

REQUISITION NO. 639 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 June 1, 2018 through July 31, 2018, in the amount of \$6,508.85.

You are hereby authorized to pay from the funds of the Owner, the amount of \$6,508.85, 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 August 14, 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

July 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  
June 1, 2018 - July 31, 2018

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

06/01/18	Revise agenda for June 12, 2018; Draft email to M. Hendrickson and S. Leigh with agenda; Review and respond to email with F. Dodson	0.45
06/02/18	Draft Requisition Nos. 630, 631 and 632; Draft email to Hendrickson Ink; Preparation of agenda packages for meeting of June 12, 2018	1.60
06/04/18	Review and respond to email with F. Dodson; Review invoice from Hendrickson Ink; Final preparation of agenda packages for June 12, 2018; Review and respond to email with M. Hendrickson; Review Travel Policy; Draft Travel Voucher for M. Hendrickson; Review and store Bond report for May, 2018; Download and store BNY Mellon and US Bank statements for May, 2018	2.05
06/05/18	Review and store Treasurer's Reports for May, 2018; Include same in agenda package; Revise Agenda; Draft memo to members with agenda packages; 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; Review and respond to email with F. Dodson re: agenda package; Verify posting of agenda package to website; Store proof thereof	1.75
06/06/18	Review multifamily fee summaries; Update same; Review and respond to email with M. Hendrickson	0.55

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

06/08/18	Modify Excel spreadsheet re: multifamily fee comparison; Review Travel Voucher of M. Hendrickson; Review and respond to email with same; Draft Requisition No. 634; Draft email to US Bank with same; Draft email to members with Multifamily fee comparison; Review and respond to email with Dominion re: new project; Review new project information; Draft email to D. Thomas re: same; Draft email to M. Hendrickson and S. Leigh	1.90
06/09/18	Review and respond to email with J. Heagerty; Draft email to same	0.25
06/10/18	Prepare for meeting of June 12, 2018; Review River Trace request, LURA and email chain; Draft letter of clarification re: River Trace request; Draft email to S. Sanford, M. Hendrickson and S. Leigh with draft of letter; Draft email to D. Quist; Draft email to members re: new project	1.80
06/11/18	Review and respond to email with A. Kumar (US Bank) re: Water's Edge Loan Agreement Amendment; Draft email to S. Sanford; Draft email to members re: same; Prepare documents for meeting; Draft email to J. Heagerty; Draft registration form for J. Heagerty for FLALHFA Conference; Draft email to FLALHFA with same; Draft Requisition No. 635; Draft email to US Bank with same	1.60
06/12/18	Review and respond to email with S. Leigh; Conference with S. Leigh and R. Pierro; Prepare for meeting; Travel to and from Bradenton (N/C); Update files; Review mail; Attend regular meeting; Initial draft of minutes of meeting	4.75
06/13/18	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of April 12, 2018 meeting; Draft email to BNY Mellon with Requisition No. 632, 633 and DAP Requisition No. 65; Draft email to US Bank with Requisition Nos. 630 and 631; Update minutes book; Draft email to Hendrickson Ink with website changes to members' terms; Draft email to F. Dodson; Draft letter to US Bank with River Trace fee check; Draft email to Attorney D. Leon with approval letter for River Trace; Draft email to Dominion and First Housing with same; Verify website changes	2.60
06/15/18	Review and respond to email with A. Kumar (US Bank); Review and respond to email with all re: Water's Edge amendment	0.30
06/21/18	Telephone conference with T. Gruters; Review auditor engagement letter	0.55

06/24/18	Review and respond to email with Hendrickson Ink re: ADA requirements for website; Review memo re: same	0.75
06/28/18	Draft email to R. Pierro re: cancellation of July 10 <sup>th</sup> meeting; Draft email to F. Dodson re: same; Draft email to all re: same	0.40
06/30/18	Draft Itinerary and Travel Vouchers for R. Pierro, F. Dodson, P. Sharff and J. Heagerty; Draft email to R. Pierro; Draft email to F. Dodson; Draft email to P. Sharff; Draft email to J. Heagerty	1.00
07/01/18	Review tape of meeting of June 12, 2018; Final draft of minutes of meeting of June 12, 2018; Draft email to F. Dodson with same; Review and respond to email with N. Hendrickson; Draft email to D. Thomas regarding Livable Manatee information	4.30
07/02/18	Download and store US Bank statements for June, 2018; Draft email to US Bank re: information missing from statement	0.40
07/04/18	Incorporate F. Dodson changes in minutes of Jun12, 2018 meeting; Draft email to F. Dodson with same	0.65
07/05/18	Download and store BNY Mellon statements for June, 2018; Review Issuer Reserve Account re: income and expense	0.40
07/06/18	Reserve meeting room for August 14, 2018 meeting; Telephone conference with Attorney Richard Chosid re: HFA bond	0.60
07/07/18	Download and store SBA/Florida Prime statements for October, 2017 through June, 2018; Review and finalize proposed Resolution No. 18-01; Review and respond to email with F. Dodson	0.65
07/08/18	Review and store general fund and bond reports for June, 2018	0.10
07/09/18	Review and respond to email with F. Dodson re: budget resolution; Review proposed auditor engagement letter; Draft email to F. Dodson with same; Compare new auditor engagement letter to prior one	0.55
07/10/18	Review and respond to email with F. Dodson; Review indemnification provisions in auditor engagement letters; Review enabling legislation as to legal name	0.50
07/16/18	Complete survey for Office of Program Policy Analysis, The Florida Legislature; Review revised engagement letter from T. Gruters; Draft email to F. Dodson with same	0.70

07/17/18	Review Travel Voucher of R. Pierro for FLALHFA Conference; Initial draft of Requisition No. 636; Update Requisition list; Telephone conference with F. Dodson; Revise auditor engagement letter; Draft email to T. Gruters with same; Review revised engagement letter; Draft email to F. Dodson with same	1.35
07/18/18	Initial draft of agenda for August 14, 2018 meeting; Prepare for meeting of August 14, 2018; Draft email to S. Leigh and M. Hendrickson; Draft email to S. Sanford; Telephone conference with Terry Grannin re: affordable housing development; Draft email to S. Leigh, M. Hendrickson and S. Sanford re: same; Review and respond to email with F. Dodson; Draft email to T. Gruters	2.05
07/19/18	Review and respond to email with S. Sanford; Research re: conflicts of interest; Chapter 112, Florida Statutes; Telephone conference with S. Sanford; Telephone conference with H. Miller	1.50
07/20/18	Review and respond to email with T. Gruters; Review and respond to email with S. Leigh; Telephone conference with T. Grannin	0.60
07/21/18	Review Travel Voucher of F. Dodson; Revise Requisition No. 636; Draft email to P. Sharff; Draft email to J. Heagerty	0.55
07/24/18	Telephone conference with H. Miller	0.20
07/25/18	Final draft of Requisition No. 636; Draft email to US Bank with same	0.20
07/27/18	Review Protocol for appointment of members	0.25
07/30/18	Initial preparation of agenda packages for August 14, 2018 meeting	1.25
07/31/18	Preparation of agenda packages for August 14, 2018 meeting	0.75
	39.85 hours x \$150.00/hour	<u>\$ 5,977.50</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 115.63
	Bradenton Herald: Notice of June 12, 2018 Meeting	42.12
	Photocopies and printing	118.50
	Extra Space Storage (June and July, 2018)	<u>255.10</u>
	Total Expenses:	<u>\$ 531.35</u>
	Total Due	<u><u>\$ 6,508.85</u></u>