

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 April 5, 2005

At 7:00 PM, Robert Rico called the meeting of the Executive Board to order. All members of the Board were present.

OFFICER/COMMITTEE REPORTS

President's Report:

Mr. Rico reported to the Board on correspondence he had sent to or received from Northwind Partners. Outstanding issues to be addressed include street lights at the bottom of Summerfield Drive, mail-room door and landscaping. Mr. Rico requested and received approval to contact an electrician to repair the lighting on the lower end of Summerfield Drive.

Mr. Rico presented the following bills for payment:

SPM for \$875.00. This invoice was for management services for April 2005. The fee is based on 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 (7 – 0) to approve payment.**

Ed Vilandrie for \$99.20. This was for website hosting of the Villages of Summerfield website. 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.**

Steve Gentile, CPA for \$2,000.00. This was for the 2004 year-end audit of the balance sheet and related statements of revenue and expenses and changes in the fund balances and statement of cash flow and subsequent report. 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.**

Treasurer's Report:

Ms. D'Ambra provided a listing of payments made during the period of March 11, 2005 through April 5, 2005. In addition to those items voted and approved by the Board at the January 5th meeting, there were invoices from Narragansett Electric that had been received in March. These invoices amounted to \$39.67 and were for the street lights. 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 reported that no requests had been received from unit owners requesting Board approval for building or landscaping improvements.

A draft of the Minutes from the March 10, 2005 Executive Board Meeting that were prepared by acting Secretary, Stefan Ross, 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.**

Finance Committee:

The committee advised the Board that a new bank resolution was signed stating that two signatures would be required to withdraw funds from any account other than the checking account which previously signed declaration would remain in effect.

Gardening and Landscaping Committee:

Mrs. Smith and Mr. Letendre advised the Board that they had received responses from 8 residents on joining the committee. They advised the Board that they would meet with Mike (Earthworks) regarding the purchase of excess shrubbery (see February 8, 2005 minutes). At that time, they would make a recommendation to the Board on any action to be taken.

OLD BUSINESS

Mr. Ross requested input on the Summerfield Quarterly Newsletter that he had emailed to Board Members. After a brief discussion, it was agreed that the Newsletter should be sent by SPM.

NEW BUSINESS

Mr. Rico presented to the Board a request from Earthworks that he be paid in 8 monthly installments. After discussions and addressing the concerns voiced by some Board Members, a motion was made and seconded to pay the landscaper in 8 monthly installments but that the Board retained the right to withhold all or partial payment for contested work/services. In addition, the final payment would be based upon a reconciliation of actual versus proposed work done. **The motion carried unanimously (7 – 0).**

Mr. Rico presented bids for opening the irrigation system. The Board voted to accept the bid from RGP Irrigation for \$425.00.

A question was raised regarding water accumulation in the detention pond at the bottom of Summerfield Drive. Mr. Rico advised the Board that code required that the pond level be 8" below the overflow outlet. That is to prevent the accumulation of dirt and debris from blocking the outlet and its entering into the river.

The Board discussed sending new owners a welcome/informational letter. This letter would be sent by SPM.

The Board discussed briefly the decorating of common areas by unit owners. It also discussed landscaping maintenance on owners' property, for example, maintaining the flower beds in front of their homes for weeds, etc. The Board agreed that the Landscaping Committee should address these issues with their committee members.

The Board discussed having a walk through of Summerfield to determine areas that needed to be addressed, either by Northwind or the Board. After a brief discussion, the Board tabled the discussion until the next meeting.

At 8:25 PM a motion was made and seconded to adjourn the meeting. **The motion carried unanimously (7 – 0).**

Accepted by the Board:

/ s / Robert Rico 4/5/05
Robert Rico, President Date

/ s / William A. Martin 4/5/05
William A. Martin, Secretary Date