



# Bluewater Bay Municipal Benefit Services Unit

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

## Finance Committee Report

### Review of May 2018 Financials

- \$2,335 of assessments & interest was collected
  - Total Y-T-D Collected - \$315,416
  - Outstanding Assessments - \$2,888 or 1%
- \$31,420 of expenses were incurred for the month includes the following:
  - Total Y-T-D Expense - \$187,715
    - Management Fee Expense – May Management Fees (\$2,000)
    - Landscape – Common Area Enhancements – Preswick & Oakmont Circle Areas (\$4,754) and drainage repairs (\$1,875)
    - Landscape Contract – Monthly Landscape Services (\$15,166)
    - Landscape Irrigation – Irrigation Repairs (\$4,907)
    - Utilities – Lighting – May Services (\$1,605)
    - Property Appraiser Commission – (\$1,072)
    - Tax Collector Commission - (\$41)

### Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	315,415.62	Cash Balance	51,141.00
Outstanding Assessments	2,887.68		
Balance Cash (Carry Over)	23,695.00		
Less:		Less:	
Committed Expenses **	(141,292.96)	Balance Cash (Carry Over)	
Expenditures	<u>(187,715.43)</u>	Included - FYE 2018 Budget	<u>(23,695.00)</u>
<b>Balance</b>	<b><u>12,989.91</u></b>	<b>Balance</b>	<b><u>27,446.00</u></b>

\*\* Amount includes Reserve Allocation

## Committed Project Expense Funds

Total: \$16,653.55

### 11/14/17 Meeting

**\$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

**\$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/ SUBMITTED PAYMENT 05/25/18**

### 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

**\$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/ SUBMITTED PAYMENT 05/25/18**

### 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. - **COMPLETED**

**\$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. - **COMPLETED**

### 05/08/18 Meeting

**\$1,500.00** - Judy Griffin motioned to approve not to exceed the amount of \$1,500 to improve the two areas at Oaklake and have owners help establish plants with watering. Steve Boswell seconded the motion. Motion Approved Unanimously.

**\$2,500.00** - Judy Griffin motioned that the board approve not to exceed \$2,500 to improve the north and south monuments with new plants and also have work completed prior to the June meeting. Steve Boswell seconded the motion. Motion Approved Unanimously. - **COMPLETED**

### Other Committed Funds:

**\$239.25** - Election Advertising

**\$750.00** - Emergency Tree Removal on Bay Drive

**\$260.00** - Site Work - Block Landscape Border Repair on Bay Drive

# BLUEWATER BAY MSBU

## STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

MAY 31, 2018

ACCOUNT DESCRIPTION	May	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
<b>REVENUE (RECORDED @ 95%)</b>							
325212 - BLUEWATER BAY ASSESSMENTS	2,021.70	26,491.58	315,011.32	2,887.68	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	313.71	0.00	404.30	0.00	404.30	0.00	0.00
<b>TOTAL REVENUE</b>	<b>2,335.41</b>	<b>28,466.17</b>	<b>315,415.62</b>	<b>26,582.68</b>	<b>341,998.30</b>	<b>0.00</b>	<b>341,594.00</b>
<b>EXPENSES</b>							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,000.00	2,000.00	16,000.00	8,000.00	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
<b>531100 - PS CONSULTANT</b>	<b>2,000.00</b>	<b>2,035.00</b>	<b>16,000.00</b>	<b>8,000.00</b>	<b>24,000.00</b>	<b>420.00</b>	<b>24,420.00</b>
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	1,875.00	2,000.00	3,725.00	10,305.80	14,030.80	9,969.20	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	106,164.59	75,831.85	181,996.44	7,003.56	189,000.00
LANDSCAPE IRRIGATION	4,907.40	833.33	12,184.50	4,350.00	16,534.50	-6,534.50	10,000.00
TREE MAINTENANCE & REMOVAL	4,751.73	1,250.00	19,046.93	750.00	19,796.93	-4,796.93	15,000.00
<b>TOTAL 534607 - CS LAWN SERVICE</b>	<b>26,700.50</b>	<b>19,833.33</b>	<b>144,836.02</b>	<b>91,237.65</b>	<b>236,073.67</b>	<b>1,926.33</b>	<b>238,000.00</b>
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,605.39	1,750.00	11,017.57	7,000.00	18,017.57	2,982.43	21,000.00
<b>Total 543003 - UTILITIES LIGHTING</b>	<b>1,605.39</b>	<b>1,750.00</b>	<b>11,017.57</b>	<b>7,000.00</b>	<b>18,017.57</b>	<b>2,982.43</b>	<b>21,000.00</b>
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
<b>TOTAL 545010 - INSURANCE GENERAL LIABILITY</b>	<b>0.00</b>	<b>283.33</b>	<b>2,165.06</b>	<b>2,800.00</b>	<b>4,965.06</b>	<b>-1,565.06</b>	<b>3,400.00</b>
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
<b>TOTAL 545901 - COMMISSIONER BONDS</b>	<b>0.00</b>	<b>16.67</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>200.00</b>
549004 - COMMISSIONS PROPERTY APPRAISER							
PROPERTY APPRAISER	1,072.51	402.70	3,217.53	1,614.86	4,832.39	0.00	4,832.39
<b>TOTAL 549004 - COMMISSIONS PROP APPRAISER</b>	<b>1,072.51</b>	<b>402.70</b>	<b>3,217.53</b>	<b>1,614.86</b>	<b>4,832.39</b>	<b>0.00</b>	<b>4,832.39</b>
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	41.36	529.84	6,301.16	56.88	6,358.04	0.00	6,358.04
<b>TOTAL 549005 - COMMISSIONS TAX COLLECTOR</b>	<b>41.36</b>	<b>529.84</b>	<b>6,301.16</b>	<b>56.88</b>	<b>6,358.04</b>	<b>0.00</b>	<b>6,358.04</b>
549901 - LEGAL ADVERTISING							
ADVERTISING	0.00	16.67	0.00	0.00	239.25	-39.25	200.00
<b>TOTAL 549901 - LEGAL ADVERTISING</b>	<b>0.00</b>	<b>16.67</b>	<b>0.00</b>	<b>0.00</b>	<b>239.25</b>	<b>-39.25</b>	<b>200.00</b>

# BLUEWATER BAY MSBU

## STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

MAY 31, 2018

ACCOUNT DESCRIPTION	May Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
<b>551001 - OFFICE SUPPLIES</b>							
OFFICE SUPPLIES	0.00	83.33	725.50	0.00	725.50	274.50	1,000.00
<b>TOTAL 551001 - OFFICE SUPPLIES</b>	0.00	83.33	725.50	0.00	964.75	274.50	1,000.00
<b>552013 - SIGN MATERIALS</b>							
SIGN R&M	0.00	300.00	0.00	0.00	0.00	3,600.00	3,600.00
SIGN STREET	0.00	666.67	3,352.59	0.00	3,352.59	4,647.41	8,000.00
<b>TOTAL 552013 - SIGN MATERIALS</b>	0.00	966.67	3,352.59	0.00	3,352.59	8,247.41	11,600.00
<b>599010 - RESERVES &amp; SUPPLEMENTAL</b>							
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
<b>TOTAL 599010 - RESERVES &amp; SUPPLEMENTAL</b>	0.00	2,548.63	0.00	30,583.57	30,583.57	0.00	30,583.57
<b>Total EXPENSES</b>	31,419.76	28,466.17	187,715.43	141,292.96	329,486.89	12,346.36	341,594.00
<b>NET INCOME</b>	-29,084.35	-0.00	127,700.19	-114,710.28	12,511.41		0.00
<b>563191 - CAPITAL EXPENSE</b>							
SIDEWALKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 563191 - CAPITAL EXPENSE</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADJ'D EXPENSES</b>	31,419.76	28,466.17	187,715.43	141,292.96	329,486.89	12,346.36	341,594.00
<b>NET ADJ'D INCOME</b>	-29,084.35	-0.00	127,700.19	-114,710.28	12,511.41		0.00

**Bluewater Bay MSBU**  
**Expenses by Vendor Detail**  
 May 2018

Vendor	Date	Memo	Account	Amount
<b>BRIGHTVIEW LANDSCAPE MAINTENANCE</b>				
	05/03/2018	PRESWICK AREA	TREE MAINTENANCE & REMOVAL	2,763.23
	05/16/2018	OAKMOUNT CIRCLE AREA	TREE MAINTENANCE & REMOVAL	1,988.50
	05/16/2018	IRRIGATION REPAIRS	LANDSCAPE IRRIGATION	4,907.40
	06/16/2018	MONTHLY LAWN CARE SERVICE	LANDSCAPE CONTRACT	15,166.37
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				24,825.50
<b>CHELCO</b>				
	05/16/2018	MAY 2018 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,605.39
Total CHELCO				1,605.39
<b>CONSTRUCTION SERVICE CO OF FL, INC.</b>				
	05/03/2018	DRAINAGE REPAIRS	COMMON AREA ENHANCEMENTS	1,875.00
Total CONSTRUCTION SERVICE CO OF FL, INC.				1,875.00
<b>OKALOOSA CO TAX COLLECTOR</b>				
	05/15/2018	043018 TAX	TAX COLLECTOR COMMISSION	41.36
Total OKALOOSA CO TAX COLLECTOR				41.36
<b>OKALOOSA COUNTY PROPERTY APPRAISOR</b>				
	05/03/2018	3RD QUARTER PROPERTY TAX APR-JUN 2018	PROPERTY APPRAISER	1,072.51
Total OKALOOSA COUNTY PROPERTY APPRAISOR				1,072.51
<b>PROGRESSIVE MANAGEMENT OF AMERICA, INC.</b>				
	05/16/2018	MAY 2018	ADMIN MANAGEMENT FEES	2,000.00
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				2,000.00
<b>TOTAL</b>				<b>31,419.76</b>

SUNGARD PENTAMATION, INC.  
 DATE: 06/05/2018  
 TIME: 09:39:37

OKALOOSA COUNTY BOCC  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REVSTALL

SELECTION CRITERIA: reviedgr.key\_orgn='1695R'  
 ACCOUNTING PERIOD: 8/18

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	2,021.70	.00	315,011.32	2,888.68	99.09
361101	INTEREST ON TIME DEPOSIT	.00	313.71	.00	404.30	-404.30	.00
389901	BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	369,041.00	2,335.41	.00	315,415.62	53,625.38	85.47
	TOTAL BLUEWATER BAY REVENUE	369,041.00	2,335.41	.00	315,415.62	53,625.38	85.47
	TOTAL M.S.B.U. FUND	369,041.00	2,335.41	.00	315,415.62	53,625.38	85.47
	TOTAL REPORT	369,041.00	2,335.41	.00	315,415.62	53,625.38	85.47

SUNGARD PENTAMATION, INC.  
DATE: 06/05/2018  
TIME: 09:42:09

OKALOOSA COUNTY BOCC  
EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='18' and transact.period='8' and transact.key\_orgn='1695'  
ACCOUNTING PERIOD: 9/18

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						
8 /18 05/16/18 21		V1805746	21700138	PROGRESSIVE MGMT	.00	2,000.00	.00 MONTHLY MGMT FEE
TOTAL						2,000.00	.00
534607	CS-LAWN SERVICE						
8 /18 05/03/18 21	1805247	21100589	CONSTRUCTION SER			1,875.00	.00 MOBILIZATION/LAB/MATE
8 /18 05/03/18 21	1805236	21600187	BRIGHTVIEW LANDS			2,763.23	.00 BWB MSBU
8 /18 05/16/18 21	1805664	21600187	BRIGHTVIEW LANDS			1,988.50	.00 BWB MSBU
8 /18 05/16/18 21	1805664	21600187	BRIGHTVIEW LANDS			4,907.40	.00 BWB MSBU
8 /18 05/16/18 21	1805664	21600187	BRIGHTVIEW LANDS			15,166.37	.00 BWB MSBU EXT MAINT
TOTAL					.00	26,700.50	.00
543003	UTILITIES-LIGHTING						
8 /18 05/16/18 21	1805672	001924	CHOCTAWHATCHEE E			1,605.39	.00 BWB MSBU
TOTAL					.00	1,605.39	.00
549004	COMMISSIONS-PROP APPRAISE						
8 /18 05/03/18 21	V1805238	004028	MACK BUSBEE			1,072.51	.00 APRIL - JUNE 2018 QTR
TOTAL					.00	1,072.51	.00
549005	COMMISSIONS-TAX COLLECTOR						
8 /18 05/15/18 24		000004	BENJAMIN F ANDER			41.36	.00 043018
TOTAL					.00	41.36	.00
TOTAL	BLUEWATER BAY MSBU				.00	31,419.76	.00
TOTAL	M.S.B.U. FUND				.00	31,419.76	.00
TOTAL REPORT					.00	31,419.76	.00