



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of September 2018 Financials

- \$0 of assessments & interest was collected
 - Total Y-T-D Collected - \$319,120
 - Outstanding Assessments - \$0

- \$23,761 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$281,064.15
 - Management Fee Expense – Management Fees (\$2,000)
 - Website - Update/ Changes (\$200)
 - Landscape Contract – Monthly Landscape Services (\$15,166)
 - Landscape Irrigation – Main Line Repairs (\$645)
 - Tree Maintenance & Removal – Remove Dead Trees & Tree Removal from Storm on Bluewater Blvd (\$1,000)
 - Utilities – Lighting – August Services (\$78)
 - Note: BWB MSBU Received 3-Year Credit for Sales Tax Charged In Error – Total \$3,461
 - BWB Sidewalks – Concreate & Labor (\$4,672)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	319,120.36	Cash Balance	51,141.00
Outstanding Assessments	0.00		
Balance Cash (Carry Over)	23,695.00		
Less:		Less:	
Committed Expenses **	(70,294.15)	Balance Cash (Carry Over)	
Expenditures	(281,064.15)	Included - FYE 2018 Budget	(23,695.00)
Balance	(8,542.94)	Balance	27,446.00

**** Amount includes Reserve Allocation**

Committed Project Expense Funds

Total: \$24,149.21 (EXCLUDES ***OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

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.

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. David Vardaman & Felix Beukenkamp opposed. - **COMPLETED/ AWAITING INVOICE**

\$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/ AWAITING INVOICE**

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. - **IN PROGRESS**

\$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/ AWAITING INVOICE**

07/10/18 Meeting

\$641.91 - Judy Griffin motioned to approve the proposal to install 10 white vinyl posts on Bay Drive in the amount of \$641.91. David Costa Jr. seconded the motion. - **COMPLETED/ AWAITING INVOICE**

08/14/18 Meeting

\$6,600.00 - David Vardaman re stated his motion. David Vardaman motioned to spend up to \$6,600 for four days work on Bay Drive. The work performed must include a height of 10ft high and 4ft cutting back from walkways and shoulders. All debris must be removed. All work will be done within 60 days. David Costa Jr. seconded the motion. Motion approved with 3 yes votes and 2 no votes.

\$2,000.00 - Judy Griffin motioned to accept Brightview's proposal of \$2,000 to cut back 3 feet and limb up the trail. David Vardaman seconded the motion. Motion approved unanimously. - **COMPLETED/ PAYMENT REQUESTED**

09/11/18 Meeting

\$2,728.00 - Judy Griffin motioned to approve the irrigation proposal of \$2,728.00. Steve Boswell seconded the motion. After discussion and explanation from Brightview the vote was as followed: 3 members approved and 1 member unapproved. Motion Approved.

\$1,650.00 - Judy Griffin Motioned to amend the Arbor Barber estimate to include the Bradford Pear trees and get a day rate of \$1650.00 to trim the above intersections and also trim as many Bradford Pears in that day rate on Bluewater Blvd. Steve Boswell seconded the motion. Motion Approved Unanimously.

\$925.00 - Judy Griffin motioned to approve a not to exceed \$925.00 to cleanup around the well on Southwind Drive. Additional bids shall be obtained before approving Brightview's proposal. David Costa Jr. seconded the motion. Motion Approved Unanimously.

****Other Committed Project Expense Funds**

06/12/18 Meeting

\$8,000.00 - David Vardaman motioned that MSBU would commit/allocate \$8,000 to the Woodlands Park project in the event the county or any other organization is willing to install playground equipment. The \$8,000 would be for the planting of shade trees at the location. Judy Griffin seconded the motion. The committed funds would be funded through the reserve account. Motion Approved Unanimously.

07/10/18 Meeting

\$2,400.00 - David Vardaman motioned to approve up to \$2400 to retain CHELCO Tree service. This service will be paid out of the 2019 budget. David Costa Jr. seconded the motion. Motion Approved Unanimously.

09/11/18 Meeting

\$500.00 - Judy Griffin motioned to approve a not to exceed \$500.00 amount to have designs stamped by a landscape architect if required. David Costa Jr. seconded the motion. Motion Approved Unanimously.

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE AUGUST 31, 2018

ACCOUNT DESCRIPTION	August Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE (RECORDED @ 95%)							
325212 - BLUEWATER BAY ASSESSMENTS	0.00	26,491.58	318,644.07	0.00	318,644.07	-745.07	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	476.29	0.00	476.29	0.00	0.00
TOTAL REVENUE	0.00	28,466.17	319,120.36	23,695.00	342,815.36	-745.07	341,594.00
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,000.00	2,000.00	24,000.00	0.00	24,000.00	0.00	24,000.00
WEBSITE MAINTENANCE FEE	200.00	35.00	200.00	0.00	200.00	220.00	420.00
531100 - PS CONSULTANT	2,200.00	2,035.00	24,200.00	0.00	24,200.00	220.00	24,420.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	0.00	2,000.00	5,735.00	16,271.21	22,006.21	1,993.79	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	166,830.07	15,166.37	181,996.44	7,003.56	189,000.00
LANDSCAPE IRRIGATION	645.50	833.33	16,147.10	6,228.00	22,375.10	-12,375.10	10,000.00
TREE MAINTENANCE & REMOVAL	1,000.00	1,250.00	23,996.93	1,650.00	25,646.93	-10,646.93	15,000.00
TOTAL 534607 - CS LAWN SERVICE	16,811.87	19,833.33	216,424.10	39,315.58	255,739.68	-17,739.68	238,000.00
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	77.57	1,750.00	14,567.48	395.00	14,962.48	6,037.52	21,000.00
Total 543003 - UTILITIES LIGHTING	77.57	1,750.00	14,567.48	395.00	14,962.48	6,037.52	21,000.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	0.00	183.33	4,454.06	0.00	4,454.06	-2,254.06	2,200.00
GENERAL LIABILITY	0.00	100.00	1,349.52	0.00	1,349.52	-149.52	1,200.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	0.00	283.33	5,803.58	0.00	5,803.58	-2,403.58	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	4,290.04	0.00	4,290.04	542.35	4,832.39
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	402.70	4,290.04	0.00	4,290.04	542.35	4,832.39
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	0.00	529.84	6,375.25	0.00	6,375.25	-17.21	6,358.04
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	0.00	529.84	6,375.25	0.00	6,375.25	-17.21	6,358.04
549901 - LEGAL ADVERTISING							
ADVERTISING	0.00	16.67	239.25	0.00	239.25	-39.25	200.00
TOTAL 549901 - LEGAL ADVERTISING	0.00	16.67	239.25	0.00	239.25	-39.25	200.00

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

AUGUST 31, 2018

ACCOUNT DESCRIPTION	August Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	0.00	83.33	725.50	0.00	725.50	274.50	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	0.00	83.33	725.50	0.00	725.50	274.50	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	300.00	250.00	0.00	250.00	3,350.00	3,600.00
SIGN STREET	0.00	666.67	3,416.95	0.00	3,416.95	4,583.05	8,000.00
TOTAL 552013 - SIGN MATERIALS	0.00	966.67	3,666.95	0.00	3,666.95	7,933.05	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	19,089.44	28,466.17	276,392.15	70,294.15	346,686.30	-5,092.30	341,594.00
NET INCOME	-19,089.44	-0.00	42,728.21	-46,599.15	-3,870.94		0.00
563191 - CAPITAL EXPENSE							
SIDEWALKS	4,672.00	0.00	4,672.00	0.00	4,672.00	-4,672.00	0.00
TOTAL 563191 - CAPITAL EXPENSE	4,672.00	0.00	4,672.00	0.00	4,672.00	-4,672.00	0.00
TOTAL ADJ'D EXPENSES	23,761.44	28,466.17	281,064.15	70,294.15	351,358.30	-9,764.30	341,594.00
NET ADJ'D INCOME	-23,761.44	-0.00	38,056.21	-46,599.15	-8,542.94		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
September 2018

Vendor	Date	Memo	Account	Amount
ARBOR BARBER TREES, LLC				
	09/13/2018	REMOVE DEAD HANGER/ REMOVE DEAD TREE - BLUEWATER BLVD	TREE MAINTENANCE & REMOVAL	500.00
	09/13/2018	REMOVE PINE TREE FROM STORM - BLUEWATER BLVD/CARIBBEAN	TREE MAINTENANCE & REMOVAL	500.00
Total ARBOR BARBER TREES, LLC				<u>1,000.00</u>
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	09/13/2018	MAIN LINE LEAK REPAIR	LANDSCAPE IRRIGATION	315.62
	09/13/2018	EXCAVATE & REPAIR MAINLINE ON SIDE OF BAY DRIVE	LANDSCAPE IRRIGATION	329.88
	09/13/2018	SEPTEMBER 2018	LANDSCAPE CONTRACT	15,166.37
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>15,811.87</u>
CHELCO				
	09/20/2018	AUGUST 2018 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	77.57
Total CHELCO				<u>77.57</u>
OKALOOSA CO DEPT PUBLIC WORKS				
	09/20/2018	REIMBURSEMENT FOR SIDEWALK REPAIRS (CONCRETE)	SIDEWALKS (2016 WINGED FOOT)	4,672.00
Total OKALOOSA CO DEPT PUBLIC WORKS				<u>4,672.00</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	09/13/2018	SEPTEMBER 2018	ADMIN MANAGEMENT FEES	2,000.00
	09/13/2018	WEBSITE CHANGES	WEBSITE MAINTENANCE FEE	200.00
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,200.00</u>
TOTAL				<u><u>23,761.44</u></u>

SUNGARD PENTAMATION, INC.
 DATE: 10/05/2018
 TIME: 07:30:42

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAIL

SELECTION CRITERIA: revledgr.key_orgn='1695R'
 ACCOUNTING PERIOD: 12/18

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	.00	.00	318,644.07	-744.07	100.23
361101	INTEREST ON TIME DEPOSIT	.00	.00	.00	476.29	-476.29	.00
389901	BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	369,041.00	.00	.00	319,120.36	49,920.64	86.47
	TOTAL BLUEWATER BAY REVENUE	369,041.00	.00	.00	319,120.36	49,920.64	86.47
	TOTAL M.S.B.U. FUND	369,041.00	.00	.00	319,120.36	49,920.64	86.47
	TOTAL REPORT	369,041.00	.00	.00	319,120.36	49,920.64	86.47

SUNGARD PENTAMATION, INC.
DATE: 10/05/2018
TIME: 07:31:48
OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='18' and transact.period='12' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 1/19

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							
12/18 09/13/18 21			V1809022	21700138	PROGRESSIVE MGMT	200.00	.00	WEBSITE CHANGES
12/18 09/13/18 21			V1809022	21700138	PROGRESSIVE MGMT	2,000.00	.00	MONTHLY MGMT FEE
TOTAL						2,200.00		
534607	CS-LAWN SERVICE							
12/18 09/13/18 21			1808913	21600187	BRIGHTVIEW LANDS	315.62	.00	BWB MSBU MAIN LEAK
12/18 09/13/18 21			1808913	21600187	BRIGHTVIEW LANDS	329.88	.00	BWB MSBU MAIN REPAIR
12/18 09/13/18 21			1808906	21800153	ARBOR BARBER TRE	500.00	.00	BLUEWATER BLVD SVR
12/18 09/13/18 21			1808906	21800153	ARBOR BARBER TRE	500.00	.00	BLUEWATER BLVD SVR
12/18 09/20/18 21			1809097	21600187	BRIGHTVIEW LANDS	15,166.37	.00	MSBU SEPT 2018
12/18 09/20/18 21			1809097	21600187	BRIGHTVIEW LANDS	16,811.87	.00	
TOTAL								
543003	UTILITIES-LIGHTING							
12/18 09/20/18 21			1809101	001924	CHOCTAMHATCHEE E	77.57	.00	BWB MSBU
12/18 09/20/18 21			1809101	001924	CHOCTAMHATCHEE E	77.57	.00	
TOTAL								
563192	BWB WINGED FOOT SIDEWALK							
12/18 09/20/18 19			21801294			4,672.00	.00	REIMBURSE FOR SIDEWALK
12/18 09/20/18 19			21801294			4,672.00	.00	
TOTAL								
TOTAL						23,761.44	.00	
TOTAL						23,761.44	.00	
TOTAL						23,761.44	.00	
TOTAL						23,761.44	.00	