



Board Package

June 2023

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

Monday, June 26, 2023 @ 6:00 PM

www.gatlingpointe.net

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

Virtual Attendance Available: Zoom

Call in: 1-305-224-1968

Meeting Id: 837 2864 9117

Passcode: 284394

Meeting called to Order

Move to Executive Session

The Board will move in to Executive Session for the purpose of discussing and considering contracts and 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, May 22, 2023, were approved by Unanimous Consent of the Board on June 5, 2023, and thereafter posted on the Association's website.

Treasurer's Report:

Total Operating Fund	\$11,680.50
Total Operating Reserves	\$30,298.22
Total Replacement Reserves	\$46,439.73
Total Other Reserves	\$20,088.06
Total Assets	\$108,506.51

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. None.

Unfinished Business:

1. Gas Lamp replacement 1:
[Status of Solar Lamp purchase and installation. 6 lamps received, 5 remaining on back order. Estimated delivery July 14, 2023.](#)
2. Uniform Sign Regulations.
[Review updated draft Uniform Sign Regulations.](#)
3. Walking Bridge maintenance / replacement:
[Review proposals to maintain or replace the Walking Bridge.](#)

New Business:

1. Due Process Hearing Decisions.
[No due process hearings were convened during Executive Session.](#)

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, July 31, 2023.

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

1. Application for 100 Clipper Creek Lane to install an access ramp at the rear of the home approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 05-22-2023.
2. Application for 100 Winterberry Lane to replace fence approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 05-27-2023.
3. Application for 100 Clipper Creek Lane to remove a tree at the rear corner of the Lot approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 05-31-2023.

4. Application for 101 Regatta Lane remove a tree at the rear of the Lot approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 05-31-2023.
5. Application for 106 Sunrise Bluff Court to install significant backyard landscaping approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 05-22-2023, conditioned on the landscaping having no negative impact on the Bradford Pear trees adjacent to Gatling Pointe Parkway at the rear of the Lot.
6. Application for 207 Mariners Circle to replace the roof approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 06-07-2023.
7. Application for 103 Water Pointe Lane to install a paver patio and walkway at the rear of the home approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 06-12-2023.
8. Application for 103 Water Pointe Lane to change the color of the front door and to install replacement exterior lamps at the garage door approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 06-14-2023.

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



Minutes

GATLING POINTE COMMUNITY ASSOCIATION, INC.
Minutes of the May 22, 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, May 22, 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; 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 possible covenant violation matters; seconded by Kim. Motion passed. The Board moved in to Executive Session at 5:30 PM.

Steve motioned to move out of Executive Session; seconded by Pete. Motion passed. The Board moved out of Executive Session at 6:10 PM.

Approval of Minutes of Prior Board Meeting:

The Minutes of the Regular Board Meeting held on Monday, April 24, 2023, were approved by Unanimous Consent of the Board on May 21, 2023, and thereafter posted on the Association’s website.

Treasurer’s Report: The Treasurer’s Report was included in the Agenda for the Meeting as presented in these Minutes and presented at the Board Meeting by Ross.

Total Operating Fund	\$ 16,024.49
Total Operating Reserves	29,802.19
Total Replacement Reserves	45,906.41
Total Other Reserves	20,062.48
Total Assets	\$ 111,795.57

Steve 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. Ross 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. Ratification of decisions made by Unanimous Consent of the Board since the last Board Meeting identified on Exhibit B to these Minutes. None.

Unfinished Business: None.

New Business:

1. Uniform Sign Policy.
The Board discussed changes to the Uniform Sign Policy regarding political signs and open house signs, with changes to the Policy to be reviewed at the June 26, 2023, Board Meeting.
2. The Board agreed to move the July 24, 2023, Board Meeting to July 31, 2023.
3. The Board agreed to amend the Board Meeting schedule to move into Open Session at 6:00 PM, moving the time from 6:30 PM.

Owners Forum: Owners Forum opened at 6:34 PM and closed at 6:35 PM.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, June 26, 2023. The Open Session of the Board Meeting will begin at 6:00 PM.

Adjournment: Steve motioned to adjourn the Board Meeting held on Monday, May 22, 2023; seconded by Kim. The Meeting adjourned at 6:40 PM.

Prepared by: Board of Directors.

Date Approved: Approved June 5, 2023.

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

1. Application for 201 Clipper Creek Lane to remove two trees in the front yard approved by Unanimous Consent of the Board on 04-24-2023 and by the Architectural Review Board.
2. Application for 501 Gatling Pointe Parkway to remove five trees and to remove additional trees and landscaping approved by Unanimous Consent of the Board and the Architectural Review Board on 05-17-2023.

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



Financials

Assets

10100	Cash/Operating Account/TowneBank	\$ 11,626.34	
10200	Cash/Debit Card GMR/Towne	54.16	
	Total Operating Fund		\$ 11,680.50
11020	Cash/Operating Reserve/TowneBank	\$ 30,298.22	
	Total Operating Reserves		\$ 30,298.22
11000	Cash/Replacement Res/ATL Union	\$ 36,587.52	
11094	Cash/CD/Rep Reserve/NCB	9,852.21	
	Total Replacement Reserves		\$ 46,439.73
	Other Reserves		
11050	Cash/Tree Reserve/TowneBank	\$ 10,044.03	
11070	Cash/Weather Reserve/TowneBank	10,044.03	
	Total Other Reserves		\$ 20,088.06
	Total Current Assets		\$ 108,506.51
	Total Assets		\$ 108,506.51

Liabilities and Equity

Liabilities

	Total Liabilities		\$ 0.00
32000	Accumulated Operating Reserve	\$ 30,298.22	
	Total Operating Reserves		\$ 30,298.22
33000	Accumulated Replacement Reserve	\$ 52,332.83	
34000	Replacement Reserve Y-T-D Expense	(5,893.10)	
	Total Replacement Reserves		\$ 46,439.73
	Other Reserves		
32020	Accumulated Tree Reserve	\$ 10,044.03	
32060	Accumulated Weather Reserve	10,044.03	
	Total Other Reserves		\$ 20,088.06
34980	Retained Earnings	\$ 9,043.73	
	Current Earnings	2,636.77	
	Total Equity		\$ 108,506.51
	Total Liabilities & Equity		\$ 108,506.51



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

Gatling Pointe Community Assn Inc 0939
Budget Comparison Statement
05/31/2023

Account Number	Account Name	Monthly Budget	Monthly Actual	Current Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget
Income								
41100	Income-Association Fees	\$ 0	\$ 3,264.86	\$ 3,264.86	\$ 65,876	\$ 57,739.35	\$ (8,136.65)	\$ 131,752
41400	Legal Administrative Income	0	0.00	0.00	0	90.00	90.00	0
42000	Income-Advanced Assoc Fees	0	135.24	135.24	0	260.48	260.48	0
42450	Resale Package Income	0	0.00	0.00	0	50.62	50.62	0
42530	Interest-Delinquent Fees	0	0.00	0.00	0	153.15	153.15	0
42550	Reserve Interest Income	0	70.93	70.93	0	357.67	357.67	0
42630	Late Fee Income	0	110.00	110.00	0	519.09	519.09	0
42640	NSF Fee Income	0	0.00	0.00	0	30.00	30.00	0
42660	Court Costs Collections Income	0	0.00	0.00	0	606.71	606.71	0
	Total Income	\$ 0	\$ 3,581.03	\$ 3,581.03	\$ 65,876	\$ 59,807.07	\$ (6,068.93)	\$ 131,752
Expenses								
51400	Audit/Tax Preparation Expense	\$ 0	\$ 0.00	\$ 0.00	\$ 325	\$ 350.00	\$ (25.00)	\$ 325
51500	Social Committee Expense	58	0.00	58.00	290	45.05	244.95	699
51800	Bank Service Charges	32	29.25	2.75	160	138.30	21.70	384
51950	Legal Expense- Collections	125	30.00	95.00	625	4,585.60	(3,960.60)	1,500
52200	Property Insurance	414	426.11	(12.11)	2,061	1,714.44	346.56	3,717
52210	Corporate Fees	25	115.00	(90.00)	140	140.00	0.00	140
52400	Management Fee Expense	1,999	1,083.56	915.44	9,995	9,994.00	1.00	24,383
52600	Misc Expense-General & Administrati	83	75.00	8.00	415	375.00	40.00	1,000
52700	Office Expense-Printing	150	29.10	120.90	1,000	779.60	220.40	2,300
52750	Coupon Books	0	0.00	0.00	772	0.00	772.00	772
52900	Postage Expense	75	70.44	4.56	550	619.89	(69.89)	1,250
53000	Reserve Study Expense	225	0.00	225.00	1,125	2,701.00	(1,576.00)	2,701
53040	Resale Package Reimbursement	0	0.00	0.00	0	50.62	(50.62)	0
	Total General & Administrative	\$ 3,186	\$ 1,858.46	\$ 1,327.54	\$ 17,458	\$ 21,493.50	\$ (4,035.50)	\$ 39,171
53700	Utilities-Water Expense	\$ 300	\$ 208.78	\$ 91.22	\$ 1,150	\$ 1,272.95	\$ (122.95)	\$ 3,000
53800	Utilities-Electric Expense	58	33.10	24.90	290	289.47	0.53	696
53850	Utilities-Gas Expense	1,000	0.00	1,000.00	5,000	1,558.86	3,441.14	12,000
	Total Utilities	\$ 1,358	\$ 241.88	\$ 1,116.12	\$ 6,440	\$ 3,121.28	\$ 3,318.72	\$ 15,696
54290	Maint.-Common Area Grounds Expense	\$ 833	\$ 0.00	\$ 833.00	\$ 4,165	\$ 0.00	\$ 4,165.00	\$ 10,000
54300	Maint.-Lawn Contract Expense	3,300	3,241.00	59.00	16,500	19,311.67	(2,811.67)	39,300
54310	Maint.-Landscaping Extras/Tree Remo	450	0.00	450.00	2,250	4,915.00	(2,665.00)	5,400
54320	Maint.-Irrigation System Expenses	208	1,528.75	(1,320.75)	1,040	1,928.75	(888.75)	2,500
54340	Maint.-Sign Expense	25	0.00	25.00	125	168.96	(43.96)	300
54350	Maint.-Streets/Lights/Sidewalk Expe	417	0.00	417.00	2,085	0.00	2,085.00	5,000
54550	Maint.-Building/Fence/Grounds Expen	214	0.00	214.00	1,070	953.47	116.53	2,573
	Total Maintenance	\$ 5,447	\$ 4,769.75	\$ 677.25	\$ 27,235	\$ 27,277.85	\$ (42.85)	\$ 65,073
55160	Replacement Reserve Earned Interest	\$ 0	\$ 7.32	\$ (7.32)	\$ 0	\$ 158.99	\$ (158.99)	\$ 0
55490	Replacement Reserves	526	526.00	0.00	2,630	2,630.00	0.00	6,312
	Total Replacement Reserves	\$ 526	\$ 533.32	\$ (7.32)	\$ 2,630	\$ 2,788.99	\$ (158.99)	\$ 6,312
56550	Operating Reserve Earned Interest	\$ 0	\$ 38.03	\$ (38.03)	\$ 0	\$ 118.18	\$ (118.18)	\$ 0
56551	Tree Reserve - Earned Interest	0	12.79	(12.79)	0	40.25	(40.25)	0
56553	Weather Reserve - Earned Interest	0	12.79	(12.79)	0	40.25	(40.25)	0
56600	Operating Reserves	458	458.00	0.00	2,290	2,290.00	0.00	5,500
	Total Operating Reserves	\$ 458	\$ 521.61	\$ (63.61)	\$ 2,290	\$ 2,488.68	\$ (198.68)	\$ 5,500
	Total Expenses/Reserves	\$ 10,975	\$ 7,925.02	\$ 3,049.98	\$ 56,053	\$ 57,170.30	\$ (1,117.30)	\$ 131,752
	Net Income (Loss)	\$ (10,975)	\$ (4,343.99)	\$ 6,631.01	\$ 9,823	\$ 2,636.77	\$ (7,186.23)	\$ 0
	Net Cash Flow	\$ (10,975)	\$ (4,343.99)	\$ 6,631.01	\$ 9,823	\$ 2,636.77	\$ (7,186.23)	\$ 0



Unfinished Business

RESOLUTION
of the
BOARD OF DIRECTORS
of
GATLING POINTE COMMUNITY ASSOCIATION, INC.

(Uniform Sign Regulations)

Recitals: (Authorization to Adopt these Regulations)

R-1. The Board of Directors (“Board”) is authorized by Article I, Section 2, of the Amended and Restated Declaration of Covenants, Conditions and Restrictions Applicable To All Property In Gatling Pointe (“Declaration”), June 6, 2016, and recorded on July 8, 2016, in the Clerk’s Office of the Circuit Court of the County of Isle of Wight, Virginia (“Clerk’s Office”), as Instrument #160002693, to “establish and amend from time to time . . . uniform sign regulations . . . which shall be binding on all Owners”.

R-2. The Board adopted the Uniform Sign Regulations that appear in this Resolution at the Board of Directors Meeting held on _____, 2023.

R-3. This Resolution sets forth the Uniform Sign Regulations adopted by the Board to complement Article I, Section 8, of the Declaration related to Signage. This Resolution supersedes and replaces that document entitled “Gatling Pointe Sign Policy” originally adopted on May 26, 2009.

R-4. The Board of Directors will provide notice of this policy to all current Owners by mail and to all future owners by including the Resolution in resale disclosure packages required by the Virginia Property Owners’ Association Act. This Resolution will also be posted on the Association’s website located at *www.gatlingpointe.net*.

NOW THEREFORE, the Board of Directors of Gatling Pointe Community Association, Inc. does hereby adopt this Resolution in order to formalize adoption of the Uniform Sign Regulations:

Gatling Pointe Uniform Sign Regulations. No signs shall be erected or maintained on any Lot or Common Area until the proposed sign size, color, content and location shall have been approved in writing by the Board of Directors and the Architectural Review Board, except as follows:

1. Real Estate Signs.
 - a. One (1) sign of not more than six (6) square feet advertising the property for Sale or Rent, provided the sign is removed no later than 15 days after the sale (closing) of the property to a new owner or when the home has been leased/rented. **Absolutely no hanging signs on wooden posts are**

permitted. [Note from Sarah: Let's discuss removing this Regulation. Such signs are widely used in Gatling Pointe.]

- b. Real Estate "Open House" signs installed on Common Area require prior written Application to and approval of the Board of Directors and the Architectural Review Board. If approved, not more than two (2) Open House signs will be permitted on Common Area.
- 2. One (1) sign of not more than six (6) square feet expressing support or opposition to political candidates or other issues which appear on the ballot of a primary, general, or special election, provided that such political signs shall not be placed on a Lot earlier than sixty (60) days before such election and shall be removed within three (3) days after such election.
- 3. One (1) sign of not more than four (4) square feet advertising a garage sale, provided the sign is posted for no more than twenty-four (24) hours.
- 4. Holiday decorations and displays provided they are not displayed earlier than thirty (30) days preceding the holiday or remain beyond fifteen (15) days thereafter.
- 5. Signs not larger than 12" x 12" in size depicting an installed security system or invisible-type fencing provided they are well maintained.
- 6. One (1) Contractor sign displayed while work is in progress but must be removed once construction/work is complete.

IN WITNESS WHEREOF the Board of Directors of Gatling Pointe Community Association, Inc. has set their hands on this _____ day of _____, 2023.

Sarah R. Palamara, President

Peter M. Carlson, Vice President

Kimberly D. Burbage, Secretary

Ross T. Tomlin, Treasurer

Stephen D. Serafini, Member at Large