

REQUISITION NO. 597 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 June 1, 2017 through July 31, 2017, in the amount of \$5,289.42.

You are hereby authorized to pay from the funds of the Owner, the amount of \$5,289.42, 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 August 8, 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

July 31, 2017

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

Re: Legal Counsel Fees and Expenses
June 1, 2017 - July 31, 2017

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

06/01/17	Download and store US Bank statements for May, 2017	0.20
06/02/17	Download and store BNY Mellon statements for May, 2017	0.20
06/03/17	Prepare agenda packages; Draft Requisition Nos. 589, 590 and 591	1.50
06/05/17	Review and store May Treasurer's report; Review and respond to email with F. Dodson; Draft email to J. Heagerty; Final preparation of agenda packages for June 13, 2017 meeting; 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 memo to members	3.50
06/06/17	Review and respond to email with H. Miller; Draft email to R. Pierro; Draft email to Green Pony; Verify and store posting of agenda package to website; Telephone conference with R. Pierro; Draft email to H. Miller	1.10
06/07/17	Telephone conference with F. Dodson	0.20
06/08/17	Review and store bond program report for May, 2017	0.10
06/09/17	Review FA invoice; Draft Requisition No. 592; Draft email to US Bank with same	0.50

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

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06/12/17	Prepare for meeting of June 13, 2017; Draft email to H. Miller	1.50
06/13/17	Prepare for meeting; Travel to and from Bradenton (N/C); Telephone conference with J. Heagerty; Update files; Review mail; Conference with S. Leigh; Attend regular meeting; Initial draft of minutes of meeting	4.80
06/14/17	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of April 11, 2017 meeting; Draft email to BNY with Requisition Nos. 590 and DAP Requisition No. 32; Draft email to US Bank with Requisition Nos. 589 and 591; Update minutes book; Draft email to H. Miller	2.50
06/15/17	Review and respond to public records request regarding employees	0.25
06/17/17	Draft minutes of meeting of June 13, 2017	1.50
06/20/17	Draft email to F. Dodson, R. Pierro and P. Sharff re: bus tour	0.20
06/22/17	Review and respond to email with F. Dodson	0.10
06/23/17	Draft email to F. Dodson, R. Pierro and P. Sharff re: FLALHFA events; Review and respond to email with F. Dodson, P. Sharff and R. Pierro	0.30
06/27/17	Draft Travel Vouchers for F. Dodson, P. Sharff and R. Pierro for FLALHFA Conference; Draft Itinerary; Draft separate email to F. Dodson, R. Pierro and P. Sharff with FLALHFA Conference information	1.80
07/03/17	Download and store US Bank statements for June, 2017	0.15
07/04/17	Draft minutes of June 13, 2017 meeting; Download and store BNY Mellon statements for June, 2017; Draft email to J. Heagerty	1.75
07/05/17	Draft email to all re: cancellation of July 11, 2017 meeting; Reserve meeting room for August 8, 2017 meeting; Review and respond to email with F. Dodson	0.55
07/09/17	Review and respond to email with F. Dodson; Review and store Treasurer's reports for June, 2017; Review and store budget resolution for 2017-2018; Review tape of meeting of June 13, 2017; Final draft of minutes of June 13, 2017 meeting; Draft email to F. Dodson with same	2.50

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07/17/17	Review Travel Voucher for P. Sharff; Initial draft of Requisition No. 594; Review and respond to email with P. Sharff	0.40
07/18/17	Review and respond to email with F. Dodson	0.15
07/19/17	Incorporate F. Dodson changes in minutes of June 13, 2017 meeting; Draft email to F. Dodson with same; Review F. Dodson Travel Voucher; Revise Requisition No. 594; Review and respond to email with Green Pony	0.75
07/20/17	Review R. Pierro Travel Voucher; Final draft of Requisition No. 594; Draft email to US Bank with same; Review email re: website posting deadlines for August	0.70
07/21/17	Draft email to members re: quorum for August 8, 2017 meeting	0.20
07/23/17	Draft Requisition No. 595; Initial draft of agenda for August 8, 2017	0.70
07/25/17	Draft Notice of Meeting for August 8, 2017	0.20
07/26/17	Publish Notice of Meeting in Bradenton Herald; Draft email to FLALHFA re: Sadowski letter; Initial preparation of agenda packages for August 8, 2017 meeting	0.90
07/28/17	Review publisher's affidavit for Notice of Meeting	0.20
07/31/17	Final preparation of agenda packages for August 8, 2017 meeting; Draft Requisition Nos. 596, 597, 598 and 599; Update Requisition List; Draft memo to members; Prepare electronic version of agenda package; Draft email to Green Pony with agenda package	2.80
	32.20 hours x \$150.00/hour	\$ 4,830.00
Expenses Incurred:		
	Postage and overnight mail	\$ 61.50
	Bradenton Herald: Notice of June 13, 2017 Meeting	42.12
	Photocopies and printing	145.20
	Extra Space Storage (June and July, 2017)	<u>210.60</u>
	Total Expenses:	<u>\$ 459.42</u>
	Total Due	\$ 5,289.42
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