

REQUISITION NO. 663 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 December 1, 2018 through January 31, 2019, in the amount of \$5,427.78.

You are hereby authorized to pay from the funds of the Owner, the amount of \$5,427.78, 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 February 12, 2019.

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

January 31, 2019

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

Re: Legal Counsel Fees and Expenses
December 1, 2018 - January 31, 2019

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

12/01/18	Review and respond to email with F. Dodson; Draft email to R. Pierro; Draft email to Hendrickson Ink	0.55
12/02/18	Draft email to RASM re: 2019 membership; Download and store US Bank statements for November, 2018; Review and respond to email with F. Dodson; Draft email to D. Quist (Dominium); Review and respond to email with same	0.90
12/03/18	Review and respond to email with RASM; Complete Sponsorship Application for RASM and email to same; Telephone conference with F. Dodson; Complete RASM Sponsorship Agreement form; Draft email to T. Wranovix, M. Hendrickson and S. Leigh with draft of agenda; Preparation of electronic agenda packages for December 11, 2018 meeting; Draft email to all with agenda for December 11, 2018 meeting	2.25
12/04/18	Final preparation of hard copy 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; Review and respond to email with S. Denihan	2.50
12/05/18	Review and respond to email with T. Gruters; Download and store SBA statements for October and November, 2018; Research re: audit questions for T. Gruters; Telephone conference with T. Gruters; Telephone conference with M. Hendrickson	2.20

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

12/06/18	Review and respond to email with T. Gruters re: Requisitions for audit; Draft multiple email to T. Gruters with same	0.75
12/07/18	Download and store BNY statements for November, 2018; Review same for payoffs; Research River Trace bond documents re: HFA fee; Draft email to T. Gruters with same	0.85
12/08/18	Review and respond to email with M. Hendrickson	0.15
12/10/18	Prepare for regular meeting	1.00
12/11/18	Prepare supplemental agenda packages; Review and respond to email with M. Hendrickson; Review and respond to email with P. Sharff; Telephone conference with M. Hendrickson; Travel to and from Bradenton (N/C); Update files; Review mail; Prepare for and attend regular meeting; Initial draft of Agenda for February 12, 2019 meeting; Initial draft of minutes of meeting of December 11, 2018	4.30
12/12/18	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of September 25, 2018 meeting; Draft email to BNY Mellon with Requisition Nos. 660 and DAP 66; Draft email to US Bank with Requisition Nos. 657. 658. 659 and 660; Draft email to F. Dodson; Update Minutes book; Draft email to Department of State with Records Management Compliance Report for 2017-2018; Telephone conference with D. Quist	1.80
12/13/18	Reserve conference room for February and April, 2019 meetings	0.15
12/17/18	Draft letter to NALHFA with dues check	0.25
12/18/18	Draft email to Bradenton Herald to publish Notice of 2019 Meeting Schedule; Review publisher's proof of same	0.35
12/19/18	Review HFA website; Draft email to Hendrickson Ink with website updates and changes; Verify website changes	0.50
12/21/18	Draft email to R. Pierro re: cancellation of January 8, 2019 meeting; Draft email to H. Miller re: same; Draft email to all re: cancellation of January 8, 2019 meeting	0.60

01/02/19	Draft email to members re: NALHFA Conference	0.15
01/03/19	Review and respond to email with R. Pierro; Download and store US Bank statements for December, 2018; Download and store BNY statements for December, 2018; Review same for payoffs; Draft Email to Noah (Dominium) re: River Trace fee status	1.10
01/06/19	Download and store SBA statement for December, 2018	0.20
01/07/18	Review and respond to email with S. Olsen (RJ) re: meeting schedule for 2019; Draft email to R. Pierro	0.30
01/08/19	Draft Notice of Cancellation of meeting; Draft email to Hendrickson Ink re: posting same to website; Draft letter to Realtor Association of Sarasota and Manatee with dues check; Telephone conference with J. Sandelman	0.80
01/09/19	Review and respond to email with RASM re: dues	0.15
01/12/19	Review tape of meeting of December 11, 2018; Final draft of minutes of December 11, 2018 meeting; Draft agenda for February 12, 2019 meeting	1.30
01/13/19	Review and respond to email with T. Gruters re: audit questions; Review draft of Financial Statements for FY 2017-2018; Review US Bank statements for GNMA custody account for 10/17 - 9/18; Draft email to T. Gruter with comments to Financial Statements; Review comments of F. Dodson to Financial Statements; Draft email to F. Dodson with draft of minutes of December 11, 2018 meeting	2.25
01/14/19	Draft, review and store Treasurer's reports for November and December, 2018; Review and respond to email with F. Dodson; Draft email to River Trace re: fee	0.50
01/15/19	Review F. Dodson comments to minutes; Revise same	0.35
01/16/19	Review and respond to email with River Trace re: wire; Draft email to F. Dodson	0.25
01/28/19	Initial preparation of agenda packages for February 12, 2019 meeting; Telephone conference with R. Pierro	1.25

01/29/19	Draft email to T. Gruters re: Financial Statements; Review and respond to email with Floyd Leiby; Telephone conference with S. Bechtold (Manatee County)	0.60
01/30/19	Telephone conference with S. Bechtold (Manatee County); Telephone conference with Centerstone Behavioral; Research re: Housing Authority; Draft email to F. Leiby; Telephone conference with M. Hendrickson; Telephone conference with J. Ryan; Telephone conference with P. Burnett; Prepare for meeting of February 12, 2019; Draft email to members; Draft memo to members; Draft email to F. Dodson; Draft Notice of Meeting; Draft email to Bradenton Herald	3.50
01/31/19	Telephone conference with F. Dodson re: agenda items for February 12, 2019 meeting; Telephone conference with F. Dodson re: GASB definition of conduit debt; Research re: same; Draft email to F. Dodson; Draft email to S. Leigh and M. Hendrickson	0.90
	32.70 hours x \$150.00/hour	<u>\$ 4,905.00</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 47.99
	Bradenton Herald:	
	Notice of December 11, 2018 Meeting	42.12
	Notice 2019 Meeting Schedule	59.67
	Photocopies and printing	117.90
	Extra Space Storage (December, 2018 and January, 2019)	<u>255.10</u>
	Total Expenses:	<u>\$ 522.78</u>
	Total Due	<u><u>\$ 5,427.78</u></u>