

Villages of Summerfield
Smithfield, RI 02917
Executive Board Minutes

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

Ernie Letendre
Stefan Ross
Joan Smith

Meeting of January 5, 2005

At 7:02 PM, under Article 2, Section 9 of the By Laws where all members of the Board were present and thereby constituting a quorum, Mr. Rico called the meeting of the Executive Board to order.

OFFICER/COMMITTEE REPORTS

President's Report :

After welcoming Ernie Letendre and Stefan Ross to the Board, Mr. Rico informed the Board of a conversation he had with Mr. Lombardi regarding the Special Executive Board Meeting of September 13, 2004 and the subsequent letter the Board had sent to Mr. Lombardi regarding his services. Discussion revolved around the invoice received and the services rendered as covered by the billing. After an extended discussion by the Board members, it was concluded that the billing was indeed for the services rendered as outlined in his billing and not for work that was to be done. Mr. Rico advised the Board that he had received no summation of the meeting from Mr. Lombardi.

Mr. Rico advised the Board that management contract was signed by the Association and Selective Property Management ("SPM") for 2005. "SPM" will charge a monthly fee of \$7.00 per unit, the same rate as 2004. The Board voted to approve renewing the contract at the November 4, 2004 meeting.

Mr. Rico presented the following bills for payment:

Frank Lombardi, Esq. for \$450.00. This invoice was for Mr. Lombardi attendance at the September 13, 2004 Special Meeting and for other work that was required. It represents two hours of billing. (Please see above for comments). A motion was made and seconded to approve payment and that Mr. Lombardi is advised that the Board requests a written summation from him. **The motion passed unanimously (7 – 0) to approve payment.**

Earthworks for \$2,000.00. This was for plowing and sanding on December 20th and December 26th. Mr. Rico verified that the work was done satisfactorily and the billing was appropriate. The Board requested that Earthworks be advised to shovel the drainage cutouts on Summerfield Drive. A motion was made and seconded to approve payment. **The motion passed unanimously (7 – 0) to approve payment.**

M & L Power Service for \$52.00. This was for a street light repair on Cambridge Circle.
The motion passed unanimously (7 – 0) to approve payment.

Mr. Martin requested that the payments to Mr. Lombardi and to Earthworks be tagged as fiscal 2004 expenses so they would be recorded as accounts payable on the 2004 year end statements.

Treasurer’s Report:

Ms. D’Ambra provided a listing of payments made during the period of December 5, 2004 through January 4, 2005. In addition to those items voted and approved at the December 14th meeting, there were invoices from Narragansett Electric that had been received in December. These invoices amounted to \$286.31 and were for lighting and well pump operation. 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. 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 advised the Board that an approval letter, dated December 16th, was sent to Mr. and Mrs. Robert Rico granting approval to construct a 4 season room as outlined in their request and approved by the Board at the December 14th meeting.

A draft of the Minutes from the December 14, 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 (7– 0) to accept the minutes.**

A draft of the Minutes from the December 14, 2004 Annual Meeting was presented to the Board for review. These minutes were prepared by “SPM” but the draft presented for their review and approval contained a wording correction that was made by the Board Secretary. A motion was made and seconded to approve and accept the minutes. **The Board voted unanimously (7– 0) to accept the minutes.**

Finance Committee:

Mr. Martin advised the Board that he, along with Mr. Rico and Ms. D’Ambra, had met with “SPM” regarding the upcoming audit and 2005 statement preparation. These discussions focused on the establishment of a Chart of Accounts which would allow for better categorization of actual expenditures versus the approved budgeted expenses. Mr. Martin presented the Board with a Chart of Accounts that was prepared and reviewed by members of the Finance Committee. In addition, he informed the Board that it was also forwarded to the Stephen Gentile, CPA, the Association’s independent auditor, for his review. In addition, a copy would be provided to SPM once approved by the Board. Mr. Martin mentioned that this was a starting point and that additions or deletions could be made to the chart of accounts as it was deemed appropriate. A motion was made and seconded to approve the Chart of Accounts and to provide “SPM” with a copy. **The motion passed unanimously (7– 0).**

OLD BUSINESS

The Board discussed the parking regulations and mentioned that some violations had been noted, mostly during the holidays. Mr. Rico told the Board that he had discussed the issue with one owner who was in violation and that the owner had the vehicles moved to comply with the rules. Mr. Ross brought up for discussion some of the other issues that had been mentioned by the unit owners at the Annual Meeting, namely, speeding, pedestrians and dog owners cleaning up after their dogs. Safety concerns as it relates to parking, speeding and pedestrians were discussed. As for parking violation, the Board talked about the possibility of the town taking action as illegal parking could severely hamper emergency vehicle response. The Board also discussed liability concerns relating to the parking, speeding and pedestrian issues. Some members of the Board mentioned that the pedestrians also had a responsibility to wear reflective clothing and/or to carry a flashlight so they could be seen well in advance by an approaching vehicle. The Board discussed taking action against violators as provided by the Rules and Regulations and also discussed methods to remind owners of their responsibilities. The Board decided not to take any formal action at this time.

NEW BUSINESS

Election of Board Officers

The first piece of new business to be discussed was the election of Board Officers. Mr. Rico asked the Board members if anyone was interested in serving as an officer or if any current officer wished to no longer serve as an officer or sought another position. Mr. Ross recommended that the current officers once again serve in their current positions. Hearing no other comments, a motion was made and seconded that the current officers serve the Board in the same capacities. **The motion passed unanimously (7– 0).**

Sub-committee Organization and Formation

Mr. Rico began discussion by informing the new members that the Board's policy was that any sub-committee be chaired by a member of the Executive Board.

Rules Committee

Mr. Rico asked Mr. Ross if he would be willing to serve on the Rules Committee. He said that he would and that Jessica Papazian-Ross indicated that she was also willing to serve again on the Rules Committee. Mr. Ross stated that he would ask Mr. Cambio to also be on the committee.

Finance Committee

Mr. Rico asked Mr. Mancini if he was willing to once again chair the committee. Mr. Mancini indicated that he was. Ms. D'Ambra and Mr. Martin said that they would also serve again on the committee. Mr. Mancini stated that Bill Ford of Cambridge Circle had expressed interest in serving on the committee.

Gardening and Landscaping Committee

Mr. Martin suggested that the focus of this committee be in the beautification of our community. In the past, the landscaping committee was seen as the complaint center for landscaping issues and more recently the focus was on the roads. Mr. Martin suggested

that “road issues” be the property of the Board. It was also stated that in the past, numerous landscaping complaints revolved around sprinkler issues and if problems should be addressed by the builders or association. Mr. Rico stated the he believed with the current landscapers and the departure of the builders, that issues would be addressed and corrected in a timely manner. Discussion began on the focus of the committee with all members agreeing that beautification and development of a 2, 3 or 4 year plan to add plantings throughout the community should be stressed. It was also agreed the first to be addressed was Summerfield Drive and Circle. Mr. Letendre and Mrs. Smith stated that they would like to co-chair the committee. They said that they would like to get representation from the 4 areas in the development, i.e., Intervale, Alpine, Cambridge and Rimwood. They would discuss ways to get additional owners to help on the committee and would report back to the Board.

Other Business

Newsletter

Mr. Ross asked the Board its position on the distribution of a newsletter. He stated that he would like to once again distribute a newsletter to the unit owners. The Board agreed that it was a good idea and it would be great way to send reminders and inform unit owners of news that affects our community. It was also mention that the newsletter could be on the website (our community website is www.villagesofsummerfield.com) where it could be downloaded. Mr. Ross said that he would head up the project and would prepare a quarterly newsletter.

Addressing of Complaints

At the Annual Meeting, some residents had discussed with some of the Board members their displeasure on the response time, or lack thereof, to phone calls or complaints. Mr. Rico said that there was a procedure in place to address phone calls and complaints. Mr. Rico said, for example, that he had been notified by SPM of a complaint on a street light. It was suggested that it would be beneficial to the Board, SPM and unit owners if there was a published procedure with timetable as to how complaints or phone calls are addressed. This would also provide the Board with a method to determine the effectiveness of its procedure and develop ways to improve it. Mr. Rico said he would contact “SPM” and have a written procedure sent to Board for review.

At 8:55 PM a motion was made and seconded to adjourn the meeting. **The motion carried unanimously (7 – 0).**

Accepted by the Board:

/ s / Robert Rico 2/08/05
Robert Rico, President Date

/ s / William A. Martin 2/08/05
William A. Martin, Secretary Date