



## Bluewater Bay Municipal Benefit Services Unit

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

### Finance Committee Report

#### Review of March 2018 Financials

- \$2,795 of assessments & interest was collected
  - Total Y-T-D Collected - \$305,796
  - Outstanding Assessments - \$12,103 or 4%
  
- \$23,899 of expenses were incurred for the month includes the following:
  - Total Y-T-D Expense - \$131,155
    - Management Fee Expense – March Management Fees (\$2,000)
    - Common Area Enhancements – Clearing of Native Island/ Straw/ Mulch (\$1,850)
    - Landscape Contract – Monthly Landscape Services (\$15,166)
    - Utilities – Lighting – February & March Services (\$2,923)
    - Property Appraiser Commission (\$1,073)
    - Tax Collector Commission (\$56)
    - Signs – Installation/ Painting Woodlands Sign (\$831)

#### Financial Reconciliation (Accrual Basis)

General Fund		Reserve Fund	
Receipts to Date	305,886.27	Cash Balance	51,141.00
Outstanding Assessments	12,103.00		
Less:		Less:	
Projected Operating Expenses **	(150,059.00)	Expenditures	-
Committed Project Funds	(24,702.10)		
Expenditures	(131,155.15)		
<b>Balance</b>	<b>12,073.02</b>	<b>Balance</b>	<b>51,141.00</b>

**\*\* - Includes Contract Landscape, Mgmt Fees, Lighting, Insurance & Property Appraiser Commission**

## Committed Expense Funds

Total: \$26,352.10

### 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**

**\$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.

### 12/12/17 Meeting

**\$1,936.50** - Felix motioned to approve the Sign for the Woodlands to be placed in the middle by the median in the amount of \$1,936.50 per attached sketch. Motioned approved by four, one opposed. Approved - **COMPLETED**

### 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.

**\$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.

### 02/13/18 Meeting

**\$2,670.20** - Judy motioned to accept BrightView's Proposal in the amount of \$2,670.20 for six (6) bald Cypress (10-foot-tall) trees for the Chantilly Lake as a result of the complaint from John Pinnell, Steve Boswell seconded the motion. - **COMPLETED**

**\$1,800.00** - Judy Griffin motioned to make repairs on the well at Lakeside but not to exceed the amount of \$1,800.00. Steve Boswell seconded. Motion approved unanimously. - **COMPLETED**

**\$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. Steve Boswell seconded. Motion approved unanimously.

**\$1,650.00** - David Vardaman motioned to hire a tree company for a day rate of \$1,650.00 for one (1) day on Bay Drive and (1) day on Bluewater Blvd to trimming and pruning. Steve Boswell seconded. All in favor. Motion carried.

### 03/13/18 Meeting

**\$750.00** - Judy Griffin motioned to approve the additional \$750.00 to repair well pumps on Bay Drive. Steve Boswell Seconded the motion. Motion Approved Unanimously. - **COMPLETED**

**\$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.

**\$2,000.00** - 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.

**\$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.

# BLUEWATER BAY MSBU

## STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

MARCH 31, 2018

ACCOUNT DESCRIPTION	Mar Actual	Monthly Budget	YTD Actual	YTD Budget	Budget \$ Remaining	Annual Budget
<b>REVENUE (RECORDED @ 95%)</b>						
325212 - BLUEWATER BAY ASSESSMENTS	2,795.19	26,491.58	305,795.68	158,949.50	\$ 12,103.32	317,899.00
389901 - BALANCE CASH (CARRYOVER)	0.00	1,974.58	0.00	11,847.50	\$ 23,695.00	23,695.00
361101 - INTEREST	0.00	0.00	90.59	0.00	\$ (90.59)	0.00
<b>TOTAL REVENUE</b>	<b>2,795.19</b>	<b>28,466.17</b>	<b>305,886.27</b>	<b>170,797.00</b>	<b>35,707.73</b>	<b>341,594.00</b>
<b>EXPENSES</b>						
531100 - PS CONSULTANT						
ADMIN MANAGEMENT FEES	2,000.00	2,000.00	12,000.00	12,000.00	\$ 12,000.00	24,000.00
WEBSITE MAINTENANCE FEE	0.00	35.00	0.00	210.00	\$ 420.00	420.00
<b>TOTAL 531100 - PS CONSULTANT</b>	<b>2,000.00</b>	<b>2,035.00</b>	<b>12,000.00</b>	<b>12,210.00</b>	<b>12,420.00</b>	<b>24,420.00</b>
534607 - CS LAWN SERVICE						
COMMON AREA ENHANCEMENTS	1,850.00	2,000.00	1,850.00	12,000.00	\$ 22,150.00	24,000.00
CHRISTMAS TREE LIGHTS	0.00	0.00	3,715.00	0.00	\$ (3,715.00)	0.00
LANDSCAPE CONTRACT	15,166.37	15,750.00	75,831.85	94,500.00	\$ 113,168.15	189,000.00
LANDSCAPE IRRIGATION	0.00	833.33	5,327.10	5,000.00	\$ 4,672.90	10,000.00
TREE MAINTENANCE & REMOVAL	0.00	1,250.00	11,625.00	7,500.00	\$ 3,375.00	15,000.00
<b>TOTAL 534607 - CS LAWN SERVICE</b>	<b>17,016.37</b>	<b>19,833.33</b>	<b>98,348.95</b>	<b>119,000.00</b>	<b>121,216.05</b>	<b>238,000.00</b>
543003 - UTILITIES LIGHTING						
ELEC LIGHTS & PUMPS	2,923.29	1,750.00	7,911.50	10,500.00	\$ 13,088.50	21,000.00
<b>Total 543003 - UTILITIES LIGHTING</b>	<b>2,923.29</b>	<b>1,750.00</b>	<b>7,911.50</b>	<b>10,500.00</b>	<b>13,088.50</b>	<b>21,000.00</b>
545010 - INSURANCE GENERAL LIABILITY						
DIRECTOR & OFFICER LIABILITY	0.00	183.33	2,165.06	1,100.00	\$ 34.94	2,200.00
GENERAL LIABILITY	0.00	100.00	100.00	600.00	\$ 1,100.00	1,200.00
<b>TOTAL 545010 - INSURANCE GENERAL LIABILITY</b>	<b>0.00</b>	<b>283.33</b>	<b>2,265.06</b>	<b>1,700.00</b>	<b>1,134.94</b>	<b>3,400.00</b>
545901 - COMMISSIONER BONDS						
SECURITY BONDS	0.00	16.67	100.00	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>100.00</b>	<b>100.00</b>	<b>200.00</b>
549004 - COMMISSIONS PROPERTY APPRAISER						
PROPERTY APPRAISER	1,072.51	402.70	2,145.02	2,416.19	\$ 2,687.37	4,832.39
<b>TOTAL 549004 - COMMISSIONS PROP APPRAISER</b>	<b>1,072.51</b>	<b>402.70</b>	<b>2,145.02</b>	<b>2,416.19</b>	<b>2,687.37</b>	<b>4,832.39</b>
549005 - COMMISSION TAX COLLECTOR						
TAX COLLECTOR COMMISSION 2%	55.90	529.84	6,115.92	3,179.02	\$ 242.12	6,358.04
<b>TOTAL 549005 - COMMISSIONS TAX COLLECTOR</b>	<b>55.90</b>	<b>529.84</b>	<b>6,115.92</b>	<b>3,179.02</b>	<b>242.12</b>	<b>6,358.04</b>
549901 - LEGAL ADVERTISING						
ADVERTISING	0.00	16.67	0.00	100.00	\$ 200.00	200.00
<b>TOTAL 549901 - LEGAL ADVERTISING</b>	<b>0.00</b>	<b>16.67</b>	<b>0.00</b>	<b>100.00</b>	<b>200.00</b>	<b>200.00</b>

# BLUEWATER BAY MSBU

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

ACCOUNT DESCRIPTION	Mar Actual	Monthly Budget	YTD Actual	YTD Budget	Budget \$ Remaining	Annual Budget
<b>551001 -OFFICE SUPPLIES</b>						
OFFICE SUPPLIES	0.00	83.33	517.70	500.00	\$ 482.30	1,000.00
<b>TOTAL 551001 -OFFICE SUPPLIES</b>	<b>0.00</b>	<b>83.33</b>	<b>517.70</b>	<b>500.00</b>	<b>482.30</b>	<b>1,000.00</b>
<b>552013 - SIGN MATERIALS</b>						
SIGN R&M	0.00	300.00	0.00	1,800.00	\$ 3,600.00	3,600.00
SIGN STREET	831.00	666.67	1,851.00	4,000.00	\$ 6,149.00	8,000.00
<b>TOTAL 552013 - SIGN MATERIALS</b>	<b>831.00</b>	<b>966.67</b>	<b>1,851.00</b>	<b>5,800.00</b>	<b>9,749.00</b>	<b>11,600.00</b>
<b>599010 - RESERVES &amp; SUPPLEMENTAL</b>						
RESERVE ALLOCATION	0.00	2,649.16	0.00	15,894.94	\$ 31,789.90	31,789.90
RESERVE ALLOCATION ADJUSTMENT	0.00	-100.53	0.00	-603.15	\$ (1,206.33)	-1,206.33
<b>TOTAL 599010 - RESERVES &amp; SUPPLEMENTAL</b>	<b>0.00</b>	<b>2,548.63</b>	<b>0.00</b>	<b>15,291.79</b>	<b>30,583.57</b>	<b>30,583.57</b>
<b>Total EXPENSES</b>	<b>23,899.07</b>	<b>28,466.17</b>	<b>131,255.15</b>	<b>170,797.00</b>	<b>191,903.85</b>	<b>341,594.00</b>
<b>NET INCOME</b>	<b>-21,103.88</b>	<b>-0.00</b>	<b>174,631.12</b>	<b>0.00</b>		<b>0.00</b>
<b>563191 - CAPITAL EXPENSE</b>						
SIDEWALKS	0.00	0.00	0.00	0.00	\$ -	0.00
<b>TOTAL 563191 - CAPITAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>	<b>0.00</b>
<b>TOTAL ADJ'D EXPENSES</b>	<b>23,899.07</b>	<b>28,466.17</b>	<b>131,255.15</b>	<b>170,797.00</b>	<b>191,903.85</b>	<b>341,594.00</b>
<b>NET ADJ'D INCOME</b>	<b>-21,103.88</b>	<b>-0.00</b>	<b>174,631.12</b>	<b>0.00</b>		<b>0.00</b>

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

Vendor	Date	Memo	Account	Amount
<b>BRIGHTVIEW LANDSCAPE MAINTENANCE</b>				
	03/15/2018	CLEARING OF NATIVE ISLAND/ STRAW/ MULCH	COMMON AREA ENHANCEMENTS	1,850.00
	03/29/2018	FEBRUARY 2018 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,166.37
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>17,016.37</u>
<b>CHELCO</b>				
	03/08/2018	FEB STREET, SIGN LIGHTS AND IRRIGATION SERVICE	ELEC LIGHTS & PUMPS	1,477.54
	03/29/2018	MAR STREET, SIGN LIGHTS AND IRRIGATION SERVICE	ELEC LIGHTS & PUMPS	1,445.75
Total CHELCO				<u>2,923.29</u>
<b>J'S PROFESSIONAL HOME SERVICES, LLC</b>				
	03/15/2018	WOODLANDS - INSTALLATION/ PAINTING	SIGN STREET	831.00
Total J'S PROFESSIONAL HOME SERVICES, LLC				<u>831.00</u>
<b>OKALOOSA CO TAX COLLECTOR</b>				
	03/15/2018	022818 TAX	TAX COLLECTOR COMMISSION	55.90
Total OKALOOSA CO TAX COLLECTOR				<u>55.90</u>
<b>OKALOOSA COUNTY PROPERTY APPRAISOR</b>				
	03/15/2018	2ND QUARTER PROPERTY TAX JAN-MAR 2018	PROPERTY APPRAISER	1,072.51
Total OKALOOSA COUNTY PROPERTY APPRAISOR				<u>1,072.51</u>
<b>PROGRESSIVE MANAGEMENT OF AMERICA, INC.</b>				
	03/15/2018	MGMT FEES	ADMIN MANAGEMENT FEES	2,000.00
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,000.00</u>
<b>TOTAL</b>				<u><u>23,899.07</u></u>

OKALOOSA COUNTY BACC  
PROPERTY TAX TRANSACTION ANALYSIS

SUNGARD PENTAMATION, INC.  
DATE: 04/02/2018  
TIME: 13:41:11

DEPARTMENT: 1695 - BLUEWATER BAY MSBU

ACCOUNT DATE	F/C	ENCUMBRANCE	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
03/15/18 21		PS-CONSULTANT	V1804039	21700138	PROGRESSIVE MGMT	2,000.00	.00	MONTHLY MGMT FEE
TOTAL		PS-CONSULTANT				2,000.00	.00	
03/15/18 21		CS-LAWN SERVICE	1804952	21600187	BRIGHTVIEW LANDS	1,850.00	.00	BWB MSBU
03/29/18 21		CS-LAWN SERVICE	1804248	21600187	BRIGHTVIEW LANDS	15,166.37	.00	FEB2018
TOTAL		CS-LAWN SERVICE				17,016.37	.00	
03/08/18 21		UTILITIES-LIGHTING	1803817	001924	CHOCTAWHATCHEE E	1,477.54	.00	BWB MSBU
03/29/18 21		UTILITIES-LIGHTING	1804249	001924	CHOCTAWHATCHEE E	1,445.75	.00	BWB MSBU
TOTAL		UTILITIES-LIGHTING				2,923.29	.00	
03/15/18 21		COMMISSIONS-PROP APPRAISE	V1803955	004028	MAK EUSBEE	1,072.51	.00	BWB MSBU
TOTAL		COMMISSIONS-PROP APPRAISE				1,072.51	.00	
03/12/18 24		COMMISSIONS-TAX COLLECTOR		000004	BENJAMIN F ANDER	55.90	.00	022818
TOTAL		COMMISSIONS-TAX COLLECTOR				55.90	.00	ACH
03/15/18 21		SIGN MATERIALS	1804010	21800073	J'S PROFESSIONAL	831.00	.00	BWB MSBU
TOTAL		SIGN MATERIALS				831.00	.00	
TOTAL		BLUEWATER BAY MSBU				23,899.07	.00	
TOTAL		M.S.B.U. FUND				23,899.07	.00	
TOTAL REPORT						23,899.07	.00	

CERTIFIED: FUND DEPARTMENT F TEL DEPARTMENT ACCOUNT  
 DEPARTMENT ON: FUND DEPARTMENT TOTL DEPARTMENT  
 PAGE BREAKS ON: FUND DEPARTMENT TOTL

FUND: 113 M.S.B.U. FUND  
 DEPARTMENT: TEL-1555R BLUEWATER BAY REVENUE  
 DEPARTMENT-1095R BLUEWATER BAY REVENUE

ACCOUNT	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
325212 BLUEWATER BAY ASSESSMENT	317,900.00	2,795.19	.00	305,795.68	12,104.32	96.19
361101 INTEREST ON TIME DEPOSIT	.00	.00	.00	90.59	-90.59	.00
386701 TRF FROM TAX COLL-EX FEE	.00	.00	.00	.00	.00	.00
389901 BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
TOTAL BLUEWATER BAY REVENUE	369,041.00	2,795.19	.00	305,886.27	63,154.73	82.89
TOTAL BLUEWATER BAY REVENUE	369,041.00	2,795.19	.00	305,886.27	63,154.73	82.89
TOTAL M.S.B.U. FUND	369,041.00	2,795.19	.00	305,886.27	63,154.73	82.89
TOTAL REPORT						