



# Board Package

July 2023

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

**Monday, July 31, 2023 @ 6:00 PM**

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

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

**Virtual Attendance Available: Zoom**

**Call in: 1-646-931-3860**

**Meeting Id: 874 7509 4624**

**Passcode: 163398**

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, June 26, 2023, were approved by Unanimous Consent of the Board on July 13, 2023, and thereafter posted on the Association's website.

Treasurer's Report:

Total Operating Fund	\$7,634.08
Total Operating Reserves	\$30,793.63
Total Replacement Reserves	\$46,973.39
Total Other Reserves	\$20,112.84
Total Assets	\$105,568.10

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.](#)
2. Walking Bridge maintenance / replacement:  
[Review proposals to maintain or replace the Walking Bridge.](#)
3. Rock Wall Installation Remediation.  
[Review status of Rock Wall Installation Remediation.](#)

New Business:

1. 2024 Budget.  
[Review draft 2024 Budget prepared by Management.](#)
2. 2024 Annual Meeting Planner.  
[Review draft 2024 Annual Meeting Planner.](#)
3. Gatling Pointe Parkway Aerating and Seeding.  
[Discuss aerating and seeding of Gatling Pointe Parkway ingress span from Battery Park to Gatling Pointe Parkway intersection.](#)
4. Fall Annual Installation Budget.  
[Discuss Common Area Fall Annual Installation Budget.](#)
5. Neighborhood Bed Pruning.  
[Discuss pruning of Neighborhood beds during July 13, 2023, landscape maintenance service.](#)
6. Short Term Rental Amendment.  
[Discuss status of County Ordinance regarding short term rentals, with possibility of amending the Declaration to prohibit the same.](#)
7. Due Process Hearing Decisions.  
[\\_\\_\\_\\_\\_ motioned to approve the due process hearing decision made in Executive Session; seconded by \\_\\_\\_\\_\\_.](#)

Homeowner's Forum:

[Owner questions and comments from Owners in attendance at the Board Meeting.](#)

Adjourn

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, August 28, 2023.

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

1. Application for 105 North Winterberry to remodel the front porch area approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 07-05-2023.
2. Application for 104 Shallowford Circle to install a fence approved by Unanimous Consent of the Board of Directors and by Members of the Architectural Review Board on 07-10-2023.

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 June 26, 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, June 26, 2023, at 1613 South Church Street, Smithfield, Virginia.

Directors and Management Representative 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:

Steve motioned to move in to Executive Session for the purpose of discussing possible covenant violation matters; seconded by Ross. Motion passed. The Board moved in to Executive Session at 5:31 PM.

Steve motioned to move out of Executive Session; seconded by Ross. Motion passed. The Board moved out of Executive Session at 5:55 PM.

Approval of Minutes of Prior Board Meeting:

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

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

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. 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:

1. Gas Lamp Replacement.  
Casey reported that 10 of 11 Solar Lamps ordered have been received.
2. Uniform Sign Policy.  
Ross motioned to approve the Resolution adopting Uniform Sign Regulations as presented during the Board Meeting, attached to these Minutes as Exhibit C; seconded by Steve. Motion passed.

The Board decided to distribute the Resolution to all Owners by newsletter and/or by email distribution through the Association's website.

3. Walking Bridge Maintenance / Replacement.  
Review proposals to maintain or replace the Walking Bridge. Only one proposal was received as of the Board Meeting, so this discussion was tabled pending receipt of additional proposals.

New Business:

1. Due Process Hearing Decisions.  
No due process hearing decisions were convened during Executive Session.

Owners Forum: Owners Forum opened at 6:16 PM and closed at 6:16 PM.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, July 31, 2023. The Open Session of the Board Meeting will begin at 6:00 PM.

Adjournment: Pete motioned to adjourn the Board Meeting held on Monday, June 26, 2023; seconded by Kim. The Meeting adjourned at 6:17 PM.

Prepared by: Board of Directors.

Date Approved: Approved July 13, 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 to 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.



Exhibit C

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 June 26, 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 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.

- 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 signed this Resolution 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



# Financials

**Assets**

10100	Cash/Operating Account/TowneBank	\$ 7,634.08	
10200	Cash/Debit Card GMR/Towne	54.16	
	<b>Total Operating Fund</b>		<b>\$ 7,688.24</b>
11020	Cash/Operating Reserve/TowneBank	\$ 30,793.63	
	<b>Total Operating Reserves</b>		<b>\$ 30,793.63</b>
11000	Cash/Replacement Res/ATL Union	\$ 37,121.18	
11094	Cash/CD/Rep Reserve/NCB	9,852.21	
	<b>Total Replacement Reserves</b>		<b>\$ 46,973.39</b>
	<b>Other Reserves</b>		
11050	Cash/Tree Reserve/TowneBank	\$ 10,056.42	
11070	Cash/Weather Reserve/TowneBank	10,056.42	
	<b>Total Other Reserves</b>		<b>\$ 20,112.84</b>
	<b>Total Current Assets</b>		<b>\$ 105,568.10</b>
	<b>Total Assets</b>		<b>\$ 105,568.10</b>

**Liabilities and Equity**

**Liabilities**

	<b>Total Liabilities</b>		<b>\$ 0.00</b>
32000	Accumulated Operating Reserve	\$ 30,793.63	
	<b>Total Operating Reserves</b>		<b>\$ 30,793.63</b>
33000	Accumulated Replacement Reserve	\$ 52,866.49	
34000	Replacement Reserve Y-T-D Expense	(5,893.10)	
	<b>Total Replacement Reserves</b>		<b>\$ 46,973.39</b>
	<b>Other Reserves</b>		
32020	Accumulated Tree Reserve	\$ 10,056.42	
32060	Accumulated Weather Reserve	10,056.42	
	<b>Total Other Reserves</b>		<b>\$ 20,112.84</b>
34980	Retained Earnings	\$ 9,043.73	
	Current Earnings	(1,355.49)	
	<b>Total Equity</b>		<b>\$ 105,568.10</b>
	<b>Total Liabilities &amp; Equity</b>		<b>\$ 105,568.10</b>



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

Gatling Pointe Community Assn Inc 0939  
Budget Comparison Statement  
06/30/2023

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	\$ 4,556.40	\$ 4,556.40	\$ 65,876	\$ 62,295.75	\$ (3,580.25)	\$ 131,752
41400	Legal Administrative Income	0	0.00	0.00	0	90.00	90.00	0
42000	Income-Advanced Assoc Fees	0	0.00	0.00	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	69.85	69.85	0	427.52	427.52	0
42630	Late Fee Income	0	40.00	40.00	0	559.09	559.09	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
<b>Total Income</b>		<b>\$ 0</b>	<b>\$ 4,666.25</b>	<b>\$ 4,666.25</b>	<b>\$ 65,876</b>	<b>\$ 64,473.32</b>	<b>\$ (1,402.68)</b>	<b>\$ 131,752</b>
<b>Expenses</b>								
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	348	45.05	302.95	699
51800	Bank Service Charges	32	19.35	12.65	192	157.65	34.35	384
51950	Legal Expense- Collections	125	80.00	45.00	750	4,665.60	(3,915.60)	1,500
52200	Property Insurance	414	426.11	(12.11)	2,475	2,140.55	334.45	3,717
52210	Corporate Fees	0	0.00	0.00	140	140.00	0.00	140
52400	Management Fee Expense	1,999	1,998.80	0.20	11,994	11,992.80	1.20	24,383
52600	Misc Expense-General & Administrati	83	75.00	8.00	498	450.00	48.00	1,000
52700	Office Expense-Printing	150	54.30	95.70	1,150	833.90	316.10	2,300
52750	Coupon Books	0	0.00	0.00	772	0.00	772.00	772
52900	Postage Expense	75	83.03	(8.03)	625	702.92	(77.92)	1,250
53000	Reserve Study Expense	225	0.00	225.00	1,350	2,701.00	(1,351.00)	2,701
53040	Resale Package Reimbursement	0	53.87	(53.87)	0	104.49	(104.49)	0
<b>Total General &amp; Administrative</b>		<b>\$ 3,161</b>	<b>\$ 2,790.46</b>	<b>\$ 370.54</b>	<b>\$ 20,619</b>	<b>\$ 24,283.96</b>	<b>\$ (3,664.96)</b>	<b>\$ 39,171</b>
53700	Utilities-Water Expense	\$ 300	\$ 358.20	\$ (58.20)	\$ 1,450	\$ 1,631.15	\$ (181.15)	\$ 3,000
53800	Utilities-Electric Expense	58	31.51	26.49	348	320.98	27.02	696
53850	Utilities-Gas Expense	1,000	0.00	1,000.00	6,000	1,558.86	4,441.14	12,000
<b>Total Utilities</b>		<b>\$ 1,358</b>	<b>\$ 389.71</b>	<b>\$ 968.29</b>	<b>\$ 7,798</b>	<b>\$ 3,510.99</b>	<b>\$ 4,287.01</b>	<b>\$ 15,696</b>
54290	Maint.-Common Area Grounds Expense	\$ 833	\$ 0.00	\$ 833.00	\$ 4,998	\$ 0.00	\$ 4,998.00	\$ 10,000
54300	Maint.-Lawn Contract Expense	3,300	3,241.00	59.00	19,800	22,552.67	(2,752.67)	39,300
54310	Maint.-Landscaping Extras/Tree Remo	450	0.00	450.00	2,700	4,915.00	(2,215.00)	5,400
54320	Maint.-Irrigation System Expenses	208	0.00	208.00	1,248	1,928.75	(680.75)	2,500
54340	Maint.-Sign Expense	25	0.00	25.00	150	168.96	(18.96)	300
54350	Maint.-Streets/Lights/Sidewalk Expe	417	0.00	417.00	2,502	0.00	2,502.00	5,000
54550	Maint.-Building/Fence/Grounds Expen	214	1,183.49	(969.49)	1,284	2,136.96	(852.96)	2,573
<b>Total Maintenance</b>		<b>\$ 5,447</b>	<b>\$ 4,424.49</b>	<b>\$ 1,022.51</b>	<b>\$ 32,682</b>	<b>\$ 31,702.34</b>	<b>\$ 979.66</b>	<b>\$ 65,073</b>
55160	Replacement Reserve Earned Interest	\$ 0	\$ 7.66	\$ (7.66)	\$ 0	\$ 166.65	\$ (166.65)	\$ 0
55490	Replacement Reserves	526	526.00	0.00	3,156	3,156.00	0.00	6,312
<b>Total Replacement Reserves</b>		<b>\$ 526</b>	<b>\$ 533.66</b>	<b>\$ (7.66)</b>	<b>\$ 3,156</b>	<b>\$ 3,322.65</b>	<b>\$ (166.65)</b>	<b>\$ 6,312</b>
56550	Operating Reserve Earned Interest	\$ 0	\$ 37.41	\$ (37.41)	\$ 0	\$ 155.59	\$ (155.59)	\$ 0
56551	Tree Reserve - Earned Interest	0	12.39	(12.39)	0	52.64	(52.64)	0
56553	Weather Reserve - Earned Interest	0	12.39	(12.39)	0	52.64	(52.64)	0
56600	Operating Reserves	458	458.00	0.00	2,748	2,748.00	0.00	5,500
<b>Total Operating Reserves</b>		<b>\$ 458</b>	<b>\$ 520.19</b>	<b>\$ (62.19)</b>	<b>\$ 2,748</b>	<b>\$ 3,008.87</b>	<b>\$ (260.87)</b>	<b>\$ 5,500</b>
<b>Total Expenses/Reserves</b>		<b>\$ 10,950</b>	<b>\$ 8,658.51</b>	<b>\$ 2,291.49</b>	<b>\$ 67,003</b>	<b>\$ 65,828.81</b>	<b>\$ 1,174.19</b>	<b>\$ 131,752</b>
<b>Net Income (Loss)</b>		<b>\$ (10,950)</b>	<b>\$ (3,992.26)</b>	<b>\$ 6,957.74</b>	<b>\$ (1,127)</b>	<b>\$ (1,355.49)</b>	<b>\$ (228.49)</b>	<b>\$ 0</b>
<b>Net Cash Flow</b>		<b>\$ (10,950)</b>	<b>\$ (3,992.26)</b>	<b>\$ 6,957.74</b>	<b>\$ (1,127)</b>	<b>\$ (1,355.49)</b>	<b>\$ (228.49)</b>	<b>\$ 0</b>



# New Business

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

Account Number	Account Name	2021 Final Totals Actual	2022 Final Totals Actual	2023 Annual Budget	2023 Jan-Apr Budget	2023 Jan-Apr Actual	2024 Annual Budget	2024 Monthly Budget
<b>Income</b>								
41100	Income-Association Fees	114,704.00	124,243.76	131,752	65,876	54,474.49	144,924	12,077.00
41400	Legal Administrative Income	60.00	60.00	0	0	90.00	0	0.00
42000	Income-Advanced Assoc Fees	1,523.33	(601.55)	0	0	125.24	0	0.00
42440	Due Process Income	0.00	900.00	0	0	0.00	0	0.00
42450	Resale Package Income	0.00	58.69	0	0	50.62	0	0.00
42530	Interest-Delinquent Fees	2.12	47.06	0	0	153.15	0	0.00
42550	Reserve Interest Income	49.18	36.28	0	0	286.74	0	0.00
42630	Late Fee Income	590.00	1,120.86	0	0	409.09	0	0.00
42640	NSF Fee Income	0.00	0.00	0	0	30.00	0	0.00
42660	Court Costs Collections Income	448.59	1,261.69	0	0	606.71	0	0.00
	<b>Total Income</b>	<b>117,377.22</b>	<b>127,126.79</b>	<b>131,752</b>	<b>65,876</b>	<b>56,226.04</b>	<b>144,924</b>	<b>12,077.00</b>
<b>Expenses</b>								
51400	Audit/Tax Preparation Expense	295.00	303.00	325	325	350.00	368	30.67
51500	Social Committee Expense	495.01	21.19	699	232	45.05	600	50.00
51800	Bank Service Charges	315.45	335.25	384	128	109.05	384	32.00
51950	Legal Expense- Collections	1,448.59	3,735.16	1,500	500	4,555.60	2,500	208.33
52200	Property Insurance	3,209.00	3,532.00	3,717	1,647	1,288.33	4,464	372.00
52210	Corporate Fees	150.00	140.00	140	115	25.00	140	11.67
52400	Management Fee Expense	23,070.36	23,451.71	24,383	7,996	8,910.44	24,798	2,066.50
52600	Misc Expense-General & Administrati	975.00	770.00	1,000	332	300.00	960	80.00
52700	Office Expense-Printing	1,321.18	1,638.38	2,300	850	750.50	2,390	199.17
52750	Coupon Books	1,560.00	799.00	772	772	0.00	920	76.67
52900	Postage Expense	1,206.29	1,359.25	1,250	475	549.45	1,250	104.17
52910	Postage- Certified Legal	0.00	65.45	0	0	0.00	0	0.00
53000	Reserve Study Expense	0.00	0.00	2,701	900	2,701.00	0	0.00
53040	Resale Package Reimbursement	108.00	381.46	0	0	50.62	0	0.00
	<b>Total General &amp; Administrative</b>	<b>34,153.88</b>	<b>36,531.85</b>	<b>39,171</b>	<b>14,272</b>	<b>19,635.04</b>	<b>38,774</b>	<b>3,231.17</b>
53700	Utilities-Water Expense	2,129.20	3,729.42	3,000	850	1,064.17	4,100	341.67
53800	Utilities-Electric Expense	522.84	508.62	696	232	256.37	725	60.42
53850	Utilities-Gas Expense	13,162.78	14,961.37	12,000	4,000	1,558.86	0	0.00
	<b>Total Utilities</b>	<b>15,814.82</b>	<b>19,199.41</b>	<b>15,696</b>	<b>5,082</b>	<b>2,879.40</b>	<b>4,825</b>	<b>402.08</b>
54290	Maint.-Common Area Grounds Expense	4,535.54	250.00	10,000	3,332	0.00	10,000	833.33
54300	Maint.-Lawn Contract Expense	36,603.37	34,060.03	39,300	13,200	16,070.67	40,059	3,338.25
54310	Maint.-Landscaping Extras/Tree Remo	10,189.70	5,841.94	5,400	1,800	4,915.00	13,000	1,083.33
54320	Maint.-Irrigation System Expenses	400.00	945.13	2,500	832	400.00	2,500	208.33
54340	Maint.-Sign Expense	0.00	0.00	300	100	168.96	300	25.00
54350	Maint.-Streets/Lights/Sidewalk Expe	0.00	52.99	5,000	1,668	0.00	12,500	1,041.67
54550	Maint.-Building/Fence/Grounds Expen	166.66	33,216.00	2,573	856	953.47	5,073	422.75
	<b>Total Maintenance</b>	<b>51,895.27</b>	<b>74,366.09</b>	<b>65,073</b>	<b>21,788</b>	<b>22,508.10</b>	<b>83,432</b>	<b>6,952.67</b>
55160	Replacement Reserve Earned Interest	38.75	24.47	0	0	151.67	0	0.00
55490	Replacement Reserves	6,312.00	6,312.00	6,312	2,104	2,104.00	7,671	639.25
	<b>Total Replacement Reserves</b>	<b>6,350.75</b>	<b>6,336.47</b>	<b>6,312</b>	<b>2,104</b>	<b>2,255.67</b>	<b>7,671</b>	<b>639.25</b>
56550	Operating Reserve Earned Interest	5.09	6.65	0	0	80.15	0	0.00
56551	Tree Reserve - Earned Interest	1.78	2.00	0	0	27.46	0	0.00
56552	Utility Reserve - Earned Interest	1.78	1.16	0	0	0.00	0	0.00



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

0939 Gatling Pointe Community Assn Inc 0939  
2024 Budget  
01/01/2024

Account Number	Account Name	2021 Final Totals Actual	2022 Final Totals Actual	2023 Annual Budget	2023 Jan-Apr Budget	2023 Jan-Apr Actual	2024 Annual Budget	2024 Monthly Budget
56553	Tree Reserve - Earned Interest	1.78	2.00	0	0	27.46	0	0.00
56581	Utility Reserve Draw	0.00	(10,002.94)	0	0	0.00	0	0.00
56600	Operating Reserves	8,364.00	4,812.00	5,500	1,832	1,832.00	10,222	851.83
	<b>Total Operating Reserves</b>	<b>8,374.43</b>	<b>(5,179.13)</b>	<b>5,500</b>	<b>1,832</b>	<b>1,967.07</b>	<b>10,222</b>	<b>851.83</b>
	<b>Total Expenses/Reserves</b>	<b>116,589.15</b>	<b>131,254.69</b>	<b>131,752</b>	<b>45,078</b>	<b>49,245.28</b>	<b>144,924</b>	<b>12,077.00</b>
	<b>Net Income (Loss)</b>	<b>788.07</b>	<b>(4,127.90)</b>	<b>0</b>	<b>20,798</b>	<b>6,980.76</b>	<b>0</b>	<b>0.00</b>
	<b>Net Cash Flow</b>	<b>788.07</b>	<b>(4,127.90)</b>	<b>0</b>	<b>20,798</b>	<b>6,980.76</b>	<b>0</b>	<b>0.00</b>





0939 Gatling Pointe Community Assn Inc 0939  
 Budget by Month  
 01/01/2024

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

Account Number	Account Name	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>Income</b>														
41100	Income-Association Fees	\$ 36,231	\$ 0	\$ 0	\$ 36,231	\$ 0	\$ 0	\$ 36,231	\$ 0	\$ 0	\$ 36,231	\$ 0	\$ 0	\$ 144,924
<b>Total Income</b>		<b>\$ 36,231</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 36,231</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 36,231</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 36,231</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 144,924</b>
<b>Expenses</b>														
51400	Audit/Tax Preparation Expense	\$ 0	\$ 0	\$ 368	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 368
51500	Social Committee Expense	150	0	0	150	0	0	150	0	0	150	0	0	600
51800	Bank Service Charges	32	32	32	32	32	32	32	32	32	32	32	32	384
51950	Legal Expense- Collections	208	208	208	208	208	208	208	208	208	208	208	212	2,500
52200	Property Insurance	0	496	496	496	496	496	496	496	496	496	0	0	4,464
52210	Corporate Fees	0	0	25	0	115	0	0	0	0	0	0	0	140
52400	Management Fee Expense	1,999	1,999	1,999	1,999	1,999	1,999	1,999	2,161	2,161	2,161	2,161	2,161	24,798
52600	Misc Expense-General & Administrati	80	80	80	80	80	80	80	80	80	80	80	80	960
52700	Office Expense-Printing	150	320	150	300	150	150	150	150	150	420	150	150	2,390
52750	Coupon Books	0	920	0	0	0	0	0	0	0	0	0	0	920
52900	Postage Expense	75	75	250	75	75	75	75	75	75	75	250	75	1,250
<b>Total General &amp; Administrative</b>		<b>\$ 2,694</b>	<b>\$ 4,130</b>	<b>\$ 3,608</b>	<b>\$ 3,340</b>	<b>\$ 3,155</b>	<b>\$ 3,040</b>	<b>\$ 3,190</b>	<b>\$ 3,202</b>	<b>\$ 3,202</b>	<b>\$ 3,622</b>	<b>\$ 2,881</b>	<b>\$ 2,710</b>	<b>\$ 38,774</b>
53700	Utilities-Water Expense	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 338	\$ 4,100
53800	Utilities-Electric Expense	60	60	60	60	60	60	60	60	60	60	60	65	725
<b>Total Utilities</b>		<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 402</b>	<b>\$ 403</b>	<b>\$ 4,825</b>
54290	Maint.-Common Area Grounds Expense	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 837	\$ 10,000
54300	Maint.-Lawn Contract Expense	3,338	3,338	3,338	3,338	3,338	3,338	3,338	3,338	3,338	3,338	3,338	3,341	40,059
54310	Maint.-Landscaping Extras/Tree Remo	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,087	13,000
54320	Maint.-Irrigation System Expenses	0	0	0	750	1,000	0	0	0	750	0	0	0	2,500
54340	Maint.-Sign Expense	25	25	25	25	25	25	25	25	25	25	25	25	300
54350	Maint.-Streets/Lights/Sidewalk Expe	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,038	12,500
54550	Maint.-Building/Fence/Grounds Expen	423	423	423	423	423	423	423	423	423	423	423	420	5,073
<b>Total Maintenance</b>		<b>\$ 6,744</b>	<b>\$ 6,744</b>	<b>\$ 6,744</b>	<b>\$ 7,494</b>	<b>\$ 7,744</b>	<b>\$ 6,744</b>	<b>\$ 6,744</b>	<b>\$ 6,744</b>	<b>\$ 7,494</b>	<b>\$ 6,744</b>	<b>\$ 6,744</b>	<b>\$ 6,748</b>	<b>\$ 83,432</b>
55490	Replacement Reserves	\$ 639	\$ 639	\$ 639	\$ 639	\$ 639	\$ 639	\$ 639	\$ 639	\$ 639	\$ 639	\$ 639	\$ 642	\$ 7,671
<b>Total Replacement Reserves</b>		<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 639</b>	<b>\$ 642</b>	<b>\$ 7,671</b>
56600	Operating Reserves	\$ 852	\$ 852	\$ 852	\$ 852	\$ 852	\$ 852	\$ 852	\$ 852	\$ 852	\$ 852	\$ 852	\$ 850	\$ 10,222
<b>Total Operating Reserves</b>		<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 852</b>	<b>\$ 850</b>	<b>\$ 10,222</b>
<b>Total Expenses/Reserves</b>		<b>\$ 11,331</b>	<b>\$ 12,767</b>	<b>\$ 12,245</b>	<b>\$ 12,727</b>	<b>\$ 12,792</b>	<b>\$ 11,677</b>	<b>\$ 11,827</b>	<b>\$ 11,839</b>	<b>\$ 12,589</b>	<b>\$ 12,259</b>	<b>\$ 11,518</b>	<b>\$ 11,353</b>	<b>\$ 144,924</b>
<b>Net Income (Loss)</b>		<b>\$ 24,900</b>	<b>\$ (12,767)</b>	<b>\$ (12,245)</b>	<b>\$ 23,504</b>	<b>\$ (12,792)</b>	<b>\$ (11,677)</b>	<b>\$ 24,404</b>	<b>\$ (11,839)</b>	<b>\$ (12,589)</b>	<b>\$ 23,972</b>	<b>\$ (11,518)</b>	<b>\$ (11,353)</b>	<b>\$ 0</b>
<b>Net Cash Flow</b>		<b>\$ 24,900</b>	<b>\$ (12,767)</b>	<b>\$ (12,245)</b>	<b>\$ 23,504</b>	<b>\$ (12,792)</b>	<b>\$ (11,677)</b>	<b>\$ 24,404</b>	<b>\$ (11,839)</b>	<b>\$ (12,589)</b>	<b>\$ 23,972</b>	<b>\$ (11,518)</b>	<b>\$ (11,353)</b>	<b>\$ 0</b>

**Gatling Pointe Community Association**

**2024 ANNUAL PLANNER**

**JANUARY**

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1/01/2024 New Year's Day – UPA Closed

1/22/2024 Monthly HOA Meeting

**FEBRUARY**

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

2/01/2024 Select Spring Annuals and planting specs.

2/26/2024 Monthly HOA Meeting

**MARCH**

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3/06/2024 Signed Tax Returns due to accounting for processing

3/11/2024 Annual Meeting Notice mailout deadline

3/25/2024 Monthly HOA Meeting

3/31/2024 Candidate application forms must be submitted online

**APRIL**

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4/6/2024 Absentee ballot and biography mailing deadline

4/12/2024 Tax Return Deadline- must be in the mail

4/22/2024 Annual HOA Meeting-Organizational Board Meeting

**MAY**

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**Review Reserve Study for 2025 Proposed Budget**

5/18/2024 Yard Sale Event

5/27/2024 Monthly HOA Meeting

5/27/2024 Memorial Day – UPA Closed

**JUNE**

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**Request bids for all projected projects/contracts for 2025 including tax/audit letters.  
Contact utility companies and vendors for 2025 proposed increases.**

6/24/2024 Monthly HOA Meeting

**JULY**

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**Proposed 2025 Budget included in Board Package**

7/4/2024 Independence Day – UPA Closed

7/22/2024 Monthly HOA Meeting

7/25/2024 Management Contract renews (24-month term)- 90 days' notice required

### ***AUGUST***

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

08/01/2024 Tax Engagement proposal acceptance due for Tax year 2024

8/26/2024 Monthly HOA Meeting

### ***SEPTEMBER***

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**Determine areas and set overseeding and aeration schedule if applicable.**

9/2/2024 Labor Day – UPA Closed

9/15/2024 Deadline for soliciting engagement letters for tax returns for 2024

9/23/2024 Monthly HOA Meeting- Budget Adoption Deadline

### ***OCTOBER***

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**Set calendar schedule for fall events.**

10/12/2024 Yard Sale Event

10/28/2024 Monthly HOA Meeting

### ***NOVEMBER***

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11/01/2024 2025 Adopted Budget mailing deadline- 60 days required notice

11/16/2024 Holiday lighting installation event

11/25/2024 Monthly HOA Meeting

11/28/2024 Thanksgiving – UPA closed

11/29/2024 Day after Thanksgiving – UPA closed

11/30/2024 Deadline to send adopted annual assessment notice to association members

11/30/2024 Deadline to have all coupon orders turned in to be ordered.

### ***DECEMBER***

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12/14/2024 Santa Sleigh Ride event

12/24/2024 Christmas Eve Holiday – UPA Closed

12/25/2024 Christmas Day Holiday – UPA Closed