

REQUISITION NO. 631 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 April 1, 2018 through May 31, 2018, in the amount of \$4,630.77.

You are hereby authorized to pay from the funds of the Owner, the amount of \$4,630.77, 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 June 12, 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

May 31, 2018

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

Re: Legal Counsel Fees and Expenses
April 1, 2018 - May 31, 2018

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

04/02/18	Draft Requisition No. 624; Draft email to US Bank with same; Draft email to members re: quorum for April 10, 2018 meeting; Update Requisition list; Review and store US Bank statements for March, 2018; Draft memo to members; Final preparation of agenda packages for April 10, 2018 meeting; Draft email to members and professionals with agenda package; Draft email to Hendrickson Ink with agenda package for posting to website; Draft email to all with agenda	1.65
04/03/18	Download and store BNY Mellon statements for March, 2018; Review Issuer Reserve Account statement for March for second mortgage payoffs; Draft email to River Trace re: payment of fee	0.75
04/04/18	Review and respond to email with F. Dodson; Update calendar re: River Trace invoices; Review and respond to email with C. VanderEyck Review and forward to F. Dodson confirmation of payment of River Trace fee	0.60
04/06/18	Review and respond to email with RBC re: NALHFA conference; Prepare and submit NALHFA Conference registrations for R. Pierro, P. Sharff and F. Dodson; Draft letter to NALHFA with check for registrations; Prepare Fed Ex package to NALHFA; Draft email to R. Pierro, P. Sharff and F. Dodson re: same	1.20
04/09/18	Prepare for meeting of April 10, 2018; Draft email to R. Pierro; Draft email to F. Dodson; Draft email to River Trace re: wire	1.40

Richard M. Pierro
Chairman

Hugh D. Miller
1st Vice Chairman

Paul A. Sharff
2nd Vice Chairman

James J. Heagerty, Jr.
3rd Vice Chairman

Frank R. Dodson, III
Secretary/Treasurer

Angela A. Abbott
Attorney/Administrator

04/10/18	Review and respond to email with T. Wranovix; Review and respond to email with C. VanderEyk; Draft email to members re: NALHFA event; Draft email to S. Schuhle; Prepare for meeting; Travel to and from Bradenton (N/C); Update files; Review mail; Attend regular meeting; Initial draft of minutes of meeting	4.60
04/11/18	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of February 13, 2018 meeting; Draft email to BNY Mellon with Requisition No. 623 and DAP Requisitions No. 69; Draft email to US Bank with Requisition Nos. 621 and 622; Update minutes book; Draft email to F. Dodson; Draft email to S. Leigh and M. Hendrickson; Draft email to P. Sharff; Draft email to US Bank re: River Trace wire; Draft email to members re: SHIP funding for 2018 and 2017; Review and respond to email with R. Pierro; Research re: travel reimbursement; Draft email to RBC re: NALHFA event; Draft email to F. Dodson; Review and respond to email with M. Hendrickson; Draft email to C. VanderEyk	2.50
04/12/18	Review and respond to email with process server	0.20
04/13/18	Review and respond to email with US Bank	0.15
04/14/18	Review tape of April 10, 2018 meeting; Final draft of minutes of meeting of April 10, 2018; Draft email to F. Dodson with same	1.00
04/15/18	Draft email to members re: FLALHFA conference	0.20
04/17/18	Incorporate F. Dodson changes to minutes; Review and respond to email with same	0.45
04/18/18	Review and respond to email with Manatee County re: minutes	0.20
04/21/18	Draft Florida ALHFA journal summary for 2018	0.80
04/22/18	Draft email to S. Leigh with journal entry	0.20
04/24/18	Draft email to R. Pierro re: cancellation of May 8, 2018 meeting; Draft email to F. Dodson re: same	0.30
04/25/18	Draft email to professionals re: cancellation of May 8, 2018 meeting; Draft email to all cancelling May 8, 2018 meeting; Reserve room for June 12, 2018 meeting	0.50

04/28/18	Research re: 2018 mileage rates, and per diem rates for New Orleans and St. Petersburg; Draft Itinerary for New Orleans NALHFA conference; Draft Travel vouchers for R. Pierro, P. Sharff and F. Dodson; Draft email to NALHFA re: events; Draft separate emails to R. Pierro, P. Sharff and F. Dodson with conference registrations, Travel Vouchers and Itinerary	2.10
05/03/18	Draft email to members regarding NALHFA conference events	0.15
05/04/18	Review and respond to email with D. Rodriguez; Review and respond to email with F. Dodson; Download and store U.S. Bank statements for April, 2018	0.55
05/05/18	Download and store BNY Mellon statements for April, 2018	0.20
05/06/18	Review and store Treasurer's Bond Report for April, 2018; Draft email to US Bank re: wire instructions and mailing address	0.35
05/08/18	Draft email to all re: cancellation of meeting for May 8, 2018	0.15
05/14/18	Review Travel Voucher for P. Sharff	0.15
05/17/18	Review and respond email with F. Dodson; Draft invoice for River Trace semi-annual fee; Draft email to Dominion with same; Review and respond to email with F. Dodson re: budget	0.50
05/20/18	Initial draft of agenda for June 12, 2018 meeting; Begin preparation of agenda packages	0.70
05/21/18	Review Travel Vouchers for F. Dodson and R. Pierro; Review travel policy; Revise travel voucher of P. Sharff; Draft email to same; Draft Requisition No. 627 for reimbursement of NALHFA Conference expenses; Scan and store Requisition 627 and travel vouchers; Draft email to US Bank with same; Draft email to R. Pierro; Draft email to F. Dodson; Review and store Treasurer's reports for April, 2018	1.35
05/25/18	Draft email to members re: attendance at FLALHFA Conference; Draft Requisition No. 628 for registration fees	0.35
05/27/18	Draft FLALHFA conference registration forms for F. Dodson, R. Pierro and P. Sharff; Draft email to FLALHFA with same	0.60
05/28/18	Draft Requisition No. 629; Revise Requisition No. 628; Update Requisition list; Draft Notice of Meeting for June 12, 2018 meeting; Begin preparation of agenda packages; Draft Requisition No. 633	1.40

05/29/18	Draft email to US Bank with Requisition No. 628; Draft email to US Bank with Requisition No. 629; Draft email to members re: attendance at June 12, 2018 meeting	0.40
05/30/18	Publish Notice of Meeting in Bradenton Herald; Draft email to M. Hendrickson; Telephone conference with M. Hendrickson; Review and respond to email with D. Thomas; Review and respond to email with F. Dodson; Review letter from River Trace; Draft email to professionals re: same	1.10
05/31/18	Review email from S. Leigh; Draft email to First Housing; Telephone conference with C. Hardwick; Draft email to professionals	0.65
	27.40 hours x \$150.00/hour	<u>\$ 4,110.00</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 96.07
	Bradenton Herald:	
	Notice of April 10, 2018 Meeting	42.12
	Photocopies and printing	90.30
	NALHFA Conference bus tour registrations for R. Pierro & P. Sharff	50.00
	Extra Space Storage (April and May, 2018)	<u>242.28</u>
	Total Expenses:	<u>\$ 520.77</u>
	Total Due	<u>\$ 4,630.77</u> =====