

REQUISITION NO. 616 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 December 1, 2017 through January 31, 2018, in the amount of \$6,202.43.

You are hereby authorized to pay from the funds of the Owner, the amount of \$6,202.43, 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 February 13, 2018.

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

January 31, 2018

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

Re: Legal Counsel Fees and Expenses
December 1, 2017 - January 31, 2018

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

12/01/17	Telephone conference with G. Lopez	0.20
12/03/17	Draft Requisition Nos. 608, 609, 610, 611, 612 and 613; Draft email to Green Pony; Update Requisition List; Prepare for meeting of December 12, 2017; Download and store US Bank statements for November, 2017; Download and store BNY Mellon statements for November, 2017; Initial preparation of agenda packages; Initial draft of memo to G. Lopez re: River Trace & Manatee Ponds issue	3.80
12/04/17	Draft email to members with S. Leigh letter; Review and respond to email with NALHFA; Review and store Treasurer's Reports for November, 2017; Review and respond to email with S. Leigh re: multifamily guidelines and application; Draft email to M. Hendrickson; S. Leigh and T. Wranovix with agenda and partial agenda package; Preparation of agenda packages	3.50
12/05/17	Review and revised MF Application; Review and respond to emails re: same; Final preparation of agenda packages; Draft memo to members; Telephone conference with M. Hendrickson; Scan and email agenda package to Green Pony for posting to website; Draft email to members with agenda package; Draft email to all with Agenda for 12-12-17 meeting; Draft email to M. Hendrickson; Final draft of memo to G. Lopez re: Tax-exemption financing summary; Draft email to same; Review memo from G. Lopez; Draft email to members with same; Draft email to Green Pony re: posting of same to website	4.25

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

12/07/17	Draft email to members with memo to Manatee County; Draft Requisition No. 614; Draft email to US Bank with same; Review and respond to email with M. Hendrickson	0.70
12/08/17	Review and respond to email with F. Dodson; Telephone conference with S. Leigh; Telephone conference with T. Wranovix	0.65
12/10/17	Prepare for meeting of December 12, 2017	1.50
12/11/17	Telephone conference with T. Wranovix; Prepare for meeting of December 12, 2017	1.20
12/12/17	Prepare for meeting; Travel to and from Bradenton (N/C); Telephone conference with J. Heagerty; Telephone conference with S. Leigh; Review mail and update files; Prepare for and attend regular meeting; Telephone conference with M. Hendrickson	4.20
12/13/17	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of October 10, 2017 meeting; Draft email to BNY with Requisition No. 613; Draft email to US Bank with Requisition No. 608, 609, 610, 611 and 612; Update minutes book; Draft email to Green Pony re: posting of new Multifamily Guidelines and Application to website; Draft email to D. Thomas with same; Draft email to Department of State, Records Management Program with Records management Compliance Statement for FY 2016-2017; Review and respond to email with Shinn & Co.	2.15
12/17/17	Initial draft of minutes of December 12, 2017 meeting	1.50
12/18/17	Draft letter to NALHFA with annual dues; Draft letter to RASM with membership dues; Draft email to Susan Leigh re: MF brochure for Manatee County; Publish 2018 Meeting schedule; Post same to website	1.20
12/26/17	Review AG Checklist; Draft email to FHLB, US Bank and BNY Mellon with audited financial statements for FYE 9/30/17; Review Annual Financial Report; Draft email to J. Heagerty with instructions to approve Annual Financial Report; Draft email to Green Pony re: posting of audit to website; Draft email to T. Gruters re: error in Audit Report Submittal Checklist	1.10

12/27/17	Verify and store proof of posting of audit to website; Review and respond to email with Green Pony; Draft email to T. Gruters; Complete and submit AFR; Review and respond to email with J. Heagerty; Draft email to T. Gruters with final AFR; Draft email to Florida Auditor General with audit for FYE 9/30/2017, Auditor General checklist and AFR; Draft email to Department of Financial Services with audit for FYE 9/30/17; Draft email to Manatee County (L. McQuiston) with electronic copies of audit, AFR and AG Checklist	1.40
12/28/17	Draft minutes of December 12, 2017 meeting; Review tape of meeting	2.95
12/31/17	Review and respond to email with S. Olsen (RJ) re: meeting schedule for 2018; Draft email to F. Dodson with draft of minutes of 12/12/17 meeting	0.40
01/02/18	Draft email to professionals re: cancellation of meeting of January 9, 2018; Draft email to J. Heagerty re: same; Draft email to F. Dodson re: same; Draft email to all re: cancellation of 1-9-18 meeting; Draft letters to Auditor General and the Clerk with audit for FYE 9/30/17, Auditor General checklist and Annual Financial Report (AFR); Final preparation of audit distribution packages; Update annual filing list; Draft email to T. Gruters re: audit filings; Download and store U.S. Bank statements for December, 2017	2.55
01/04/18	Incorporate F. Dodson changes in minutes of December 12, 2017 meeting; Draft email to F. Dodson with same; Download and store BNY Mellon reports for December, 2017; Draft email to BNY Mellon with Requisition No. 613; Review and store bond report for December, 2017	0.90
01/08/18	Review and store Treasurer's Report and HAP/DAP report for December, 2017	0.15
01/18/18	Telephone conference with F. Dodson	0.20
01/26/18	Initial draft of agenda for February 13, 2018 meeting	0.40
01/28/18	Preparation of agenda packages; Update Requisition List; Draft Requisition Nos. 615, 616, 617 and 618; Draft email to N. Hendrickson re: agenda posting	1.30
01/30/18	Draft email to M. Hendrickson, S. Leigh and T. Wranovix with draft of agenda for 2-13-18 meeting	0.20

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January 31, 2018
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01/31/18	Review FLALHFA request; Revise agenda; Initial preparation of agenda packages; Draft Notice of Meeting; Publish same	0.95
	37.35 hours x \$150.00/hour	<u>\$ 5,602.50</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 72.32
	Bradenton Herald:	
	Notice of December 12, 2017 Meeting	42.12
	Notice 2018 Meeting Schedule	57.33
	Photocopies and printing	198.30
	Extra Space Storage (December, 2017 and January, 2018)	<u>229.86</u>
	Total Expenses:	<u>\$ 599.93</u>
	Total Due	\$ 6,202.43 =====