

Villages of Summerfield
Smithfield, RI 02917
Web Site: 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 December 6, 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, Stefan Ross, Larry Mancini, and Ernie Letendre. Joan Smith and Linda D'Ambra notified the Board that they would not be able to attend the meeting. Also attending the meeting and representing SPM was Karen Bellucci.

OFFICER/COMMITTEE REPORTS

President's Report:

Mr. Rico informed the Board that he had received letters from Stephen Smith of Cambridge Circle and from Richard Gemma, the attorney representing Mr. Adel of Cambridge Circle regarding his dispute with Northwind Partners. Mr. Smith's letter dealt with his concerns regarding the easement (access road to the retention pond) that borders his property. Mr. Rico distributed the letter to the Board and after a discussion, the Board decided that Mr. Rico should reply to Mr. Smith stating the Board's position on the items outlined in his letter.

Mr. Gemma's letter relates to Mr. Adel's drainage problem and the resulting sink hole in his driveway (see November 8th minutes). Mr. Adel's attorney contacted the Association's legal counsel, Bill Poore, to explain the situation. However, Mr. Poore rightfully refrained from any action until he contacted the Board to make sure the association wanted to have him represent us in this matter. The board agreed and Stefan was authorized to contact Mr. Poore to represent the Association regarding this issue, i.e. the repairs being completed in a timely manner and to be fixed as to not cause a problem to the roadway or other common areas.

Mr. Rico discussed with the Board the transfer of \$41,000 from the operating account into a CD (Capital Reserve Account) that was budgeted and approved by the unit owners at the December 14, 2004 annual meeting. After discussing several options, a motion was made and seconded to seek a CD yielding at least 3% interest and the period was not to exceed a year. The motion was amended to wait until after the annual meeting in order to piggy back the additional \$25,000 transfer that was incorporated into the 2006 Budget,

if approved by the unit owners, in an attempt to increase the annual yield. **The amended motion passed unanimously (5 – 0) .**

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. At the November 8th meeting, the Board agreed to withhold payment until such time Mr. Ross had an opportunity to review Mr. Poore's findings. Mr. Ross stated that he had and that the billing was appropriate. A motion was made and seconded to approve payment. **The motion passed unanimously (5 – 0) to approve payment.**

Greenlawn Sprinklers for \$1,475.00. This was for repairs and maintenance to the system and also the shutdown of the system. Messrs. Rico and Letendre verified the work was done and the billing was generally appropriate but that there was a problem regarding a couple of sprinklers. The Board decided to withhold \$175.00 from the payment at this time and a motion was made and seconded to approve payment of \$1,300.00. **The motion passed unanimously (5 – 0) to approve payment.**

SPM for \$875.00. This was for December 2005 management service 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 (5 – 0) to approve payment of the invoice.**

SPM for \$221.25. This was for mailing cost associated with the December 13 annual meeting. A motion was made and seconded to approve payment. **The motion passed unanimously (5 – 0) to approve payment of the invoice.**

Earthworks for \$1770.00. This was for the removal of the stones on the Cambridge Island, work on the access road to the Cambridge retention pond and mulching. Messrs. Rico and Letendre verified the work was done and the billing was appropriate. Prior to voting, Mr. Rico presented the Board with a reconciliation of the monthly budgeted payments to the actual incurred expense along with a summary of remaining contract and additional work to be done. The Board reviewed and discussed the reconciliation and upcoming work and was satisfied that there was sufficient work to be done to offset the prepaid balance. A motion was then made and seconded to approve payment. **The motion passed unanimously (5 – 0) to approve payment.**

Earthworks for \$500.00. This was for the Thanksgiving Day snowplowing. Mr. Rico told the Board that he believed the billing was appropriate, even though there was not a significant accumulation, due to the amount of expected traffic into Summerfield and the always challenging Summerfield Drive hill. The Board agreed and a motion was made and seconded to approve payment. **The motion passed unanimously (5 – 0) to approve payment.**

Northeastern Tree Service for \$640.00. This was for tree trimming, removal and stump grinding. Messrs. Rico and Letendre verified the work was done and the billing was appropriate. A motion was made and seconded to approve payment. **The motion passed unanimously (5 – 0) to approve payment.**

Jack's Electric for \$76.12. This was for lighting and wiring repairs. Mr. Rico verified the work was done and the billing was appropriate. A motion was made and seconded to approve payment. **The motion passed unanimously (5 – 0) to approve payment.**

Treasurer's Report:

Ms. D'Ambra presented a listing of payments made during the period of November 2, 2005 through December 6, 2005. In addition to those items voted and approved by the Board at the November 8th meeting, there were invoices from National Grid, formerly Narragansett Electric, amounting to \$1,090.32 for the month of November. 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. The Board had also approved by email vote the payment to Earthworks for \$7,020.00 for road repairs, sod installation and mulching. The invoice was reviewed by Messrs. Rico and Letendre who verified that the work was done and that the billing was appropriate. **The Board voted unanimously (5– 0) to accept the report.**

Secretary's Report:

A copy of the Minutes from the November 8, 2005 Executive Board Meeting was presented to the Board. Mr. Martin asked the Board members to review their emails and respond to the emailed minutes in order to distribute them in a more timely manner rather than waiting for the following month's Board meeting. A motion was made and seconded to accept the Minutes. **The Board voted unanimously (4 – 0 with Mr. Ross abstaining) to accept the Minutes.**

Mr. Martin provided the Board with a summary of letters sent along with a copy of a letter sent to a unit owner advising her of the action taken by the Board on her request for landscaping improvements. In addition, there was a letter sent to a unit owner regarding unpaid late fees and the actions that the Board can and will take if the fees remain unpaid. **The Board voted unanimously (5– 0) to accept the report.**

Finance Committee:

Mr. Martin requested that Mr. Mancini present the budget to the unit owners at the annual meeting. Mr. Mancini agreed to do it.

Gardening and Landscaping Committee:

Mr. Letendre advised the Board that the cleaning of the catch-basin pipe on Rimwood Drive had been delayed due to other projects being completed. The work would begin within the week. (Subsequent to the meeting, Mike Rollo attempted to vacuum the water from the drain so the removal of dirt could commence. The attempt failed and because of soggy grounds, it was decided not to bring in a larger vehicle which may have caused damage to the grass areas. The work is scheduled to begin again before New Year's.)

Rules Committee:

Mr. Ross requested that the Rules Committee be placed on the Annual Meeting agenda so it may present its annual report. In addition, Mr. Ross discussed vehicles being parked on the roads during snowstorms and how it hinders the snow plowing/removal process. He pointed out that the Board has the authority to have cars towed at owners' expense. Obviously, the Board is reluctant to do that but unit owners and their guests need to have their vehicles off the roads. (Subsequent to the meeting, Mike Rollo informed the Board

that during the December 9th snowstorm there were cars and a service truck parked on the roads.) **This becomes a safety issue and the Board asks that the unit owners respect and follow the rules of our community.**

OLD BUSINESS

Web-Page:

Mr. Ross informed the Board that Joan Smith's son or son-in-law had agreed to take over the site and that Joan told him she would speak with Bob to go over the particulars since he has a copy of the prior contract. Joan wanted to know what the terms of the contract were (payment-responsibilities etc) so she could communicate to her son.

The Board has been contacted by two other individuals to maintain and upgrade the website. Mr. Rico stated that he will attempt to discuss the website with the potential providers and make a recommendation to the Board at January's meeting.

NEW BUSINESS

Mr. Rico advised the Board that he had received a letter from Ms. Charlene Harrington of Alpine Ridge. The letter was briefly discussed and no action was taken as some of her concerns had been or were in the process of being addressed.

Lastly, the Board discussed having Mr. Poore send a letter for past due condo and late fees to Northwind Partners for the home they owned under KC Foundations. Mrs. Bellucci was asked how Northwind got around the resale certificate. Mrs. Bellucci told the Board that one was not requested because of the way it was structured. The unit was transferred to a foundation and then to an end-user thereby avoiding the need for a resale certificate. A motion was made and seconded to have Mr. Poore send a collection letter to Northwind as previous requests had been ignored. **The motion was accepted unanimously by the Board (5- 0).**

The Executive Board decided it would have a meeting prior to the Annual Meeting. The Board will meet at 6:00 PM at the Senior Center. In addition, it would meet after the Annual Meeting (time permitting) to elect officers for the upcoming year.

At 9:01 PM a motion was made and seconded to adjourn the meeting. **The motion carried unanimously (5 - 0).**

Accepted by the Board:

/s/ Robert Rico 12/24/05
Robert Rico, President Date

/s/ William A. Martin 12/24/05
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