

REQUISITION NO. 659 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 September 16, 2018 through November 30, 2018, in the amount of \$5,490.17.

You are hereby authorized to pay from the funds of the Owner, the amount of \$5,490.17, 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 December 11, 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

November 30, 2018

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

Re: Legal Counsel Fees and Expenses
September 16, 2018 - November 30, 2018

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

09/17/18	Draft memo re: loan program status for agenda package; Draft Travel Voucher for F. Dodson for NALHFA Conference; Research re: per diem rates for Washington DC for 2018; Draft email to F. Dodson with same; Download and store SBA statements for July and August, 2018; Draft email to S. Leigh, M. Hendrickson and T. Wranovix with agenda for September 25, 2018 meeting; Review and respond to email with S. Leigh; Draft email to Hendrickson Ink re: invoice; Draft email to F. Dodson; 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
09/18/18	Final draft of Requisition No. 646; Draft email to members with same; Draft email to Hendrickson Ink for posting; Verify posting of agenda package to website; Store proof thereof	0.60
09/19/18	Telephone conference with R. Pierro	0.15
09/20/18	Telephone conference with D. Thomas; Draft email to R. Pierro; Review and respond to email with Susan Leigh	0.50
09/21/18	Prepare presentation for Board of County Commissioners meeting of September 25, 2018	1.00

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

09/24/18	Prepare for HFA meeting of September 25 2018; Telephone conference with R. Pierro; Revise Requisition Nos. 650 and 651; Update Report to Board of County Commissioners; Draft email to members with same; Review and respond to email with S. Denihan	1.75
09/25/18	Travel to and from Bradenton (N/C); Prepare for and attend Board of County Commission meeting; Conference with D. Thomas; Update files; Review mail; Prepare for and attend regular meeting; Initial draft of minutes of meeting; Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of August 14, 2018 meeting; Draft email to BNY Mellon with Requisition Nos. 648 and 649; Draft email to US Bank with Requisition Nos. 646 and 647; Review and respond to email with D. Thomas re: member terms; Draft email to Melton Little; Review and respond to email with S. Leigh	5.25
09/26/18	Draft email to Hendrickson Ink with Short Bond Application for posting to website and other updates; Verify website changes; Review and respond to email with Manatee County re: minutes of 8/14/18 meeting	0.45
09/29/18	Final draft of minutes of September 25, 2018 meeting; Review tape of meeting; Draft email to F. Dodson with draft of minutes	1.85
09/30/18	Complete Minority Reporting Form for 2017; Draft email to M. Lopata Manatee County with same	0.50
10/01/18	Update minutes book; Draft letter to Manatee County Clerk with Report to Board of County Commissioners for FY 17-18; Draft email to Manatee County with same; Draft email to US Bank with Requisition Nos. 650 and 651; Draft email to Department of Financial Services with Public Depositor Report for FYE 9/30/18; Complete and mail FLALHFA Membership Form for FY 2018-2019; Download and store US Bank statements for September, 2018	1.55
10/02/18	Download and store SBA statement for September, 2018	0.20
10/03/18	Attempt to download BNY Mellon statements for September, 2018	0.15
10/04/18	Review check and draft email to US Bank re: reissuance to DEO; Review and respond to email with US Bank; Download and store BNY Mellon statements for September, 2018	0.55

10/05/18	Review and respond to email with F. Dodson; Review and store General Fund Report for 9/30/18; Draft email to T. Gruters with same; Prepare Requisition List for FY 2017-2018	0.70
10/08/18	Draft email to all re: cancellation of October 9, 2018 meeting	0.15
10/09/18	Review legal research and summary regarding ADA compliance for public websites; Draft email to Hendrickson Ink with same	0.40
10/12/18	Review and respond to 2018 Audit Documentation Request List; Research re: same; Draft email to T. Gruters re: same	1.20
10/15/18	Review and store Bond Report for 9/30/18	0.10
10/16/18	Review and store HAP and DAP Report for 9/30/18	0.10
10/19/18	Review Travel Voucher and receipts for F. Dodson; Scan and store same; Draft Requisition No. 655; Draft email to US Bank with same; Draft email to F. Dodson	0.45
10/20/18	Draft email to F. Dodson	0.15
10/22/18	Draft email to M. Hendrickson, S. Leigh and T. Wranovix; Draft email to R. Pierro re: cancellation of November 13, 2018 meeting	0.30
10/23/18	Draft email to all re: cancellation of November 13, 2018 meeting; Reserve meeting room for December 11, 2018 meeting; Draft Notice of Cancellation of Meeting	0.65
10/24/18	Download and execute Special District Fee form for 2018-2019; Forward same with check to DEO; Telephone conference with M. Hendrickson	0.55
10/25/18	Prepare for and attend conference call with D. Thomas, B. Shea, J. Adkins, S. Leigh and M. Hendrickson re: potential multifamily financing; Draft email to S. Leigh and M. Hendrickson; Telephone conference with M. Hendrickson	1.10
10/31/18	Draft email to Hendrickson Ink with Notice of Cancellation of Meeting for posting to website	0.15
11/01/18	Review short form application for Sandpiper Place; Telephone conference with M. Hendrickson; Review and respond to email with Blue Sky Communities; Draft email to members with application	1.00

11/02/18	Draft letter for Chairman to sign; Draft email to R. Pierro with same	0.45
11/04/18	Download and store US Bank statements for October, 2018; Download and store BNY Mellon statements for October, 2018	0.45
11/05/18	Draft River Trace invoice for January 1, 2019; Draft email to F. Dodson with same; Review and respond to email with F. Dodson	0.40
11/06/18	Draft email to Dominionium with River Trace invoice for January 1, 2019; Draft email to D. Quist re: new account contact; Review conflict letter from S. Leigh; Review and respond to email with S. Leigh; Draft email to members with conflict letter	0.80
11/07/18	Telephone conference with F. Dodson; Draft letter to US Bank with Sandpiper Place application fee; Draft email to M. Edmonds re: Polk County HFA activity	0.65
11/13/18	Draft email to all re: cancellation of regular meeting	0.15
11/20/18	Initial draft of agenda for December 11, 2018 meeting; Draft Notice of Meeting Schedule for 2019; Draft Notice of Meeting for December 11, 2018 meeting	0.85
11/26/18	Review and respond to email with Dominionium; Draft email to NALHFA re: invoice for dues for 2019	0.40
11/28/18	Sign and email authorization for Carr, Riggs and Ingram re: audit; Draft email to members re: quorum for 12-11-18 meeting; Draft Requisition No. 656 for quarterly FA payment; Draft email to US Bank with same	0.75
11/29/18	Review and respond to email with members re: meeting of December 11, 2018; Draft email to T. Gruters re: audit; Review and respond to email with same; Review and respond to email with F. Dodson	0.60
11/30/18	Review and respond to email with F. Dodson; Publish Notice of Meeting for December 11, 2018; Draft email to S. Denihan re: Realtor Association dues; Review and respond to email with Bradenton Herald; Review publisher's proof; Revise agenda for December 11, 2018 meeting; Draft Requisition Nos. 657, 658, 659, 660, and 661; Update Requisition list; Initial preparation of agenda packages for December 11, 2018 meeting	2.95
	33.15 hours x \$150.00/hour	<u>\$ 4,972.50</u>

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of Manatee County, Florida
November 30, 2018
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Expenses Incurred:

Postage and overnight mail	\$ 96.25
Bradenton Herald:	
Notice of September 25, 2018 Meeting	42.12
Photocopies and printing	124.20
Extra Space Storage (October and November, 2018)	<u>255.10</u>
Total Expenses:	<u>\$ 517.67</u>
 Total Due	 \$ 5,490.17 <u><u>=====</u></u>