectural Review Board.
2. Application for 106 Clipper Creek Circle to replace the home's front door approved by Unanimous Consent of the Board on 02-21-2023 and by the Architectural Review Board.

3. Application for 207 Winterberry Lane to change the exterior color of the home approved by Unanimous Consent of the Board on 02-21-2023 and by the Architectural Review Board.

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

1. Approval of the Colonial Tree tree removal proposal in the amount of \$4,535 to take down two gum trees, a white oak tree and a pine tree at the front entrance on February 21, 2023.



Minutes

GATLING POINTE COMMUNITY ASSOCIATION, INC.
Minutes of the January 23, 2023
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, January 23, 2023, at 1613 South Church Street, Smithfield, Virginia.

Directors and Management Present:

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

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 contracts and proposals and possible covenant violation matters; seconded by Ross. 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 6:15 PM.

Approval of Minutes of Prior Board Meeting:

Steve motioned to approve the Board Meeting Minutes of the November 21, 2022, Board Meeting; seconded by Kim. Motion passed.

Steve motioned to approve the Board Meeting Minutes of the December 5, 2022, Special Board Meeting; second by Ross. Motion passed.

Treasurer’s Report: The Treasurer’s Report was included in the Agenda for the Meeting as presented in these Minutes.

Total Operating Fund	\$ 3,150.63
Total Operating Reserves	27,889.34
Total Replacement Reserves	49,543.84
Total Other Reserves	20,007.56
Total Assets	\$ 100,591.34

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. Decisions made by Unanimous Consent of the Board since the last Board Meeting: None.

Unfinished Business:

1. Gas Lamp Replacement with Solar Lamp at James Landing. Metro Mechanical is waiting for the solar lamp to be delivered.
2. Sarah motioned to approve the 2023 Replacement Reserve Study prepared by Miller Dodson as presented; seconded by Pete. Motion passed.

New Business:

1. Ross motioned to approve a budget of up to \$1,000 to purchase Spring Annuals; Kim seconded. Motion passed.

Owners Forum: Owners Forum opened at 6:30 PM and closed at 6:30 PM.

Next Board Meeting: The next Regular Meeting of the Board of Directors is scheduled for Monday, February 27, 2023.

Adjournment: Pete motioned to adjourn the Board Meeting held on Monday, January 23, 2023; seconded by Kim. The Meeting adjourned at 6:31 PM.

Prepared by: Board of Directors.

Date Approved: January 24, 2023.

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

1. Application for 102 Sunrise Bluff Court to replace the home's windows approved by Unanimous Consent of the Board on 11-26-2022 and by the Architectural Review Board.
2. Application for 205 Clipper Creek Lane to remove a second tree located next to the driveway, in addition to an Application to remove a dead tree approved on 11-09-2022, approved by Unanimous Consent of the Board on 12-07-2022 and by the Architectural Review Board.
3. Application for 303 Clipper Creek Lane to install an access ramp from the driveway to the front door of the home provisionally approved on 12-16-2022, with a complete Application approved on 01-02-2023 by Unanimous Consent of the Board and by the Architectural Review Board.

4. Application for 1000 Gatling Pointe Parkway to replace front door approved by Unanimous Consent of the Board on 01-11-2023 and by Members of the Architectural Review Board.
5. Application for 107 Mariners Circle to replace front railings and posts approved by Unanimous Consent of the Board on 01-15-2023 and by the Architectural Review Board.



Financials



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

Gatling Pointe Community Assn Inc 0939
Balance Sheet
01/31/2023

Assets

10100	Cash/Operating Account/TowneBank	\$ 9,061.82	
10200	Cash/Debit Card GMR/Towne	54.16	
	Total Operating Fund		\$ 9,115.98
11020	Cash/Operating Reserve/TowneBank	\$ 28,348.75	
	Total Operating Reserves		\$ 28,348.75
11000	Cash/Replacement Res/ATL Union	\$ 40,353.07	
11094	Cash/CD/Rep Reserve/NCB	9,756.39	
	Total Replacement Reserves		\$ 50,109.46
	Other Reserves		
11050	Cash/Tree Reserve/TowneBank	\$ 10,003.95	
11070	Cash/Weather Reserve/TowneBank	10,003.95	
	Total Other Reserves		\$ 20,007.90
	Total Current Assets		\$ 107,582.09
	Total Assets		\$ 107,582.09

Liabilities and Equity

Liabilities

Total Liabilities \$ 0.00

32000	Accumulated Operating Reserve	\$ 28,348.75	
	Total Operating Reserves		\$ 28,348.75
33000	Accumulated Replacement Reserve	\$ 50,109.46	
	Total Replacement Reserves		\$ 50,109.46
	Other Reserves		
32020	Accumulated Tree Reserve	\$ 10,003.95	
32060	Accumulated Weather Reserve	10,003.95	
	Total Other Reserves		\$ 20,007.90
34980	Retained Earnings	\$ 3,150.63	
	Current Earnings	5,965.35	
	Total Equity		\$ 107,582.09
	Total Liabilities & Equity		\$ 107,582.09



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Gatling Pointe Community Assn Inc 0939
Budget Comparison Statement
01/31/2023

Account Number	Account Name	Monthly Budget	Monthly Actual	Current Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget
Income								
41100	Income-Association Fees	\$ 32,938	\$ 23,512.63	\$ (9,425.37)	\$ 32,938	\$ 23,512.63	\$ (9,425.37)	\$ 131,752
42550	Reserve Interest Income	0	40.67	40.67	0	40.67	40.67	0
42630	Late Fee Income	0	20.00	20.00	0	20.00	20.00	0
Total Income		\$ 32,938	\$ 23,573.30	\$ (9,364.70)	\$ 32,938	\$ 23,573.30	\$ (9,364.70)	\$ 131,752
Expenses								
51400	Audit/Tax Preparation Expense	\$ 0	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00	\$ 0.00	\$ 325
51500	Social Committee Expense	58	0.00	58.00	58	0.00	58.00	699
51800	Bank Service Charges	32	27.85	4.15	32	27.85	4.15	384
51950	Legal Expense- Collections	125	4,069.89	(3,944.89)	125	4,069.89	(3,944.89)	1,500
52200	Property Insurance	0	0.00	0.00	0	0.00	0.00	3,717
52210	Corporate Fees	0	0.00	0.00	0	0.00	0.00	140
52400	Management Fee Expense	1,999	4,302.68	(2,303.68)	1,999	4,302.68	(2,303.68)	24,383
52600	Misc Expense-General & Administrati	83	75.00	8.00	83	75.00	8.00	1,000
52700	Office Expense-Printing	150	23.70	126.30	150	23.70	126.30	2,300
52750	Coupon Books	0	0.00	0.00	0	0.00	0.00	772
52900	Postage Expense	75	153.41	(78.41)	75	153.41	(78.41)	1,250
53000	Reserve Study Expense	225	2,701.00	(2,476.00)	225	2,701.00	(2,476.00)	2,701
Total General & Administrative		\$ 2,747	\$ 11,353.53	\$ (8,606.53)	\$ 2,747	\$ 11,353.53	\$ (8,606.53)	\$ 39,171
53700	Utilities-Water Expense	\$ 50	\$ 33.14	\$ 16.86	\$ 50	\$ 33.14	\$ 16.86	\$ 3,000
53800	Utilities-Electric Expense	58	131.08	(73.08)	58	131.08	(73.08)	696
53850	Utilities-Gas Expense	1,000	1,558.86	(558.86)	1,000	1,558.86	(558.86)	12,000
Total Utilities		\$ 1,108	\$ 1,723.08	\$ (615.08)	\$ 1,108	\$ 1,723.08	\$ (615.08)	\$ 15,696
54290	Maint.-Common Area Grounds Expense	\$ 833	\$ 0.00	\$ 833.00	\$ 833	\$ 0.00	\$ 833.00	\$ 10,000
54300	Maint.-Lawn Contract Expense	3,300	3,106.67	193.33	3,300	3,106.67	193.33	39,300
54310	Maint.-Landscaping Extras/Tree Remo	450	0.00	450.00	450	0.00	450.00	5,400
54320	Maint.-Irrigation System Expenses	208	400.00	(192.00)	208	400.00	(192.00)	2,500
54340	Maint.-Sign Expense	25	0.00	25.00	25	0.00	25.00	300
54350	Maint.-Streets/Lights/Sidewalk Expe	417	0.00	417.00	417	0.00	417.00	5,000
54550	Maint.-Building/Fence/Grounds Expen	214	0.00	214.00	214	0.00	214.00	2,573
Total Maintenance		\$ 5,447	\$ 3,506.67	\$ 1,940.33	\$ 5,447	\$ 3,506.67	\$ 1,940.33	\$ 65,073
55160	Replacement Reserve Earned Interest	\$ 0	\$ 39.62	\$ (39.62)	\$ 0	\$ 39.62	\$ (39.62)	\$ 0
55490	Replacement Reserves	526	526.00	0.00	526	526.00	0.00	6,312
Total Replacement Reserves		\$ 526	\$ 565.62	\$ (39.62)	\$ 526	\$ 565.62	\$ (39.62)	\$ 6,312
56550	Operating Reserve Earned Interest	\$ 0	\$ 0.71	\$ (0.71)	\$ 0	\$ 0.71	\$ (0.71)	\$ 0
56551	Tree Reserve - Earned Interest	0	0.17	(0.17)	0	0.17	(0.17)	0
56553	Tree Reserve - Earned Interest	0	0.17	(0.17)	0	0.17	(0.17)	0
56600	Operating Reserves	458	458.00	0.00	458	458.00	0.00	5,500
Total Operating Reserves		\$ 458	\$ 459.05	\$ (1.05)	\$ 458	\$ 459.05	\$ (1.05)	\$ 5,500
Total Expenses/Reserves		\$ 10,286	\$ 17,607.95	\$ (7,321.95)	\$ 10,286	\$ 17,607.95	\$ (7,321.95)	\$ 131,752
Net Income (Loss)		\$ 22,652	\$ 5,965.35	\$ (16,686.65)	\$ 22,652	\$ 5,965.35	\$ (16,686.65)	\$ 0
Net Cash Flow		\$ 22,652	\$ 5,965.35	\$ (16,686.65)	\$ 22,652	\$ 5,965.35	\$ (16,686.65)	\$ 0

304	Winterberry Lane	Same	Ian Etcher and Catherine Etcher	Ducts/debris in back of lot needs removed and stored out of view	Declaration Article 1,S(9)	2/9/23					
306	Winterberry Lane	Same	William Dempsey Jr and Patrica Dempsey	Lot need maintained by removing debris/leaves, siding is in need of cleaning, mailbox post needs painted, and trash bins stored out of view	Declaration Article 1,S(9)	2/9/23					
N. Winterberry Ct											
104	N. Winterberry Ct	Same	Chandler W Easter and Natalie I Easter	Trailer needs removed and stored out of view	Declaration Article 3,S(8)	1/5/23					
S. Winterberry Ct											
104	S. Winterberry Ct	20404 Gatling Pointe Pkwy S	Steven Erickson and Kelly Erickson	Trash can enclosure needs to provide scree	Declaration Article 3,S(6)	1/5/23	2/9/23				