Gatling Pointe Community Association Inc.
Board Meeting Agenda
Monday, September 29, 2025, Meeting convenes at 5:30 PM
Open Session at 6:00 PM
www.gatlingpointe.net
Location: 14571 Benns Church Boulevard, Smithfield, VA
Benns United Methodist Church, Second Floor Conference Room

Virtual Attendance Available: https://meet.goto.com/232347029
Call in: +1 (312) 757-3121
Access Code: 232-347-029

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: Approval of the August 25, 2025, Board Meeting Minutes was obtained by Unanimous Consent of the Board on September 19, 2025, and the Board Meeting Minutes were thereafter posted on the Association's website.

Treasurer's Report:

Total Operating Fund	$ 54,857.83
Total Operating Reserves	63,443.70
Total Replacement Reserves	35,112.87
Total Other Reserves	37,896.70
Total Assets	$ 191,311.10

Ratification of Decisions Made by Unanimous Consent of the Board between Board Meetings: Ratification of decisions made by Unanimous Consent of the Board since the last Board Meeting depicted on Exhibit A to this Agenda.

Unfinished Business:

1. 2026 Budget Preparation.
   Review and discuss draft 2026 Budget.

2. Drum Creek Proposal for 2nd Phase of GPP Remediation.
   Discuss proposal for the 2nd phase (between the end of Clipper Creek Lane and Shallowford Landing).

3. Status of 1st Phase of GPP Remediation.
   Discuss possible need to update remediation efforts of the 1st Phase.

4. Social Events for 2025.
   Confirmed:

Great Gatling Pointe	
Pumpkin Carving Contest:	Pumpkins out October 28, 2025
	Judging October 29, 2025
Food Drive:	November 1, 2025
Holiday Lights Installation:	November 22, 2025
Santa's Sleigh:	December 13, 2025, 6:00 PM

New Business:

1. Amendment to the Declaration to Reduce Annual Assessment Increase of 10%
   Discuss Amendment process and annual assessment percentage increase to recommend.

2. Daniels Irrigation Proposal to install Wi-Fi for Irrigation.
   Review Daniels Irrigation Proposal to allow the irrigation system to be set using wi-fi.

3. Bartlett Tree Experts' Arborist D.W. Coble's Inspection of Bradford Pear Trees.
   Report conversation with D.W. Coble after inspection of Bradford Pear Trees on September 10, 2025.

4. Association Complaint Procedures Resolution.
   Administrative Regulations regarding the content of Association Complaint Procedures changed 08.01.2025, which requires a new Resolution to be adopted.

Manager's Report: Robbi Henry, 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, October 27, 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.

1. Bartlett Tree Experts' proposal in the amount of $705 to remediate the area behind 106 Sunrise Bluff Court to remove a downed Bradford Tree limb and debris and to remove the tree stump located in the Common Area adjacent to 101 Regatta Lane approved on 09-13-2025.

GATLING POINTE COMMUNITY ASSOCIATION, INC.
Minutes of the August 25, 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, August 25, 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 (872) 240-3412, Meeting ID 159-174-605.

Directors and Management Representative Present:

Sarah Palamara, President; Pete Carlson, Vice President; Kim Burbage, Secretary; Richard Cook, Treasurer; Stephanie Shipman, Director; and Robbi Henry, Association Manager.

Call to Order:

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

Executive Session:

Kim 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 5:30 PM.

Pete motioned to move out of Executive Session; seconded by Richard. Motion passed. The Board moved out of Executive Session at 5:56 PM.

Approval of Minutes:

Approval of Minutes: Approval of the Minutes of the Board Meeting held on Monday, June 23, 2025, was obtained by Unanimous Consent of the Board on July 15, 2025, and the Board Meeting Minutes were thereafter posted on the Association's website.

Treasurer's Report: The Treasurer's Report was presented in the Board Meeting Agenda.

Total Operating Fund	$ 60,436.95
Total Operating Reserves	62,301.60
Total Replacement Reserves	34,462.93
Total Other Reserves	36,970.35
Total Assets	$ 194,171.83

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

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

None.

Unfinished Business:

1. GPP / GPP Fence Painting / Staining after Replacement.
   Stephanie motioned to approve J.G. Evans proposal to paint the Gatling Pointe Parkway / Gatling Pointe Parkway in the amount of $1,426.35; seconded by Kim. Motion passed.

2. Social Events for 2025.
   Confirmed:

Shred-It:	September 27, 2025, 10:00 AM to 1:00 PM
Great Gatling Pointe	
Pumpkin Carving Contest:	Pumpkins out October 28, 2025 Judging October 29, 2025
Food Drive:	November 1, 2025, 8:00 AM
Holiday Lights Installation:	November 22, 2025
Santa's Sleigh:	December 13, 2025, 6:00 PM

New Business:

No motions were made on New Business items during the Board Meeting.

Owners Forum: Owners Forum opened at 6:45 PM and closed at 6:45 PM.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, September 29, 2025. The Meeting will be called to order at 5:30 PM, with Executive Session convened by the Board between 5:30 PM and 6:00 PM. The Open Session of the Board Meeting will begin at 6:00 PM.

Adjournment: Kim motioned to adjourn the Board Meeting held on Monday, August 25, 2025, at 6:47 PM; seconded by Sarah. The Meeting adjourned at 6:47 PM.

Prepared by: Board of Directors.

Date Approved: Approved by Unanimous Consent of the Board of Directors on ___________________, 2025.

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

Balance Sheet - Operating

Gatling Pointe Community Association Inc.

End Date: 08/31/2025

Assets			
Operating Fund			
10-10105-00	BankUnited - Operating - 1478	$54,857.83	
Total Operating Fund:			$54,857.83
Operating Reserves			
11-11025-00	BankUnited - OP Res - 0916	63,443.70	
Total Operating Reserves:			$63,443.70
Replacement Reserves			
12-11000-00	Atlantic Union - Repl Res - 6747	24,435.27	
12-11094-02	CD NCB-Repl Res - 0469 - 18M - 4.60% - 01/08/26	7,179.12	
12-11124-01	CD AUB -Repl Res - 3424 - 19M - 4.17% - 02/18/26	3,498.48	
Total Replacement Reserves:			$35,112.87
Other Reserves			
13-11055-00	BankUnited - Tree Res - 0924	10,558.70	
13-11060-00	BakUnited - Front Entrance - 8807	16,779.30	
13-11075-00	BankUnited - Weather Res - 0932	10,558.70	
Total Other Reserves:			$37,896.70
Total Assets:			**$191,311.10**
Liabilities & Equity			
Operating Reserves			
32-32000-00	Accumulated Operating Reserve	63,444.58	
Total Operating Reserves:			$63,444.58
Replacement Reserves			
33-33000-00	Accumulated Replacement Reserve	48,429.51	
33-34000-00	Replacement Reserve Y-T-D Expense	(13,314.00)	
Total Replacement Reserves:			$35,115.51
Other Reserves			
34-32020-00	Accumulated Tree Reserve	10,558.70	
34-32040-00	Accumulated Front Entrance Reserve	16,779.30	
34-32060-00	Accumulated Weather Reserve	10,558.70	
Total Other Reserves:			$37,896.70
Equity			
35-34980-00	Retained Earnings	40,771.76	
Total Equity:			$40,771.76
	Net Income Gain / Loss	14,082.55	$14,082.55
Total Liabilities & Equity:			**$191,311.10**

Income Statement - Operating

Gatling Pointe Community Association Inc.

From 08/01/2025 to 08/31/2025

Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
OPERATING INCOME							
Income							
41100-00 Association Fees	$2,599.39	$-	$2,599.39	$103,269.93	$119,139.00	($15,869.07)	$158,852.00
41400-00 Legal Admin Fees	-	-	-	90.00	-	90.00	-
42000-00 Prepaid Association Fees	831.88	-	831.88	6,328.28	-	6,328.28	-
42440-00 Due Process Income	-	-	-	1,800.00	-	1,800.00	-
42530-00 Interest-Delinquent Fees	-	-	-	300.18	-	300.18	-
42550-00 Reserve Interest	255.39	-	255.39	1,804.53	-	1,804.53	-
42630-00 Late Fee Income	-	-	-	801.72	-	801.72	-
42660-00 Court Costs Recovered	-	-	-	391.51	-	391.51	-
42700-00 Certified Legal Cost	-	-	-	29.96	-	29.96	-
Total Income	$3,686.66	$-	$3,686.66	$114,816.11	$119,139.00	($4,322.89)	$158,852.00
Total OPERATING INCOME	**$3,686.66**	**$-**	**$3,686.66**	**$114,816.11**	**$119,139.00**	**($4,322.89)**	**$158,852.00**
OPERATING EXPENSE							
General & Administrative							
51400-00 Audit/Tax Preparation	-	-	-	436.00	378.00	(58.00)	378.00
51500-00 Social Committee Expense	41.62	-	(41.62)	41.62	450.00	408.38	600.00
51950-00 Legal-Collections	30.00	417.00	387.00	6,662.72	3,336.00	(3,326.72)	5,004.00
52200-00 Property Insurance	318.25	463.00	144.75	3,872.50	3,241.00	(631.50)	4,167.00
52210-00 Corporate Fees	-	-	-	140.00	140.00	-	140.00
52400-00 Management Fees	2,077.70	2,078.00	0.30	16,621.60	16,624.00	2.40	24,936.00
52600-00 Miscellaneous Expense	314.12	80.00	(234.12)	353.37	640.00	286.63	960.00
52700-00 Office Expense/Printing	6.52	150.00	143.48	1,045.41	1,520.00	474.59	2,390.00
52750-00 Coupon Books	-	-	-	-	900.00	900.00	900.00
52820-00 Website Expenses	-	-	-	276.93	-	(276.93)	500.00
52900-00 Postage Expense	6.87	175.00	168.13	694.84	1,475.00	780.16	2,250.00
Total General & Administrative	$2,795.08	$3,363.00	$567.92	$30,144.99	$28,704.00	($1,440.99)	$42,225.00
Utilities							
53700-00 Water Expense	561.73	450.00	(111.73)	2,693.68	3,600.00	906.32	5,400.00
53800-00 Electric Expense	40.58	60.00	19.42	387.78	480.00	92.22	725.00
Total Utilities	$602.31	$510.00	($92.31)	$3,081.46	$4,080.00	$998.54	$6,125.00
Maintenance							
54290-00 Common Area Grounds	-	833.00	833.00	162.67	6,664.00	6,501.33	10,000.00
54300-00 Lawn Contract	3,150.00	3,245.00	95.00	25,200.00	25,675.00	475.00	38,655.00
54310-00 Landscaping Extras	-	1,083.00	1,083.00	2,430.00	8,664.00	6,234.00	13,000.00
54320-00 Irrigation System	-	-	-	2,175.00	4,000.00	1,825.00	5,000.00
54340-00 Sign Expense	-	-	-	-	-	-	250.00
54350-00 Streets/Lights/Sidewalk	-	333.00	333.00	4,875.00	2,664.00	(2,211.00)	4,000.00
54550-00 Building/Fence/Grounds	-	833.00	833.00	1,152.39	6,664.00	5,511.61	10,000.00
Total Maintenance	$3,150.00	$6,327.00	$3,177.00	$35,995.06	$54,331.00	$18,335.94	$80,905.00
Operating Reserves							
56550-00 Oper Reserve Interest	157.98	-	(157.98)	1,153.03	-	(1,153.03)	-
56600-00 Operating Reserve	985.00	985.00	-	7,880.00	7,880.00	-	11,821.00
Total Operating Reserves	$1,142.98	$985.00	($157.98)	$9,033.03	$7,880.00	($1,153.03)	$11,821.00

UNITED PROPERTY ASSOCIATES

Income Statement - Operating

Gatling Pointe Community Association Inc.

From 08/01/2025 to 08/31/2025

Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
Replacement Reserves							
55160-00 Repl Reserve Interest	$7.58	$-	($7.58)	$128.14	$-	($128.14)	$-
55490-00 Replacement Reserve	645.00	645.00	-	5,160.00	5,160.00	-	7,776.00
Total Replacement Reserves	$652.58	$645.00	($7.58)	$5,288.14	$5,160.00	($128.14)	$7,776.00
Other Reserves							
55190-00 Front Entrance Reserve	833.00	833.00	-	16,664.00	6,664.00	(10,000.00)	10,000.00
55360-00 Front Entrance Reserve Interest	40.39	-	(40.39)	115.30	-	(115.30)	-
56551-00 Tree Reserve - Earned Interest	-	-	-	152.90	-	(152.90)	-
56553-00 Weather Reserve - Earned Interest	52.89	-	(52.89)	205.79	-	(205.79)	-
56601-00 Tree Reserve	26.48	-	(26.48)	52.89	-	(52.89)	-
Total Other Reserves	$952.76	$833.00	($119.76)	$17,190.88	$6,664.00	($10,526.88)	$10,000.00
Total OPERATING EXPENSE	**$9,295.71**	**$12,663.00**	**$3,367.29**	**$100,733.56**	**$106,819.00**	**$6,085.44**	**$158,852.00**
Net Income:	**($5,609.05)**	**($12,663.00)**	**$7,053.95**	**$14,082.55**	**$12,320.00**	**$1,762.55**	**$0.00**