

REQUISITION NO. 589 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 April 1, 2017 through May 31, 2017, in the amount of \$5,537.59.

You are hereby authorized to pay from the funds of the Owner, the amount of \$5,537.59, 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 June 13, 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

May 31, 2017

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

Re: Legal Counsel Fees and Expenses
April 1, 2017 - May 31, 2017

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

04/01/17	Prepare agenda packages for April 11, 2017 meeting; Draft email to Green Pony re: invoice; Draft Requisition Nos. 581, 582, 583, 584, and 585, DAP Requisition No. 67; Update Requisition List; Initial preparation of electronic agenda package	3.25
04/02/17	Revise Agenda for April 11, 2017; Preparation of agenda packages; Download and store US Bank statements for March, 2017	1.50
04/03/17	Review and respond to email with P. Sharff; Review NALHFA registration refund policy; Telephone conference with F. Dodson; Final draft of Requisitions; Preparation of agenda packages; Draft email to professional with draft of agenda	1.85
04/04/17	Download and store BNY Mellon statements for March, 2017; Review and respond to email with F. Dodson; Review and respond to email with J. Heagerty; Review and respond to email with S. Leigh; Final preparation of agenda packages; Draft memo to members; Draft email to H. Miller; Draft email to R. Pierro and P. Sharff; Draft email to Green Pony re: posting of agenda package to website; Draft email to Members and professionals with agenda package; Draft email to all with agenda; Draft email with corrected FA memo	4.20

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

04/05/17	Review and respond to email with Green Pony; Verify and store posting of agenda package to website; Review and respond to email with F. Dodson; Review and store Treasurer's report for March, 2017	0.70
04/06/17	Draft email to S. Leigh and M. Hendrickson	0.20
04/10/17	Prepare for meeting of April 11, 2017; Draft email to Habitat for Humanity re: status; Telephone conference with S. Leigh	1.25
04/11/17	Prepare for meeting; Travel to and from Bradenton (N/C); Update files; Review mail; Conference with S. Leigh; Attend regular meeting; Initial draft of minutes of meeting; Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of January 10, 2017 meeting; Draft email to BNY with Requisition Nos. 582, 584 and DAP Requisition No. 67; Draft email to US Bank with Requisition Nos. 581, 583 and 585; Update minutes book	5.70
04/12/17	Review and respond to email with D. Brandt re: bond counsel contract; Download and store SBA statements for February and March, 2017; Draft email to R. Pierro, J. Heagerty and P. Sharff re: NALHFA event	0.65
04/14/17	Draft of minutes of meeting of April 11, 2017; Review tape of meeting of April 11, 2017	2.00
04/15/17	Final draft of minutes of April 11, 2017; Draft email to F. Dodson with same	0.70
04/17/17	Incorporate F. Dodson's changes into minutes of April 11, 2017 meeting; Review and respond to email with F. Dodson	0.30
04/21/17	Review and respond to email with RBC; Draft Travel vouchers and Itinerary for NALHFA Conference; Research 2017 mileage rates and 2017 per diem rates for San Francisco; Draft separate emails to R. Pierro and J. Heagerty with conference information	1.25
04/25/17	Draft email to members re: rescheduling of May, 2017 meeting; Review and respond to email with H. Miller	0.40
05/01/17	Draft email to J. Heagerty re: May meeting date	0.15

05/02/17	Telephone conference with J. Heagerty; Review and revise travel voucher; Draft email to J. Heagerty	0.65
05/03/17	Draft email to confirm meeting room for May 23, 2017; Draft email to all re: rescheduling of May meeting	0.50
05/05/17	Review and respond to email with Manatee County; Review Manatee County website information for HFA; Review Sadowski funding summary; Forward to member; Review travel voucher for R. Pierro; Draft email to same	1.10
05/06/17	Initial draft of agenda for May 23, 2017 meeting; Download and store US Bank statements for April, 2017; Download and store BNY Mellon statements for April, 2017	0.80
05/08/17	Review and respond to email with R. Pierro	0.15
05/09/17	Review and respond to email with R. Pierro; Draft Requisition No. 586; Scan and store travel vouchers and receipts; Draft email to US Bank with Requisition No. 586	0.65
05/14/17	Draft FLALHFA journal entry for 2017; Draft email to S. Leigh with same	0.75
05/15/17	Draft email to all re: next meeting; Draft email re: meeting room reservation	0.50
05/17/17	Draft email to members re: FLALHFA Conference attendance	0.20
05/18/17	Draft email to P. Sharff; Draft email to J. Heagerty; Draft Requisition No. 588; Draft email to US Bank with same	0.70
05/21/17	Prepare FLALHFA Conference Registrations for F. Dodson, R. Pierro, and P. Sharff; Draft email to FLALHFA with same	0.75
05/25/17	Initial draft of Agenda for June 13, 2017 meeting; Initial preparation of agenda packages; Draft letter to FLALHFA with checks for conference registrations	1.55
05/28/17	Draft email to Green Pony re: website changes	0.35

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05/30/17	Review website changes and invoice from Green Pony; Review and respond to email with Green Pony	0.20
05/31/17	Preparation of agenda packages for June 13, 2017; Draft and publish Notice of Meeting form June 13, 2017	1.25
	34.20 hours x \$150.00/hour	<u>\$ 5,130.00</u>

Expenses Incurred:

Postage and overnight mail	\$ 58.36
Bradenton Herald:	
Notice of April 11, 2017 Meeting	40.95
Photocopies and printing	108.00
Extra Space Storage (April and May, 2017)	<u>200.28</u>
Total Expenses:	<u>\$ 407.59</u>

Total Due	<u>\$ 5,537.59</u> =====
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