

REQUISITION NO. 603 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 August 1, 2017 through September 30, 2017, in the amount of \$4,945.02

You are hereby authorized to pay from the funds of the Owner, the amount of \$4,945.02, 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 October 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

September 30, 2017

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  
August 1, 2017 - September 30, 2017

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

08/01/17	Draft email to Members and professionals with agenda package; Draft email to all with agenda	0.40
08/04/17	Prepare for meeting of August 8, 2017; Download and store US Bank statements for July, 2017; Download and store BNY Mellon statements for July, 2017; Download and store SBA statements for April - July, 2017	1.25
08/06/17	Draft email to Carrington Mortgage re: electronic statements	0.20
08/07/17	Review and respond to email with S. Leigh; Prepare for meeting of August 8, 2017	0.80
08/08/17	Prepare for meeting; Travel to and from Bradenton (N/C); Update files; Review mail; Attend regular meeting; Initial draft of minutes of meeting	3.75
08/09/17	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of June 13, 2017 meeting; Draft email to BNY with Requisition No. 598 and DAP Requisitions No. 64; Draft email to US Bank with Requisition 595, 596, 597 and 599; Update minutes book; Draft email to J. Heagerty (N/C); Draft email to F. Dodson re: address; Review and respond to email with J. Dressel (US Bank); Draft email to Green Pony re: posting of budget to website; Telephone conference with M. Hendrickson (.30); Verify posting of Final budget to website; Draft letter to Manatee County Clerk and Financial Management with FY 2017-2018 Budget	3.20

James J. Heagerty, Jr.  
Chairman

Richard M. Pierro  
1<sup>st</sup> Vice Chairman

Hugh D. Miller  
2<sup>nd</sup> Vice Chairman

Paul A. Sharff  
3<sup>rd</sup> Vice Chairman

Frank R. Dodson, III  
Secretary/Treasurer

Angela A. Abbott  
Attorney/Administrator

Housing Finance Authority  
of Manatee County, Florida  
September 30, 2017  
Page two

08/11/17	Review Addendum to G-42 Letter; Sign, scan and email same to M. Hendrickson and S. Leigh; Draft email to members with same	0.50
08/12/17	Final draft of minutes of August 8, 2017 meeting; Review tape of meeting; Draft email to F. Dodson with minutes	1.75
08/14/17	Review and store Treasurer's reports for July, 2017	0.10
08/16/17	Telephone conference with W. D. Morris; Draft email to same with Guidelines for multifamily financings; Review Addendum to G-42 Letter dated August 14, 2017	0.75
08/17/17	Draft email to S. Leigh with executed Addendum to G-42 letter; Draft email to members with same; Review and incorporate F. Dodson changes in minutes of August 8, 2017 meeting; Draft email to F. Dodson	0.70
08/21/17	Telephone conference with S. Leigh	0.20
08/22/17	Draft email to members re: Legislator meetings; Draft Notice of Application for Appointment; Draft email to Bradenton Herald re: publication of Notice of Application for Appointment	0.65
08/23/17	Draft email to Bradenton Herald; Draft email to Green Pony re: posting of Notice to website; Draft email to J. Heagerty re: application; Initial draft of letter to Board of County Commissioners Re: re-appointment of J. Heagerty; Review and respond to email with Green Pony re: Notice posting; Review and store posting of Notice to website	1.00
08/27/17	Review and respond to email with S. Leigh	0.15
08/28/17	Draft Requisition No. 600; Update Requisition List; Draft email to US Bank with Requisition No. 600	0.40
09/01/17	Review and respond to email with D. Shoemaker (Habitat); Draft email to M. Hendrickson, S. Leigh, J. Heagerty and F. Dodson re: cancellation of September meeting	0.35
09/05/17	Download and store US Bank statements for August, 2017; Download and store BNY Mellon statements for August, 2017	0.30

09/06/17	Review minutes and notes re: Habitat for Humanity loan proposal; Telephone conference with D. Shoemaker (Habitat) (.25); Telephone conference with J. Heagerty; Draft email to J. Heagerty; Review and respond to email with J. Heagerty; Review and respond to email with F. Dodson; Review email from M. Lopata; Draft email to D. Thomas; Review and store Treasurer's Reports for August, 2017	1.80
09/14/17	Final draft of letter to Board of County Commissioners Re: re-appointment of J. Heagerty; Draft proposed Resolution and Certificate of Appointment for Board; Prepare package to same	1.10
09/15/17	Draft email to Manatee County with package for J. Heagerty re-appointment; Telephone conference with Elaine Maholtz	0.50
09/17/17	Draft email to D. Sheff re: US Bank trust account statements online	0.20
09/19/17	Review and respond to email with D. Sheff (U.S. Bank)	0.15
09/20/17	Review revised draft of Multifamily Guidelines and Application	0.75
09/21/17	Review and respond to email with D. Thomas re: J. Heagerty re-appointment; Convert Resolution and Certificate of Member to Word and email same; Review and respond to email with D. Thomas; Download and store US Bank Trust statements for River Trace for August, 2017; Review and respond to email with D. Sheff re: same	0.90
09/24/17	Review and revise Multifamily Guidelines and Application; Draft email to M. Hendrickson with same	1.25
09/25/17	Initial draft of agenda for October 10, 2017 meeting	0.30
09/26/17	Review and respond to email with Shinn & Co. Re: audit for FY 2016-2017; Review and respond to email with F. Dodson	0.25
09/27/17	Draft email to F. Dodson with draft of agenda for 10/10/17 meeting; Draft email to members re: attendance at meeting of 10/10/17; Initial draft of Report to Board of County Commissioner for Fiscal Year 2016-2017; Prepare for meeting of October 10, 2017	2.10
09/28/17	Draft Notice of Meeting; Draft email to the Bradenton Herald re: publication of Notice of Meeting; Reserve conference room for meeting; Draft email to M. Hendrickson with draft of agenda; Review and respond to email with Green Pony	0.85

09/29/17	Review publisher's proof of publication for Notice of Meeting; Revise agenda for October 10, 2017 meeting	0.30
09/30/17	Draft Requisition Nos. 601, 602, 603, 604 and 605; Initial preparation of Agenda packages for meeting of October 10, 2017	1.80
	28.70 hours x \$150.00/hour	<u>\$ 4,305.00</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 69.51
	Bradenton Herald:	
	Notice of August 8, 2017 Meeting	40.95
	Notice of Applications	46.80
	Photocopies and printing	252.90
	Extra Space Storage (August and September, 2017)	<u>229.86</u>
	Total Expenses:	<u>\$ 640.02</u>
	Total Due	\$ 4,945.02 =====