

**Villages of Summerfield**  
**Smithfield, RI 02917**  
**Web Site: [villagesofsummerfield.com](http://villagesofsummerfield.com)**

**Executive Board Minutes**

Robert Rico, President  
Lawrence Mancini, Vice-President (1)  
William Martin, Secretary (1)  
Linda D'Ambra, Treasurer (1)

Ernie Letendre (2)  
Stefan Ross (3) (4)  
Joan Smith (2)

**Meeting of November 8, 2005**

At 7:00 PM, under Article 2, Section 9 of the By Laws where a majority of the Board was present and thereby constituting a quorum, Robert Rico called the meeting of the Executive Board to order. The majority present were Robert Rico, William Martin, Joan Smith, Larry Mancini, Linda D'Ambra and Ernie Letendre. Stefan Ross had previously informed the Board that he would not be able to attend the meeting but submitted a proxy voting in favor to accept the budget as presented by the Finance Committee (see Finance Committee below). Also attending the meeting and representing SPM was Karen Bellucci.

Mr. Rico requested that the normal order of business be changed to allow Mr. Robert Shear of 19 Cambridge Circle, who asked to be on the agenda, to address the Board. Not hearing any objections from the Board, Mr. Rico recognized Mr. Shear.

Mr. Shear told the Board that he had spoken to other condominium association board members (Shadow Brook, Autumn Run and Orchard Meadows) and those associations were not utilizing a management company. They send their checks to the Treasurer or Assistant Treasurer who record the information and deposit checks. He also stated that some of the association members also handle bid requests. He believed that the costs of Summerfield's management fees could be expended in other areas. He also announced that he would seek election to the Board this December.

The Board stated that they have reviewed the management company services several times during the year, most recently during the budget process, and was satisfied with the services rendered. The Board thanked him for his comments and wished him luck on his candidacy.

Next, Mr. Rico asked the Board to allow Mr. Jeffrey Adel of 36 Cambridge Circle, who asked to be on the agenda, to address the Board. Not hearing any objections, Mr. Rico invited Mr. Adel to address the Board. Mr. Adel asked the Board for assistance in his dispute with Northwind Partners. His particular item dealt with a trench that was started by Northwind to correct water runoff but was not finished because of a dispute between Northwind and their contractor regarding payment. In the meantime, the water runoff has caused an area of his driveway to sink, making it unusable and creating a potentially

dangerous hazard. He passed photos of the area for the Board to review. At this time Mr. John Aflague of 34 Cambridge Circle also told the Board that it was also causing sink holes and uneven areas in the common land between their homes.

The Board advised them that this was a personal dispute between them and Northwind and that the Board injecting itself into this particular matter would probably hinder their progress in obtaining relief as Northwind was slow in responding to the Board. The Board, however, expressed its concern that the water runoff, if not corrected, could possibly undermine and damage the road. The Board members agreed that our attorney should work with Mr. Adel's attorney to have the work completed in a timely manner. Our attorney would also address other outstanding items the Board had with them.

## **OFFICER/COMMITTEE REPORTS**

### **President's Report:**

Mr. Rico informed the Board that Mrs. Smith would not seek reelection to the Board. He, as did all the members of the Board, thanked her for service on the Board and to the Summerfield community. Mr. Rico also stated that, at this time, Stefan Ross and Ernie Letendre would be seeking reelection to the Board as well as Robert Shear and Peter Mancini.

Mr. Rico presented the following bills for payment:

Poore & Rosenbaum LLP for \$909.00. This invoice was for the meeting between Mr. Poore and the Board for legal consultation on a variety of issues and for legal research conducted by his law firm. Mr. Ross, Chairman of the Rules Committee, was not present so Mr. Rico asked that the Board withhold payment until such time as Mr. Ross could discuss the bill and the results of their research. The Board agreed, without voting, to withhold payment.

Maggiacomo Insurance for \$1,796.00. This is for the annual renewal of the Directors and Officers insurance. It is an approved budgeted item. A motion was made and seconded to approve payment. **The motion passed unanimously (6 – 0) to approve payment.**

SPM for \$875.00. This was for November 2005 management services which is based on a fee of \$7.00 per unit for 125 units. A motion was made and seconded to approve payment. **The motion passed unanimously (6 – 0) to approve payment of the invoice.**

Earthworks for \$7,020.00. This was for slice seeding, the purchase and spreading of loom and six yards of mulch and sod installation. Messrs. Rico and Letendre verify the work was done and the billing was appropriate. A motion was made and seconded to approve payment. **The motion passed unanimously (6 – 0) to approve payment.**

Earthworks for \$2,275.00. This was for grub and lawn control maintenance. Messrs. Rico and Letendre verify the work was done and the billing was appropriate. This amount was not to be paid but was to be deducted from the amount that was prepaid to Earthworks. A motion was made and seconded to apply this amount against the prepaid amount. **The motion passed unanimously (6 – 0) to apply the payment.**

**Treasurer's Report:**

Ms. D'Ambra presented a listing of payments made during the period of October 5, 2005 through November 1, 2005. In addition to those items voted and approved by the Board at the October 4th meeting, there were invoices from Narragansett Electric amounting to \$672.60 for the month of October. Based on action taken at the August 2004 meeting, these bills were paid upon review by Mr. Rico and Ms. D'Ambra and their verifying that the billings were appropriate.

**Secretary's Report:**

Mr. Martin advised the Board that Mr. Rico had received a request from Joan Smith to plant two trees on her property and that the request had been approved by the Board via an email vote. **The Board voted unanimously (6- 0) to accept the report.**

A copy of the Minutes from the October 4, 2005 Executive Board Meeting was presented to the Board. A motion was made and seconded to accept the Minutes. **The Board voted unanimously (6- 0) to accept the Minutes.**

A copy of the Minutes from the Board's October 4, 2005 Executive Session Meeting was presented to the Board. A motion was made and seconded to accept the Minutes. **The Board voted unanimously (6- 0) to accept the Minutes.**

**Finance Committee:**

Mr. Mancini asked that the budget be presented later in the meeting. The Board agreed to his request.

**Gardening and Landscaping Committee:**

Mr. Letendre and Mrs. Smith reported that arborvitaes were planted in the Cambridge Circle retention pond area and that additional plantings (transplanted material) would also be planted in the Cambridge Circle area. They also reported that the 12 additional blue rug junipers to complete the soil erosion plantings on the Cambridge Circle mound had been planted.

Mr. Letendre advised the Board that the cleaning of the catch-basin pipe on Rimwood Drive was discussed with Mike Rollo and he agreed to do the work. The work is scheduled to be completed during November. (See October 4<sup>th</sup>'s Minutes, Gardening and Landscaping Committee.)

Mr. Letendre advised the Board that he would check to see if the common area behind Mr. Meier's home had been slice seeded. This was in response to his request and action taken by the Board at the September and October meetings.

Lastly, Mrs. Smith asked the Board to investigate painting the wells green. They are currently blue and green would obviously be less obtrusive. Mr. Rico said that he would look into it.

**Rules Committee:**

No report was presented.

## **OLD BUSINESS**

Web-Page:

Mr. Rico tabled discussion of the Summerfield website as Mr. Ross was developing the website maintenance specifications and was not present at this meeting.

## **NEW BUSINESS**

Mr. Rico presented the Board with a request from Alicia Shea of 17 Cambridge Circle regarding landscaping improvements and plantings on her property and in the common area behind her home. The Board reviewed her plans and after a brief discussion a motion was made and seconded to approve the request. **The Board voted unanimously (6- 0) to approve the request.**

A Board member stated that there was a person walking through the common areas with a sack over his back. It was thought that he may be soliciting on the property or, most likely, he was gathering mushrooms. In any event, the Board discussed placing no trespassing signs at the foot of Summerfield Drive. The Board agreed that this should first be reviewed by the Rules Committee.

Lastly, a Board member stated that he nearly witnessed an accident at Summerfield Circle as a vehicle came into the Circle from Alpine Ridge and had not stopped when entering the Circle or for that matter had slowed down. At the same time, a unit owner on his daily walk, was in the Circle and was nearly hit. The Board again discussed the placement of stop signs and lines at the intersections.

**The Board is again appealing to fellow unit owners and their guests to be good neighbors by observing the 15 MPH speed limit within Summerfield and to slowly proceed or stop (if there is oncoming traffic) at all intersections.**

### **Finance Committee:**

Budget presentation:

The Board began discussion on the 2006 Operating and Capital Budget. The budget along with Comments and Operating Reserve analysis had been provided to the Board members a week prior to the meeting. Mr. Mancini discussed how the budget was developed based on anticipated level of services. Each item was reviewed and any questions were answered by Messrs. Mancini and Martin and Ms. D'Ambra. Additional discussion was held on the awarding of the snowplowing contract for the upcoming year. Three companies had submitted proposals and after a careful review, the Board voted 6 – 0 to retain Earthworks as the snowplowing contractor. Discussion then began regarding the use of the anticipated year-end Operating Reserve to increase the Capital Reserves and to offset some of the 2006 operating budget. Upon completion of the budget review and with no further questions being asked, a motion was made and seconded to approve the budget and to recommend its acceptance by the unit owners at the December 13, 2005 Annual Meeting. **The motion carried unanimously (7 – 0). (Mr. Ross had approved the budget by proxy vote.)**

The Executive Board is contemplating having a regular Board meeting on Tuesday, December 6 at 7:00 PM at the East Smithfield Public Library. This would be in addition to the December 13<sup>th</sup> Annual Meeting. Mr. Rico will review and discuss the agenda with the Board Members to determine if a December 6 meeting will be required. A notice will

be placed in the mail room advising unit owners of the Board's decision. **(Subsequent to the meeting, the Board decided to have a regular Board meeting at 7:00 PM on Tuesday, December 6, 2005 at the East Smithfield Public Library.)**

At 9:03 PM a motion was made and seconded to adjourn the meeting. **The motion carried unanimously (6 – 0).**

Accepted by the Board:

/s/ Robert Rico                      11/23/05  
Robert Rico, President                      Date

/s/ William A. Martin                      11/23/05  
William A. Martin, 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