

Gatling Pointe Community Association Inc.
Board Meeting Agenda
Monday, November 24, 2025, Meeting convenes at 5:30 PM
Open Session at 6:00 PM

www.gatlingpointe.net

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

Virtual Attendance Available: <https://meet.goto.com/514634541>

Call in: +1 (224) 501-3412

Access Code: 514-634-541

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 October 27, 2025, Board Meeting Minutes are included in this Board Package for approval by the Board of Directors and will be posted on the Association’s website once approved.

Treasurer’s Report:

Total Operating Fund	\$ 60,760.53
Total Operating Reserves	65,731.29
Total Replacement Reserves	36,503.04
Total Other Reserves	39,753.25
Total Assets	\$ 202,748.11

Unfinished Business:

1. Amendment to the Declaration to Change Annual Assessment Increase to up to 10%
[Review revised Amendment, draft Special Meeting Notice to the Owners and draft Absentee Ballot for January 26, 2026, Special Owners Meeting.](#)

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2. Association Complaint Procedures Resolution.
[Review and approve new Resolution to adopt Regulations changes effective 08.01.2025.](#)

3. Social Events for 2025.
Confirmed:

Santa's Sleigh: December 13, 2025, 6:00 PM

New Business:

1. Ratification of Decisions Made by Unanimous Consent of the Board between Board Meetings since the last Board Meeting depicted on Exhibit A to this Agenda.
2. Ratification of Exterior Modification Applications depicted on Exhibit B to this Agenda approved by Unanimous Consent of the Board of Directors since the last Board Meeting.
3. Pro-Tech Proposal to install Internet Access on Common Areas to facilitate wireless Irrigation System control.
4. Relay Electric Proposal to install a designated electrical outlet to facilitate wireless access to the internet for Irrigation System control.
5. Pro-Tech Proposal to install Security Cameras at the Front Entrance.

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, January 26, 2026, and will be convened after the Special Meeting of the Owners noticed for the purpose of amending the Association's Declaration regarding Automatic Increase in Annual Assessment. The Special Meeting will be called to order at 6:00 PM.

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

None.

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

1. Exterior Modification Application submitted by 102 Sunrise Bluff Lane to remove river birch tree adjacent to the front entrance to the home approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 11-09-2025.

2. Exterior Modification Application submitted by 101 Winterberry to install a shed approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 11-13-2025, conditioned on placement of the shed in the backyard behind the fence in a location parallel to the house.

GATLING POINTE COMMUNITY ASSOCIATION, INC.
Minutes of the October 27, 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, October 27, 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+ (224) 501-3412, Meeting ID 860-010-853.

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 5:37 PM.

Executive Session:

Pete motioned to move in to Executive Session for the purpose of discussing and considering contracts and covenant violation matters; seconded by Stephanie. Motion passed. The Board moved in to Executive Session at 5:37 PM.

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

Approval of Minutes:

Approval of Minutes: Stephanie motioned to approve the Minutes of the September 29, 2025, Board Meeting as presented; seconded by Richard. Motion passed.

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

Total Operating Fund	\$ 50,950.88
Total Operating Reserves	64,583.53
Total Replacement Reserves	35,768.00
Total Other Reserves	38,822.31
Total Assets	\$ 190,124.72

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

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

Unfinished Business:

1. Richard motioned to approve the 2026 Budget as presented; seconded by Sarah. Motion passed.
2. Community Events for 2025.
Confirmed:
 - Food Drive: November 8, 2025, 8:00 AM
 - Holiday Lights Installation: November 22, 2025
 - Santa's Sleigh: December 13, 2025, 6:00 PM

New Business:

1. Stephanie motioned to reinvest a Certificate of Deposit (CD) at NCB (Replacement Reserve) in the amount of \$7,179.12 maturing on 01.08.2026 in a CD with Pinnacle Bank for 12 months at an interest rate of 3.75%; seconded by Richard. Motion passed.
2. Stephanie motioned to reinvest a CD at AUB (Replacement Reserve) in the amount of \$3,498.48 maturing on 02.18.2026 with Pinnacle Bank for 12 months at an interest rate of 3.75%; seconded by Richard. Motion passed.
3. Richard motioned to move \$30,000 from Operating Reserve (11-11025-00) to Replacement Reserve (13-11060-00 [Bank United – Front Entrance – 8807]); seconded by Pete. Motion passed.
4. Stephanie motioned to approve Bartlett Tree Experts' Proposal to Prune Bradford Pear Trees in the amount of \$3,915; seconded by Richard. Motion passed.
5. Richard motioned to approve Bartlett Tree Experts' Proposal to Prune Gatling Pointe Parkway Median (Willow Oak) Trees in the amount \$3,480; seconded by Stephanie. Motion passed.
6. Pete motioned to approve DesRoches and Company Proposal to Complete 2025, 2026 and 2027 Income Tax Returns in the amount of \$435; seconded by Stephanie. Motion passed.
7. Sarah motioned to approve up to \$200 for the November 22, 2025, Holiday Lights installation Community Event, including lighting, ornament and refreshment supplies; seconded by Stephanie. Motion passed.
8. Pete motioned to approve up to \$20 for the December 13, 2025, Santa's Sleigh Community Event for snack bags to be distributed during the Event; seconded by Stephanie. Motion passed.

Owners Forum: Owners Forum opened at 6:38 PM and closed at 6:38 PM.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, November 24, 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: Richard motioned to adjourn the Board Meeting held on Monday, October 27, 2025, 2025, at 6:39 PM; seconded by Stephanie. The Meeting adjourned at 6:39 PM.

Prepared by: Board of Directors.

Date Approved: Approved by the Board of Directors _____.

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

Assets
Operating Fund

10-10105-00	BankUnited - Operating - 1478	\$60,760.53
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Total Operating Fund:	<u>\$60,760.53</u>
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Operating Reserves

11-11025-00	BankUnited - OP Res - 0916	65,731.29
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Total Operating Reserves:	<u>\$65,731.29</u>
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Replacement Reserves

12-11000-00	Atlantic Union - Repl Res - 6747	25,740.75
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12-11094-02	CD NCB-Repl Res - 0469 - 18M - 4.60% - 01/08/26	7,263.81
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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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Total Replacement Reserves:	<u>\$36,503.04</u>
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Other Reserves

13-11055-00	BankUnited - Tree Res - 0924	10,611.00
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13-11060-00	BakUnited - Front Entrance - 8807	18,531.25
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13-11075-00	BankUnited - Weather Res - 0932	10,611.00
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Total Other Reserves:	<u>\$39,753.25</u>
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Total Assets:	<u><u>\$202,748.11</u></u>
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Liabilities & Equity
Operating Reserves

32-32000-00	Accumulated Operating Reserve	65,731.29
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Total Operating Reserves:	<u>\$65,731.29</u>
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Replacement Reserves

33-33000-00	Accumulated Replacement Reserve	49,817.04
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33-34000-00	Replacement Reserve Y-T-D Expense	(13,314.00)
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Total Replacement Reserves:	<u>\$36,503.04</u>
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Other Reserves

34-32020-00	Accumulated Tree Reserve	10,611.00
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34-32040-00	Accumulated Front Entrance Reserve	18,531.25
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34-32060-00	Accumulated Weather Reserve	10,611.00
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Total Other Reserves:	<u>\$39,753.25</u>
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Equity

35-34980-00	Retained Earnings	40,771.76
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Total Equity:	<u>\$40,771.76</u>
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Net Income Gain / Loss	<u>19,988.77</u>	<u>\$19,988.77</u>
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Total Liabilities & Equity:	<u><u>\$202,748.11</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	\$ 29,864.74	\$39,713.00	(\$ 9,848.26)	\$134,647.91	\$158,852.00	(\$ 24,204.09)	\$ 158,852.00
41400-00 Legal Admin Fees	-	-	-	90.00	-	90.00	-
42000-00 Prepaid Association Fees	(9,864.41)	-	(9,864.41)	1,589.43	-	1,589.43	-
42440-00 Due Process Income	-	-	-	1,800.00	-	1,800.00	-
42500-00 Miscellaneous Income	400.00	-	400.00	400.00	-	400.00	-
42530-00 Interest-Delinquent Fees	-	-	-	300.18	-	300.18	-
42550-00 Reserve Interest	350.74	-	350.74	2,412.84	-	2,412.84	-
42630-00 Late Fee Income	80.00	-	80.00	951.72	-	951.72	-
42660-00 Court Costs Recovered	-	-	-	391.51	-	391.51	-
42700-00 Certified Legal Cost	-	-	-	29.96	-	29.96	-
Total Income	\$ 20,831.07	\$39,713.00	(\$ 18,881.93)	\$142,613.55	\$158,852.00	(\$16,238.45)	\$ 158,852.00
Total OPERATING INCOME	\$ 20,831.07	\$39,713.00	(\$ 18,881.93)	\$142,613.55	\$158,852.00	(\$ 16,238.45)	\$ 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	94.04	150.00	55.96	135.66	600.00	464.34	600.00
51950-00 Legal-Collections	-	417.00	417.00	6,662.72	4,170.00	(2,492.72)	5,004.00
52200-00 Property Insurance	318.25	463.00	144.75	4,509.00	4,167.00	(342.00)	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	20,777.00	20,780.00	3.00	24,936.00
52600-00 Miscellaneous Expense	-	80.00	80.00	353.37	800.00	446.63	960.00
52700-00 Office Expense/Printing	19.18	420.00	400.82	1,075.91	2,090.00	1,014.09	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	17.12	175.00	157.88	763.23	1,825.00	1,061.77	2,250.00
Total General & Administrative	\$ 2,526.29	\$ 3,783.00	\$ 1,256.71	\$ 35,129.82	\$ 35,850.00	\$720.18	\$ 42,225.00
Utilities							
53700-00 Water Expense	486.59	450.00	(36.59)	3,539.39	4,500.00	960.61	5,400.00
53800-00 Electric Expense	41.57	60.00	18.43	469.44	600.00	130.56	725.00
Total Utilities	\$ 528.16	\$ 510.00	(\$ 18.16)	\$ 4,008.83	\$ 5,100.00	\$1,091.17	\$ 6,125.00
Maintenance							
54290-00 Common Area Grounds	91.14	833.00	741.86	253.81	8,330.00	8,076.19	10,000.00
54300-00 Lawn Contract	3,150.00	3,245.00	95.00	31,500.00	32,165.00	665.00	38,655.00
54310-00 Landscaping Extras	405.00	1,083.00	678.00	4,830.00	10,830.00	6,000.00	13,000.00
54320-00 Irrigation System	-	-	-	2,325.00	5,000.00	2,675.00	5,000.00
54340-00 Sign Expense	-	-	-	-	-	-	250.00
54350-00 Streets/Lights/Sidewalk	-	333.00	333.00	4,875.00	3,330.00	(1,545.00)	4,000.00
54550-00 Building/Fence/Grounds	1,507.09	833.00	(674.09)	2,659.48	8,330.00	5,670.52	10,000.00
Total Maintenance	\$ 5,153.23	\$ 6,327.00	\$ 1,173.77	\$ 46,443.29	\$ 67,985.00	\$21,541.71	\$ 80,905.00
Operating Reserves							
56550-00 Oper Reserve Interest	162.76	-	(162.76)	1,469.74	-	(1,469.74)	-
56600-00 Operating Reserve	985.00	985.00	-	9,850.00	9,850.00	-	11,821.00
Total Operating Reserves	\$ 1,147.76	\$ 985.00	(\$ 162.76)	\$ 11,319.74	\$ 9,850.00	(\$1,469.74)	\$ 11,821.00

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Replacement Reserves							
55160-00 Repl Reserve Interest	\$90.04	\$-	(\$90.04)	\$225.67	\$-	(\$225.67)	\$-
55490-00 Replacement Reserve	645.00	645.00	-	6,450.00	6,450.00	-	7,776.00
Total Replacement Reserves	\$735.04	\$645.00	(\$90.04)	\$6,675.67	\$6,450.00	(\$225.67)	\$7,776.00
Other Reserves							
55190-00 Front Entrance Reserve	833.00	833.00	-	18,330.00	8,330.00	(10,000.00)	10,000.00
55360-00 Front Entrance Reserve Interest	44.72	-	(44.72)	201.25	-	(201.25)	-
56551-00 Tree Reserve - Earned Interest	26.61	-	(26.61)	258.09	-	(258.09)	-
56553-00 Weather Reserve - Earned Interest	-	-	-	231.48	-	(231.48)	-
56601-00 Tree Reserve	26.61	-	(26.61)	26.61	-	(26.61)	-
Total Other Reserves	\$930.94	\$833.00	(\$97.94)	\$19,047.43	\$8,330.00	(\$10,717.43)	\$10,000.00
Total OPERATING EXPENSE	\$11,021.42	\$13,083.00	\$2,061.58	\$122,624.78	\$133,565.00	\$10,940.22	\$158,852.00
Net Income:	\$9,809.65	\$26,630.00	(\$16,820.35)	\$19,988.77	\$25,287.00	(\$5,298.23)	\$0.00

AMENDMENT TO GATLING POINTE'S
AMENDED AND RESTATED
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS
APPLICABLE TO ALL PROPERTY IN GATLING POINTE

(Automatic Increase in Annual Assessment)

This Amendment to the Amended and Restated Declaration of Covenants, Conditions and Restrictions Applicable to All Property in Gatling Pointe ("Declaration") is made this ____ day of January, 20____, by the Owners in Gatling Pointe Community Association, Inc., a Virginia nonstock corporation (the "Association"), the Association to be indexed as both "Grantor" and "Grantee" for recordation purposes.

RECITALS:

(LEGAL HISTORY, PURPOSE OF THIS DECLARATION, OWNERS' INTENT)

R-1. The Association's Developer, Tidewater Brandermill Associates, a Virginia general partnership (the "Company"), created Gatling Pointe Subdivision ("Gatling Pointe") by a document titled "Declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to all Property in Gatling Pointe" ("Original Declaration I"), dated June 9, 1988, and recorded that day in the Clerk's Office of the Circuit Court of the County of Isle of Wight, Virginia ("Clerk's Office") in Deed Book 342, Page 139, as the same was amended from time to time.

R-2. The Company also recorded a document titled "Declaration of Covenants and Restrictions of the Gatling Pointe Community Association, Inc. and Tidewater Brandermill Associates, A Virginia General Partnership" ("Original Declaration II") dated June 9, 1988, and recorded that day in the Clerk's Office in Deed Book 342, Page 152, as the same was amended from time to time.

R-3. Gatling Pointe's Owners replaced the Original Declaration I and Original Declaration II with an Amended and Restated Declaration of Covenants, Conditions and Restrictions Applicable to All Property in Gatling Pointe, recorded in the Clerk's Office on July 8, 2016, as Instrument #162893.

R-4. The Association's Owners believe it is in the best interests of the Association to change the Automatic Increase in Annual Assessment rate of a required 10% to "up to 10%".

Parcel IDs: See Schedule A Attached (too numerous to list)
Prepared By and Return To: Gatling Pointe Community Association, Inc.
c/o United Property Associates
5849 Harbour View Blvd., Ste 200, Suffolk, VA 23435

R-5. The Amended and Restated Declaration can be amended by a vote of two-thirds (2/3rds) of the votes cast at an Association Meeting in accordance with Article VIII, Section 3, of the Declaration.

NOW, THEREFORE, Gatling Pointe's Owners do hereby approve of an Amendment to the Amended and Restated Declaration of Covenants, Conditions and Restrictions Applicable to All Property in Gatling Pointe as stated here:

1. Article V, entitled Covenants for Assessments, Section 4, entitled Automatic Increase in Annual Assessment, is hereby amended to add a new paragraph to read as follows:

From and after January 1, 2026, the Annual Assessment may be increased each year by up to 10 percent (0% up to 10%) of the prior fiscal year's assessment.

The undersigned President of the Gatling Pointe Board of Directors does hereby certify that this Amendment to Declaration has been approved by a vote of two-thirds (2/3rds) of the votes cast at an Association Meeting in accordance with Article VIII, Section 3, of the Declaration, as evidenced by their signatures on file with the Association, which such signatures constitute ratification of and consent to the Amendment by the Lot Owners, both certifications required by Section 55.1-1829.F of the Virginia Property Owners' Association Act.

EXECUTED on the date first written above by a duly authorized officer of the Association.

GATLING POINTE
COMMUNITY ASSOCIATION, INC.,
a Virginia Nonstock Corporation

By: _____,
_____, President

COMMONWEALTH OF VIRGINIA,
CITY OF _____, to wit:

The foregoing instrument was acknowledged this _____ day of _____, 20____, before me, the undersigned Notary Public, by _____, President of the Board of Directors of Gatling Pointe Community Association, Inc.

Notary Public

Notary Registration Number:
My Commission Expires:

AMENDMENT TO GATLING POINTE'S
AMENDED AND RESTATED
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS
APPLICABLE TO ALL PROPERTY IN GATLING POINTE

(Automatic Increase in Annual Assessment)

Schedule A: Parcel IDs

[TO BE INSERTED PRIOR TO RECORDATION OF THE AMENDMENT AFTER
APPROVAL OF THE AMENDMENT BY THE OWNERS.]

GATLING POINTE COMMUNITY ASSOCIATION, INC.
SPECIAL MEETING NOTICE

A Special Meeting of the Gatling Pointe Community Association will be held on Monday, January 26, 2026, at the Board Meeting location, 14571 Benns Church Boulevard, Smithfield, VA, in the Benns United Methodist Church second floor conference room.

The purpose of the Special Meeting is for the Owners to review and consider adoption of the enclosed Amendment to the Association's Declaration of Covenants, Conditions and Restrictions.

The purpose of the Amendment, regarding the Automatic Increase in Annual Assessment currently required by the Declaration, is to amend the required 10% increase in assessments to authorize the Board to adopt an assessment increase between 0% and 10% of the prior fiscal year's assessment.

The reason for the Board's request for the Owners to adopt the Amendment is to reflect comments and requests from Owners to ease the required 10% assessment increase each year.

Owners will be able to view the Special Meeting virtually, and will be able to participate in the Special Meeting during Owners Forum to discuss the Amendment prior to voting on whether or not to adopt the Amendments.

Enclosed is an Absentee Ballot for you to use to cast your vote on the Amendment if you are comfortable casting your vote prior to the Special Meeting.

The Agenda for the Special Owners Meeting:

- 5:30 PM Registration
- 6:00 PM Roll Call / Proof of Quorum / Call the Meeting to Order
- Reports of Officers
- Owners Forum in discussion of the Proposed Amendment
- Motion, second and vote on the Proposed Amendments

Virtual access to the Special Owners Meeting:

- Gatling Pointe Special Owners Meeting and Board Meeting
- Jan 26, 2026, 5:30 PM

<https://meet.goto.com/328826621>

You can also dial in using your phone.

Access Phone Number: +1 (224) 501-3412

Access Code: 328-826-621

GATLING POINTE COMMUNITY ASSOCIATION, INC.
SPECIAL MEETING OF THE ASSOCIATION
MONDAY, JANUARY 26, 2026
Registration opens at 5:30 PM; Meeting begins at 6:00 PM
1613 South Church Street, 2nd Floor Conference Room, Smithfield, VA 23430

Purpose: To review and consider an Amendment to the Association's Declaration to amend the Automatic Increase in Annual Assessment

ABSENTEE BALLOT

This Absentee Ballot authorizes the Owner(s) identified on this Absentee Ballot to participate in the Special Meeting of the Association without attending the Special Meeting.

1. Quorum: By signature below, the Owner(s) acknowledge this Absentee Ballot will count towards quorum of 14 Lots, which is the Number of Lots required to be in attendance at the Special Meeting for the Meeting to be Called to Order.
2. Amendment: By signature below, the Owner(s) cast their vote for the Amendment under consideration by the Owners.

An Amendment to Article V, Section 4, of the Declaration, amending the Automatic Increase in Annual Assessment to authorize the Board to increase Annual Assessments by up to 10 percent (0% up to 10%) of the prior fiscal year's assessment.

Approve Disapprove

3. Submission requirements: Please sign exactly as your name(s) appears on your deed. All persons listed on the Deed must sign. Please provide your full title if you are signing in a representative capacity.

(Owner Signature) (Date) (Print Name)

(Owner Signature) (Date) (Print Name)

Gatling Pointe Address

Instructions for Completing this Absentee Ballot

1. Please sign exactly as your name(s) appears on your deed. All persons listed on the Deed must sign. Please provide your full title if you are signing in a representative capacity.

2. Please return this Absentee Ballot by mail to Gatling Pointe Community Association, Inc., c/o of United Property Associates, Inc., 5849 Harbour View Blvd., Ste 200, Suffolk, VA 23435; by email to rhenry@unitedpropertyassociates.com or by fax to (757) 484-3217. Or, you can give your signed Absentee Ballot to a neighbor who will attend the Special Meeting and can submit it for you, or to a Member of the Board of Directors.
3. Your Absentee Ballot will be returned to you at your request if you decide to attend the Special Meeting in person.