

**Community Services Associates, Inc.**  
**Finance Committee Meeting**  
September 12, 2023

On Tuesday, September 12, 2023, a meeting of the Community Services Associates, Inc., (CSA), Finance Committee, was held via video conference.

**Roll Call**

Present:	Michael Basham	Keith Burns	Pete Dontas
	Ann Esposito	Dave Herskovits	Lisa Laudermilch
	Lee Ann Leahy	William McConnell	Larry Movshin
	Don Sigmon	Andy Sutton	Andrea Tarbox
	Ray Warco	TJ Ward	
Absent:	Rob Weber		
Ex-Officio:	Dave Ellis		
Staff:	Sam Bennett	Victoria Shanahan	Myla Mitchell
	Tracey McNeill		

**Call to Order**

The meeting was called to order by Lee Ann Leahy, Chair, at 9:00 a.m., Eastern Time.

**Minutes – Ratify Approval of Finance Committee Meeting Minutes, May 9, 2023**

A motion was made by Committee Chairperson Leahy to support the resolution. “Ratify Approval Finance Committee Meeting Minutes for May 9, 2023.” The motion was seconded and unanimously carried.

**“RESOLVED**, the Community Services Associates, Inc., Finance Committee, ratified approval of the Finance Committee Meeting Minutes for May 9, 2023, as finalized by email”.

**Financial Statement Review/Update** – Lee Ann Leahy & Victoria Shanahan

The YTD/August 31, 2023, financial statements were reviewed.

The balance sheet as of August 31, 2023, was reviewed. Total assets on an accrual basis were \$27,675,961, an increase of \$6,980,072 compared to the same period last year. A total fund balance of \$26,543,157 was reported, an increase of \$6,724,809.

The income statement as of YTD/August 31, 2023, was reviewed. Actual revenues were more than expenditures by \$7,488,032 resulting in a positive variance to budget of \$4,044,541, which is mainly due to timing of funds spent on major projects. Commentary from the committee on the interim financials included the suggestion that the budget for the major repairs and replacements line item be allocated across the year on a basis that is consistent with the seasonal spending patterns.

The unaudited YTD/August 31, 2023, Financial Statements were accepted as presented. Mr. Movshin made the following motion, seconded by Mr. Dontas, and unanimously carried:

**“RESOLVED**, the Community Services Associates, Inc., Finance Committee, recommends that the unaudited August 31, 2023, Financial Statements, as submitted be accepted by the CSA Board of Directors”.

**Rental Registration Assessment Discussion** - Victoria Shanahan & Sam Bennett

Ms. Shanahan reported to the Committee that there were approximately 2,300 Rental Registration Fee invoices sent on August 1, 2023. To date there are 748 invoices still outstanding. The Finance Department has credited approximately 152 owners who are no longer in the rental program. The Finance Department will send statements out at the end of September and begin assessing late fees on unpaid invoices at the end of October.

One Committee member inquired as to the process in place to ensure that all properties being rented are being billed. Management plans to use the Town of Hilton Head’s database to reconcile and verify the CSA data in 2023-24.

**Four Year Capital Projects Plan** – Victoria Shanahan

The Community Infrastructure Maintenance and Standards Committee is requesting to publish a four-year Capital Projects Plan to include actual results for 2022 and budgeted and forecasted projects for 2023 through 2025. The amounts presented will identify funds provided by Operations and the Critical Infrastructure Fund. Chairperson Leahy requested that the Finance Committee review and approve of the Plan prior to publishing. It was noted that the second page of the plan was omitted from the agenda packet. Page two is to be sent out after the meeting for review and future approval.

**2024 Residential Property Owner Assessments** – Victoria Shanahan

Ms. Shanahan reported that the latest 12-month CPI number increase from July 31, was 3.18%. This would represent a \$60 increase to the 2024 annual assessment for an improved lot. This will be updated before the November meeting and approval of the 2024 budget as data becomes available.

**Investment Review** –Victoria Shanahan

Ms. Shanahan reviewed a portfolio analysis with the Committee. Of particular note again was one high yield security that is currently rated BBB-. This security is currently at an 8% yield and represents only 1.98% of the portfolio. It was agreed to hold the security and continue to monitor its fluctuation, if any.

**Adjournment**

With no further business to come before the Committee, Chair Leahy adjourned the meeting at 10:23 a.m.

Respectfully Submitted,



Lee Ann Leahy  
Chair