

REQUISITION NO. 575 PURSUANT TO THE CUSTODIAL SERVICE  
AGREEMENT BETWEEN THE HOUSING FINANCE AUTHORITY OF  
MANATEE COUNTY, FLORIDA, AS OWNER, AND U. S. BANK NATIONAL  
ASSOCIATION, AS CUSTODIAN, ACCOUNT #95930830

TO: U. S. Bank National Association, as said Custodian

RE: Payment of fees and costs incurred by Angela A. Abbott, P.A., as the attorney and administrator of the Housing Finance Authority from October 1, 2016 through December 31, 2016, in the amount of \$12,268.63.

You are hereby authorized to pay from the funds of the Owner, the amount of \$12,268.63, and remit same to:

Angela A. Abbott, P.A.  
4420 S. Washington Avenue  
Titusville, FL 32780

This requisition was approved and authorized at a meeting of the Owner with a quorum present and voting on January 10, 2017.

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Chairman of the Housing Finance Authority  
of Manatee County, Florida, as owner

HOUSING FINANCE AUTHORITY OF  
MANATEE COUNTY, FLORIDA

435 12<sup>th</sup> Street West, Suite 117  
Bradenton, Florida 34205  
(877) 264-0334

December 31, 2016

Housing Finance Authority of Manatee County, Florida  
435 12<sup>th</sup> Street West, Suite 117  
Bradenton, FL 34205

Re: Legal Counsel Fees and Expenses  
October 1, 2016 - December 31, 2016

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

10/01/16	Download and store US Bank Trust statements for September, 2016; Research re: Special District Annual fee for FY 2016-17	0.45
10/02/16	Prepare for meeting of October 11, 2016; Initial preparation of agenda package; Draft Requisition Nos. 564, 565, 566, and 567; Update Requisition List; Prepare Requisition List for FY 2015-2016 for audit; Draft Public Depositor Annual report for FY 2015-16; Draft Report to Board of County Commissioners regarding activity for Fiscal Year 2015-2016; Draft email to F. Dodson with same; Draft email to members re: meeting of October 11, 2016; Prepare summary of other HFA programs for Habitat for Humanity and similar organizations; Draft email to members with Sadowski Education Effort 2016 budget	3.90
10/03/16	Review and respond to email with F. Dodson; Telephone conference with M. Hendrickson; Telephone conference with F. Dodson; Prepare agenda packages for October 11, 2016 meeting; Draft email to F. Dodson; Draft email to Green Pony Press; Draft memo to members re: Habitat for Humanity proposal for financing; Prepare electronic agenda package; Draft Requisition No. 568; Review and respond to email with Green Pony re: posting of agenda package to website	3.20
10/04/16	Download and store BNY trust statements for September, 2016; Draft email to professionals with agenda for October 11, 2016 meeting; Draft email to S. Sanford; Draft email to members with	

Paul A. Sharff  
Chairman

James J. Heagerty, Jr.  
1<sup>st</sup> Vice Chairman

Richard M. Pierro  
2<sup>nd</sup> Vice Chairman

Hugh D. Miller  
3<sup>rd</sup> Vice Chairman

Frank R. Dodson, III  
Secretary/Treasurer

Angela A. Abbott  
Attorney/Administrator

	electronic agenda package; Telephone conference with N. Hendrickson (Green Pony); Prepare and mail agenda package to members; Review website posting; Document and store proof of posting of agenda package to website	2.75
10/05/16	Draft email to Manatee County re: agenda for October 11 <sup>th</sup> Board of County Commissioners meeting; Review and respond to email with F. Dodson; Review and store Treasurer's reports for September, 2016; Draft email to P. Sharff; Draft email to members with treasurer's report; Draft email to Green Pony with same for posting to website; Download and store SBA Prime account statements for FY 2015-2016	1.90
10/06/16	Review and respond to email with P. Sharff; Review and respond to email with F. Dodson; Draft email to Manatee County	0.50
10/08/16	Prepare presentation for Board of County Commissioners' meeting of October 11, 2016; Prepare for Authority meeting of October 11, 2016; Prepare amended agenda	2.25
10/09/16	Draft email to all with agenda for October 11, 2016 meeting; Review and respond to email with D. Thomas, S. Leigh and S. Denihan	0.50
10/10/16	Draft email to D. Shoemaker and D. Thomas re: Habitat memo; Prepare for meeting; Prepare supplemental agenda packages; Travel to Bradenton (N/C); Review and respond to email with S. Leigh	1.20
10/11/16	Prepare for and attend Board of County Commissioners meeting re: Reappointment of members; Review mail and update files; Review and respond to email with M. Hendrickson; Prepare for and attend regular Authority meeting; Telephone conference with M. Hendrickson; Telephone conference with S. Leigh; Initial draft of minutes of meeting of October 11, 2016	5.80
10/12/16	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of August 9, 2016, meeting; Draft email to BNY with Requisition No. 566 and DAP Requisition No. 66; Draft email to US Bank with Requisition Nos. 564, 565, 567 and 568; Update minutes book; Draft email to Department of Financial Services with Public Depositor Report for FYE 9/30/16; Draft email to Manatee County Board of County Commissioners with annual report; Draft letter to same with original annual report	2.25

Housing Finance Authority  
of Manatee County, Florida  
December 31, 2016  
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10/13/16	Telephone conference with F. Dodson (message); Draft email to same	0.20
10/14/16	Telephone conference with F. Dodson; Update Requisition List	0.50
10/15/16	Draft of minutes of October 11, 2016 meeting; Review tape of meeting	2.25
10/16/16	Final draft of minutes of October 11, 2016 meeting; Draft email to F. Dodson with same	0.45
10/17/16	Draft letter to Department of Economic Opportunity with Special District fee	0.30
10/18/16	Revise draft of minutes of October 11, 2016 meeting to incorporate F. Dodson changes; Draft email to same with revised draft	0.70
10/19/16	Review email from F. Dodson; Print and scan final minutes of October 11, 2016, for agenda package; Reserve room for November 8, 2016 meeting	0.50
10/20/16	Draft Notice of Meeting for November 8, 2016 meeting; Review and store Treasurer's bond report for September, 2016; Review and respond to email with ICE Data Services Re: SF 1985	0.65
10/21/16	Review email from W. DeSante re: SF 85 bond; Draft email to T. Radicioni (BNY) re: same	0.30
10/22/16	Draft email to W. DeSante with Notice to bondholders	0.20
10/27/16	Draft email re: meeting room availability the week of November 14 <sup>th</sup> ; Draft email to members re: rescheduling of November meeting date; Review emails from members; Telephone conference with P. Sharff	0.85
10/28/16	Draft email to F. Dodson; Draft email to T. Wranovix; Draft email to P. Sharff; Draft email to members re: November 17 <sup>th</sup> meeting; Reserve meeting room for November 17 <sup>th</sup>	0.75
11/01/16	Draft email to all re: rescheduling of November meeting	0.25
11/02/16	Review and respond to email with F. Dodson	0.15
11/03/16	Download and store BNY Mellon and US Bank Trust statements for October, 2016	0.25

11/04/16	Telephone conference with A. Oxley (Shinn & Co.) re: audit; Review and respond to email with same	0.25
11/07/16	Telephone conference with A. Oxley (Shinn & Co.) Re: audit process; Draft email to F. Dodson; Draft notice of cancellation of meeting; Draft email to Jennings conference room for posting; Draft agenda for November 17, 2016 meeting; Draft email to K. Driver re: Habitat Program in Pinellas County; Draft email to D. Brandt re: Habitat Program in Palm Beach County; Draft email to Green Pony re: invoice; Draft 2017 Meeting Schedule; Draft Requisition Nos. 569 and 570	2.25
11/08/16	Review and respond to email with D. Brandt re: Habitat line of credit; Research re: power of HFA to make loan to Habitat; Draft email to S. Sanford re: same; Telephone conference with D. Shoemaker (Habitat); Draft email to F. Dodson	0.95
11/09/16	Review request from Shinn & Co. for documentation for FYE 9/30/16 audit; Compile information for FY 2015-2016 Audit; Draft three emails to A. Oxley with audit information; Research re: SF 2005 I/O strip; Telephone conference with T. Wranovix	1.50
11/10/16	Review and respond to email with A. Oxley (Shinn & Co.); Draft email to US Bank Trust re: change in auditor; Draft email to NALHFA; Complete Records Management Compliance Statement for 2016; Review and respond to email with A. Oxley with copies of Requisitions for audit; Final draft of agenda for November 17, 2016 meeting; Prepare electronic agenda package; Draft email to members and professionals with electronic agenda package; Draft memo to members; Prepare and mail agenda package to members; Draft email to Green Pony with electronic agenda package for website posting; Document and store proof of posting of agenda package to website	3.65
11/11/16	Review and respond to email with FLALHFA survey; Review NALHFA Invoice; Draft Requisition No. 571; Draft Amended Agenda; Draft email to members and professionals with same; Draft email to all with amended agenda; Draft email to Green Pony to post amended agenda and Requisition to website	1.15
11/14/16	Review and respond to email with A. Oxley re: GNMA and DPA custody accounts	0.20
11/15/16	Review and respond to email with Shinn & Co.; Complete audit confirmation process; Telephone conference with D. Shoemaker; Review and respond to email with D. Carpenter (Manatee County); Review and respond to email with F. Dodson	0.85

11/16/16	Prepare for meeting of November 17, 2016; Telephone conference with T. Wranovix; Telephone conference with D. Thomas; Telephone conference with M. Hendrickson; Telephone conference with F. Dodson (.50); Prepare report for meeting; Prepare supplemental agenda packages; Prepare documents for signing	3.10
11/17/16	Travel to and from Bradenton (N/C); Review mail and update files; Review and respond to email with M. Hendrickson; Prepare for and attend Authority meeting; Conference with M. Hendrickson; Initial draft of minutes of meeting of November 17, 2016	4.20
11/18/16	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of October 11, 2016, meeting; Draft email to US Bank with Requisition Nos. 569, 570 and 571; Update minutes book; Draft email to Department of State with Records Management Compliance Statement for FY 2015-2016; Draft Requisition No. 572; Draft email to P. Sharff with same	1.60
11/20/16	Draft email to US Bank with Requisition No. 572; Update Requisition list; Prepare summary of homeownership programs for 2010-2016 for presentation to Manatee County; Prepare summary of multifamily projects financed by the HFA for Manatee County presentation; Review LURAs for Village at Cortez, La Mirada Gardens, Carriage Club, Sabal Palm; Conquistador Village, Braden Lakes and Harbor Pointe Apartments; Verify project addresses; Research re: projects located in unincorporated Manatee County; Draft email to Denise Thomas with summaries	3.75
11/21/16	Research re: authorization to process payments to FA; Review and respond to email with F. Fiorentino (Shinn & Co.) Re: same	0.65
11/22/16	Draft letter to NALHFA with dues for 2017; Draft letter to RASM with membership dues; Review and respond to email with F. Fiorentino re: FA contract extension; Review and respond to email with F. Fiorentino re: new revenue for 2016; Review and respond to email with D. Thomas	1.20
11/23/16	Review and respond to email with Green Pony	0.15
11/26/16	Final draft of minutes of November 17, 2016 meeting; Review tape of meeting; Draft email to F. Dodson with same	2.25
11/28/16	Review and incorporate F. Dodson changes in minutes of November 17, 2016 meeting; Draft email to F. Dodson with final minutes	0.40

11/30/16	Complete Minority Appointment Reporting form for 2015; Draft email to Marianne Lopata with same; Telephone conference with T. Wranovix Re: second OIG subpoena	0.65
12/01/16	Review and respond to email with D. Thomas re: copies of minutes; Review email from T. Wranovix; Review Subpoena Duces Tecum from OIG; Draft email to Attorney L. Davis	0.70
12/02/16	Review and respond to email with Atty. Davis; Draft email to professionals re: cancellation of December 13, 2016 meeting; Draft email to A. Oxley re: audit completion date; Review and respond to email with same; Draft Requisition No. 573; Update Requisition list; Draft email to P. Sharff	1.15
12/04/16	Download and store BNY Mellon and US Bank Trust statements for November, 2016	0.20
12/05/16	Review and respond to email with F. Dodson; Review email from Shinn & Co.; Research questions from auditor; Draft email to F. Dodson re: same; Draft email to F. Dodson re: cancellation of meeting of 12/13/16; Draft email to all re: cancellation of meeting of 12/13/16; Review and respond to email with RBC re: meeting schedule; Review and execute attorney request letter for audit; Draft separate emails to members with Fraud Inquiry forms	1.75
12/06/16	Draft email to F. Dodson; Telephone conference with F. Fiorentino (Shinn & Co.) re: audit questions; Complete Fraud Inquiry Summary; Draft email to Shinn & Co. with legal confirmation letter and Fraud Inquiry Summary; Review and respond to emails with F. Dodson; Review and respond to emails with F. Fiorentino; Draft email to US Bank re: audit confirmations; Research re: Program Services; Review and respond to email with US Bank; Forward R. Pierro response to F. Fiorentino; Draft email to R. Pierro; Review and respond to email with F. Fiorentino	2.15
12/07/16	Review and respond to email with F. Fiorentino re: audit questions	0.20
12/09/16	Review email from F. Fiorentino; Draft email to F. Dodson; Draft email to R. Pierro; Review Florida Statutes re: timing of completion of audit; Draft email to F. Dodson re: same; Review and respond to email with A. Oxley; Telephone conference with F. Dodson	1.40
12/12/16	Review Assessment of Fair Housing Plan for presentation to the Board of County Commissioners on December 13, 2016	0.35

12/13/16	Review presentation of Redevelopment and Economic Opportunity Department and Fair Housing Plan at Board of County Commissioners' meeting; Review and respond to email with F. Dodson; Review and store Treasurer's reports for November, 2016	1.25
12/20/16	Review and respond to email with F. Fiorentino; Draft email to the Bradenton Herald re: publication of 2017 Meeting Schedule; Draft email re: posting of meeting schedule to website; Reserve meeting room for January 10, 2017 meeting; Review and approve publication proof; Prepare legal representation letter for audit; Research foreclosure cases and prepare summary for inclusion in audit letter	1.60
12/21/16	Review and respond to email with F. Fiorentino; Revise and email legal representation letter; Draft agenda for January 10, 2017 meeting; Review publisher's affidavit for 2017 Notice of meeting schedule	1.00
12/22/16	Draft email to F. Dodson re: January meeting; Review and respond to email with F. Dodson; Draft email to M. Hendrickson and S. Leigh with draft of financial statements	0.45
12/27/16	Review and respond to email with M. Hendrickson; Review invoice for quarterly retainer; Review draft of financial statements for FYE 9/30/16; Draft email to US Bank re: payment of Requisition No. 573; Initial preparation of agenda packages for January 10, 2017 meeting	1.50
12/28/16	Prepare for meeting of January 10, 2017; Draft email to M. Hendrickson and S. Leigh; Draft email to Shinn & Company re: final financial statements; Initial drafts Requisition Nos. 574, 575, 576 and 577; Draft email to Green Pony; Review and respond to email with Shinn & Co.; Review HFA representation letter; Draft email to F. Dodson re: same	1.90
	77.35 hours x \$150.00/hour	\$11,602.50
Expenses Incurred:		
	Postage and overnight mail	\$ 137.83
	Photocopies and printing	245.70
	Extra Space Storage (October, November and December, 2016)	282.60
	Total Expenses:	\$ 666.13
	Total Due	\$12,268.63