

REQUISITION NO. 581 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 January 1, 2017 through March 31, 2017, in the amount of \$5,891.28.

You are hereby authorized to pay from the funds of the Owner, the amount of \$5,891.28, 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 April 11, 2017.

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

HOUSING FINANCE AUTHORITY OF
MANATEE COUNTY, FLORIDA

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

March 31, 2017

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

Re: Legal Counsel Fees and Expenses
January 1, 2017 - March 31, 2017

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

01/02/17	Initial preparation of electronic agenda package	0.70
01/03/17	Prepare agenda packages; Review final financial statements and invoice from Shinn & Co; Final draft of Requisition No. 574; Draft email to Green Pony re: posting of agenda package to website; Draft email to Members and professionals with agenda package; Draft memo to Members; Draft email to all with agenda; Download and store US Bank trust statements for December, 2016; Review and respond to email with Green Pony; Verify and store posting of agenda package to website; Review and respond to email with M. Hendrickson	2.35
01/04/17	Review and respond to email with P. Sharff; Download and store BNY statements for December, 2016; Review and respond to email with F. Fiorentino re: presentation at meeting of January 10 th ; Review email from H. Miller; Draft email to J. Heagerty; Forward agenda packages to members	1.25
01/07/17	Draft email to D. Thomas with minutes of 11/17/16 meeting	0.20
01/09/17	Review and respond to email with B. Campbell (FHLB); Prepare for meeting of January 10, 2017; Review and respond to email with F. Dodson; Draft email to F. Fiorentino; Review and respond to email with same; Telephone conference with F. Dodson; Draft email to J. Heagerty	2.05

James J. Heagerty, Jr.
Chairman

Richard M. Pierro
1st Vice Chairman

Hugh D. Miller
2nd Vice Chairman

Paul A. Sharff
3rd Vice Chairman

Frank R. Dodson, III
Secretary/Treasurer

Angela A. Abbott
Attorney/Administrator

- 01/10/17 Obtain HUD/FHA Recertification history and current status; Draft email to B. Campbell (FHLB) with same; Prepare for meeting; Travel to and from Bradenton (N/C); Telephone conference with T. Wranovix; Update files; Review mail; Attend regular meeting; Telephone conference with M. Hendrickson; Telephone conference with R. Pierro; Initial draft of minutes of meeting 4.80
- 01/11/17 Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of November 17, 2016 meeting; Draft email to BNY with Requisition No. 576; Draft email to US Bank with Requisition Nos. 574, 575 and 577; Update minutes book; Draft email to members re: NALHFA Conference; Review email from D. Thomas; Draft email to M. Hendrickson and S. Leigh re: same; Update HFA Overview and Summary; Draft email to F. Fiorentino re: Attorney General checklist and filing 3.05
- 01/12/17 Update demographics on loan program; Revise multifamily overview; Draft email to D. Thomas and G. Lopez with HFA overview and other information; Draft emails to FHLB, BNY and US Bank with Financial Statements for FYE 9/30/16; Review AG Checklist; Draft email to F. Fiorentino; Review Annual Financial Report; Draft email to J. Heagerty with instructions to approve Annual Financial Report; Complete and submit AFR; Draft email to F. Fiorentino; Draft email to Florida Auditor General with audit for FYE 9/30/2016 and Auditor General checklist; Draft email to Department of Financial Services with audit for FYE 9/30/16; Draft email to Manatee County (D. Carpenter) re: with electronic copies of audit, AFR and AG Checklist; Draft email to F. Fiorentino 3.20
- 01/13/17 Telephone conference with Department of Financial Services (L. Williams); Telephone conference with M. Hendrickson; Revise officers on HFA letterhead; Draft letters to Auditor General and the Clerk with audit for FYE 9/30/16, Auditor General checklist and Annual Financial Report (AFR); Final preparation of audit distribution packages; Update annual filing list; Draft email to F. Fiorentino re: audit filings; Draft email to Green Pony re: posting of audit to website; Store proof of posting; Draft email to Green Pony re: change in officers for website 2.75

01/18/17	Review and respond to email with Manatee County Financial Management Department re: audit	0.20
01/19/17	Update summary of members, officers and terms; Review and respond to email with D. Thomas re: same	0.35
01/20/17	Review and respond to email with J. Heagerty	0.15
01/23/17	Draft email to J. Heagerty re: cancellation of February 14, 2017 meeting	0.20
01/25/17	Draft email to S. Leigh, M. Hendrickson and T. Wranovix re: cancellation of February 14, 2017 meeting; Draft email to all re: Cancellation of meeting of February 14, 2017	0.40
01/28/17	Review and respond to email with F. Dodson re: meeting dates	0.20
01/30/17	Final draft of minutes of January 10, 2017 meeting; Review tape of meeting	1.95
01/31/17	Draft email to F. Dodson with draft of minutes	0.20
02/01/17	Review CCPC reports for LaMirada Gardens for July through December, 2016	0.30
02/02/17	Download and store SBA statements for October, 2016, through January, 2017	0.35
02/04/17	Incorporate F. Dodson changes in minutes; Draft email to F. Dodson with final draft of minutes; Download and store US Bank account statements for Jan. 2017	0.80
02/05/17	Download and store BNY Mellon account statements for Jan. 2017	0.30
02/06/17	Review and store Bond Report for January, 2017	0.10
02/13/17	Review, print and store January, 2017 Treasurer's reports; Draft email to Green Pony re: website edit	0.30
02/24/17	Review US Bank invoice; Draft email to F. Dodson with same	0.30

02/27/17	Draft email to A. Bhim (US Bank) re: trustee fee	0.20
03/01/17	Telephone conference with T. Wranovix; Draft email to S. Leigh and M. Hendrickson re: cancellation of March 14, 2017 meeting; Draft email to J. Heagerty re: same	0.50
03/02/17	Draft email to all re: cancellation of March 14, 2017 meeting; Download and store BNY Mellon account statements for February, 2017; Download and store US Bank account statements for February, 2017	0.90
03/06/17	Review and store February, 2017 bond report	0.10
03/07/17	Review and respond to email with F. Dodson re: DPA custody account fee; Research re: same; Review, print and store treasurer's report for February, 2017; Draft email to US Bank re: deduction of fee from GNMA custody account	0.75
03/08/17	Review and respond to email with US Bank (Amanda Kumar); Draft email to F. Dodson re: same	0.25
03/14/17	Draft email to members re: NALHFA Conference	0.20
03/15/17	Draft Requisition No. 579; Draft email to US Bank with same	0.40
03/19/17	Draft Requisition No. 580; Review and respond to email with M. Hendrickson and S. Leigh; Update Requisition list	0.65
03/20/17	Draft email to J. Heagerty; Draft email to RBC Capital Markets; Draft email to US Bank with Requisition No. 580; Draft email to members; Draft Registrations for NALHFA Conference; Draft letter to NALHFA with Conference Registrations and check; Review and respond to email with F. Dodson	1.60
03/23/17	Review and respond to email with R. Pierro; Telephone conference with NALHFA	0.40
03/25/17	Initial draft of agenda for April 11, 2017 meeting; Reserve meeting room for meeting of April 11, 2017	0.65
03/29/17	Draft email to members re: attendance at meeting of April 11, 2017; Draft Notice of Meeting for April 11, 2017	0.50

03/30/17	Draft emails to F. Dodson and R. Pierro; Publish Notice of Meeting for April 11, 2017	0.40
03/31/17	Final draft of agenda for April 11, 2017 meeting; Initial preparation of agenda packages	1.50
	35.45 hours x \$150.00/hour	<u>\$ 5,317.50</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 69.78
	Bradenton Herald:	
	Notice of 2017 Meeting Schedule	58.50
	Photocopies and printing	129.60
	Extra Space Storage (January, February and March, 2017)	<u>315.90</u>
	Total Expenses:	<u>\$ 573.78</u>
	Total Due	\$ 5,891.28 =====