

**Community Services Associates, Inc.
Finance Committee Meeting
May 26, 2020**

On Tuesday, May 26, 2020, a meeting of the Community Services Associates, Inc., (CSA), Finance Committee, was held via video conference.

Roll Call

Present:	David Borghesi	Scott Calahan	Ann Espisito
	John Farrenkopf	David Herskovits	Lisa Laudermilch
	Lee Ann Leahy	Lee McCollum	John McEnery
	Scott Richardson	Don Sigmon	Richard Speer
	Andrea Tarbox	Ray Warco	

Ex-Officio: Larry Movshin

Staff:	Sam Bennett	Victoria Shanahan	Tracey McNeill
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Call to Order

The meeting was called to order by David Borghesi, Chair, at 9:00 a.m., Eastern Time.

Ratify Approval of the November 12, 2019 Meeting Minutes

The November 12, 2019, Finance Committee meeting minutes were approved. Mr. Movshin made the following motion, seconded by Ms. Leahy and unanimously carried, with the exception of Mr. Borghesi, who was not a committee member at the time and abstained:

“RESOLVED, the Community Services Associates, Inc., Finance Committee, approved the minutes of the November 12, 2019, meeting, as submitted”.

Acceptance of the 2020 Finance Committee Charter

The 2020 charter for the Finance Committee was reviewed. Mr. Herskovits made a motion to approve the charter to include the additional responsibility as indicated, Mr. Richardson seconded and the motion passed unanimously,

“RESOLVED, the Community Services Associates, Inc., Finance Committee, approved recommending the Finance Committee Charter be accepted by the CSA Board of Directors”.

Financial Update

Acceptance of Unaudited YTD Statements – Victoria Shanahan

- The April YTD financial statements were not ready for review. The CSA Board has already approved the March statements.

New Business

COVID-19 Impacts – David Borghesi

- The financial impact from Covid-19 may well be responsible for a \$1.9 million revenue shortfall. CSA has received a \$1.1 million dollar loan which will cover 8 weeks of payroll. It is expected that 80-90% of the loan will be forgiven.

Investment Credit Ratings – David Borghesi

- Mr. Borghesi provided a review of CSA investments. Since the special assessment funds have been returned to the property owners in the form of a credit on their 2020 assessments, special assessment account has been closed. The total approximate current value of the infrastructure account is \$12,261,000. Investments are within CSA Financial Policy Guidelines.

Encroachment Fee Increase – Victoria Shanahan

- CSA currently charges \$150 for encroachment agreements. The costs to provide these agreements include legal fees and staff review. After discussion, the Committee is recommending an increase for encroachment agreements to \$1000. Mr. Borghesi made a motion to recommend to the CSA Board to increase the encroachment agreement fee to \$1000. Mr. Farrenkopf seconded and the motion passed unanimously.

“**RESOLVED**, the Community Services Associates, Inc., Finance Committee, recommends to the CSA Board to increase the encroachment agreement fee to \$1000”.

Gate Fee Results and Projections – Victoria Shanahan

- Ms. Shanahan reported that both gate revenues and pass numbers were down significantly in the month of April. A modest improvement over April was made in May but overall YTD passes are down 35%. An increase in the gate revenue to more normal levels is expected in June as rental agencies are reporting they are 80-90% booked.

Audit Update – Victoria Shanahan

- Ms. Shanahan indicated she is still in discussions with the auditors regarding the financial statements. She expects a final copy within 2 weeks.

Member Comments and Discussion

Discussion of Current Policy Positions Related to Capital Replacements and Emergency Reserve Funds – David Borghesi

- The Committee discussed the funding of capital replacements. It was determined that drawing \$2.5 million from investment funds for capital improvement projects presents a better return on investment than reinvestment in financial securities. The Committee will postpone a discussion on a budget amendment until the MR&R Committee and CSA Board determine the projects to be completed and their estimated costs.

Consideration of Potential New Revenue Sources – David Borghesi

- The Committee held a discussion on potential new revenue sources. No action was taken.

Adjournment

With no further business to come before the Committee, Chair Borghesi adjourned the meeting at 10:30 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "David Borghesi", written over the printed name.

David Borghesi
Chair