

REQUISITION NO. 612 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, 2017 through November 30, 2017, in the amount of \$7,143.92.

You are hereby authorized to pay from the funds of the Owner, the amount of \$7,143.92, 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 December 12, 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

November 30, 2017

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

Re: Legal Counsel Fees and Expenses
October 1, 2017 - November 30, 2017

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

10/01/17	Review revised Multifamily Handbook from M. Hendrickson; Draft email to M. Hendrickson re: same; Draft email to F. Dodson with draft; Prepare for meeting of October 10, 2017	2.15
10/02/17	Draft Public Depositor Report for FYE 9/30/17; Download and store US Bank statements for September, 2017; Final draft of Report to Board of County Commissioners for FY 2016-2017; Draft email to F. Dodson re: Report to BOCC; Draft memo to members; Final preparation of agenda packages for October 10, 2017; Scan agenda package and prepare for posting to website	1.90
10/03/17	Download and store BNY Mellon statements for September, 2017; Download and store SBA statements for August - September, 2017; Revise Report to BOCC; Review and respond to email with F. Dodson; Final preparation of packages to members; Draft email to Green Pony with agenda package and prepare for posting to website; Draft email to M. Hendrickson; Draft email to Members and professionals with agenda package; Draft email to all with agenda	1.85
10/04/17	Review and respond to email with D. Thomas; Draft email to J. Heagerty re: reappointment; Review and store Treasurer's Reports for September, 2017; Draft email to Green Pony re: posting of same; Draft email to members with same	0.90
10/06/17	Prepare for Board of County Commissioners meeting; Telephone conference with C. VanderEyck re: status of River Trace; Review and respond to email with M. Hendrickson; Revise multifamily handbook	1.75

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

10/08/17	Prepare presentation for Board of County Commissioners meeting re: J. Heagerty reappointment and protocol, summary of loan program and status of River Trace/Manatee Ponds; Review and respond to email with J. Heagerty	1.80
10/09/17	Draft email to D. Thomas; Prepare for meetings of October 10, 2017; Telephone conference with D. Thomas; Draft email to J. Heagerty; Review and respond to email with M. Hendrickson; Telephone conference with M. Hendrickson; Telephone conference with F. Dodson	1.60
10/10/17	Prepare for meeting; Travel to and from Bradenton (N/C); Prepare for and attend Board of County Commissioners meeting re: J. Heagerty reappointment; Review mail and update files; Conference with M. Hendrickson; Prepare for and attend regular Authority meeting; Initial draft of minutes of meeting of October 10, 2017	4.80
10/11/17	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of August 8, 2017 meeting; Draft email to BNY with Requisition No. 604 and DAP Requisitions No. 68; Draft email to US Bank with Requisition 601, 602, 603 and 605; Update minutes book; Draft email to Department of Financial Services with Public Depositor Report for FYE 9/30/17; Draft email to Manatee County Board of County Commissioners with annual report; Draft letter to same with original annual report; Draft email to Green Pony re: removal of Notice of Applications from the website; Review and respond to email with F. Dodson; Review request from Shinn & Co. for documentation for FYE 9/30/17 audit; Compile information for FY 2016-2017 Audit; Draft two emails to Shinn & Co. with audit information for FY 2016-2017 audit; Review and respond to email with Shinn & Co. Re: DPA and GNMA statements direct from US Bank; Draft email to US Bank re: same; Draft email to Shinn & Co. with River Trace closing documents	3.55
10/16/17	Draft letter to Florida Department of Economic Opportunity with update form and special district fee; Review email from RASM Re: membership; Review and respond to email with S. Denihan	0.50
10/17/17	Draft email to reserve conference room for November meeting	0.10
10/20/17	Draft email to Shinn & Co. re: audit status; Review and respond to email with A. Finn re: audit; Draft email to US Bank re: statements for audit	0.60

10/21/17	Review and respond to email with Shinn & Co. with requisition sampling for audit; Draft email to Shinn & Co. with backup documentation for development feasibility analysis fee; Revise multifamily guidelines with F. Dodson changes; Draft email to F. Dodson with same and suggestions	1.25
10/22/17	Review and respond to email with F. Dodson; Incorporate F. Dodson changes in revised multifamily guidelines; Draft minutes of meeting of October 10, 2017	1.75
10/23/17	Draft email to M. Hendrickson; Telephone conference with same; Draft email to F. Dodson; Conference call with M. Hendrickson and F. Dodson re: multifamily guidelines; Revise same; Prepare final Multifamily Guidelines; Draft email to F. Dodson and M. Hendrickson with same	1.50
10/26/17	Complete Minority Appointment Reporting form for 2016; Draft email to Marianne Lopata with same	0.40
10/27/17	Review tape of meeting of October 10, 2017; Final draft of minutes of meeting of October 10, 2017	2.20
10/28/17	Draft email to F. Dodson with draft of minutes	0.15
10/30/17	Review and respond to email with Shinn & Co. re: additional information for audit; Research re: River Trace fee provisions; Draft email to Authority members with Fraud Questionnaire; Complete and Email Fraud Inquiry Questionnaire to Shinn & Co; Review, execute and email attorney request letter to Shinn & Co.; Review and respond to email with A. Finn re: October banking activity; Incorporated F. Dodson's changes into the minutes of October 10, 2017; Review and respond to email with F. Dodson	2.00
10/31/17	Review and respond to email with F. Dodson and A. Finn; Research re: River Trace fees; Review and respond to email with A. Finn; Initial draft of agenda for November 14, 2017 meeting	0.90
11/01/17	Draft email to F. Dodson re: agenda items; Draft email to NALHFA re: invoice; Draft email to Green Pony; Draft email to A. Finn re: draft of audit; Draft email to R. Pierro re: fraud questionnaire; Draft email to G. Lopez re: presentation on November 14, 2017; Draft email to F. Dodson re: fraud questionnaire; Draft Notice of Meeting; Download and store US Bank statements for October, 2017; Review	

	and respond to email with A. Finn; Draft email to Bradenton Herald with Notice of Meeting for publication; Draft email re: quorum of members; Draft attorney opinion letter for audit; Draft email to Shinn & Co. with attorney opinion letter for audit; Draft email to G. Lopez and D. Thomas, and Shinn & Co. re: change in meeting date; Cancel meeting room for November 14 and reserve for December 12; Review and respond to email with F. Dodson	3.40
11/02/17	Draft meeting schedule for 2018; Review and respond to email with Bradenton Herald; Review and respond to email with F. Dodson; Download and store BNY Mellon statements for October, 2017	0.70
11/05/17	Prepare summary of single family and multifamily bond issues and MCCs issued for NALHFA presentation; Draft email to F. Dodson re: same	1.00
11/06/17	Final preparation of summary of single family and multifamily bond issues and MCCs issued for NALHFA presentation; Draft email to M. Hendrickson with same	0.75
11/07/17	Telephone conference with M. Hendrickson; Draft emails to members re: national legislation to eliminate private activity bonds	0.50
11/10/17	Review and respond to email with RBC; Draft email to all re: cancellation of meeting of November 14, 2017; Review and respond to email with F. Dodson	0.45
11/12/17	Draft email to Shinn & Co. re: initial draft of audit	0.10
11/13/17	Draft email to F. Dodson	0.10
11/17/17	Review initial draft of financial statements for FYE 9-30-17; Review and respond to email with A. Finn; Draft email to F. Dodson	0.75
11/19/17	Review BNY statements, minutes and redemption notices; Review and respond to email with F. Dodson	0.45
11/20/17	Review F. Dodson changes to financial statements; Review G-10 letter for financial advisor; Draft email to J. Heagerty with same; Review and respond to email with J. Heagerty; Draft email to M. Hendrickson	0.65

11/21/17	Review proposed Authority representation letter in connection with Financial Statements for FYE 9-30-17; Compare to FYE 9-30-16 representation letter; Review revised financial statements; Review and compare SAS letter; Draft email to F. Dodson re: same	1.15
11/22/17	Review email from Shinn & Co. Re: financial statements; Revise draft of agenda for December 12, 2017 meeting; Review and respond to email with F. Dodson; Draft email to M. Hendrickson with draft of financial statements	0.60
11/28/17	Review and store Treasurer's reports for October, 2017; Scan and email G-10 letter to M. Hendrickson; Draft email to members re: quorum for meeting of December 12 th ; Initial preparation of agenda packages for December 12, 2017 meeting; Draft email to F. Dodson; Draft email to Shinn and Co. re: presentation of financial statements; Review and respond to T. Gruters; Review and respond to email with G. Lopez	1.50
11/29/17	Review and respond to email with NALHFA re: dues; Review Shinn & Co. Invoice; Review engagement letter with Shinn & Co.; Draft email to T. Gruters re: same	0.45
11/30/17	Draft and publish Notice of Meeting for December 12, 2017 meeting; Draft email to Department of State re: Records Management Compliance Statement for FY 2016-2017; Draft email to G. Lopez re: presentation at meeting of December 12, 2017; Review revised invoice from Shinn & Co.	0.65
	44.85 hours x \$150.00/hour	<u>\$ 6,727.50</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 45.11
	Bradenton Herald:	
	Notice of October 10, 2017 Meeting	40.95
	Photocopies and printing	100.50
	Extra Space Storage (October and November, 2017)	<u>229.86</u>
	Total Expenses:	<u>\$ 416.42</u>
	Total Due	<u>\$7,143.92</u> =====