



Board Package
February 2026

Gatling Pointe Community Association Inc.

Board Meeting Agenda

Monday, February 23, 2026

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/741621669>

Call in: +1 (872) 240-3212

Access Code: 741-621-669

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: _____ motioned to approve the January 26, 2026, Board Meeting Minutes; seconded by _____.

Treasurer's Report:

Total Operating Fund	\$ 88,236.76
Total Operating Reserves	39,381.91
Total Replacement Reserves	39,098.45
Total Other Reserves	72,589.85
Total Assets	\$239,306.97

Unfinished Business:

1. Social Events for 2026:

Shred It:

Tentative: June 13, 2026

Sarah to report on discussion with Board of Directors of Gatling Pointe South

Ice Cream Social:

August 1, 2026

Santa's Sleigh:

December _____, 2026 (Tentative)

GROWTH THROUGH EXCELLENCE

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.
[None.](#)
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. 2026 Annual Meeting and Schedule and Documents Approval.
4. Daniels Irrigation Proposal for Spring Start Up of the Irrigation System.
5. Discuss Installation of Equipment required for Remote control of Irrigation System.
6. Drum Creek Proposal to Remove Canna Lilies from GPP and James Landing Neighborhood bed.
7. Fall / Winter Holiday Decorations for each Lot.
[Pete has suggested purchasing Decorations to be installed by the Association on each mailbox post to celebrate the Fall / Winter Holidays. Sample attached.](#)

Manager's Report: Michaela Audet, 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, March 23, 2026. 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.

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

1. Exterior Modification Application submitted by 603 Gatling Pointe Parkway to replace the roof approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 02-10-2026.

GATLING POINTE COMMUNITY ASSOCIATION, INC.
Minutes of the January 26, 2026
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, January 26, 2026, by virtual attendance via GoTo Call in to 1+ (224) 501-3412, Meeting ID 328-826-621.

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 6:23 PM.

Executive Session:

Richard motioned to move in to Executive Session for the purpose of discussing and considering covenant violation matters and a possible or pending litigation matter; seconded by Kim. Motion passed. The Board moved in to Executive Session at 7:02 PM.

Stephanie motioned to move out of Executive Session; seconded by Kim. Motion passed. The Board moved out of Executive Session at 7:20 PM.

Approval of Minutes: The November 24, 2025, Board Meeting Minutes were approved by Unanimous Consent of the Board on December 1, 2025, and thereafter posted on the Association’s website once approved.

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

Total Operating Fund	\$ 71,370.04
Total Operating Reserves	38,006.19
Total Replacement Reserves	37,925.72
Total Other Reserves	71,607.98
Total Assets	\$ 218,909.93

Stephanie motioned to waive reading of the Treasurer’s Report and to accept it as presented; seconded Sarah. Motion passed.

Unfinished Business:

- 1*. Amendment to the Declaration to Change Annual Assessment to up to 10%. Sarah reported the Amendment to Declaration presented to the Owners at the January 26, 2026, Special Meeting of the Owners was approved by more than two-thirds of the Owners in attendance at the Special Meeting. The Amendment will be effective once recorded in the Isle of Wight County Circuit Court land records.
- 2*. Pete motioned to adopt the Association Complaint Procedures Resolution as presented; seconded by Richard. Motion passed.
- 3*. Social Events for 2026:
Confirmed:
Community Yard Sale: May 16, 2026

New Business:

- 1*. Social Events for 2026:
Shred It: Tentative: June 13, 2026
Sarah to discuss co-hosting with Board of Directors of Gatling Pointe South

Ice Cream Social: August 1, 2026
Sarah motioned to approve up to \$100 for supplies for this event; seconded by Pete. Motion passed.

Santa's Sleigh: December 2026
Sarah to speak with Frank Brown about date.
- 2*. Sarah motioned to ratify the Exterior Modification Applications depicted on Exhibit A to this Agenda approved by Unanimous Consent of the Board of Directors since the last Board Meeting; seconded by Richard. Motion passed.
- 3.* Stephanie motioned to address the Board's review of an Architectural Application as discussed in Executive Session; seconded by Kim. Motion passed.

Owners Forum: Owners Forum opened at 6:58 PM and closed at 7:02 PM.

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Adjournment: Sarah motioned to adjourn the Board Meeting held on Monday, January 26, 2026, at 7:21 PM; seconded by Stephanie. The Meeting adjourned at 7:21 PM.

Prepared by: Board of Directors.

Date Approved: Approved _____, 2026.

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

1. Exterior Modification Application submitted by 900 Gatling Pointe Parkway to replace the roof and to remove a deck on the rear of the home approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 12-03-2025.
2. Exterior Modification Application submitted by 108 North James Landing Court to replace the deck at the rear of the home approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 12-08-2025.

Assets
Operating Fund

10-10105-00 BankUnited - Operating - 1478 \$88,236.76

Total Operating Fund: \$88,236.76
Operating Reserves

11-11025-00 BankUnited - OP Res - 0916 39,381.91

Total Operating Reserves: \$39,381.91
Replacement Reserves

12-11000-00 Atlantic Union - Repl Res - 6747 28,158.75

12-11124-01 CD AUB -Repl Res - 3424 - 19M - 4.17% - 02/18/26 3,498.48

12-11174-01 CD PFP - Repl Res - 7492- -12M - 3.60% - 01/16/27 7,441.22

Total Replacement Reserves: \$39,098.45
Other Reserves

13-11055-00 BankUnited - Tree Res - 0924 10,681.88

13-11060-00 BakUnited - Front Entrance - 8807 51,226.09

13-11075-00 BankUnited - Weather Res - 0932 10,681.88

Total Other Reserves: \$72,589.85
Total Assets: \$239,306.97
Liabilities & Equity
Operating Reserves

32-32000-00 Accumulated Operating Reserve 39,381.91

Total Operating Reserves: \$39,381.91
Replacement Reserves

33-33000-00 Accumulated Replacement Reserve 39,098.45

Total Replacement Reserves: \$39,098.45
Other Reserves

34-32020-00 Accumulated Tree Reserve 10,706.41

34-32040-00 Accumulated Front Entrance Reserve 51,226.09

34-32060-00 Accumulated Weather Reserve 10,657.35

Total Other Reserves: \$72,589.85
Equity

35-34980-00 Retained Earnings 52,251.55

Total Equity: \$52,251.55

 Net Income Gain / Loss 35,985.21 \$35,985.21
Total Liabilities & Equity: \$239,306.97

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
Income							
41100-00 Association Fees	\$ 35,256.30	\$43,658.00	(\$ 8,401.70)	\$ 35,256.30	\$ 43,658.00	(\$ 8,401.70)	\$ 174,632.00
42000-00 Prepaid Association Fees	11,770.93	-	11,770.93	11,770.93	-	11,770.93	-
42550-00 Reserve Interest	323.32	-	323.32	323.32	-	323.32	-
42630-00 Late Fee Income	204.01	-	204.01	204.01	-	204.01	-
Total Income	\$ 47,554.56	\$43,658.00	\$ 3,896.56	\$ 47,554.56	\$ 43,658.00	\$3,896.56	\$ 174,632.00
Total OPERATING INCOME	\$ 47,554.56	\$43,658.00	\$ 3,896.56	\$ 47,554.56	\$ 43,658.00	\$ 3,896.56	\$ 174,632.00
OPERATING EXPENSE							
General & Administrative							
51400-00 Audit/Tax Preparation	-	-	-	-	-	-	450.00
51500-00 Social Committee Expense	-	-	-	-	-	-	600.00
51700-00 Legal-Corporate	79.00	-	(79.00)	79.00	-	(79.00)	-
51950-00 Legal-Collections	-	833.00	833.00	-	833.00	833.00	10,000.00
52200-00 Property Insurance	318.25	-	(318.25)	318.25	-	(318.25)	4,487.00
52210-00 Corporate Fees	-	25.00	25.00	-	25.00	25.00	140.00
52400-00 Management Fees	2,077.70	2,113.00	35.30	2,077.70	2,113.00	35.30	25,356.00
52600-00 Miscellaneous Expense	-	83.33	83.33	-	83.33	83.33	1,000.00
52700-00 Office Expense/Printing	751.57	204.17	(547.40)	751.57	204.17	(547.40)	2,450.00
52750-00 Coupon Books	-	-	-	-	-	-	1,200.00
52820-00 Website Expenses	-	-	-	-	-	-	300.00
52900-00 Postage Expense	657.05	188.00	(469.05)	657.05	188.00	(469.05)	2,250.00
Total General & Administrative	\$ 3,883.57	\$ 3,446.50	(\$ 437.07)	\$ 3,883.57	\$ 3,446.50	(\$437.07)	\$ 48,233.00
Utilities							
53700-00 Water Expense	34.00	500.00	466.00	34.00	500.00	466.00	6,000.00
53800-00 Electric Expense	71.46	60.42	(11.04)	71.46	60.42	(11.04)	725.00
Total Utilities	\$ 105.46	\$ 560.42	\$ 454.96	\$ 105.46	\$ 560.42	\$454.96	\$ 6,725.00
Maintenance							
54290-00 Common Area Grounds	-	833.00	833.00	-	833.00	833.00	10,000.00
54300-00 Lawn Contract	3,150.00	3,244.50	94.50	3,150.00	3,244.50	94.50	38,934.00
54310-00 Landscaping Extras	-	1,083.33	1,083.33	-	1,083.33	1,083.33	13,000.00
54320-00 Irrigation System	400.00	417.00	17.00	400.00	417.00	17.00	5,000.00
54340-00 Sign Expense	-	-	-	-	-	-	250.00
54350-00 Streets/Lights/Sidewalk	-	333.00	333.00	-	333.00	333.00	4,000.00
54550-00 Building/Fence/Grounds	500.00	833.00	333.00	500.00	833.00	333.00	10,000.00
Total Maintenance	\$ 4,050.00	\$ 6,743.83	\$ 2,693.83	\$ 4,050.00	\$ 6,743.83	\$2,693.83	\$ 81,184.00
Operating Reserves							
56550-00 Oper Reserve Interest	82.72	-	(82.72)	82.72	-	(82.72)	-
56600-00 Operating Reserve	1,293.00	1,293.00	-	1,293.00	1,293.00	-	15,519.00
Total Operating Reserves	\$ 1,375.72	\$ 1,293.00	(\$ 82.72)	\$ 1,375.72	\$ 1,293.00	(\$82.72)	\$ 15,519.00
Replacement Reserves							
55160-00 Repl Reserve Interest	91.73	-	(91.73)	91.73	-	(91.73)	-
55490-00 Replacement Reserve	1,081.00	1,081.00	-	1,081.00	1,081.00	-	12,971.00
Total Replacement Reserves	\$ 1,172.73	\$ 1,081.00	(\$ 91.73)	\$ 1,172.73	\$ 1,081.00	(\$91.73)	\$ 12,971.00

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Other Reserves							
55190-00 Front Entrance Reserve	\$833.00	\$833.00	\$-	\$833.00	\$833.00	\$-	\$10,000.00
55360-00 Front Entrance Reserve Interest	103.97	-	(103.97)	103.97	-	(103.97)	-
56551-00 Tree Reserve - Earned Interest	22.45	-	(22.45)	22.45	-	(22.45)	-
56553-00 Weather Reserve - Earned Interest	22.45	-	(22.45)	22.45	-	(22.45)	-
Total Other Reserves	<u>\$981.87</u>	<u>\$833.00</u>	<u>(\$148.87)</u>	<u>\$981.87</u>	<u>\$833.00</u>	<u>(\$148.87)</u>	<u>\$10,000.00</u>
Total OPERATING EXPENSE	\$11,569.35	\$13,957.75	\$2,388.40	\$11,569.35	\$13,957.75	\$2,388.40	\$174,632.00
Net Income:	<u>\$35,985.21</u>	<u>\$29,700.25</u>	<u>\$6,284.96</u>	<u>\$35,985.21</u>	<u>\$29,700.25</u>	<u>\$6,284.96</u>	<u>\$0.00</u>