



Board Package

October 2026



Serving VA & NC Since 1978

Gatling Pointe Community Association Inc.

Board Meeting Agenda

Monday, October 26, 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/814629133>

Call in: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 814-629-133

Meeting called to Order

Move to Executive Session

The Board will move in to Executive Session for the purpose of discussing and considering 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 Board Meeting Minutes for the September 28, 2026, Board Meeting were approved by Unanimous Consent of the Board on October 16, 2026.

Treasurer’s Report:

Total Operating Fund	\$89,342.37
Total Operating Reserves	\$50,455.08
Total Replacement Reserves	\$48,411.76
Total Other Reserves	\$80,503.09
Total Assets	\$268,712.30

Unfinished Business:

1. Social Events for 2026:

Santa’s Sleigh: December 19, 2026 (Confirmed)

Annual Christian Outreach Food Drive: November 14, 2026 (Confirmed)

Old Business: None.

New Business:

GROWTH THROUGH EXCELLENCE

5849 Harbour View Blvd., Suite 200 • Suffolk, VA 23435-3768 • 757-484-0706 • Fax: 757-484-3217
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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. Review proposals received to install Fall / Winter Holiday decorations at the front entrance.
4. 2027 Events Calendar. Discuss attached draft Events Calendar.
5. 2027 Community Events Planning for discussion:

May 15, 2027 (Saturday):	Annual Community Yard Sale.
June _____, 2027 (Saturday):	Shred It (???)
August 7, 2027 (Saturday):	Ice Cream Social.
November 6, 2027 (Saturday):	Annual Christian Outreach Food Drive.
December 18, 2027 (Saturday):	Santa's Sleigh.
6. 2027 Events Calendar. Discuss attached draft Events Calendar.
7. Front Entrance Rehabilitation. Discuss short, medium and long term goals.

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, January 25, 2027. 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, New Construction approved since the last Board Meeting.

1. Application from 305 Winterberry Lane to replace driveway approved by Unanimous Consent of the Board of Directors and by the Architectural Review Board on 10.05.2026.

GATLING POINTE COMMUNITY ASSOCIATION, INC.

Minutes of the September 28, 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, September 28, 2026, in person at the Board's Meeting location at Benns United Methodist Church, First Floor Meeting Space, 14571 Benns Church Boulevard, Smithfield, VA, and by virtual attendance via GoToMeeting, Meeting ID 285291829, or by call in to 1+ (224) 501-3412, Meeting ID 285-291-829.

Directors and Management Representative Present:

Sarah Palamara, President; Kim Burbage, Vice President; Richard Cook, Treasurer; John Simmons, Secretary; Cathy McAdams, Director; and Katie Priore, Association Manager.

Call to Order:

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

Executive Session:

Richard motioned to move in to Executive Session for the purpose of discussing and considering covenant violation matters and proposals / contracts; seconded by John. Motion passed. The Board moved in to Executive Session at 5:30 PM.

John motioned to move out of Executive Session; seconded by Richard. Motion passed. The Board moved out of Executive Session at 5:57 PM.

Approval of Minutes: The Board Meeting Minutes for the August 24, 2026, Board Meeting were approved by Unanimous Consent of the Board on September 16, 2026.

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

Total Operating Fund	\$ 91,215.54
Total Operating Reserves	49,061.87
Total Replacement Reserves	47,241.24
Total Other Reserves	79,508.20
Total Assets	\$ 267,026.85

John motioned to approve the Treasurer's Report as presented; seconded by Cathy. Motion passed.

Board Report of 2026 Community Events:

Confirmed: Santa's Sleigh, December 19, 2026

Old Business:

None.

New Business:

1. Ratification of Decisions Made by Unanimous Consent of the Board between Board Meetings since the last Board Meeting. None.
2. Ratification of Exterior Modification Applications approved by Unanimous Consent of the Board of Directors since the last Board Meeting. None.
3. John motioned to approve a proposal submitted by McKown Pressure Wash, Painting & Contracting in the amount of \$1,540.00 to scrape, prime and paint Neighborhood lamp poles, to be charged as an expense to Budget line item 54290-00 (Common Area Grounds); seconded by Richard. Motion passed.

Owners Forum: No Owners attended the Board Meeting other than the Board Members. The Board Members present had no questions or additional topics for Board discussion.

Next Board Meeting: The next Meeting of the Board of Directors is scheduled for Monday, October 26, 2026. The Meeting will be called to order at 5:30 PM, with Executive Session for 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, August 24, 2026; seconded by Kim. The Meeting adjourned at 6:02 PM.

Prepared by: Board of Directors.

Date Approved: Approved October 16, 2026

Gatling Pointe Community Association

2027 ANNUAL PLANNER

JANUARY

01/01/2027 New Year's Day – UPA Closed

01/25/2027 Monthly Board Meeting

FEBRUARY

**Schedule Annual Meeting date to prepare proper mailings
Prioritize Spring maintenance schedule & compose reminder letter**

02/01/2027 Select Spring Annuals

02/24/2027 Monthly Board Meeting

MARCH

03/05/2027 Signed Tax Returns due to accounting for processing

03/12/2027 Annual Meeting Notice mailout deadline

03/22/2027 Monthly Board Meeting

03/31/2027 Candidate application forms must be submitted online

APRIL

04/06/2027 Absentee ballot and biography mailing deadline

04/12/2027 Tax Return Deadline - must be in the mail

04/26/2027 Annual Association Meeting, Annual Board (Organization) Meeting and Board Meeting

MAY

Review Reserve Study for 2027 Proposed Budget- No Meeting for month of May

05/17/2027 Yard Sale Event

05/24/2027 Month Board Meeting (If needed)

05/31/2027 Memorial Day – UPA Closed

JUNE

**Request bids for all projected projects/contracts for 2027 including tax/audit letters.
Contact utility companies and vendors for 2027 proposed increases.**

06/28/2027 Monthly Board Meeting

JULY

Proposed 2028 Budget included in Board Package

07/4/2027 Independence Day – UPA Closed

07/25/2026 Management Contract renews (24-month term) - 90 days' notice required

07/26/2027 Monthly Board Meeting

AUGUST

Select Fall Annuals, planting specs, and determine fall planting needs.

08/01/2027 Tax Engagement proposal acceptance due for Tax year 2027

08/23/2027 Monthly Board Meeting

SEPTEMBER

Determine areas and set overseeding and aeration schedule if applicable.

09/1/2027 Labor Day – UPA Closed

09/15/2027 Deadline for soliciting engagement letters for tax returns for 2027

09/27/2027 Monthly Board Meeting – 2028 Budget Adoption Deadline

OCTOBER

Set calendar schedule for fall events.

10/25/2027 Monthly Board Meeting

NOVEMBER

11/01/2027 2026 Adopted Budget mailing deadline - 60 days required notice
2027 Annual Food Drive

11/20/2027 Holiday lighting installation event

11/25/2027 Thanksgiving – UPA closed

11/26/2027 Day after Thanksgiving – UPA closed

11/30/2027 Deadline to send adopted annual assessment notice to association members

11/30/2027 Deadline to have all coupon orders turned in to be ordered

DECEMBER

12/18/2027 Santa Sleigh Ride event

12/24/2027 Christmas Eve Holiday – UPA Closed

12/25/2027 Christmas Day Holiday – UPA Closed

Assets
Operating Fund

10-10105-00	BankUnited - Operating - 1478	\$89,342.37
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Total Operating Fund:		<u>\$89,342.37</u>
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Operating Reserves

11-11025-00	BankUnited - OP Res - 0916	50,455.08
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Total Operating Reserves:		<u>\$50,455.08</u>
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Replacement Reserves

12-11000-00	Atlantic Union - Repl Res - 6747	37,259.16
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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>\$48,411.76</u>
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Other Reserves

13-11055-00	BankUnited - Tree Res - 0924	10,858.22
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13-11060-00	BakUnited - Front Entrance - 8807	58,786.65
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13-11075-00	BankUnited - Weather Res - 0932	10,858.22
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Total Other Reserves:		<u>\$80,503.09</u>
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Total Assets:		<u><u>\$268,712.30</u></u>
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Liabilities & Equity
Operating Reserves

32-32000-00	Accumulated Operating Reserve	50,455.08
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Total Operating Reserves:		<u>\$50,455.08</u>
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Replacement Reserves

33-33000-00	Accumulated Replacement Reserve	48,411.76
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Total Replacement Reserves:		<u>\$48,411.76</u>
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Other Reserves

34-32020-00	Accumulated Tree Reserve	10,903.58
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34-32040-00	Accumulated Front Entrance Reserve	58,786.65
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34-32060-00	Accumulated Weather Reserve	10,812.86
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Total Other Reserves:		<u>\$80,503.09</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>37,090.82</u>	<u>\$37,090.82</u>
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Total Liabilities & Equity:		<u><u>\$268,712.30</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	\$ 2,837.00	\$ -	\$ 2,837.00	\$129,666.00	\$130,974.00	(\$ 1,308.00)	\$ 174,632.00
42000-00 Prepaid Association Fees	7,021.25	-	7,021.25	11,767.37	-	11,767.37	-
42440-00 Due Process Income	-	-	-	235.00	-	235.00	-
42500-00 Miscellaneous Income	-	-	-	870.00	-	870.00	-
42550-00 Reserve Interest	351.62	-	351.62	2,967.04	-	2,967.04	-
42630-00 Late Fee Income	210.00	-	210.00	1,788.27	-	1,788.27	-
42700-00 Certified Legal Cost	-	-	-	14.98	-	14.98	-
Total Income	\$ 10,419.87	\$ -	\$ 10,419.87	\$147,308.66	\$130,974.00	\$16,334.66	\$ 174,632.00
Total OPERATING INCOME	\$ 10,419.87	\$ -	\$ 10,419.87	\$147,308.66	\$130,974.00	\$ 16,334.66	\$ 174,632.00
OPERATING EXPENSE							
General & Administrative							
51400-00 Audit/Tax Preparation	-	-	-	485.00	450.00	(35.00)	450.00
51500-00 Social Committee Expense	-	-	-	1,589.06	-	(1,589.06)	600.00
51700-00 Legal-Corporate	-	-	-	239.00	-	(239.00)	-
51950-00 Legal-Collections	-	833.00	833.00	792.86	7,497.00	6,704.14	10,000.00
52200-00 Property Insurance	926.00	439.00	(487.00)	4,650.10	4,487.00	(163.10)	4,487.00
52210-00 Corporate Fees	-	-	-	140.00	140.00	-	140.00
52400-00 Management Fees	2,161.86	2,113.00	(48.86)	18,867.62	19,017.00	149.38	25,356.00
52600-00 Miscellaneous Expense	-	83.33	83.33	-	749.97	749.97	1,000.00
52700-00 Office Expense/Printing	53.79	204.17	150.38	2,696.24	1,837.53	(858.71)	2,450.00
52750-00 Coupon Books	-	-	-	-	-	-	1,200.00
52820-00 Website Expenses	-	-	-	312.95	300.00	(12.95)	300.00
52900-00 Postage Expense	174.26	188.00	13.74	2,213.76	1,692.00	(521.76)	2,250.00
53100-00 Taxes-State	-	-	-	12.00	-	(12.00)	-
53250-00 Taxes-Federal	-	-	-	61.00	-	(61.00)	-
Total General & Administrative	\$ 3,315.91	\$ 3,860.50	\$ 544.59	\$ 32,059.59	\$ 36,170.50	\$4,110.91	\$ 48,233.00
Utilities							
53700-00 Water Expense	426.02	500.00	73.98	2,127.99	4,500.00	2,372.01	6,000.00
53800-00 Electric Expense	42.49	60.42	17.93	417.64	543.78	126.14	725.00
Total Utilities	\$ 468.51	\$ 560.42	\$ 91.91	\$ 2,545.63	\$ 5,043.78	\$2,498.15	\$ 6,725.00
Maintenance							
54290-00 Common Area Grounds	-	833.00	833.00	187.58	7,497.00	7,309.42	10,000.00
54300-00 Lawn Contract	3,150.00	3,244.50	94.50	28,350.00	29,200.50	850.50	38,934.00
54310-00 Landscaping Extras	-	1,083.33	1,083.33	10,870.00	9,749.97	(1,120.03)	13,000.00
54320-00 Irrigation System	-	417.00	417.00	2,075.00	3,753.00	1,678.00	5,000.00
54340-00 Sign Expense	-	-	-	-	-	-	250.00
54350-00 Streets/Lights/Sidewalk	-	333.00	333.00	-	2,997.00	2,997.00	4,000.00
54550-00 Building/Fence/Grounds	1,800.00	833.00	(967.00)	2,300.00	7,497.00	5,197.00	10,000.00
Total Maintenance	\$ 4,950.00	\$ 6,743.83	\$ 1,793.83	\$ 43,782.58	\$ 60,694.47	\$16,911.89	\$ 81,184.00
Operating Reserves							
56550-00 Oper Reserve Interest	200.90	-	(200.90)	811.89	-	(811.89)	-
56600-00 Operating Reserve	1,293.00	1,293.00	-	11,637.00	11,637.00	-	15,519.00
Total Operating Reserves	\$ 1,493.90	\$ 1,293.00	(\$ 200.90)	\$ 12,448.89	\$ 11,637.00	(\$811.89)	\$ 15,519.00

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Replacement Reserves							
55160-00 Repl Reserve Interest	\$89.52	\$-	(\$89.52)	\$757.04	\$-	(\$757.04)	\$-
55490-00 Replacement Reserve	1,081.00	1,081.00	-	9,729.00	9,729.00	-	12,971.00
Total Replacement Reserves	\$1,170.52	\$1,081.00	(\$89.52)	\$10,486.04	\$9,729.00	(\$757.04)	\$12,971.00
Other Reserves							
55190-00 Front Entrance Reserve	833.00	833.00	-	7,497.00	7,497.00	-	10,000.00
55360-00 Front Entrance Reserve Interest	117.85	-	(117.85)	1,000.53	-	(1,000.53)	-
56551-00 Tree Reserve - Earned Interest	44.72	-	(44.72)	244.15	-	(244.15)	-
56553-00 Weather Reserve - Earned Interest	22.02	-	(22.02)	153.43	-	(153.43)	-
Total Other Reserves	\$1,017.59	\$833.00	(\$184.59)	\$8,895.11	\$7,497.00	(\$1,398.11)	\$10,000.00
Total OPERATING EXPENSE	\$12,416.43	\$14,371.75	\$1,955.32	\$110,217.84	\$130,771.75	\$20,553.91	\$174,632.00
Net Income:	(\$1,996.56)	(\$14,371.75)	\$12,375.19	\$37,090.82	\$202.25	\$36,888.57	\$0.00