



# Bluewater Bay Municipal Benefit Services Unit

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

## Finance Committee Report

### Review of April 2019 Financials

- \$5,823 of assessments & interest was collected in April.
  - Total Y-T-D Collected - \$304,355
- \$54,163 of expenses were incurred for the month includes the following:
  - Total Y-T-D Expense - \$196,705
    - Management Fee Expense – March/ April Management Fees (\$4,400)
    - Common Area Enhancement – Cleanup Muir Island (\$200); Hwy 20 Installation of Flowers/ Pine straw (\$4,389); Sod Installation (\$4,391)
    - Landscape Contract – Monthly Landscape Services – March/ April 2019 (\$30,788)
    - Landscape Irrigation – Irrigation Repairs (\$4,681); Replace Foot Valve on Jet Pump (\$1,170)
    - Utilities – Lighting – March/ April Services (\$2,925)
    - Tax Collector Commission - (\$114)
    - Office Supplies – Print Board Meeting Packages (\$68)
    - Sign R&M – Paint Signs – Oaklake & St. Andrews (\$687); Replacement Flags (\$350)

### Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	304,354.61	Cash Balance	51,141.00
Outstanding Assessments	28,007.16	2018/19 Reserve Funding	31,667.54
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(164,042.88)	2018 Committed Expenses	(24,149.21)
Expenditures	(196,704.84)	Balance Cash (Carry Over)	
<b>Subtotal</b>	<b>(11,042.62)</b>	Included - FYE 2019 Budget	(17,343.33)
		Playground Enhancement	(8,000.00)
Add:		Woodlands Sidewalk Project	(31,288.20)
2018 Committed Expense Funding	24,149.21	DOT Landscape Grant	(500.00)
<b>Balance</b>	<b>13,106.59</b>	<b>Balance</b>	<b>1,527.80</b>

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

**NOTE:** The final year-end reconciliation has not been provided by Okaloosa County. Once completed, 2018/2019 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: \$11,538.65 (EXCLUDES **\*\*\*OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

### **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. – **SCHEDULED FOR APRIL/ MAY 2019**

### **08/14/18 Meeting**

**\$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/ AWAITING INVOICE**

### **09/11/18 Meeting**

**\$2,728.00** - Judy Griffin motioned to approve the irrigation throughout Bluewater 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. – **COMPLETED/ AWAITING INVOICE**

### **11/13/18 Meeting**

**\$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/ AWAITING INVOICE**

### **04/09/19 Meeting**

**\$3,485.65** - Judy motioned to install 5-16-foot white Natchez Crepe Myrtle trees at the cost of 697.13 per tree on Bluewater Blvd. The Total project will cost \$3485.65 and to keep them in a straight line. Steve Boswell seconded. Motion Approved Unanimously.

## **\*\*Other Committed Project Expense Funds**

### **06/12/18 Meeting**

**\$8,000.00** - David Vardaman motioned that MSBU would commit/allocate \$8,000.00 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.

### **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. – Board Approved 11/13/18.

# BLUEWATER BAY MSBU

## STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

APRIL 30, 2019

ACCOUNT DESCRIPTION	April Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
<b>REVENUE</b>							
325212 - BLUEWATER BAY ASSESSMENTS	5,696.64	27,653.18	303,831.05	28,007.16	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	126.02	0.00	523.56	0.00	523.56	0.00	0.00
<b>TOTAL REVENUE</b>	<b>5,822.66</b>	<b>29,098.46</b>	<b>304,354.61</b>	<b>45,350.49</b>	<b>349,705.10</b>	<b>0.00</b>	<b>349,181.54</b>
<b>EXPENSES</b>							
<b>531100 - PS CONSULTANT</b>							
ADMIN MANAGEMENT FEES	4,400.00	2,200.00	15,200.00	13,200.00	28,400.00	-2,000.00	26,400.00
WEBSITE MAINTENANCE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>531100 - PS CONSULTANT</b>	<b>4,400.00</b>	<b>2,200.00</b>	<b>15,200.00</b>	<b>13,200.00</b>	<b>28,400.00</b>	<b>-2,000.00</b>	<b>26,400.00</b>
<b>534607 - CS LAWN SERVICE</b>							
COMMON AREA ENHANCEMENTS	8,980.41	1,583.33	14,163.82	2,925.00	17,088.82	1,911.18	19,000.00
CHRISTMAS TREE LIGHTS	0.00	316.67	3,715.00	0.00	3,715.00	85.00	3,800.00
LANDSCAPE CONTRACT	30,787.66	15,393.83	122,923.18	76,969.15	199,892.33	-15,166.36	184,725.97
LANDSCAPE IRRIGATION	5,850.50	833.33	11,112.53	2,728.00	13,840.53	-3,840.53	10,000.00
TREE MAINTENANCE & REMOVAL	0.00	833.33	8,080.00	5,885.65	13,965.65	-3,965.65	10,000.00
<b>TOTAL 534607 - CS LAWN SERVICE</b>	<b>45,618.57</b>	<b>18,960.50</b>	<b>159,994.53</b>	<b>88,507.80</b>	<b>248,502.33</b>	<b>-20,976.36</b>	<b>227,525.97</b>
<b>543003 - UTILITIES LIGHTING</b>							
ELEC LIGHTS & PUMPS	2,924.71	1,525.00	8,990.15	9,309.85	18,300.00	0.00	18,300.00
<b>Total 543003 - UTILITIES LIGHTING</b>	<b>2,924.71</b>	<b>1,525.00</b>	<b>8,990.15</b>	<b>9,309.85</b>	<b>18,300.00</b>	<b>0.00</b>	<b>18,300.00</b>
<b>543010 - UTILITIES WATER &amp; SEWER</b>							
WATER (IRRIGATION)	0.00	200.00	0.00	0.00	0.00	2,400.00	2,400.00
<b>TOTAL 543010 - UTILITIES WATER &amp; SEWER</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,400.00</b>	<b>2,400.00</b>
<b>545010 - INSURANCE GENERAL LIABILITY</b>							
DIRECTOR & OFFICER LIABILITY	0.00	183.33	0.00	2,300.00	2,300.00	-100.00	2,200.00
GENERAL LIABILITY	0.00	100.00	0.00	1,400.00	1,400.00	-200.00	1,200.00
<b>TOTAL 545010 - INSURANCE GENERAL LIABILITY</b>	<b>0.00</b>	<b>283.33</b>	<b>0.00</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>-300.00</b>	<b>3,400.00</b>
<b>545901 - COMMISSIONER BONDS</b>							
SECURITY BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
<b>TOTAL 545010 - 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>
<b>549004 - COMMISSIONS PROPERTY APPRAISER</b>							
PROPERTY APPRAISER	0.00	420.33	2,016.22	3,027.72	5,043.94	0.00	5,043.94
<b>TOTAL 549004 - COMMISSIONS PROP APPRAISER</b>	<b>0.00</b>	<b>420.33</b>	<b>2,016.22</b>	<b>3,027.72</b>	<b>5,043.94</b>	<b>0.00</b>	<b>5,043.94</b>
<b>549005 - COMMISSION TAX COLLECTOR</b>							
TAX COLLECTOR COMMISSION 2%	113.93	553.06	6,076.62	560.14	6,636.76	0.00	6,636.76
<b>TOTAL 549005 - COMMISSIONS TAX COLLECTOR</b>	<b>113.93</b>	<b>553.06</b>	<b>6,076.62</b>	<b>560.14</b>	<b>6,636.76</b>	<b>0.00</b>	<b>6,636.76</b>
<b>549901 - LEGAL ADVERTISING</b>							
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

APRIL 30, 2019

ACCOUNT DESCRIPTION	April Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
<b>551001 -OFFICE SUPPLIES</b>							
OFFICE SUPPLIES	67.73	83.33	335.12	200.00	535.12	464.88	1,000.00
<b>TOTAL 551001 -OFFICE SUPPLIES</b>	67.73	83.33	335.12	200.00	535.12	464.88	1,000.00
<b>552013 - SIGN MATERIALS</b>							
SIGN R&M	1,037.67	250.00	2,274.70	0.00	2,274.70	725.30	3,000.00
SIGN STREET	0.00	666.67	180.00	0.00	180.00	7,820.00	8,000.00
<b>TOTAL 552013 - SIGN MATERIALS</b>	1,037.67	916.67	2,454.70	0.00	2,454.70	8,545.30	11,000.00
<b>599010 - RESERVES &amp; SUPPLEMENTAL</b>							
RESERVE ALLOCATION	0.00	2,765.32	1,537.50	31,646.32	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	1,537.50	30,130.04	31,667.54	0.00	31,667.54
<b>Total EXPENSES</b>	54,162.61	27,814.52	196,704.84	148,635.55	345,340.39	-11,566.18	333,774.21
<b>NET INCOME</b>	-48,339.95	1,283.94	107,649.77	-103,285.06	4,364.71		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>	54,162.61	29,098.46	196,704.84	164,042.88	360,747.72	3,841.15	349,181.54
<b>NET ADJ'D INCOME</b>	-48,339.95	-0.00	107,649.77	-118,692.39	-11,042.62		0.00

**Blewater Bay MSBU**  
**Expenses by Vendor Detail**  
**APRIL 2019**

Vendor	Date	Memo	Account	Amount
<b>BRIGHTVIEW LANDSCAPE MAINTENANCE</b>				
	04/11/2019	IRRIGATION REPAIRS	LANDSCAPE IRRIGATION	1,110.00
	04/11/2019	REPLACE FOOT VALVE ON JET PUMP	LANDSCAPE IRRIGATION	1,170.00
	04/11/2019	0319 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,393.83
	04/11/2019	0419 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,393.83
	04/18/2019	CLEAN UP SMALL ISLAND	COMMON AREA ENHANCEMENTS	200.00
	04/25/2019	IRRIGATION REPAIRS	LANDSCAPE IRRIGATION	3,570.50
	04/25/2019	HWY 20 SIGN - INSTALLATION OF FLOWER/ PINESTRAW	COMMON AREA ENHANCEMENTS	4,389.24
	04/25/2019	SOD INSTALLATION	COMMON AREA ENHANCEMENTS	4,391.17
<b>Total BRIGHTVIEW LANDSCAPE MAINTENANCE</b>				<b>45,618.57</b>
<b>CHELCO</b>				
	04/11/2019	MARCH 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,446.66
	04/18/2019	APRIL 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,478.05
<b>Total CHELCO</b>				<b>2,924.71</b>
<b>J'S PROFESSIONAL HOME SERVICES, LLC</b>				
	04/11/2019	PAINT ST. ANDREW'S SIGN	SIGN R&M	390.00
	04/11/2019	PAINT OAKLAKE SIGN	SIGN R&M	297.67
<b>Total J'S PROFESSIONAL HOME SERVICES, LLC</b>				<b>687.67</b>
<b>OKALOOSA CO TAX COLLECTOR</b>				
	04/15/2019	033119 TAXES	TAX COLLECTOR COMMISSION	113.93
<b>Total OKALOOSA CO TAX COLLECTOR</b>				<b>113.93</b>
<b>PROGRESSIVE MANAGEMENT OF AMERICA, INC.</b>				
	04/11/2019	0319 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
	04/11/2019	FLAG REPLACEMENT	SIGN R&M	350.00
	04/11/2019	0419 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
	04/11/2019	0219 BOARD MEETING COPIES	OFFICE SUPPLIES	31.20
	04/11/2019	0319 BOARD MEETING COPIES	OFFICE SUPPLIES	36.53
<b>Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.</b>				<b>4,817.73</b>
<b>TOTAL</b>				<b>54,162.61</b>

SUNGARD PENTAMATION, INC.  
 DATE: 05/06/2019  
 TIME: 06:36:15

OKALOOSA COUNTY BOCC  
 REVENUE STATUS REPORT

PAGE NUMBER: 1

SELECTION CRITERIA: revlgedr.key\_orgn='1695R'  
 ACCOUNTING PERIOD: 7/19

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	5,696.64	.00	303,831.05	16,168.95	94.95
361101	INTEREST ON TIME DEPOSIT	.00	126.02	.00	523.56	-523.56	.00
386701	TRF FROM TAX COLL-EX FEE	.00	.00	.00	.00	.00	.00
389901	BALANCES-CASH	93,946.00	.00	.00	.00	93,946.00	.00
	TOTAL BLUEWATER BAY REVENUE	413,946.00	5,822.66	.00	304,354.61	109,591.39	73.53
	TOTAL BLUEWATER BAY REVENUE	413,946.00	5,822.66	.00	304,354.61	109,591.39	73.53
	TOTAL M.S.B.U. FUND	413,946.00	5,822.66	.00	304,354.61	109,591.39	73.53
	TOTAL REPORT	413,946.00	5,822.66	.00	304,354.61	109,591.39	73.53

OKALOOSA COUNTY BOCC  
EXPENDITURE TRANSACTION ANALYSIS

SUNGARD PENTAMATION, INC.  
DATE: 05/06/2019  
TIME: 06:34:10

SELECTION CRITERIA: transact.yr='19' and transact.period='7' and transact.key\_orgn='1695'  
ACCOUNTING PERIOD: 8/19

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							
7/19 04/11/19 21			V1905175	21700138	PROGRESSIVE MGMT	2,200.00	.00	MONTHLY MGMT FEE
7/19 04/11/19 21			V1905175	21700138	PROGRESSIVE MGMT	2,200.00	.00	MONTHLY MGMT FEE
TOTAL						4,400.00	.00	
534607	CS-LAWN SERVICE							
7/19 04/11/19 21			1905084	21600187	BRIGHTVIEW LANDS	1,110.00	.00	BWB MSBU IRRIGATION
7/19 04/11/19 21			1905084	21600187	BRIGHTVIEW LANDS	1,170.00	.00	BWB MSBU FOOT VALVE
7/19 04/11/19 21			1905084	21600187	BRIGHTVIEW LANDS	15,393.83	.00	BWB MSBU MACH19 MAINT
7/19 04/11/19 21			1905084	21600187	BRIGHTVIEW LANDS	15,393.83	.00	BWB MSBU APR19 MAINT
7/19 04/18/19 21			1905304	21600187	BRIGHTVIEW LANDS	200.00	.00	BWB MSBU LANDSCAPE
7/19 04/25/19 21			1905448	21600187	BRIGHTVIEW LANDS	3,570.50	.00	BWB MSBU REPAIRS
7/19 04/25/19 21			1905448	21600187	BRIGHTVIEW LANDS	4,389.24	.00	BWB MSBU HWY 20 SIGN
7/19 04/25/19 21			1905448	21600187	BRIGHTVIEW LANDS	4,391.17	.00	BWB MSBU SOD INSTALL
TOTAL						45,618.57	.00	
543003	UTILITIES-LIGHTING							
7/19 04/11/19 21			1905095	001924	CHOCTAWHATCHEE E	1,446.66	.00	BWB MSBU
7/19 04/18/19 21			1905310	001924	CHOCTAWHATCHEE E	1,478.05	.00	BWB MSBU
TOTAL						2,924.71	.00	
549005	COMMISSIONS-TAX COLLECTOR							
7/19 04/15/19 24				000004	BENJAMIN F ANDER	113.93	.00	033119 TX ACH
TOTAL						113.93	.00	
551001	OFFICE SUPPLIES							
7/19 04/11/19 21			V1905175	21700138	PROGRESSIVE MGMT	31.20	.00	BOARD MEETING COPIES
7/19 04/11/19 21			V1905175	21700138	PROGRESSIVE MGMT	36.53	.00	BOARD MEETING COPIES
TOTAL						67.73	.00	
552013	SIGN MATERIALS							
7/19 04/11/19 21			1905149	21800073	J'S PROFESSIONAL	297.67	.00	BWB MSBU PAINT SIGN
7/19 04/11/19 21			1905149	21800073	J'S PROFESSIONAL	390.00	.00	BWB MSBU PAINT SIGN
7/19 04/11/19 21			V1905175	21700138	PROGRESSIVE MGMT	350.00	.00	REPLACE SIGN
TOTAL						1,037.67	.00	
590010	RESERVE/CASH CARRYFORWARD							
7/19 04/18/19 13					42,805.00		.00	BA-#47
TOTAL					42,805.00		.00	
TOTAL					42,805.00	54,162.61	.00	
TOTAL					42,805.00	54,162.61	.00	
TOTAL REPORT					42,805.00	54,162.61	.00	