



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of May 2019 Financials

- \$1,245 of assessments & interest was collected in April.
 - Total Y-T-D Collected - \$305,076
- \$22,914 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$219,619
 - Management Fee Expense – May Management Fees (\$2,200)
 - Common Area Enhancement – Fence Repairs (\$150)
 - Landscape Contract – Monthly Landscape Services – May 2019 (\$15,394)
 - Landscape Irrigation – Irrigation Repairs (\$836)
 - Tree Maintenance & Removal – Cut 3 Pear Trees & Remove Fallen Tree (\$1,450)
 - Utilities – Lighting – May Services (\$1,461)
 - Directors & Officers Insurance – '19-'20 Annual Insurance Premiums; Actual Premiums \$1,116. Payment Correction In-Process (\$372)
 - Property Appraiser Commission – (\$1,008)
 - Tax Collector Commission - (\$25)
 - Office Supplies – Print Board Meeting Packages (\$18)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	305,844.25	Cash Balance	51,141.00
Outstanding Assessments	26,762.28	2018/19 Reserve Funding	31,667.54
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(148,754.94)	2018 Committed Expenses	(24,149.21)
Expenditures	(219,619.07)	Balance Cash (Carry Over)	
Subtotal	(18,424.15)	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)
Balance	5,725.06	Balance	1,527.80

**** 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: \$16,338.65 (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 \$3,485.65 and to keep them in a straight line. Steve Boswell seconded. Motion Approved Unanimously. – **COMPLETED/ AWAITING INVOICE**

04/14/19 Meeting

\$2,000.00 - Steve Boswell motioned to approve raised pavement markers be installed around the circle by the county. With the motion he requested as many markers be installed but not exceed \$2,000.00. Debbie Stretch seconded the motion. Motion Approved Unanimously. – **NOT YET COMPLETED**

\$2,800.00 - Judy Griffin motioned to approve the demo and installation of new plant material on the southeast corner of Southwinds and Bluewater Blvd at the Traffic Circle. The berm would also be lowered in the demo. The price to complete the project will not exceed \$2,800.00 to complete. Steve Boswell seconded. Motion Approved Unanimously. – **NOT YET COMPLETED**

****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

MAY 31, 2019

ACCOUNT DESCRIPTION	April Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	1,244.88	27,653.18	305,075.93	26,762.28	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	244.76	0.00	768.32	0.00	768.32	0.00	0.00
TOTAL REVENUE	1,489.64	29,098.46	305,844.25	44,105.61	349,949.86	0.00	349,181.54
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	2,200.00	17,400.00	11,000.00	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
531100 - PS CONSULTANT	2,200.00	2,200.00	17,400.00	11,000.00	28,400.00	-2,000.00	26,400.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	150.00	1,833.33	14,313.82	7,725.00	22,038.82	-38.82	22,000.00
CHRISTMAS TREE LIGHTS	0.00	316.67	3,715.00	0.00	3,715.00	85.00	3,800.00
LANDSCAPE CONTRACT	15,393.83	15,393.83	138,317.01	61,575.32	199,892.33	-15,166.36	184,725.97
LANDSCAPE IRRIGATION	836.34	833.33	11,948.87	2,728.00	14,676.87	323.13	15,000.00
TREE MAINTENANCE & REMOVAL	1,450.00	833.33	9,530.00	5,885.65	15,415.65	-5,415.65	10,000.00
TOTAL 534607 - CS LAWN SERVICE	17,830.17	19,210.50	177,824.70	77,913.97	255,738.67	-20,212.70	235,525.97
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,461.10	1,525.00	10,451.25	7,848.75	18,300.00	0.00	18,300.00
Total 543003 - UTILITIES LIGHTING	1,461.10	1,525.00	10,451.25	7,848.75	18,300.00	0.00	18,300.00
543010 - UTILITIES WATER & SEWER							
WATER (IRRIGATION)	0.00	200.00	0.00	0.00	0.00	2,400.00	2,400.00
TOTAL 543010 - UTILITIES WATER & SEWER	0.00	200.00	0.00	0.00	0.00	2,400.00	2,400.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	372.00	183.33	372.00	2,300.00	2,672.00	-472.00	2,200.00
GENERAL LIABILITY	0.00	100.00	0.00	1,400.00	1,400.00	-200.00	1,200.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	372.00	283.33	372.00	3,700.00	4,072.00	-672.00	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	1,008.11	420.33	3,024.33	2,019.61	5,043.94	0.00	5,043.94
TOTAL 549004 - COMMISSIONS PROP APPRAISER	1,008.11	420.33	3,024.33	2,019.61	5,043.94	0.00	5,043.94
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	24.90	553.06	6,101.52	535.24	6,636.76	0.00	6,636.76
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	24.90	553.06	6,101.52	535.24	6,636.76	0.00	6,636.76
549901 - LEGAL ADVERTISING							
ADVERTISING	0.00	16.67	0.00	0.00	0.00	200.00	200.00
TOTAL 549901 - LEGAL ADVERTISING	0.00	16.67	0.00	0.00	0.00	200.00	200.00

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

MAY 31, 2019

ACCOUNT DESCRIPTION	April Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	17.95	83.33	353.07	200.00	553.07	446.93	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	17.95	83.33	353.07	200.00	553.07	446.93	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	250.00	2,274.70	0.00	2,274.70	725.30	3,000.00
SIGN STREET	0.00	0.00	180.00	0.00	180.00	-180.00	0.00
TOTAL 552013 - SIGN MATERIALS	0.00	250.00	2,454.70	0.00	2,454.70	545.30	3,000.00
599010 - RESERVES & SUPPLEMENTAL							
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
TOTAL 599010 - RESERVES & SUPPLEMENTAL	0.00	2,638.96	1,537.50	30,130.04	31,667.54	0.00	31,667.54
Total EXPENSES	22,914.23	27,397.85	219,619.07	133,347.61	352,966.68	-19,192.47	333,774.21
NET INCOME	-21,424.59	1,700.61	86,225.18	-89,242.00	-3,016.82		15,407.33
563191 - CAPITAL EXPENSE							
DEM HAZARD MITIGATION GRANT	0.00	1,283.94	0.00	15,407.33	15,407.33	0.00	15,407.33
TOTAL 563191 - CAPITAL EXPENSE	0.00	1,283.94	0.00	15,407.33	15,407.33	15,407.33	15,407.33
TOTAL ADJ'D EXPENSES	22,914.23	28,681.80	219,619.07	148,754.94	368,374.01	-3,785.14	349,181.54
NET ADJ'D INCOME	-21,424.59	416.67	86,225.18	-104,649.33	-18,424.15		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
MAY 2019

Vendor	Date	Memo	Account	Amount
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	05/31/2019	INSTALLATION OF PINESTRAW/ VARIEGATED FLAX	LANDSCAPE IRRIGATION	345.84
	05/31/2019	IRRIGATION REPAIRS	LANDSCAPE IRRIGATION	490.50
	05/31/2019	FLUSH CUT 3 PEARTREES & REMOVE A FALLEN TREE	TREE MAINTENANCE & REMOVAL	1,450.00
	05/31/2019	0519 LANDSCAPE CONTRACT	LANDSCAPE CONTRACT	15,393.83
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>17,680.17</u>
CHELCO				
	05/31/2019	MAY 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,461.10
Total CHELCO				<u>1,461.10</u>
FISHER-BROWN				
	05/31/2019	19-'20 ELECTED OFFICIALS	DIRECTORS & OFFICERS LIABILITY	372.00
Total FISHER-BROWN				<u>372.00</u>
OKALOOSA CO TAX COLLECTOR				
	05/31/2019	043019 TX	TAX COLLECTOR COMMISSION	24.90
Total OKALOOSA CO TAX COLLECTOR				<u>24.90</u>
OKALOOSA COUNTY PROPERTY APPRAISOR				
	05/31/2019	3Q19 PROPERTY TAX APR-JUNE 2019	PROPERTY APPRAISER	1,008.11
Total OKALOOSA COUNTY PROPERTY APPRAISOR				<u>1,008.11</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	05/31/2019	0519 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
	05/31/2019	FENCE REPAIRS ON BAY DRIVE	COMMON AREA ENHANCEMENTS	150.00
	05/31/2019	0419 BOARD MEETING COPIES	OFFICE SUPPLIES	17.95
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,367.95</u>
TOTAL				<u><u>22,914.23</u></u>

SUNCARD PENTAMATION, INC.
DATE: 06/04/2019
TIME: 06:47:23

OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='19' and transact.period='8' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 9/19

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							
8 /19 05/23/19 21			1906280	21900114	SOUTHERN OWNERS	372.00	.00	6/19-6/20 7823FL1606
8 /19 05/23/19 21			V1906267	21700138	PROGRESSIVE MGMT	2,200.00	.00	MAY 2019
TOTAL	PS-CONSULTANT				.00	2,572.00	.00	
534607	CS-LAWN SERVICE							
8 /19 05/23/19 21			V1906267	21700138	PROGRESSIVE MGMT	150.00	.00	MAY 2019
8 /19 05/23/19 21			1906177	21600187	BRIGHTVIEW LANDS	345.84	.00	BLUEWATER BAY MSBU
8 /19 05/23/19 21			1906177	21600187	BRIGHTVIEW LANDS	490.50	.00	BLUEWATER BAY MSBU
8 /19 05/23/19 21			1906177	21600187	BRIGHTVIEW LANDS	1,450.00	.00	BLUEWATER BAY MSBU
8 /19 05/23/19 21			1906177	21600187	BRIGHTVIEW LANDS	15,393.83	.00	BLUEWATER BAY MSBU
TOTAL	CS-LAWN SERVICE				.00	17,830.17	.00	
543003	UTILITIES-LIGHTING							
8 /19 05/23/19 21			1906187	001924	CHOCTAWHATCHEE E	1,461.10	.00	BLUEWATER BAY MSBU
TOTAL	UTILITIES-LIGHTING				.00	1,461.10	.00	
549004	COMMISSIONS-PROP APPRAISE							
8 /19 05/23/19 21			V1906178	004028	MACK BUSBEE	1,008.11	.00	BWB MSBU
TOTAL	COMMISSIONS-PROP APPRAISE				.00	1,008.11	.00	
549005	COMMISSIONS-TAX COLLECTOR							
8 /19 05/21/19 24				000004	BENJAMIN F ANDER	24.90	.00	043019 TX
TOTAL	COMMISSIONS-TAX COLLECTOR				.00	24.90	.00	ACH
551001	OFFICE SUPPLIES							
8 /19 05/23/19 21			V1906267	21700138	PROGRESSIVE MGMT	17.95	.00	MAY 2019
TOTAL	OFFICE SUPPLIES				.00	17.95	.00	
TOTAL	BLUEWATER BAY MSBU				.00	22,914.23	.00	
TOTAL	M.S.B.U. FUND				.00	22,914.23	.00	
TOTAL REPORT					.00	22,914.23	.00	