

REQUISITION NO. 565 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, 2016 through September 30, 2016, in the amount of \$5,130.02.

You are hereby authorized to pay from the funds of the Owner, the amount of \$5,130.02, 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 October 11, 2016.

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

September 30, 2016

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

Re: Legal Counsel Fees and Expenses
August 1, 2016 - September 30, 2016

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

08/02/16	Update Requisition list; Draft Requisition Nos. 556, 557, 558, 559, 560, and 561; Initial preparation of agenda packages; Prepare electronic agenda package	1.80
08/03/16	Review and respond to email with F. Dodson	0.15
08/04/16	Final preparation of agenda packages; Draft memo to members; Draft email to P. Sharff; Draft email to professionals with agenda; Draft email to members with agenda package; Draft email to all with agenda Download and store US Bank Trust statements for July, 2016; Review and respond to email with P. Sharff; Review J. Heagerty travel voucher; Review and respond to email with same; Draft email to P. Sharff with FLALHFA Conference travel voucher; Download and store BNY statements for July, 2016	3.50
08/05/16	Scan and email agenda package; Draft email to all with agenda; Draft email to members and professionals with agenda package	0.55
08/07/16	Review and respond to email with P. Sharff	0.15
08/08/16	Prepare for meeting of August 9, 2016; Review and respond to email with P. Sharff; Review and respond to email with J. Heagerty; Review	

Paul A. Sharff
Chairman

James J. Heagerty, Jr.
1st Vice Chairman

Richard M. Pierro
2nd Vice Chairman

Hugh D. Miller
3rd Vice Chairman

Frank R. Dodson, III
Secretary/Treasurer

Angela A. Abbott
Attorney/Administrator

	revised travel voucher for P. Sharff; Draft Requisition No. 562 for reimbursement of FLALHFA expenses; Draft email to US Bank with same; Prepare documents for signed at meeting of August 9, 2016	2.30
08/09/16	Prepare for meeting; Travel to and from Bradenton (N/C); Update files; Review mail; Telephone conference with S. Leigh; Telephone conference with P. Sharff; Attend regular meeting; Initial draft of minutes of meeting; Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of June 14, 2016 meeting; Draft email to BNY with Requisition No. 558 and DAP Requisitions No. 31; Draft email to US Bank with Requisitions 556, 557, 559, 560 and 561; Update minutes book	4.25
08/10/16	Verify posting of final budget to website; Draft letter to Clerk and Finance Director with budget for FY 2016-17; Draft email to S. Leigh; Update Requisition file and list	1.20
08/14/16	Final draft of minutes of August 9, 2016 meeting; Review tape of meeting; Draft email to F. Dodson	1.50
08/16/16	Review and incorporate F. Dodson changes to minutes of 8/9/16 meeting; Review and respond to email with same	0.40
08/19/16	Review NALHFA email and HUD letters; Forward to members	0.25
08/23/16	Final draft of Notice of Application for Appointment; Draft email to Bradenton Herald re: publication; Draft email to F. Dodson; Draft email to P. Sharff; Draft email to Green Pony re: posting of Notice to website; Telephone conference with D. Thomas re: Habitat for Humanity; Review and respond to email with Pasco County re: FA Agreement	1.45
08/24/16	Telephone conference with M. Hendrickson; Telephone conference with D. Thomas; Review and respond to email with same	0.50
08/25/16	Telephone conference with F. Dodson; Draft email to F. Dodson with Habitat Loan documents for Brevard County HFA	0.55
08/26/16	Review, print and store Treasurer's reports for July, 2016	0.20
08/28/16	Prepare for conference call with Manatee County and Habitat for Humanity	0.30

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08/29/16	Prepare for and attend conference call with D. Thomas (Manatee County) and Diane Shoemaker (Habitat) (.60); Telephone conference with T. Wranovix	0.80
08/31/16	Draft email to professionals re: cancellation of 9-13-16 meeting; Draft email to P. Sharff re: cancellation of meeting; Draft email to all re: same	0.45
09/02/16	Review and respond to request for information from Indian River Hospital District	0.25
09/03/16	Download and store US Bank Trust statements for August, 2016; Download and store BNY statements for August, 2016	0.40
09/05/16	Draft email to M. Hendrickson and S. Leigh re: quarterly invoice; Review and store revised Treasurer's report for July, 2016	0.35
09/06/16	Review and respond to email with M. Hendrickson; Review, print and store Treasurer's report for August, 2016	0.25
09/07/16	Draft Requisition No. 563; Draft email to US Bank with same; Review and respond to email with F. Dodson	0.55
09/08/16	Review and respond to email with F. Dodson; Review and store Treasurer's bond program report for August, 2016	0.30
09/10/16	Draft Resolutions of the Board of County Commissioners appointing F. Dodson and P. Sharff; Draft Certificates of membership for F. Dodson and P. Sharff; Draft letter to Board of County Commissioners regarding appointments to Authority; Initial preparation of package to Board of County Commissioners	1.60
09/14/16	Draft email to Diana Shoemaker (Habitat for Humanity); Telephone conference with P. Sharff	0.35
09/15/16	Telephone conference with S. Talley (Manatee County) re: applications for appoint to Authority	0.20
09/17/16	Final preparation of letter and package to Manatee County re: member appointments	0.40
09/19/16	Draft email to Manatee County with letter and package re: member appointments; Draft email to F. Dodson re: same; Draft email to P. Sharff re: same; Review and respond to email with P. Sharff	0.45

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09/20/16	Telephone conference with S. Talley (Manatee County); Review and respond to email with T. Larson (Manatee County attorney's office); Review Sadowski Education Effort financial statements; Review and respond to email with S. Talley; Review and respond to email with E. Maholtz	0.85
09/25/16	Initial draft of Agenda for meeting of October 11, 2016	0.50
09/26/16	Telephone conference call with D. Thomas and D. Shoemaker re: Habitat line of credit; Draft email to S. Sanford re: use of IRA funds for funding line of credit	0.70
09/27/16	Review Habitat for Humanity proposal for financing and description of "The Gardens" project; Draft email to professionals with same; Review and respond to email with S. Sanford; Review and respond to email with D. Shoemaker	1.60
09/28/16	Review email from F. Hogan; Draft email to S. Leigh and M. Hendrickson; Review guidelines for new multifamily applications; Conference call with F. Hogan, C. VanderEyck and M. Hendrickson Re: River Trace and Manatee Ponds	0.90
09/29/16	Draft email to reserve conference room for meeting of October 11, 2016; Draft Notice of Meeting for October 11, 2016; Draft email to Bradenton Herald re: publication of same; Draft email to Manatee County re: agenda item for October 11 th Board of County Commissioners' meeting	0.85
09/30/16	Telephone conference with Claire (Dominium); Telephone conference with T. Wranovix	0.40
	31.20 hours x \$150.00/hour	<u>\$ 4,680.00</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 65.27
	Bradenton Herald:	
	Notice of Applications	46.80
	Notice of October 11, 2016 Meeting	40.95
	Photocopies and printing	108.60
	Extra Space Storage (August and September, 2016)	188.40
	Total Expenses:	<u>\$ 450.02</u>
	Total Due	<u>\$ 5,130.02</u> =====