



# Bluewater Bay Municipal Benefit Services Unit

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

## Finance Committee Report

### Review of October 2018 Financials

- \$0 of assessments & interest was collected (Assessments invoiced in November)
  - Total Y-T-D Collected - \$0
  
- \$18,133 of expenses were incurred for the month includes the following:
  - Total Y-T-D Expense - \$18,133
    - Management Fee Expense – Management Fees (\$2,000)
    - Common Area Enhancement – Retaining Wall & Electrical Repairs (\$260)
    - Landscape Contract – Monthly Landscape Services (\$15,394)
    - Office Supplies – Printing Meeting Packages (\$63)
    - Sign R&M – Installation of Meeting Signs (\$236)
    - Signs – Street – St Croix Sign Replacement (\$180)

### Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	0.00	Cash Balance	51,141.00
Outstanding Assessments	331,838.21	2018/19 Reserve Funding	31,667.54
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(300,716.91)	2018 Committed Expenses	(24,149.21)
Expenditures	(18,133.55)	Balance Cash (Carry Over)	
<b>Subtotal</b>	<b>30,331.08</b>	Included - FYE 2019 Budget	(17,343.33)
Add:		Woodlands Sidewalk Project	(31,288.20)
2017/18 Committed Expense Funding	24,149.21	DOT Landscape Grant	(500.00)
<b>Balance</b>	<b>54,480.29</b>	<b>Balance</b>	<b>9,527.80</b>

**\*\* Amount includes Reserve Allocation**

**NOTE:** The final year-end reconciliation has not been provided by Okaloosa County. Once completed, 2017/2018 Financial Statements will be presented to the Board for final review & approval for any required transfers/ amendments to the budget.

## **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 Rudbeckia 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. – **COMPLETED/ PAYMENT REQUESTED**

**\$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. – **COMPLETED/ PAYMENT REQUESTED**

## **\*\*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 \$2,400 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.

### **Other**

**\$31,288.20** – The Woodlands Sidewalk Project has been scheduled for Spring 2019 with a construction estimate of \$31,288.20. The OMB Director needs to be reasonably certain funds are available to prepare the Budget Resolution for the Board of County Commission to approve the budget transfer from reserves before work can be begin.

# BLUEWATER BAY MSBU

## STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE OCTOBER 31, 2018

ACCOUNT DESCRIPTION	October	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
<b>REVENUE (RECORDED @ 95%)</b>							
325212 - BLUEWATER BAY ASSESSMENTS	0.00	27,653.18	0.00	331,838.21	331,838.21	0.00	331,838.21
389901 - BALANCE CASH (CARRYOVER)	0.00	1,445.28	0.00	17,343.33	17,343.33	0.00	17,343.33
361101 - INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>0.00</b>	<b>29,098.46</b>	<b>0.00</b>	<b>349,181.54</b>	<b>349,181.54</b>	<b>0.00</b>	<b>349,181.54</b>
<b>EXPENSES</b>							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,000.00	2,200.00	2,000.00	24,200.00	26,200.00	200.00	26,400.00
WEBSITE MAINTENANCE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
531100 - PS CONSULTANT	2,000.00	2,200.00	2,000.00	24,200.00	26,200.00	200.00	26,400.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	260.00	1,583.33	260.00	16,271.21	16,531.21	2,468.79	19,000.00
CHRISTMAS TREE LIGHTS	0.00	316.67	0.00	0.00	0.00	3,800.00	3,800.00
LANDSCAPE CONTRACT	15,393.83	15,393.83	15,393.83	169,332.13	184,725.96	0.00	184,725.97
LANDSCAPE IRRIGATION	0.00	833.33	0.00	6,228.00	6,228.00	3,772.00	10,000.00
TREE MAINTENANCE & REMOVAL	0.00	833.33	0.00	1,730.00	1,730.00	8,270.00	10,000.00
<b>TOTAL 534607 - CS LAWN SERVICE</b>	<b>15,653.83</b>	<b>18,960.50</b>	<b>15,653.83</b>	<b>193,561.34</b>	<b>209,215.17</b>	<b>18,310.80</b>	<b>227,525.97</b>
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	0.00	1,525.00	0.00	18,300.00	18,300.00	0.00	18,300.00
<b>Total 543003 - UTILITIES LIGHTING</b>	<b>0.00</b>	<b>1,525.00</b>	<b>0.00</b>	<b>18,300.00</b>	<b>18,300.00</b>	<b>0.00</b>	<b>18,300.00</b>
543010 - UTILITIES WATER & SEWER							
WATER (IRRIGATION)	0.00	200.00	0.00	2,400.00	2,400.00	0.00	2,400.00
<b>TOTAL 543010 - UTILITIES WATER &amp; SEWER</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>2,400.00</b>	<b>2,400.00</b>	<b>0.00</b>	<b>2,400.00</b>
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	0.00	183.33	0.00	2,200.00	2,200.00	0.00	2,200.00
GENERAL LIABILITY	0.00	100.00	0.00	1,200.00	1,200.00	0.00	1,200.00
<b>TOTAL 545010 - INSURANCE GENERAL LIABILITY</b>	<b>0.00</b>	<b>283.33</b>	<b>0.00</b>	<b>3,400.00</b>	<b>3,400.00</b>	<b>0.00</b>	<b>3,400.00</b>
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	16.67	0.00	100.00	100.00	100.00	200.00
<b>TOTAL 545010 - COMMISSIONER BONDS</b>	<b>0.00</b>	<b>16.67</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>200.00</b>
549004 - COMMISSIONS PROPERTY APPRAISER							
PROPERTY APPRAISER	0.00	420.33	0.00	5,043.94	5,043.94	0.00	5,043.94
<b>TOTAL 549004 - COMMISSIONS PROP APPRAISER</b>	<b>0.00</b>	<b>420.33</b>	<b>0.00</b>	<b>5,043.94</b>	<b>5,043.94</b>	<b>0.00</b>	<b>5,043.94</b>
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	0.00	553.06	0.00	6,636.76	6,636.76	0.00	6,636.76
<b>TOTAL 549005 - COMMISSIONS TAX COLLECTOR</b>	<b>0.00</b>	<b>553.06</b>	<b>0.00</b>	<b>6,636.76</b>	<b>6,636.76</b>	<b>0.00</b>	<b>6,636.76</b>
549901 - LEGAL ADVERTISING							
ADVERTISING	0.00	16.67	0.00	0.00	0.00	200.00	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>0.00</b>	<b>200.00</b>	<b>200.00</b>

# BLUEWATER BAY MSBU

## STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE OCTOBER 31, 2018

ACCOUNT DESCRIPTION	October	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
<b>551001 -OFFICE SUPPLIES</b>							
OFFICE SUPPLIES	63.45	83.33	63.45	0.00	63.45	936.55	1,000.00
<b>TOTAL 551001 -OFFICE SUPPLIES</b>	63.45	83.33	63.45	0.00	63.45	936.55	1,000.00
<b>552013 - SIGN MATERIALS</b>							
SIGN R&M	236.27	250.00	236.27	0.00	236.27	2,763.73	3,000.00
SIGN STREET	180.00	666.67	180.00	0.00	180.00	7,820.00	8,000.00
<b>TOTAL 552013 - SIGN MATERIALS</b>	416.27	916.67	416.27	0.00	416.27	10,583.73	11,000.00
<b>599010 - RESERVES &amp; SUPPLEMENTAL</b>							
RESERVE ALLOCATION	0.00	2,765.32	0.00	33,183.82	33,183.82	0.00	33,183.82
RESERVE ALLOCATION ADJUSTMENT	0.00	-126.36	0.00	-1,516.28	-1,516.28	0.00	-1,516.28
<b>TOTAL 599010 - RESERVES &amp; SUPPLEMENTAL</b>	0.00	2,638.96	0.00	31,667.54	31,667.54	0.00	31,667.54
<b>Total EXPENSES</b>	18,133.55	27,814.52	18,133.55	285,309.58	303,443.13	30,331.08	333,774.21
<b>NET INCOME</b>	-18,133.55	1,283.94	-18,133.55	63,871.96	45,738.41		15,407.33
<b>563191 - CAPITAL EXPENSE</b>							
DEM HAZARD MITIGATION GRANT	0.00	1,283.94	0.00	15,407.33	15,407.33	0.00	15,407.33
<b>TOTAL 563191 - CAPITAL EXPENSE</b>	0.00	1,283.94	0.00	15,407.33	15,407.33	15,407.33	15,407.33
<b>TOTAL ADJ'D EXPENSES</b>	18,133.55	29,098.46	18,133.55	300,716.91	318,850.46	45,738.41	349,181.54
<b>NET ADJ'D INCOME</b>	-18,133.55	-0.00	-18,133.55	48,464.63	30,331.08		0.00

OKALOOSA COUNTY BOCC  
REVENUE STATUS REPORT

SUNGARD PENTAMATION, INC.  
DATE: 11/06/2018  
TIME: 11.16:27

SELECTION CRITERIA: revlkdgr.key\_orgn='1695R'  
ACCOUNTING PERIOD: 1/19

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	320,000.00	.00	.00	.00	320,000.00	.00
389901	BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	371,141.00	.00	.00	.00	371,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	371,141.00	.00	.00	.00	371,141.00	.00
	TOTAL M.S.B.U. FUND	371,141.00	.00	.00	.00	371,141.00	.00
	TOTAL REPORT	371,141.00	.00	.00	.00	371,141.00	.00

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

Vendor	Date	Memo	Account	Amount
<b>BRIGHTVIEW LANDSCAPE MAINTENANCE</b>				
	10/18/2018	OCTOBER 2018	LANDSCAPE CONTRACT	15,393.83
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				
<b>PROGRESSIVE MANAGEMENT OF AMERICA, INC.</b>				
	10/18/2018	OCTOBER 2018	ADMIN MANAGEMENT FEES	2,000.00
	10/18/2018	RETAINING WALL REPAIR	COMMON AREA ENHANCEMENTS	60.00
	10/18/2018	ELECTRICAL REPAIRS	COMMON AREA ENHANCEMENTS	200.00
	10/18/2018	COPY & PRINT MEETING PACKAGES	OFFICE SUPPLIES	63.45
	10/18/2018	INSTALL MEETING SIGNS	SIGN R&M	236.27
	10/18/2018	ST CROIX SIGN REPLACEMENT	SIGN STREET	180.00
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
<b>TOTAL</b>				<b>18,133.55</b>

SUNGARD PENTAMATION, INC.  
DATE: 11/06/2018  
TIME: 11:18:56  
ORALOOA COUNTY BOCC  
EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='19' and transact.key\_orgh='1695'  
ACCOUNTING PERIOD: 2/19

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	1 /19 10/01/18 11					26,400.00		POSTED FROM BUDGET SYSTEM
1 /19 10/18/18 21		V1900575		21700138	PROGRESSIVE MGMT		2,000.00		.00 MTHLY MGMT FEE
TOTAL	PS-CONSULTANT						26,400.00		.00
534607	CS-LAWN SERVICE	1 /19 10/01/18 11					227,526.00		POSTED FROM BUDGET SYSTEM
1 /19 10/18/18 21		V1900575		21700138	PROGRESSIVE MGMT		60.00		.00 RETAINING WALL REPAIR
1 /19 10/18/18 21		V1900575		21700138	PROGRESSIVE MGMT		200.00		.00 ELECTRICAL REPAIRS
1 /19 10/18/18 21		1900496		21600187	BRIGHTVIEW LANDS		15,393.83		.00 EWB MSBU OCT 2018
TOTAL	CS-LAWN SERVICE						227,526.00		.00
543003	UTILITIES-LIGHTING	1 /19 10/01/18 11					18,300.00		POSTED FROM BUDGET SYSTEM
TOTAL	UTILITIES-LIGHTING						18,300.00		.00
543010	UTILITIES-WATER & SEWER	1 /19 10/01/18 11					.00		POSTED FROM BUDGET SYSTEM
TOTAL	UTILITIES-WATER & SEWER						.00		.00
545010	INSURANCE-GEN LIABILITY	1 /19 10/01/18 11					3,400.00		POSTED FROM BUDGET SYSTEM
TOTAL	INSURANCE-GEN LIABILITY						3,400.00		.00
545901	INSURANCE-COMMISS BONDS	1 /19 10/01/18 11					200.00		POSTED FROM BUDGET SYSTEM
TOTAL	INSURANCE-COMMISS BONDS						200.00		.00
549004	COMMISSIONS-PROP APPRAISE	1 /19 10/01/18 11					5,044.00		POSTED FROM BUDGET SYSTEM
TOTAL	COMMISSIONS-PROP APPRAISE						5,044.00		.00
549005	COMMISSIONS-TAX COLLECTOR	1 /19 10/01/18 11					6,637.00		POSTED FROM BUDGET SYSTEM
TOTAL	COMMISSIONS-TAX COLLECTOR						6,637.00		.00
549901	LEGAL ADVERTISING	1 /19 10/01/18 11					200.00		POSTED FROM BUDGET SYSTEM
TOTAL	LEGAL ADVERTISING						200.00		.00
551001	OFFICE SUPPLIES	1 /19 10/01/18 11					1,000.00		POSTED FROM BUDGET SYSTEM
1 /19 10/18/18 21		V1900575		21700138	PROGRESSIVE MGMT		63.45		.00 COPY/PRINT MTG PKGS
TOTAL	OFFICE SUPPLIES						1,000.00		.00
552013	SIGN MATERIALS	1 /19 10/01/18 11					11,000.00		POSTED FROM BUDGET SYSTEM



SUNGARD PENTAMATION, INC.  
DATE: 11/06/2018  
TIME: 11:18:56  
OKALOOSA COUNTY BOCC  
EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='19' and transact.key\_orgn='1695'  
ACCOUNTING PERIOD: 2/19

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

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
552013			SIGN MATERIALS					
1 /19			10/18/18 21	21700138	PROGRESSIVE MGMT	180.00	.00	ST COIX SIGN REPLCMNT
1 /19			10/18/18 21	21700138	PROGRESSIVE MGMT	236.27	.00	INSTALL MEETING SIGNS
TOTAL			SIGN MATERIALS		11,000.00	416.27	.00	
563192			BWB WINGED FOOT SIDEWALK					
1 /19			10/01/18 11		.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL			BWB WINGED FOOT SIDEWALK		.00	.00	.00	
599010			RESERVE/CASH CARRYFORWARD					
1 /19			10/01/18 11		71,434.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL			RESERVE/CASH CARRYFORWARD		71,434.00	.00	.00	
TOTAL			BLUEWATER BAY MSBU		371,141.00	18,133.55	.00	
TOTAL			M.S.B.U. FUND		371,141.00	18,133.55	.00	
TOTAL REPORT					371,141.00	18,133.55	.00	