

Villages of Summerfield
Smithfield, RI 02917
Executive Board Minutes

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

James Cambio
Alan Chabot
Joan Smith

Meeting of December 13, 2004

At 6:35 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, Alan Chabot and Linda D'Ambra. James Cambio was not in attendance.

OFFICER/COMMITTEE REPORTS

President's Report:

Mr. Rico presented the following bills for payment:

B.T. Electric for \$320.00. This was the cost electrical repairs and replacement of two spotlights that light Summerfield signs on Waterman Avenue. This price reflects a reduction from the original bill (\$452.00) because of discussions between B.T. Electric, Bob Rico and Selective Property Management. Mr. Rico verified that the work was done satisfactorily. A motion was made and seconded to approve payment. **The motion passed unanimously (6 – 0) to approve payment.**

Visconti and Boren for \$45.14. This was to reimburse Jessica Papazian-Ross' law firm for the mailing of the parking notices. A motion was made and seconded to approve payment. **The motion passed unanimously (6 – 0) to approve payment.**

R & K Plumbing for \$1,500.00. This bill represented the charge to evacuate and close the sprinkler system (\$1,400.00) and to repair two leaks in the water line (\$100.00). As mentioned at the November 4th meeting, the lower bid received to date at that time was from K. Wilcox Company. When the Board attempted to award the contract to K. Wilcox Company, it withdrew its bid and the contract was then awarded to R & K Plumbing. Mr. Rico verified that the work was done satisfactorily 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 \$1,100.00. This was for plowing and sanding on November 12th. Mr. Rico verified that the work was done satisfactorily 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 \$350.00. This was for salting and sanding Summerfield Drive on December 9th. Mr. Rico verified that the work was done satisfactorily 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 \$6,250.00. This was for the fall clean-up of the 125 units. Mr. Rico verified that the work was done satisfactorily and the billing was appropriate. A motion was made and seconded to approve payment. **The motion passed unanimously (6 – 0) to approve payment.**

Selective Property Management for \$875.00. This represented November management fees for 125 units at \$7.00 per unit. Mr. Rico verified that the billing was appropriate. A motion was made and seconded to approve payment. **The motion passed unanimously (6 – 0) to approve payment.**

Treasurer’s Report:

Ms. D’Ambra provided a listing of payments made during the period of November 5 through December 4, 2004. In addition to those items voted and approved at the November 4th meeting, there were invoices from Narragansett Electric that had been received in November. These invoices amounted to \$274.48 and were for lighting and well pump operation. Based on action taken at the August meeting, these bills were paid upon review by Mr. Rico and Ms. D’Ambra. Mr. Rico and Ms. D’Ambra reviewed these bills and verified that the billing was appropriate. A motion was made and seconded to accept the Treasurer’s report (copy attached). **The Board voted unanimously (6 – 0) to accept the report.**

Secretary’s Report:

Mr. Martin advised the Board that no approval letters were sent as there was no unit owners’ requests reviewed at the November 4th meeting.

A draft of the Minutes from the November 4, 2004 Executive Board Meeting was presented to the Board for review. A motion was made and seconded to approve and accept the minutes. **The Board voted unanimously (6– 0) to accept the minutes.**

Finance Committee:

This report was suspended as Mr. Mancini, chairman of the finance committee, would be presenting the 2005 Operating and Reserve Budget, that was reviewed and approved by the Board at the November 4th meeting, to the unit owners at the Annual Meeting that would begin shortly after the adjournment of this Board Meeting.

Nominating Committee:

Mr. Rico reported that the Nominating Committee would be present at the Annual Meeting and would direct the election process.

OLD BUSINESS

Mr. Rico reported that he had received letters and had conversations with the Town Engineer regarding work that needed to be completed by Northwind Partners. He also reported that all of the Board members should have received a letter from Mr. and Mrs. Jeffrey Adel of Cambridge Circle regarding the lack of progress by Northwind Partners to resolve landscaping issues. Mr. Rico advised the Board that several items raised by the Adels were in process of being completed. In addition, he informed the Board that the Northwind Partners was directed by the Town to secure a \$12,000 Soil and Erosion Bond as security to finish the work. If Northwind defaults, the proceeds from the bond would be used to complete the work.

NEW BUSINESS

The Board received a request from Mr. and Mrs. Rico of Rimwood Drive to construct a four-season room on their property behind their home. The Board reviewed the plans and after a short discussion, a motion was made and seconded to approve the request. Mr. Rico recused himself from the vote. **The motion carried unanimously (5 – 0).**

At 6:53 PM a motion was made and seconded to adjourn the meeting. **The motion carried unanimously (6 – 0).**

Accepted by the Board:

/s/ Robert Rico 1/04/05
Robert Rico, President Date

/s/ William A. Martin 1/04/05
William A. Martin, Secretary Date