

REQUISITION NO. 622 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 February 1, 2018 through March 31, 2018, in the amount of \$4,113.74.

You are hereby authorized to pay from the funds of the Owner, the amount of \$4,113.74, 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 April 10, 2018.

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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

March 31, 2018

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  
February 1, 2018 - March 31, 2018

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

02/02/18	Download and store BNY Mellon and US Bank statements for January, 2018; Prepare Agenda packages for February 13, 2018 meeting; Draft memo to members; Review and respond to email with N. Hendrickson	1.50
02/03/18	Draft email to N. Hendrickson with agenda package for posting to website; Draft email to all with agenda; Draft email to members with agenda package; Verify and store proof of website posting of agenda package; Review website requirements; Review and respond to email with N. Hendrickson	1.70
02/07/18	Review and store Treasurer's reports for January, 2018	0.20
02/11/18	Draft email to Susan Leigh Re: Multifamily developer marketing brochure; Review and respond to email with same; Draft email to F. Dodson	0.45
02/12/18	Draft email to J. Heagerty; Review and respond to email with F. Dodson; Prepare documents for signing; Draft email to S. Leigh with same; Draft email to P. Sharff; Review and respond to email with S. Leigh; Review and respond to email with F. Dodson	0.80
02/13/18	Review and respond to email with F. Dodson; Draft email to S. Leigh; Attend portion of meeting by telephone; Review and respond to email with J. Heagerty; Review and respond to email with S. Leigh; Initial draft of minutes of February 13, 2018 meeting	1.30

Richard M. Pierro  
Chairman

Hugh D. Miller  
1<sup>st</sup> Vice Chairman

Paul A. Sharff  
2<sup>nd</sup> Vice Chairman

James J. Heagerty, Jr.  
3<sup>rd</sup> Vice Chairman

Frank R. Dodson, III  
Secretary/Treasurer

Angela A. Abbott  
Attorney/Administrator

Housing Finance Authority  
of Manatee County, Florida  
March 31, 2018  
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02/14/18	Review and respond to email with S. Leigh; Draft email to F. Dodson; Review and respond to email with F. Dodson; Draft email to J. Heagerty with documents for signing; Draft email to F. Dodson	0.75
02/17/18	Draft email to BNY with Requisition No. 617 and 618; Draft email to US Bank with Requisition Nos. 615 and 616	0.40
02/18/18	Draft email to S. Leigh	0.15
02/19/18	Review and respond to email with S. Leigh; Telephone conference with F. Dodson; Initial draft of minutes of February 13, 2018 meeting	1.30
02/20/18	Review tape of meeting of February 13, 2018 meeting; Final draft of minutes of meeting of February 13, 2018 meeting; Draft email to F. Dodson with draft of same; Update stationery; Draft Requisition No. 619; Update Requisition list; Draft email to J. Heagerty; Draft email to US Bank with Requisition No. 619	2.20
02/21/18	Complete HUD annual certification renewal process; Draft email to B. Campbell (FHLB) with audited Financial Statements and proof of annual re-certification; Review, scan and email US Bank invoice and fee increase notices to F. Dodson	1.95
02/22/18	Update e-files with signed documents from meeting; Draft email to Manatee County with minutes of December 12, 2017 meeting; Update minutes book; Review and respond to email with F. Dodson; Draft email to A. Kumar (US Bank) re: payment of fee	1.10
02/23/18	Telephone conference with T. Gruters (Shinn & Co.); Draft email to members re: Shinn & Co. Merger	0.25
02/25/18	Incorporate F. Dodson changes to minutes of February 13, 2018; Draft email to F. Dodson with final minutes	0.40
03/02/18	Download and store BNY Mellon and US Bank statements for February, 2018	0.45
03/05/18	Draft email to D. Thomas re: March 13 <sup>th</sup> Housing Workshop	0.20
03/06/18	Draft email to professionals re: cancellation of meeting scheduled for March 13, 2018; Draft email to R. Pierro re: same; Draft email to F. Dodson re: same	0.50

03/07/18	Review email from R. Pierro; Draft email to all re: cancellation of Meeting of March 13, 2018	0.25
03/11/18	Draft email to M. Hendrickson and S. Leigh re: quarterly invoice	0.15
03/12/18	Draft Requisition No. 620 for quarterly payment to financial advisors; Update Requisition list; Draft email to U. S. Bank with Requisition No. 620; Review and store Treasurer's reports for February, 2018; Draft email to Susan Leigh Re: Multifamily developer marketing brochure; Reserve meeting room for April 10, 2018 meeting; Initial draft of agenda for April 10, 2018 meeting	1.50
03/14/18	Review and respond to email with R. Pierro	0.15
03/15/18	Review and respond to email with F. Dodson; Research re: HFA semi-annual fee for River Place; Draft invoice for same; Draft email to F. Dodson with same	0.70
03/19/18	Review and comment on multifamily marketing brochure; Draft email to S. Leigh and M. Hendrickson re: same; Draft email to Dominion and US Bank with invoice for River Trace semi-annual fee	0.80
03/20/18	Draft email to FA's re: multifamily marketing brochure; Draft email to various HFAs re: NALHFA conference; Draft email to R. Pierro; Draft email to FA's re: River Trace conference call; Review and respond to email re: same; Draft email to D. Thomas with multifamily tax exempt financing brochure; Revise Multifamily Handbook; Draft email to N. Hendrickson for website; Review and respond to email with S. Leigh; Review Lender Update L-2018-13	2.10
03/21/18	Review and respond to email with S. Schuhle; Review and respond to email with C. VanderEyck re: River Place fee	0.40
03/27/18	Review and respond to email with S. Leigh re: April meeting	0.15
03/30/18	Draft agenda for April 10, 2018 meeting; Draft email to professionals with same; Draft email to F. Dodson with same; Draft email to members re: NALHFA Conference; Draft Notice of April 10, 2018 meeting; Draft email to Bradenton Herald re: publication of Notice of meeting	1.35

03/31/18	Initial preparation of agenda packages for April 10, 2018 meeting; Draft Requisition Nos. 621, 622 and 623; Review and respond to email with P. Sharff; Draft email to Hendrickson Ink	1.50
	24.65 hours x \$150.00/hour	<u>\$ 3,697.50</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 46.16
	Bradenton Herald:	
	Notice of February 13, 2018 Meeting	42.12
	Photocopies and printing	98.10
	Extra Space Storage (February and March, 2018)	<u>229.86</u>
	Total Expenses:	<u>\$ 416.24</u>
	Total Due	<u><u>\$ 4,113.74</u></u>