



Board
Package
March 2026

Gatling Pointe Community Association Inc.

Board Meeting Agenda

Monday, March 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/353024189>

Call in: +1 (872) 240-3311

Access Code: 353-024-189

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	\$ 83,773.15
Total Operating Reserves	40,749.94
Total Replacement Reserves	40,403.57
Total Other Reserves	73,560.74
Total Assets	\$238,487.40

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 Schedule.
[Three Director positions are open for election: Pete, Sarah and Stephanie. The Annual Meeting Notice was mailed to Owners. Director Applications are due by March 30, 2026. The Owners will receive a second mailing forwarding an Annual Meeting date and time reminder, Candidate Biographies and an Absentee Ballot on April 8, 2026.](#)
4. Drum Creek Proposal to Remove Canna Lilies from GPP and James Landing Neighborhood bed.
5. Spring Irrigation Start Up
6. Exterior Modification Application submitted by 1104 Gatling Pointe Pkwy Solar Panels.
7. Exterior Modification Application submitted by 102 Sunrise Bluff Landscape Grading .

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, April 27, 2026, following the 2026 Annual Meeting of the Association and the 2026 Annual / Organizational Meeting of the Board of Directors.

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.

2. Exterior Modification Application submitted by 207 Winterberry Lane to install a gazebo in the back yard over an existing concrete pad approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 03-16-2026.

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.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, February 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.

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.

GATLING POINTE COMMUNITY ASSOCIATION, INC.
2026 ANNUAL MEETING

The Gatling Pointe Community Association Annual Meeting will be held on Monday, April 27, 2026, at the Board Meeting location, 14571 Bennis Church Boulevard, Smithfield, Virginia, beginning at 6:00 PM.

Three (3) positions on the Board of Directors are open for election. _____
(_____) candidates interested in serving on the Board have submitted a 2026 Board of Directors Candidate Application.

All Owners are welcome to attend the Annual Meeting in person. Please arrive at the Meeting location in time to sign in before the Annual Meeting begins at 6:00pm.

If you cannot attend the Annual Meeting in person, an Absentee Ballot is enclosed for you to participate in the Annual Meeting. If you fill out and submit the Absentee Ballot, it will count towards quorum, the number of Lots that must participate in the Meeting for the Meeting to be called to order, and it will serve to cast your vote.

Absentee Ballots will be accepted by mail until the close of business on Friday, April 24, 2026, and by email until 4:00 PM on Monday, April 27, 2026.

Owners will be able to view the Annual Meeting virtually, and will be able to participate in the Annual Meeting during Owners Forum whether you attend in person or virtually.

The Agenda for the 2026 Annual Meeting:

- 5:30 PM Registration
- 6:00 PM Roll Call / Proof of Quorum / Call the Meeting to Order
- Reports of Officers
- Approval of 2025 Annual Meeting Minutes
- Approval of the January 26, 2026, Special Owners Meeting Minutes
- Election of Directors
- Approval of IRS Resolution
- Owners Forum
- Adjournment

The 2026 Annual / Organizational Meeting of the Board of Directors will be held immediately following the Annual Meeting of the Association.

Virtual access to the 2026 Annual Meeting:

Apr 27, 2026, 5:30 – 7:30 PM (America/New York)

<https://meet.goto.com/336907285>

You can also dial in using your phone.

United States:

+1 (224) 501-3412

Access Code:

336-907-285

GATLING POINTE COMMUNITY ASSOCIATION, INC.
 2026 ANNUAL MEETING
 Monday, April 27, 2026, beginning at 6:00 PM
 14571 Bennis Church Boulevard, Smithfield, Virginia 23430

ABSENTEE BALLOT

This Absentee Ballot authorizes the Owner(s) identified on this Absentee Ballot to participate in the Annual Meeting of the Association without attending the Annual 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 2026 Annual Meeting for the Meeting to be Called to Order.
2. Election of Directors: There are three (3) Director's positions open. The elected Directors will serve for a term of two (2) years each.

_____ (_____) candidates submitted an Application to serve on the Board. Candidate interest statements appear on the reverse of this Absentee Ballot.

Since there are 3 open positions, please be sure to choose up to 3 candidates.

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> _____, _____ | <input type="checkbox"/> _____, _____ |
| <input type="checkbox"/> _____, _____ | <input type="checkbox"/> _____, _____ |

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)
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(Owner Signature)	(Date)	(Print Name)
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 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 maudet@unitedpropertyassociates.com or by fax to (757) 484-3217. Or, you can give your signed Absentee Ballot to a neighbor who will attend the Annual Meeting and can submit it for you, or you may give it to a Member of the Board of Directors.

3. Deadlines to submit the Absentee Ballot: Absentee Ballots mailed to UPA's office must be received in the office by Friday, April 24, 2026. Absentee Ballots emailed to the Association's Manager must be received by 4:00 PM on Monday, April 27, 2026.
4. Your Absentee Ballot will be returned to you at your request if you decide to attend the Meeting in person.

CANDIDATE INTEREST STATEMENTS:

Gatling Pointe Community Association Inc.
Annual Meeting Agenda
Monday, April 27, 2026, Meeting convenes 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: GoToMeeting
Call in: (224) 501-3412
Meeting ID: 336-907-285
Virtual: <https://meet.goto.com/336907285>

5:30 PM Registration

6:00 PM Roll Call / Proof of Quorum / Call the Meeting to Order

Reports of Officers

Treasurer's Report:

Total Operating Fund	\$
Total Operating Reserves	
Total Replacement Reserves	
Total Other Reserves	
Total Assets	\$

Approval of 2025 Annual Meeting Minutes

Approval of the January 26, 2026, Special Owners Meeting Minutes

Election of Directors: Three (3) Directors positions are open on the Board. _____ candidates submitted Candidate Interest Statements for a position on the Board.

Call for submission of all Ballots

Motion to close the 2026 Election of Directors

Announcement of successful Candidates

Approval of IRS Resolution

Owners Forum

Adjournment

The 2026 Annual / Organizational Meeting of the Board of Directors will be held immediately following the Annual Meeting of the Association.