



# **Board Package**

## **April 2025**

Gatling Pointe Community Association Inc.

Board Meeting Agenda

Monday, April 28, 2025, Meeting convenes after the 2025 Annual Meeting of the Owners and the Annual Board Meeting to elect Officers for the 2025 – 2026 Board of Directors

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

Location: 14571 Benns Church Boulevard, Smithfield, VA  
Benns United Methodist Church, Second Floor Conference Room

Virtual Attendance Available: GoToMeeting

Call in: (224) 501-3412

Meeting ID: 593-098-749

Virtual: <https://meet.goto.com/593098749>

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: Motion to approve the Minutes of the Board Meeting held on Monday, March 24, 2025, if not already approved by Unanimous Consent of the Board.

Treasurer’s Report:

Total Operating Fund	\$ 52,495.72
Total Operating Reserves	\$ 57,771.33
Total Replacement Reserves	\$ 45,096.89
Total Other Reserves	\$ 23,771.76
Total Assets	\$ 178,725.46

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

1. Ratification of decisions made by Unanimous Consent of the Board since the last Board Meeting depicted on Exhibit A to this Agenda. None.

**GROWTH THROUGH EXCELLENCE**

#### Unfinished Business:

1. VDOT Meeting to Review Right of Way.  
Report of 04.14.2025 meeting with George Bowman, VDOT, Assistant Residency Administrator, Franklin Residency, with Sarah, Pete and Amber, to discuss post-Right of Way marker installation, including request by VDOT for Association participation in public street paving project.  
  
Discuss Right of Way Markers.
2. Social Events for 2025.  
Confirmed:  
Yard Sale: May 17, 2025  
Ice Cream Social: June 28, 2025, 2:00 PM to 4:00 PM.  
Shred-It: Date TBD  
Food Drive: November 1, 2025 (tentative)  
Santa's Sleigh: December 13, 2025 (tentative)
3. GPP / GPP Fence Replacement Status.  
Discuss status of replacement project by Whitman Development.
4. GPP / GPP Common Area Drainage Problem.  
Discuss meeting with Randy Keaton, County Administrator.

#### New Business:

1. All Insurance Policies Status and Approval of World Insurance Proposals for Same.  
Sarah will report on status of Insurance Policy approval.
2. Shred-It Event Date Selection.  
  
Sept and Oct 2025 are open for any Saturday as of now.  
  
Nov 1, 8, 15, 22 are open.  
  
Dec 6, 13, and 20 are open.  
  
Jan, Feb, Mar 2026 are open for any Saturday as of now.

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

#### Owner's Forum:

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, June 23, 2025. The Meeting will be called to order at 5:30 PM, with Executive Session available to the Board between 5:30 PM and 6:00 PM. The Open Session of the Board Meeting will begin at 6:00 PM.

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

GATLING POINTE COMMUNITY ASSOCIATION, INC.

Minutes of the March 24, 2025

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, March 24, 2025, at 14571 Benns Church Boulevard, Smithfield, Virginia (Benn's United Methodist Church, Second Floor Conference Room) and by virtual attendance via GoTo Call in to 1 (571) 317-3122, Access Code 813-563-077.

Directors and Management Representative Present:

Sarah Palamara, President; Pete Carlson, Vice President; Ross Tomlin, Treasurer; Kim Burbage, Secretary; Stephanie Shipman, Member at Large; and Amber Hobbs, Association Manager.

Call to Order:

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

Executive Session:

Stephanie motioned to move in to Executive Session for the purpose of discussing and considering contracts and covenant violations; seconded by Pete. Motion passed. The Board moved in to Executive Session at 5:31 PM.

Ross motioned to move out of Executive Session; seconded by Pete. Motion passed. The Board moved out of Executive Session at 6:00 PM.

Approval of Minutes:

Pete motioned to approve the Minutes of the Board Meeting held on Monday, February 24, 2025, as presented; second by Stephanie. Motion passed.

Treasurer's Report: The Treasurer's Report was presented by Ross.

Total Operating Fund	\$ 55,648.51
Total Operating Reserves	56,643.37
Total Replacement Reserves	44,438.29
Total Other Reserves	22,471.56
Total Assets	\$ 179,201.73

Sarah motioned to accept the Treasurer's Report as presented; seconded by Kim. Motion passed.

Ratification of Decisions Made by Unanimous Consent of the Board between Board Meetings:  
None.

Unfinished Business:

1. Community Involvement Events for 2025.

Confirmed:

Yard Sale: May 17, 2025

Ice Cream Social: June 28, 2025, 2:00 PM to 4:00 PM.

Proposed:

Shred-It: Tentative 2025 event.

Pete motioned to approve hosting a Shred-It event in the fall or winter 2025-2026; seconded by Kim. Motion passed.

New Business:

1. Stephanie motioned to approve Daniels Irrigation proposal / invoice for Spring startup of the irrigation system in the amount of \$200; seconded by Ross. Motion passed.
2. Stephanie motioned to approve Daniels Irrigation proposal to replace front entrance controller in the amount of \$350.00; seconded by Kim. Motion passed.

Owners Forum: Owners Forum opened at 6:15 PM and closed at 6:20 PM.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, April 28, 2025. The Board Meeting will be held following the 2025 Annual Meeting of the Owners, noticed to convene at 6:00 PM.

Adjournment: Kim motioned to adjourn the Board Meeting held on Monday, March 24, 2025; seconded by Stephanie. The Meeting adjourned at 6:21 PM.

Prepared by: Board of Directors.

Date Approved: Approved \_\_\_\_\_, 2025 [by Unanimous Consent on \_\_\_\_\_, 2025 or at the Board's Regular Board Meeting held Monday, April 28, 2025].

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

**Assets**
**Operating Fund**

10-10105-00	BankUnited - Operating - 1478	\$52,495.72
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<b>Total Operating Fund:</b>		<u>\$52,495.72</u>
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**Operating Reserves**

11-11025-00	BankUnited - OP Res - 0916	57,771.33
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<b>Total Operating Reserves:</b>		<u>\$57,771.33</u>
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**Replacement Reserves**

12-11000-00	Atlantic Union - Repl Res - 6747	34,500.26
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12-11094-02	CD NCB-Repl Res - 0469 - 18M - 4.60% - 01/08/26	7,098.15
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12-11124-01	CD AUB -Repl Res - 3424 - 19M - 4.17% - 02/18/26	3,498.48
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<b>Total Replacement Reserves:</b>		<u>\$45,096.89</u>
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**Other Reserves**

13-11055-00	BankUnited - Tree Res - 0924	10,428.66
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13-11060-00	BakUnited - Front Entrance - 8807	2,504.20
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13-11075-00	BankUnited - Weather Res - 0932	10,428.66
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<b>Total Other Reserves:</b>		<u>\$23,361.52</u>
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<b>Total Assets:</b>		<u><u>\$178,725.46</u></u>
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**Liabilities & Equity**
**Operating Reserves**

32-32000-00	Accumulated Operating Reserve	57,771.33
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<b>Total Operating Reserves:</b>		<u>\$57,771.33</u>
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**Replacement Reserves**

33-33000-00	Accumulated Replacement Reserve	45,096.89
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<b>Total Replacement Reserves:</b>		<u>\$45,096.89</u>
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**Other Reserves**

34-32020-00	Accumulated Tree Reserve	10,428.66
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34-32040-00	Accumulated Front Entrance Reserve	2,504.20
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34-32060-00	Accumulated Weather Reserve	10,428.66
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<b>Total Other Reserves:</b>		<u>\$23,361.52</u>
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**Equity**

35-34980-00	Retained Earnings	40,771.76
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<b>Total Equity:</b>		<u>\$40,771.76</u>
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Net Income Gain / Loss	<u>11,723.96</u>	<u>\$11,723.96</u>
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<b>Total Liabilities &amp; Equity:</b>		<u><u>\$178,725.46</u></u>
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
Income							
41100-00 Association Fees	\$1,489.44	\$-	\$1,489.44	\$32,821.80	\$39,713.00	(\$6,891.20)	\$158,852.00
41400-00 Legal Admin Fees	-	-	-	30.00	-	30.00	-
42000-00 Prepaid Association Fees	6,564.39	-	6,564.39	12,934.34	-	12,934.34	-
42530-00 Interest-Delinquent Fees	-	-	-	46.81	-	46.81	-
42550-00 Reserve Interest	213.52	-	213.52	582.00	-	582.00	-
42630-00 Late Fee Income	40.00	-	40.00	257.48	-	257.48	-
42660-00 Court Costs Recovered	-	-	-	40.69	-	40.69	-
42700-00 Certified Legal Cost	-	-	-	14.98	-	14.98	-
Total Income	\$8,307.35	\$-	\$8,307.35	\$46,728.10	\$39,713.00	\$7,015.10	\$158,852.00
Total OPERATING INCOME	\$8,307.35	\$-	\$8,307.35	\$46,728.10	\$39,713.00	\$7,015.10	\$158,852.00
OPERATING EXPENSE							
General & Administrative							
51400-00 Audit/Tax Preparation	436.00	378.00	(58.00)	436.00	378.00	(58.00)	378.00
51500-00 Social Committee Expense	-	-	-	-	150.00	150.00	600.00
51950-00 Legal-Collections	592.50	417.00	(175.50)	3,732.04	1,251.00	(2,481.04)	5,004.00
52200-00 Property Insurance	-	463.00	463.00	-	926.00	926.00	4,167.00
52210-00 Corporate Fees	25.00	25.00	-	25.00	25.00	-	140.00
52400-00 Management Fees	2,077.70	2,078.00	0.30	6,233.10	6,234.00	0.90	24,936.00
52600-00 Miscellaneous Expense	-	80.00	80.00	-	240.00	240.00	960.00
52700-00 Office Expense/Printing	155.98	150.00	(5.98)	654.08	620.00	(34.08)	2,390.00
52750-00 Coupon Books	-	-	-	-	900.00	900.00	900.00
52820-00 Website Expenses	-	-	-	25.17	-	(25.17)	500.00
52900-00 Postage Expense	2,268.49	250.00	(2,018.49)	2,365.35	600.00	(1,765.35)	2,250.00
Total General & Administrative	\$5,555.67	\$3,841.00	(\$1,714.67)	\$13,470.74	\$11,324.00	(\$2,146.74)	\$42,225.00
Utilities							
53700-00 Water Expense	32.04	450.00	417.96	222.43	1,350.00	1,127.57	5,400.00
53800-00 Electric Expense	45.91	60.00	14.09	182.58	180.00	(2.58)	725.00
Total Utilities	\$77.95	\$510.00	\$432.05	\$405.01	\$1,530.00	\$1,124.99	\$6,125.00
Maintenance							
54290-00 Common Area Grounds	-	833.00	833.00	-	2,499.00	2,499.00	10,000.00
54300-00 Lawn Contract	3,150.00	3,150.00	-	9,450.00	9,450.00	-	38,655.00
54310-00 Landscaping Extras	-	1,083.00	1,083.00	2,430.00	3,249.00	819.00	13,000.00
54320-00 Irrigation System	-	-	-	950.00	-	(950.00)	5,000.00
54340-00 Sign Expense	-	-	-	-	-	-	250.00
54350-00 Streets/Lights/Sidewalk	-	333.00	333.00	-	999.00	999.00	4,000.00
54550-00 Building/Fence/Grounds	-	833.00	833.00	327.39	2,499.00	2,171.61	10,000.00
Total Maintenance	\$3,150.00	\$6,232.00	\$3,082.00	\$13,157.39	\$18,696.00	\$5,538.61	\$80,905.00
Operating Reserves							
56550-00 Oper Reserve Interest	142.96	-	(142.96)	404.78	-	(404.78)	-
56600-00 Operating Reserve	985.00	985.00	-	2,955.00	2,955.00	-	11,821.00
Total Operating Reserves	\$1,127.96	\$985.00	(\$142.96)	\$3,359.78	\$2,955.00	(\$404.78)	\$11,821.00
Replacement Reserves							
55160-00 Repl Reserve Interest	13.60	-	(13.60)	20.52	-	(20.52)	-
55490-00 Replacement Reserve	645.00	645.00	-	1,935.00	1,935.00	-	7,776.00
Total Replacement Reserves	\$658.60	\$645.00	(\$13.60)	\$1,955.52	\$1,935.00	(\$20.52)	\$7,776.00



Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Other Reserves</b>							
55190-00 Front Entrance Reserve	\$833.00	\$833.00	\$-	\$2,499.00	\$2,499.00	\$-	\$10,000.00
55360-00 Front Entrance Reserve Interest	4.66	-	(4.66)	5.20	-	(5.20)	-
56551-00 Tree Reserve - Earned Interest	26.15	-	(26.15)	75.75	-	(75.75)	-
56553-00 Weather Reserve - Earned Interest	26.15	-	(26.15)	75.75	-	(75.75)	-
<b>Total Other Reserves</b>	<u>\$889.96</u>	<u>\$833.00</u>	<u>(\$56.96)</u>	<u>\$2,655.70</u>	<u>\$2,499.00</u>	<u>(\$156.70)</u>	<u>\$10,000.00</u>
<b>Total OPERATING EXPENSE</b>	<b>\$11,460.14</b>	<b>\$13,046.00</b>	<b>\$1,585.86</b>	<b>\$35,004.14</b>	<b>\$38,939.00</b>	<b>\$3,934.86</b>	<b>\$158,852.00</b>
<b>Net Income:</b>	<u><b>(\$3,152.79)</b></u>	<u><b>(\$13,046.00)</b></u>	<u><b>\$9,893.21</b></u>	<u><b>\$11,723.96</b></u>	<u><b>\$774.00</b></u>	<u><b>\$10,949.96</b></u>	<u><b>\$0.00</b></u>