



Bluewater Bay Municipal Benefit Services Unit

Phone: 850-664-6000 Fax: 850-664-7660

Finance Committee Report

Review of April 2018 Financials

- \$7,193 of assessments & interest was collected
 - Total Y-T-D Collected - \$312,989
 - Outstanding Assessments - \$4,909 or 2%
- \$25,140 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$156,295
 - Management Fee Expense – March Management Fees (\$2,000)
 - Landscape Contract – Monthly Landscape Services (\$15,166)
 - Landscape Irrigation – Installation of pump at Lakeside Drive (\$1,950)
 - Tree Maintenance & Removal – Installation of 6 Bald Cypress Trees for Chantilly Lake (\$2,670)
 - Utilities – Lighting – Woodland Drive Final Invoice & April Services (\$1,501)
 - Tax Collector Commission - (\$144)
 - Office Supplies – Purchase of Flags (\$208)
 - Signs – Purchase of Woodlands Sign (\$1,501)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	313,080.21	Cash Balance	51,141.00
Outstanding Assessments	4,909.38		
Balance Cash (Carry Over)	23,695.00		
Less:		Less:	
Committed Expenses **	(168,045.60)	Balance Cash (Carry Over)	
Expenditures	<u>(156,295.67)</u>	Included - FYE 2018 Budget	<u>23,695.00</u>
Balance	<u>17,343.32</u>	Balance	<u>27,446.00</u>

**** Amount includes Reserve Allocation**

Committed Project Expense Funds

Total: \$22,938.20

11/14/17 Meeting

\$1,875.00 - David Vardaman motioned to accept CSC Construction Services proposal in the amount of \$1,875.00 with the additional guidance by Sabine Henry or Felix Beukenkamp to assure clear communication with the vendor that the water will drain away from the roads. Steve Boswell seconded. Motion approved. - **COMPLETED/ SUBMITTED PAYMENT 04/20/18**

\$200.00 - David Vardaman motioned to accept the proposal from BrightView for cleaning the Muirfield Island in the amount of \$200.00. Steve Boswell seconded. Motion approved.

01/09/18 Meeting

\$2,763.00 - Judy Griffin motioned to accept the Prestwick project proposal from BrightView in the amount of \$2,763.00. Steve Boswell seconded. Approved. - **COMPLETED/ SUBMITTED PAYMENT 04/20/18**

\$850.00 - Judy Griffin proposed, not to exceed the amount of \$850.00 for a new irrigation repairs on Prestwick/Bay Drive. This is for the distribution system. Steve Boswell seconded. Approved. - **COMPLETED**

02/13/18 Meeting

\$3,300.00 - Judy Griffin motioned to hire a tree company for two (2) days at a day rate of \$1,650.00 to start Bluewater Blvd. South and work down to trim and prune trees. Steve Boswell seconded. Motion approved unanimously.

03/13/18 Meeting

\$4,907.40 - Judy Griffin motioned to accept proposal for \$4,907.40 to repair all flagged irrigation. Steve Boswell seconded motion. Motion Approved Unanimously. - **COMPLETED/ SUBMITTED PAYMENT 05/04/18**

\$1,988.50 - Judy Griffin motioned to approve up to \$2,000.00 to replace sod with the lowest bid proposal for Oakmont Circle in front of Chantilly Lake. Steve Boswell seconded the motion. Motion Approved Unanimously. - **COMPLETED/ SUBMITTED PAYMENT 05/04/18**

\$1,650.00 - Judy Griffin motioned to approve a onetime cleanup up along Hwy 20 from Florida Club to Magnolia at a rate of \$1,650.00. Steve Boswell seconded the motion. Motion Approved Unanimously. - **COMPLETED**

04/18/18 Meeting

\$1,904.30 - Judy Griffin motioned to approve installation dwarf Rudbeckai in front of both signs. David Costa Seconded the motion. Steve Vardaman & Felix Beukenkamp opposed.

\$3,500.00 - Bluewater Bay Monument Pump - Pump is no longer working. Judy Griffin motioned to spend up to \$3,500 to redrill the well. Steve Boswell seconded the motion. Motion Approved Unanimously.

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

APRIL 30, 2018

ACCOUNT DESCRIPTION	Apr Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE (RECORDED @ 95%)							
325212 - BLUEWATER BAY ASSESSMENTS	7,193.94	26,491.58	312,989.62	4,909.38	317,899.00	0.00	317,899.00
389901 - BALANCE CASH (CARRYOVER)	0.00	1,974.58	0.00	23,695.00	23,695.00	0.00	23,695.00
361101 - INTEREST	0.00	0.00	90.59	0.00	90.59	0.00	0.00
TOTAL REVENUE	7,193.94	28,466.17	313,080.21	28,604.38	341,684.59	0.00	341,594.00
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,000.00	2,000.00	14,000.00	10,000.00	24,000.00	0.00	24,000.00
WEBSITE MAINTENANCE FEE	0.00	35.00	0.00	0.00	0.00	420.00	420.00
531100 - PS CONSULTANT	2,000.00	2,035.00	14,000.00	10,000.00	24,000.00	420.00	24,420.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	0.00	2,000.00	1,850.00	7,920.80	9,770.80	14,229.20	24,000.00
CHRISTMAS TREE LIGHTS	0.00	0.00	3,715.00	0.00	3,715.00	-3,715.00	0.00
LANDSCAPE CONTRACT	15,166.37	15,750.00	90,998.22	90,998.22	181,996.44	7,003.56	189,000.00
LANDSCAPE IRRIGATION	1,950.00	833.33	7,277.10	9,257.40	16,534.50	-6,534.50	10,000.00
TREE MAINTENANCE & REMOVAL	2,670.20	1,250.00	14,295.20	4,950.00	19,245.20	-4,245.20	15,000.00
TOTAL 534607 - CS LAWN SERVICE	19,786.57	19,833.33	118,135.52	113,126.42	231,261.94	6,738.06	238,000.00
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,500.68	1,750.00	9,412.18	8,750.00	18,162.18	2,837.82	21,000.00
Total 543003 - UTILITIES LIGHTING	1,500.68	1,750.00	9,412.18	8,750.00	18,162.18	2,837.82	21,000.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	0.00	183.33	2,165.06	2,200.00	4,365.06	-2,165.06	2,200.00
GENERAL LIABILITY	0.00	100.00	0.00	600.00	600.00	600.00	1,200.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	0.00	283.33	2,165.06	2,800.00	4,965.06	-1,565.06	3,400.00
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
TOTAL 545901 - COMMISSIONER BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
549004 - COMMISSIONS PROPERTY APPRAISER							
PROPERTY APPRAISER	0.00	402.70	2,145.02	2,687.37	4,832.39	0.00	4,832.39
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	402.70	2,145.02	2,687.37	4,832.39	0.00	4,832.39
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	143.88	529.84	6,259.80	98.24	6,358.04	0.00	6,358.04
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	143.88	529.84	6,259.80	98.24	6,358.04	0.00	6,358.04
549901 - LEGAL ADVERTISING							
ADVERTISING	0.00	16.67	0.00	0.00	0.00	200.00	200.00
TOTAL 549901 - LEGAL ADVERTISING	0.00	16.67	0.00	0.00	0.00	200.00	200.00

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE APRIL 30, 2018

ACCOUNT DESCRIPTION	Apr Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	207.80	83.33	725.50	0.00	725.50	274.50	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	207.80	83.33	725.50	0.00	725.50	274.50	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	300.00	0.00	0.00	0.00	3,600.00	3,600.00
SIGN STREET	1,501.59	666.67	3,352.59	0.00	3,352.59	4,647.41	8,000.00
TOTAL 552013 - SIGN MATERIALS	1,501.59	966.67	3,352.59	0.00	3,352.59	8,247.41	11,600.00
599010 - RESERVES & SUPPLEMENTAL							
RESERVE ALLOCATION	0.00	2,649.16	0.00	31,789.90	31,789.90	0.00	31,789.90
RESERVE ALLOCATION ADJUSTMENT	0.00	-100.53	0.00	-1,206.33	-1,206.33	0.00	-1,206.33
TOTAL 599010 - RESERVES & SUPPLEMENTAL	0.00	2,548.63	0.00	30,583.57	30,583.57	0.00	30,583.57
Total EXPENSES	25,140.52	28,466.17	156,295.67	168,045.60	324,341.27	17,252.73	341,594.00
NET INCOME	-17,946.58	-0.00	156,784.54	-139,441.22	17,343.32		0.00
563191 - CAPITAL EXPENSE							
SIDEWALKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 563191 - CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADJ'D EXPENSES	25,140.52	28,466.17	156,295.67	168,045.60	324,341.27	17,252.73	341,594.00
NET ADJ'D INCOME	-17,946.58	-0.00	156,784.54	-139,441.22	17,343.32		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
 April 2018

Vendor	Date	Memo	Account	Amount
ACCENT SIGNS				
	04/19/2018	WOODLANDS SIGN	SIGN STREET	1,501.59
Total ACCENT SIGNS				<u>1,501.59</u>
BERRY'S WELL DRILLING				
	04/12/2018	LAKESIDE DRIVE WELL REPLACEMENT/INSTALLATION	LANDSCAPE IRRIGATION	1,950.00
Total BERRY'S WELL DRILLING				<u>1,950.00</u>
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	04/12/2018	MARCH 2018 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,166.37
	04/12/2018	6 BALD CYPRESS TREES FOR CHANTILLY LAKE	TREE MAINTENANCE & REMOVAL	2,670.20
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>17,836.57</u>
CHELCO				
	04/12/2018	JAN 2018 FINAL INVOICE WOODLANDS & OAKWOOD	ELEC LIGHTS & PUMPS	27.58
	04/19/2018	APRIL 2018 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,473.10
Total CHELCO				<u>1,500.68</u>
OKALOOSA CO TAX COLLECTOR				
	04/13/2018	033118 TAX	TAX COLLECTOR COMMISSION	143.88
Total OKALOOSA CO TAX COLLECTOR				<u>143.88</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	04/19/2018	MGMT FEES	ADMIN MANAGEMENT FEES	2,000.00
	04/19/2018	FLAGS	OFFICE SUPPLIES	207.80
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,207.80</u>
TOTAL				<u><u>25,140.52</u></u>

SUNGARD PENTAMATION, INC.
 DATE: 05/03/2018
 TIME: 09:41:04

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAIL

SELECTION CRITERIA: revldgr.key_orsn='1695R'
 ACCOUNTING PERIOD: 7/18

SORTED BY: FUND, DEPARTMENT TOTL, DEPARTMENT, ACCOUNT
 TOTALED ON: FUND, DEPARTMENT TOTL, DEPARTMENT
 PAGE BREAKS ON: FUND, DEPARTMENT TOTL

FUND-113 M.S.B.U. FUND
 DEPARTMENT TOTL-1695R BLUEWATER BAY REVENUE
 DEPARTMENT-1695R BLUEWATER BAY REVENUE

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
325212	BLUEWATER BAY ASSESSMENT	317,900.00	7,193.94	.00	312,989.62	4,910.38	98.46
361101	INTEREST ON TIME DEPOSIT	.00	.00	.00	90.59	-90.59	.00
389901	BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	369,041.00	7,193.94	.00	313,080.21	55,960.79	84.84
	TOTAL BLUEWATER BAY REVENUE	369,041.00	7,193.94	.00	313,080.21	55,960.79	84.84
	TOTAL M.S.B.U. FUND	369,041.00	7,193.94	.00	313,080.21	55,960.79	84.84
	TOTAL REPORT	369,041.00	7,193.94	.00	313,080.21	55,960.79	84.84

SUNGARD PENTAMATION, INC.
 DATE: 05/04/2018
 TIME: 08:11:40

OKALOOSA COUNTY BOCC
 EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 1
 AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.period='7' and transact.key_orgn='1695'
 ACCOUNTING PERIOD: 8/18

FUND - 113 - M.S.B.U. FUND
 DEPARTMENT - 1695 - BLUEWATER BAY MSBU

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES DESCRIPTION
531100	PS-CONSULTANT		V1805000	21700138	PROGRESSIVE MGMT	2,000.00	.00 MONTHLY MGMT FEE
7 /18 04/19/18 21						2,000.00	.00
TOTAL	PS-CONSULTANT						
534607	CS-LAWN SERVICE					1,950.00	.00 BWB MSBU
7 /18 04/12/18 21			1804724	007935	BERRY'S WELL DRI	2,670.20	.00 BWB MSBU
7 /18 04/12/18 21			1804727	21600187	BRIGHTVIEW LANDS	15,166.37	.00 BWB MSBU
7 /18 04/12/18 21			1804727	21600187	BRIGHTVIEW LANDS	19,786.57	.00
TOTAL	CS-LAWN SERVICE						
543003	UTILITIES-LIGHTING					27.58	.00 WOODLANDS/OAKWOOD
7 /18 04/12/18 21			1804736	001924	CHOCTAWHATCHEE E	1,473.10	.00 BWB MSBU
7 /18 04/19/18 21			1804910	001924	CHOCTAWHATCHEE E	1,500.68	.00
TOTAL	UTILITIES-LIGHTING						
549005	COMMISSIONS-TAX COLLECTOR					143.88	.00
7 /18 04/13/18 24				000004	BENJAMIN F ANDER	143.88	033118 ACH
TOTAL	COMMISSIONS-TAX COLLECTOR						
551001	OFFICE SUPPLIES					207.80	.00 CORP. IMAGE GRP FLAGS
7 /18 04/19/18 21			V1805000	21700138	PROGRESSIVE MGMT	207.80	.00
TOTAL	OFFICE SUPPLIES						
552013	SIGN MATERIALS					1,501.59	.00 BWB MSBU
7 /18 04/19/18 21			1804888	004661	POPE ENTERPRISES	1,501.59	.00
TOTAL	SIGN MATERIALS						
TOTAL	BLUEWATER BAY MSBU					25,140.52	.00
TOTAL	M.S.B.U. FUND					25,140.52	.00
TOTAL	REPORT					25,140.52	.00