

**CSA Finance Committee
Meeting Minutes
Monday, November 21, 2016
CSA Main Conference Room**

1. **Roll Call**

The November meeting of the Finance Committee was called to order at 9:00 a.m. in the main conference room of the CSA Building. Chairman Borghesi presided.

Present:	Dave Borghesi	Carolyn Adams	John Farrenkopf
	Lisa Laudermilch	Lee McCollum	Rob Marsac
	Rich Speer	Michael Tucker	Ray Warco

Absent: Maryann Bastnagel

Ex-officio: Mark Griffith

Staff:	Bret Martin	Victoria Shanahan	David Henderson
	Beau Barnett	Toby McSwain	Stephanie Gannon

2. **Approval of the October 25, 2016 Meeting Minutes**

A copy of the October 25, 2016 meeting minutes was included in the committee's package and reviewed. Mr. Speer made the following motion, seconded by Ms. Laudermilch and unanimously passed:

“RESOLVED, the Finance Committee approves the October 25, 2016 meeting minutes as submitted.”

3. **Acceptance of Unaudited YTD Financial Statements**

A copy of the September financial statements were included in the committee's package and reviewed. Mr. Warco made the following motion, seconded by Mr. McCollum and unanimously passed:

“RESOLVED, the Finance Committee recommends the Board of Directors accept the September 2016 YTD financial statements as presented.”

4. **New Business**

- a. **Approval of 2017 Operating Budget** - Ms. Shanahan and the committee reviewed the 2017 budget. Mr. McCollum made the following motion, seconded by Mr. Speer and unanimously passed:

“RESOLVED, the Finance Committee approves the 2017 Budget exclusive of Hurricane Matthew revenues and expenses.”

- b. **Status of Financial Impact on CSA of Hurricane Matthew** – Mr. Borghesi, Mr. Martin, Mr. Barnett and Mr. Henderson lead the discussion regarding costs to date and future costs related to the effects of Hurricane Matthew. The need for a special assessment was discussed despite the anticipation of assistance from both FEMA and the Town of Hilton Head. Based on information known and unknown at this time, Mr. Borghesi made the following motion, seconded by Mr. Tucker and unanimously passed:

“RESOLVED, the Finance Committee recommends the CSA Board of Directors consider the enactment of the maximum special assessment allowable under covenants, for costs and extraordinary expenses resulting from Hurricane Matthew. This special assessment will be billed as a separate line item along with the regular 2017 assessment in December, 2016 and payable by January 13, 2017.”

- c. **Reserve Study Workshop** – Ms. Shanahan recommended the workshop be scheduled for January, 2017. Date and time will be determined.
- d. **Residential Assessment 2017** – The 2017 Residential Assessment was discussed. Mr. Speer made the following motion, seconded by Mr. Marsac and unanimously passed:

“RESOLVED, the Finance Committee recommends the CSA Board of Directors approve the rates for the 2017 Residential Assessment to be billed 12/9/16 at a rate of \$1,028 for Residential Improved Property and \$613 for Residential Unimproved Property.”

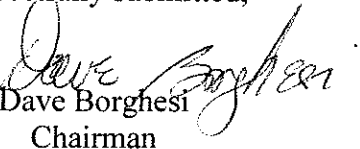
- e. **Approve Engagement Letter for External Auditors** – The 2017 Audit letter was discussed. Mr. Speer made the following motion, seconded by Mr. Warco and unanimously passed:

“RESOLVED, the Finance Committee approves the Engagement Letter for the 2016 Annual Audit.”

5. **Adjournment**

With no further business to conduct Mr. Marsac made a motion to adjourn the meeting at 10:30 a.m.

Respectfully submitted,


Dave Borghesi
Chairman

The next meeting is scheduled for Tuesday January 17, 2017, at 9:00 a.m. in the main conference room of the CSA Building.