



Board Package

April 2026

Gatling Pointe Community Association Inc.

Board Meeting Agenda

Monday, April 27, 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/336907285>

Call in: +1 (224) 501-3412

Access Code: 336-907-285

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 March 23, 2026, Board Meeting Minutes; seconded by _____.

Treasurer's Report:

Total Operating Fund	\$85,698.00
Total Operating Reserves	\$42,129.11
Total Replacement Reserves	\$41,490.83
Total Other Reserves	\$74,548.58
Total Assets	\$243,866.52

Unfinished Business:

1. Social Events for 2026:

Shred It:

June 20, 2026

Sarah confirmed Gatling Pointe South will join and share in the expense 50-50

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.
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 Results.
4. Relocation of Operating Account from Atlantic Union Bank to BankUnited or Pinnacle Financial Partners.
5. Drum Creek Proposal to Remove Canna Lilies from GPP and James Landing Neighborhood bed.

Manager's Report: Katie Priore, 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 22, 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.

1. Approval for Sarah R. Palamara, President of the Board of Directors, to execute appropriate documents to move the Association's insurance to The Hartford Insurance Company approved by Unanimous Consent of the Board of Directors on March 28, 2026.
2. Approval of Bartlett Tree Proposal in the amount of \$870.00 to remove the crepe myrtle destroyed by a one-car vehicle accident by Unanimous Consent of the Board of Directors on April 14, 2026.

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

1. Exterior Modification Application submitted by 110 North James Landing to remove two trees approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 03-23-2026.

2. Exterior Modification Application submitted by 102 Sunrise Bluff to engage in landscape and drainage project approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 03-23-2026.
3. Exterior Modification Application submitted by 204 Mariners Circle to replace garage doors approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 03-24-2026.
4. Exterior Modification Application submitted by 101 Sunrise Bluff Lane to install a wood playset in the back yard approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 03-25-2026.
5. Exterior Modification Application submitted by 608 Gatling Pointe Parkway to replace the driveway approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 04-10-2026.
6. Exterior Modification Application submitted by 109 Spinnaker Run Court to install a fence approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 04-16-2026.

GATLING POINTE COMMUNITY ASSOCIATION, INC.

Minutes of the March 23, 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, March 23, 2026, by virtual attendance via GoTo, call in to 1+ (872) 240-3311, Meeting ID 353-024-189.

Directors and Management Representative Present:

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

Call to Order:

Sarah called the Board Meeting to order at 5:31 PM.

Executive Session:

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

Richard motioned to move out of Executive Session; seconded by Pete. Motion passed. The Board moved out of Executive Session at 6:08 PM.

Approval of Minutes: Pete motioned to approve the January 26, 2026, Board Meeting Minutes as presented; seconded by Richard. Motion passed.

Treasurer’s Report: The Treasurer’s Report was presented by Richard Cook.

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

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

Unfinished Business:

None.

New Business:

1. Community Events for 2026:
 - Community Yard Sale: (confirmed) May 16, 2026
 - Shred It: (confirmed) June 20, 2026
Sarah confirmed the Board of Directors of Gatling Pointe South agreed to share the cost of the event equally; the event will be held in the GPS Park
 - Ice Cream Social: (confirmed) August 1, 2026
 - Santa's Sleigh: December ____, 2026 (TBD)

The Board confirmed the noted Community Events by discussion.

2. 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.
3. 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.
4. Sarah motioned to approve a proposal from Daniels Irrigation for activation of the irrigation system in the amount of \$200 plus \$300 per hour for necessary repairs; seconded by Richard. Motion passed.
5. Kim motioned to approve a post-installation Exterior Modification Application submitted by 1104 Gatling Pointe Parkway for installation of solar panels with communication from the Board regarding location of solar panels on the front elevation of the home; seconded by Richard. Motion passed.
6. Richard motioned to approve an Exterior Modification Application submitted by 102 Sunrise Bluff for modification of the Lot's grading and drainage elevations; approved by Pete. Motion passed.
7. Stephanie motioned to approve purchase of a Fall-Winter Holiday decoration for each Lot to be installed by the Association not to exceed \$250; seconded by Sarah. Motion passed.

Owners Forum: Owners Forum opened at 6:40 PM and closed at 6:48 PM.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, April 27, 2026. The Board Meeting will be held following the 2026 Annual Meeting of the Owners, noticed to convene at 6:00 PM, and following the Annual (Organization) Meeting of the Board to elect Officers of the Board for 2026-2027.

Adjournment: Sarah motioned to adjourn the Board Meeting held on Monday, March 23, 2026, at 6:58 PM; seconded by Pete. The Meeting adjourned at 6:58 PM.

Prepared by: Board of Directors.

Date Approved: Approved _____, 2026.

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.

Assets
Operating Fund

10-10105-00	BankUnited - Operating - 1478	\$85,698.00
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Total Operating Fund:		<u>\$85,698.00</u>
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Operating Reserves

11-11025-00	BankUnited - OP Res - 0916	42,129.11
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Total Operating Reserves:		<u>\$42,129.11</u>
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Replacement Reserves

12-11000-00	Atlantic Union - Repl Res - 6747	30,338.23
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12-11124-01	CD AUB -Repl Res - 3424 - 13M - 3.50% - 03/18/27	3,711.38
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12-11174-01	CD PFP - Repl Res - 7492- -12M - 3.60% - 01/16/27	7,441.22
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Total Replacement Reserves:		<u>\$41,490.83</u>
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Other Reserves

13-11055-00	BankUnited - Tree Res - 0924	10,724.61
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13-11060-00	BakUnited - Front Entrance - 8807	53,099.36
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13-11075-00	BankUnited - Weather Res - 0932	10,724.61
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Total Other Reserves:		<u>\$74,548.58</u>
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Total Assets:		<u><u>\$243,866.52</u></u>
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Liabilities & Equity
Operating Reserves

32-32000-00	Accumulated Operating Reserve	42,129.11
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Total Operating Reserves:		<u>\$42,129.11</u>
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Replacement Reserves

33-33000-00	Accumulated Replacement Reserve	41,490.83
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Total Replacement Reserves:		<u>\$41,490.83</u>
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Other Reserves

34-32020-00	Accumulated Tree Reserve	10,724.61
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34-32040-00	Accumulated Front Entrance Reserve	53,099.36
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34-32060-00	Accumulated Weather Reserve	10,724.61
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Total Other Reserves:		<u>\$74,548.58</u>
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Equity

35-34980-00	Retained Earnings	52,251.55
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Total Equity:		<u>\$52,251.55</u>
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Net Income Gain / Loss	<u>33,446.45</u>	<u>\$33,446.45</u>
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Total Liabilities & Equity:		<u><u>\$243,866.52</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	\$ 4,277.52	\$ -	\$ 4,277.52	\$ 43,256.82	\$ 43,658.00	(\$ 401.18)	\$ 174,632.00
42000-00 Prepaid Association Fees	7,036.26	-	7,036.26	19,670.58	-	19,670.58	-
42550-00 Reserve Interest	247.27	-	247.27	1,007.63	-	1,007.63	-
42630-00 Late Fee Income	208.00	-	208.00	592.01	-	592.01	-
42700-00 Certified Legal Cost	14.98	-	14.98	14.98	-	14.98	-
Total Income	\$ 11,784.03	\$ -	\$ 11,784.03	\$ 64,542.02	\$ 43,658.00	\$20,884.02	\$ 174,632.00
Total OPERATING INCOME	\$ 11,784.03	\$ -	\$ 11,784.03	\$ 64,542.02	\$ 43,658.00	\$ 20,884.02	\$ 174,632.00
OPERATING EXPENSE							
General & Administrative							
51400-00 Audit/Tax Preparation	485.00	-	(485.00)	485.00	-	(485.00)	450.00
51500-00 Social Committee Expense	66.74	-	(66.74)	66.74	-	(66.74)	600.00
51700-00 Legal-Corporate	-	-	-	239.00	-	(239.00)	-
51950-00 Legal-Collections	-	833.00	833.00	-	2,499.00	2,499.00	10,000.00
52200-00 Property Insurance	-	-	-	636.50	-	(636.50)	4,487.00
52210-00 Corporate Fees	-	-	-	-	25.00	25.00	140.00
52400-00 Management Fees	2,077.70	2,113.00	35.30	6,233.10	6,339.00	105.90	25,356.00
52600-00 Miscellaneous Expense	-	83.33	83.33	-	249.99	249.99	1,000.00
52700-00 Office Expense/Printing	167.16	204.17	37.01	1,120.50	612.51	(507.99)	2,450.00
52750-00 Coupon Books	-	-	-	-	-	-	1,200.00
52820-00 Website Expenses	-	-	-	-	-	-	300.00
52900-00 Postage Expense	290.68	188.00	(102.68)	975.86	564.00	(411.86)	2,250.00
Total General & Administrative	\$ 3,087.28	\$ 3,421.50	\$ 334.22	\$ 9,756.70	\$ 10,289.50	\$532.80	\$ 48,233.00
Utilities							
53700-00 Water Expense	32.86	500.00	467.14	100.86	1,500.00	1,399.14	6,000.00
53800-00 Electric Expense	42.57	60.42	17.85	167.18	181.26	14.08	725.00
Total Utilities	\$ 75.43	\$ 560.42	\$ 484.99	\$ 268.04	\$ 1,681.26	\$1,413.22	\$ 6,725.00
Maintenance							
54290-00 Common Area Grounds	92.20	833.00	740.80	92.20	2,499.00	2,406.80	10,000.00
54300-00 Lawn Contract	3,150.00	3,244.50	94.50	9,450.00	9,733.50	283.50	38,934.00
54310-00 Landscaping Extras	-	1,083.33	1,083.33	-	3,249.99	3,249.99	13,000.00
54320-00 Irrigation System	-	417.00	417.00	400.00	1,251.00	851.00	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	500.00	2,499.00	1,999.00	10,000.00
Total Maintenance	\$ 3,242.20	\$ 6,743.83	\$ 3,501.63	\$ 10,442.20	\$ 20,231.49	\$9,789.29	\$ 81,184.00
Operating Reserves							
56550-00 Oper Reserve Interest	86.17	-	(86.17)	243.92	-	(243.92)	-
56600-00 Operating Reserve	1,293.00	1,293.00	-	3,879.00	3,879.00	-	15,519.00
Total Operating Reserves	\$ 1,379.17	\$ 1,293.00	(\$ 86.17)	\$ 4,122.92	\$ 3,879.00	(\$243.92)	\$ 15,519.00
Replacement Reserves							
55160-00 Repl Reserve Interest	6.26	-	(6.26)	322.11	-	(322.11)	-
55490-00 Replacement Reserve	1,081.00	1,081.00	-	3,243.00	3,243.00	-	12,971.00
Total Replacement Reserves	\$ 1,087.26	\$ 1,081.00	(\$ 6.26)	\$ 3,565.11	\$ 3,243.00	(\$322.11)	\$ 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	\$-	\$2,499.00	\$2,499.00	\$-	\$10,000.00
55360-00 Front Entrance Reserve Interest	109.90	-	(109.90)	311.24	-	(311.24)	-
56551-00 Tree Reserve - Earned Interest	22.47	-	(22.47)	65.18	-	(65.18)	-
56553-00 Weather Reserve - Earned Interest	22.47	-	(22.47)	65.18	-	(65.18)	-
Total Other Reserves	<u>\$987.84</u>	<u>\$833.00</u>	<u>(\$154.84)</u>	<u>\$2,940.60</u>	<u>\$2,499.00</u>	<u>(\$441.60)</u>	<u>\$10,000.00</u>
Total OPERATING EXPENSE	\$9,859.18	\$13,932.75	\$4,073.57	\$31,095.57	\$41,823.25	\$10,727.68	\$174,632.00
Net Income:	<u>\$1,924.85</u>	<u>(\$13,932.75)</u>	<u>\$15,857.60</u>	<u>\$33,446.45</u>	<u>\$1,834.75</u>	<u>\$31,611.70</u>	<u>\$0.00</u>