

Villages of Summerfield
Smithfield, RI 02917
Web Site: villagesofsummerfield.com

Executive Board Minutes

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

Linda D'Ambra, (1)
Peter Mancini (2)
Bob Shear (2)

Meeting of February 7th, 2006

At 7:09 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, Peter Mancini, Bob Shear and Linda D'Ambra. Also attending the meeting and representing SPM was Karen Bellucci.

OFFICER/COMMITTEE REPORTS

President's Report:

Mr. Rico informed the Board that he had spoken with David Ashby of Proactive Designs, our vendor for the villagesofsummerfield.com web site. Proactive Designs was interested in maintaining our website at a cost of \$15 per month. Bob was supposed to receive another bid from Joan Smith's son-in-law, John Valsamus, but Mr. Rico did not receive his proposal. Joan Smith informed the board that his maintenance charges were about \$35 per month. Bob discussed making changes to the website to make it easier to navigate, including the addition of a frequently asked questions tab. After discussion, a motion was made and seconded to keep Proactive Designs as our Webmaster.

The motion passed unanimously (7-0) to keep Proactive Designs as our Webmaster.

Mr. Rico presented the following bills for payment:

Sam's Club: Mr. Rico informed the board that he had purchased a file cabinet at Sam's Club at a cost of \$122.77. Mr. Rico was authorized to spend up to two hundred dollars for a file cabinet. A motion was made and seconded to approve the expense.

The motion passed unanimously (7-0) to approve payment.

SPM for \$875.00. This was for February 2006 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 (7-0) to approve payment of the invoice.

Earthworks for \$2,600.00 This was for the snowplowing and sanding roadways and hills on 1/23/2006 and 1/24/2006 and sanding on 1/31/2006. After brief discussion, a motion was made and seconded to approve payment.

The motion passed unanimously (7-0) to approve payment.

North Eastern Tree Service \$420.00: This was for tree removal services completed in December 2005. A motion was made and seconded to approve payment.

The motion passed unanimously (7-0) to approve payment.

Jack's Electric \$75: This was for repairs to streetlight on Summerfield Drive. A motion was made and seconded to approve payment.

The motion passed unanimously (7-0) to approve payment.

Inform Business Systems \$35.79: This was for 300 deposit slips. A motion was made and seconded to approve payment.

The motion passed unanimously (7-0) to approve payment.

Mr. Rico informed the board that 1099's were sent out to Earthworks Landscaping, Jack's Electric; Poore & Rosenbaum, Green lawn Sprinklers, RGP Irrigators and Thom's Well Pump.

Treasurer's Report:

Mr. Martin presented the board with his treasurer's report. He supplied the board with: Balance sheet December 31, 2005 (unaudited); Statement of Revenue and Expenses/Expenditures 2005 (unaudited); Year to date actual to budget expenditure analysis; Cash disbursements summary (Jan 2006); Cash disbursements journal (Jan 2006). In addition, Mr. Martin provided the board with a detailed financial summary prepared by the finance committee to be submitted to our accountant for the purpose of preparing audited returns. The documents thoroughness will save the association money in accounting fees.

The Board voted unanimously (7-0) to accept the finance committee and treasurer's report.

Secretary's Report:

A copy of the Minutes from the January 17th, 2006 Executive Board Meeting was presented to the Board via email for approval. A motion was made and seconded to accept the Minutes.

The Board voted unanimously (6-0) to accept the Minutes.

Request by Michael & Alice Ballou of Cambridge Circle seeking an approval letter from the Executive Board to remodel/renovate their basement for recreational use, including the addition of a half bath. Mr. Ballou submitted the following documents for the board to review: Homeowners request for alteration or improvement; registration status per RI contractors' registration board; sketch of basement remodel and copy of resolution from the Town of Smithfield granting a dimensional variance. A motion was made and seconded to approve the Ballou's request.

The Board voted unanimously (7-0) to provide Michael & Alice Ballou with an approval letter.

