

# The Villages of Summerfield Condominium Association

## Executive Board Minutes

Robert Rico, President  
Lawrence Mancini, Vice-President (1)  
Stefan Ross, Secretary (3) (4)  
William Martin, Treasurer (1)

Linda D'Ambra, (1) (2)  
Peter Mancini (2)  
Vincent Ferri (2)

### Meeting of December 14, 2010

At 6:35 PM, under Article 2, Section 9 of the By Laws, where a majority of Board were present and thereby constituting a quorum, Robert Rico, President, called the meeting of the Executive Board to order. The majority present were Robert Rico, Peter Mancini, Bill Martin, Lawrence Mancini, Vincent Ferri, and Linda D'Ambra. Stefan Ross was absent. Bill Martin recorded the minutes.

### OFFICER/COMMITTEE REPORTS

#### Presidents Report:

Mr. Rico reported on the sinkhole on Cambridge Circle which wasn't as big on top as underground. It appeared to be caused by a broken sewer line. The Town of Smithfield was called; and they have agreed to pay for the pipe repair and split the cost of the reconstruction.

Mr. Rico presented the following invoices for payment:

- 1.) Selective Property Management (SPM) \$937.50 – for December 2010 management. **A motion to pay was made and seconded. The vote on the motion to pay passed unanimously (6-0).**
- 2.) Selective Property Management (SPM) \$479.05 – for mailing costs. **A motion to pay was made and seconded. The vote on the motion to pay passed unanimously (6-0).**
- 3.) Happy Feet Lawn Care \$535.00- transplanting, planting and bed maintenance. **A motion to pay was made and seconded. The vote on the motion to pay passed unanimously (6-0).**
- 4.) Timber Tree Service invoice # 9224 \$8350.00 – tree removal throughout community. **A motion to pay was made and seconded. The vote on the motion to pay passed unanimously (6-0).**
- 5.) T Fuoco Jr. Paving and Excavation \$3562.84 – repair of road due to sewer pipe break. As reported at the October 5, 2010 meeting, Mr. Rico had informed the Board of the sinkhole on Cambridge Circle which wasn't as big on top as underground. It appeared to be caused by a broken sewer line. The Town of Smithfield was called and they have agreed to pay for the pipe repair and split the cost of the reconstruction. Mr. Rico advised the Board that he would be sending a letter and a copy of the bill to the town requesting reimbursement of their portion of the cost. **A motion to pay was made and seconded. The vote on the motion to pay passed unanimously (6-0).**

Mr. Rico reported that several invoices were paid via email approval and those invoices have been duly recorded on the Cash Disbursements Register.

#### Treasurer's Report:

Mr. Martin presented the Board with the Treasurer's report as of November 30, 2010. Mr. Martin reported there was approximately \$75,000 in operating cash; and \$225, 000 in capital reserves. The larger expenses for the month were swale repairs, lawn cuts, planting and bed maintenance and the D&O insurance. The standard monthly reports will be posted at the mail center. Mr. Martin supplied the Board with the following: Cash Disbursements Register for November 2010; Cash Disbursements Journal for November 2010 and a Cash and Reserve Analysis as of November 30, 2010. In addition, he also provided the Board with an updated Free Cash forecast for the period ended December 31, 2010. **The motion passed unanimously (6-0) to accept The Treasurer's Report.**

**Finance Committee Report:**

Mr. Mancini thanked the Finance Committee and Board members for their work on the 2011 Budget and that he would be presenting it to the unit owners. **A motion to approve the Finance Committee’s Reports was made, seconded and carried unanimously (6-0).**

**Secretary’s Report:**

A copy of the minutes from the November 9, 2010 meeting had been presented to the Board via email for approval. These minutes have been posted in the mail center and on the website. **A motion was made and duly seconded to approve the secretary’s report. The motion passed unanimously (6-0)**

**Landscaping and Beautification Committee Report:**

Mr. Peter Mancini reported that last fertilization has been completed and that Proscape would be returning to cut the decorative grasses in the common areas. He also reported that he received numerous compliments on how well the community looked following the Fall clean up.

Ms. D’Ambra reported that the tree trimming/removal was completed and came in \$1250 below budget. **The Landscaping Committee reports were approved unanimously (6-0).**

**OLD BUSINESS:**

Bob Rico made a motion to have a Stop Sign ordered and to have it installed at the bottom of the Cambridge Circle hill at Alpine Ridge. The Board discussed the motion and agreed that there have been numerous reports of vehicles speeding around the corner onto Alpine creating a potential dangerous situation for pedestrians and other vehicles. **A motion to approve this request was made and passed (6-0).**

**NEW BUSINESS:**

None

There being no further business at this time, at 7:00 pm, a motion was made to go into recess and to reconvene the meeting after the elections. **The motion passed 6-0.**

At 8:30 PM, with all members present, the meeting was reconvened for the purpose of electing Officers for the upcoming year. **A motion was made to retain the same officers and committee chairs. The motion was seconded and was approved unanimously (7-0).**

The next Executive Board meeting will be on January 5, 2011 at the East Smithfield Public Library. The meeting will begin at 7:00 PM.

Accepted by the Board:

<u>s/Robert Rico</u>	<u>12/17/10</u>	<u>s/Stefan Ross</u>	<u>12/17/10</u>
Robert Rico, President	Date	Stefan Ross, Secretary	Date

- (1) Member of the Finance Committee
- (2) Member of the Gardening and Landscaping Committee
- (3) Member of the Rules Committee
- (4) Newsletter Editor