

REQUISITION NO. 647 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 August 1, 2018 through September 15, 2018, in the amount of \$6,530.74.

You are hereby authorized to pay from the funds of the Owner, the amount of \$6,530.74, 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 September 25, 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

September 15, 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  
August 1, 2018 - September 15, 2018

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

08/01/18	Draft email to members re: quorum for August 14, 2018 meeting; Draft Notice of Meeting; Telephone conference with D. Thomas re: member appointment	0.60
08/02/18	Review and respond to email with P. Sharff; Draft email to the Bradenton Herald re: publication of Notice of Meeting; Download and store US Bank and BNY Mellon statements for July, 2018; Review and respond to email with F. Dodson; Review Travel Voucher of J. Heagerty; Review and respond to email with same; Draft email to Bradenton Herald	1.30
08/03/18	Draft Requisition No. 637; Draft email to P. Sharff; Draft Requisition Nos. 638, 639, 640, 641 and 642; Review proof of publication of Notice of Meeting; Review and respond to email with Bradenton Herald; Prepare for meeting of August 14, 2018	2.40
08/06/18	Final draft of Requisition No. 637; Draft email to US Bank with same; Telephone conference with F. Dodson Review and store Treasurer's Reports for July, 2018; Include same in agenda package; Final preparation of agenda packages; 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	3.20
08/07/18	Review and respond to email with S. Leigh re: agenda package; Verify posting of agenda package and proposed budget for FY 18-19 to website; Store proof thereof	0.35

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  
September 15, 2018  
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08/08/18	Review and complete travel voucher for P. Sharff; Draft email to P. Sharff with same	0.20
08/09/18	Draft Notices of Appointment for publication and posting to website; Publish Notice in Bradenton Herald; Post Notice to website	0.55
08/10/18	Review proof of publication of Notice of Application for Appointment; Verify and store posting for Notice to website; Telephone conference with R. Pierro; Draft email to same	0.60
08/13/18	Draft Requisition No. 643; Draft email to US Bank with same; Prepare for meeting of August 14, 2018; Review and respond to email with S. Leigh; Review and respond to email with P. Sharff; Telephone conference with S. Leigh; Draft email to J. Shanes; Telephone conference with same; Draft agenda for September 5, 2018 meeting; Draft email to R. Pierro	3.15
08/14/18	Prepare for meeting; Travel to and from Bradenton (N/C); Update files; Review mail; Attend regular meeting; Initial draft of minutes of meeting Take files to storage; Index same	4.75
08/15/18	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of June 12, 2018 meeting; Draft email to BNY Mellon with Requisition No. 640 and DAP Requisition No. 70; Draft email to US Bank with Requisition Nos. 638, 639, 641 and 642; Update minutes book; Draft email to Hendrickson Ink with Budget Resolution for posting to website; Draft email to T. Gruters (CRI) with executed engagement letter; Draft letters to Manatee County Clerk and Financial Management with budget for FY 18-19; Draft email to S. Sanford; Verify posting of Final Budget to website; Store proof thereof	2.45
08/18/18	Final draft of minutes of meeting of August 14, 2018; Review tape of meeting	2.30
08/19/18	Final review of minutes of August 18, 2018 meeting; Draft email to F. Dodson with same; Draft email to Hendrickson Ink re: officers update on website; Verify website changes	0.75
08/20/18	Reserve meeting room for September 25, 2018; Draft email to all re: change of meeting date to September 25, 2018	0.40
08/22/18	Incorporate F. Dodson changes to minutes of August 14, 2018 meeting; Draft email to same with revised minutes	0.45

08/24/18	Draft Requisition No. 644 for payment of quarterly FA retainer; Draft email to US Bank with same; Update Requisition list; Review and respond to email with F. Dodson; Draft email to P. Sharff; Draft Requisition No. 645; Review and respond to email with R. Pierro; Telephone conference with NALHFA (message)	1.55
08/26/18	Initial draft of Resolution Appointing Member and Certificate of Membership	0.50
08/27/18	Telephone conference with NALHFA (L. Bridge); Draft email to R. Pierro with NALHFA Conference information; Draft email to U.S. Bank with Requisition No. 645	0.60
08/28/18	Draft letter to U.S. Bank with Single Family 2006 check	0.20
08/29/18	Verify submission of member applications; Draft email to R. Pierro re: same	0.35
08/30/18	Telephone conference with J. Sandleman; Draft Notice of Meeting for September 25, 2018 meeting; Draft Notice of Change in Meeting Schedule; Draft email to Hendrickson Ink re: same for posting to website; Telephone conference with R. Pierro; Draft email to US Bank re: check for NALHFA Conference registration; Draft email to F. Dodson	1.40
08/31/18	Telephone conference with F. Dodson; Telephone conference with NALHFA; Draft email to NALHFA; Review and respond to email with same; Set up account for F. Dodson with NALHFA; Complete F. Dodson NALHFA Conference registration	1.10
09/02/18	Draft email to F. Dodson with NALHFA Conference registration confirmation	0.15
09/03/18	Draft letter to Board of County Commissioners re: R. Pierro re-appointment; Final draft of Resolution and Certificate for R. Pierro re-appointment; Initial preparation of email to D. Thomas and G. Lopez with correspondence, resolution and certificate and package to Board of County Commissioners; Download and store US Bank statements for August, 2018; Verify receipt of second mortgage payoffs	1.40
09/04/18	Final draft of email to D. Thomas and G. Lopez re: re-appointment of R. Pierro; Final preparation of package to Board of County Commissioners	1.30

09/05/18	Draft email to all re: change of meeting date to September 25, 2018; Download and store BNY statements for August, 2018	0.40
09/06/18	Review and respond to email with F. Dodson	0.10
09/09/18	Draft Public Depositor annual report for 2018; Preparation of agenda packages; Initial draft of Report to Board of County Commissioners for FY 2017-2018; Review and store Treasurer's reports for August, 2018	2.50
09/10/18	Draft email to M. Hendrickson re: FLALHFA dues for FY 18-19	0.15
09/11/18	Review and respond to email with J. Sandelman; Review FLALHFA Invoice for FY 2018-2019	0.25
09/12/18	Publish Notice of Meeting for September 25, 2018 meeting; Draft email to F. Dodson	0.35
09/13/18	Review and respond to email with F. Dodson; Review and respond to email with D. Thomas	0.40
09/14/18	Draft email to Bradenton Herald; Draft Bond SAIL Application for multi-family projects; Draft email to M. Hendrickson and S. Leigh with same; Review proof for publication of Notice of Meeting	0.90
09/15/18	Draft Requisition Nos. 646, 647, 648, 649, 650 and 651; Draft email to F. Dodson; Prepare agenda packages for meeting of September 25, 2018; Final draft of Report to Board of County Commissioners for FY 2017-2018	1.80
	38.85 hours x \$150.00/hour	<u>\$ 5,827.50</u>

Expenses Incurred:

Postage and overnight mail	\$ 52.26
Bradenton Herald: Notice of August 14, 2018 Meeting	40.95
Notice of Applications	45.63
NALHFA Conference registration fee for F. Dodson	150.00
Photocopies and printing	159.30
Extra Space Storage (August and September, 2018)	<u>255.10</u>
Total Expenses:	<u>\$ 703.24</u>
Total Due	<u><u>\$ 6,530.74</u></u>