

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 September 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, Joan Smith, Stefan Ross, Linda D'Ambra and Ernie Letendre. Larry Mancini arrived to the meeting at 7:18 PM. Also attending the meeting and representing SPM was Tony Bellucci.

OFFICER/COMMITTEE REPORTS

President's Report:

Mr. Rico told the Board that the new Cambridge Circle well was working and the water was clean and there was good pressure. The clogging issues in the line that were experienced immediately after the well installation appeared to have been resolved. Based on previous conversations with Earthworks, Greenlawn Sprinklers and Leesco personnel, the future sprinkler schedule would be drawn up to provide each zone with 20 minutes of water, twice a day, every other day. It was felt that this would provide sufficient water and would work well in conjunction with the lawn maintenance program.

In addition, Mr. Rico advised the Board that the water runoff problem on Alpine Ridge had been addressed and the remaining asphalt work would be done along with the asphalt work on Summerfield. Mr. Rico expected that the work would be completed during September. The cost of the work for Alpine Ridge was charged to Northwind Partners.

Mr. Rico presented the following bills for payment:

Thom's Well and Pump for \$9,204.91. This was for the installation of the well and pump on Cambridge Circle. The actual expenditure was less than planned due to the actual drilling depth being less than planned. Mr. Rico advised the Board that the well and pump were working properly and verified that the billing was appropriate. A motion was made and seconded to approve payment. **The motion passed unanimously (7 – 0) to approve payment.**

Jack's Electric for \$513.54. This invoice was for the purchase of material and for various repair work as well as wiring for the new well. Mr. Rico verified that the billing was

appropriate. A motion was made and seconded to approve payment. **The motion passed unanimously (7 – 0) to approve payment.**

Green Lawn Sprinklers for \$3,938.59. This was for a variety of work done by our new sprinkler contractor, including but not limited to system testing, sprinkler adjustments and sprinkler head replacements. Mr. Rico and Mr. Letendre verified the work was done and the invoices were appropriate. Mr. Rico had requested and was awaiting an updated statement from Greenlawn. A motion was made and seconded to approve payment upon receipt of the statement. **The motion passed unanimously (7 – 0) to approve payment.**

SPM for \$875.00. This was for September 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 (7 – 0) to approve payment upon receipt of the invoice.**

Earthworks:

Mr. Rico distributed to the Board a summary of work done and actual charges incurred (\$36,707) by Earthworks through August 31. Through August 31, the Board had paid the Earthworks \$48,152.30 for contracted work. (This is based on the Board approving a monthly payment of \$9,630.46 for landscaping work as outline in the landscape agreement.) Based on the reconciliation (attached), Summerfield has “overpaid” \$11,445.55. The Board agreed, at this time, to continue paying the monthly contracted amount and the amount of overpayment would be deducted from future bills for contracted work done, e.g. lawn cuttings.

Mr. Rico advised the Board that he had an invoice from Northeast Tree Service but was not submitting it to the Board for payment as he and Mr. Letendre had some questions and were seeking clarification on some of the items.

Treasurer’s Report:

Ms. D’Ambra presented a listing of payments made during the period of August 3, 2005 through September 6, 2005. In addition to those items voted and approved by the Board at the August 2nd meeting, there were invoices from Narragansett Electric amounting to \$696.84 for the month of August. 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. In addition, there was a payment made to Earthworks for \$9,630.46. This represented the monthly billing for landscaping work as outline in the landscape agreement. This bill was paid based on action taken by the Board at their April 5th meeting which approved payments on a monthly installment basis, subject to review by Mr. Rico. Lastly the report showed a payment being made to SPM for \$875.00. This was for management services for August 2005. The invoice had not yet been received by the Board at the August meeting but was approved for payment by a 7-0 vote upon receipt of the invoice.

A motion was made and seconded to accept the Treasurer’s report (copy attached). **The Board voted unanimously (7– 0) to accept the report.**

Secretary’s Report:

Mr. Martin provided the Board with a listing of the unit owners and copies of the letters sent to the unit owners advising them of the action taken by the Board on their requests

for approval of landscaping and other improvement projects. In addition, the report showed that welcome letters and other information were sent to three new unit owners. A motion was made and seconded to accept the Secretary's report (copy attached). **The Board voted unanimously (7- 0) to accept the report.**

A copy of the Minutes from the August 2, 2005 Executive Board Meeting was presented to the Board. Based on action taken by the Board at the June 6th meeting, the minutes were accepted unanimously by the Board on August 22nd via email and telephone approval.

Finance Committee:

Mr. Mancini advised the Board that work would begin on the 2006 operating and capital budget and that a preliminary budget would be presented to the Board at the October meeting. He asked the landscaping committee to provide the finance committee with a landscaping schedule that would include lawn maintenance and fertilization schedules along with their recommendation for other new services that would be included, such as, the weeding and spraying of the drainage ditches in the common areas behind the homes, along with the costs for all the recommended services. It also requested that they prepare and provide a beautification plan along with the estimated costs for the plan.

Gardening and Landscaping Committee:

Mrs. Smith and Mr. Letendre advised the Board that per their discussion with Mike Rollo of Earthworks, he would prepare and present a log to the landscaping committee that would indicate the date and the work done. In addition, the committee advised the Board of their recommendations in addressing of the 3 well sites. It would include soil preparation, plantings and mulch. Preliminary estimates indicated a cost of \$2,500 for materials. At this time, a motion was made and seconded to approve \$4,000 for the landscaping work and any costs in excess of that amount would require further Board approval. **The Board voted unanimously (7- 0) to approve the motion.**

The committee continued with their report and recommended to the Board that additional blue rug junipers should be planted in the mound area on Cambridge Circle. Discussion took place regarding the area of the plantings and it was suggested that the area be expanded. The committee stated that they would again review the area and would provide the Board with their recommendations.

The Board also asked the committee to review the area around the retention pond on Cambridge Circle and to recommend to the Board if additional seeding or other action is required. In addition, they were asked to inspect the access road and surrounding area and advise the Board of any action needed to be taken.

OLD BUSINESS

Mr. Ross reported that he had contacted Bill Poore of Poore & Rosenbaum LLP. in regards to the Board retaining him as the Association's legal counsel. A formal engagement letter from him has been requested and is forthcoming. Mr. Ross also suggested that the Board meet with him within the next couple of weeks to discuss various items of concern. The Board agreed that a meeting would be appropriate and asked Mr. Ross to arrange it. Mr. Mancini suggested that members of the Rules Committee be asked to also attend this meeting. The Board agreed.

Mr. Rico reported to the Board that he had received an email from Ed Vilandre's son, Ed, Jr., advising us of his father's serious medical condition (Ed handled the Association web site and we are sorry to report that subsequent to our meeting, Ed passed away). The members expressed their gratitude for his work and would keep him and his family in their thoughts and prayers. Ed, Jr. indicated that his brother-in-law could continue to maintain the site. The Board, although grateful for the offer, thought that it may be better to contract the web-site maintenance. Mr. Ross said he would investigate and advise the Board of his findings.

Mr. Rico recognized Mrs. Podis who advised the Board that she was trying to arrange the "Town Hall" meeting at the East Smithfield Neighborhood Center. She had not yet been able to secure the hall for the meeting but would advise the Board on the availability of the hall. (Subsequent to the meeting, Mrs. Podis was able to secure the East Smithfield Neighborhood Center located at 7 Esmond Street and the meeting was held Tuesday, September 27, 2005. The "Town Hall Meeting Discussion Notes" will be posted in the mail house.)

Lastly, the Board discussed the Association's position on the repairing of lawns damaged by the replacing of electric lines. In the past few months, several unit owners have experienced electrical failures due to service lines being severed by rocks. The problems have or are believed to have originated in the common areas. Unit owners have had to dig a trench and have the old lines removed and new lines placed in conduit which in turn is place on a bed of sand and covered by sand as specified by code. These failures appear to be construction related and will be discussed with counsel. A lengthy discussion began and the Board agreed (via general consensus) that the unit owners have easement rights through common areas for utility services and the unit owners are responsible for repairs to their utility service. Full consensus could not be reached, however, as to who should pay for the landscaping damage caused by the digging. It was agreed that the damage was not as a result of any action by the unit owners. The Board discussed on how future trench digging should proceed in order to minimize damage to the common area lawns. After more discussion, a motion was made and seconded that the Association would pay for the lawn repairs, providing the unit owners contact Mr. Rico or Mr. Letendre prior to the trench being dug and that the unit owner contract with a Board approved contractor to dig the trench. Further, should a unit owner contract with someone other than a Board approved contractor, the Association would not be liable for the repairs and the cost would be the responsibility of the unit owner. **The Board voted (6-1) to approve the motion with Mr. Ross voting in the minority.**

NEW BUSINESS

Mr. Rico asked the Board to repair the lawns behind 2 – 12 Rimwood as a result of the work done with the installation of the new well. A motion was made and seconded to have Earthworks repair the damage. **The Board voted unanimously (7- 0) to approve the motion.**

Mr. Rico requested that the Board appropriate \$500.00 to purchase grass seed for slice seeding in devastated areas. Mr. Rico advised the Board that Earthworks would provide labor at no charge. A motion was made and seconded to purchase the seed and have Earthworks do the planting. **The Board voted unanimously (7- 0) to approve the motion.**

Mr. Rico recognized Frank and Shelia Leonard who asked the Board to have a large oak tree in the common area behind their home removed. Mr. Rico told the Board that there was definitely trimming that needed to be done but he was not sure if the tree should be removed due to carpenter ant damage to the tree. After a brief discussion, a motion was made and seconded to have Northeast Tree Service evaluate the tree and advise the Board of any action needed to be taken. **The Board voted unanimously (7– 0) to approve the motion.**

Mr. Rico read a letter submitted by Herman Meier of 23 Cambridge Circle, who asked the Board to have the weeds removed from the drainage ditch in the common area behind his home and that the dead grass in the common area behind his home be replaced. There was a brief discussion and the Board agreed that the landscaping committee should discuss incorporating this service as part of our landscaping contract for 2006. This was the second request to have weeds removed from the drainage ditches behind unit owners' homes and that the weeds growing in the swale behind the even-numbered homes on Rimwood should also be addressed. A motion was made and seconded to have the weeds removed from the ditch and to have the landscaping committee advised the Board of action to be taken regarding the dead grass. **The Board voted unanimously (7– 0) to approve the motion.**

Mr. Rico reported to the Board that SPM, in response to remarks made to the Board at the last meeting, was responding to unit owners regarding correspondence or requests received from them. He did say, however, that Ms. Charlene Harrington had made an inquiry regarding the trench across Alpine Ridge and had not heard back from SPM. Mr. Bellucci advised the Board that he believed an email was sent to Ms. Harrington but he would check and advised Mr. Rico accordingly.

Next Executive Board meeting is scheduled for 7:00 PM on October 4, 2005 at the East Smithfield Public Library.

At 9:01 PM a motion was made and seconded to adjourn the meeting. **The motion carried unanimously (7 – 0).**

Accepted by the Board:

/ s / Robert Rico 10/4/05
Robert Rico, President Date

/ s / William A. Martin 10/4/05
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