

REQUISITION NO. 671 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 February 1, 2019 through March 31, 2019, in the amount of \$6,624.93.

You are hereby authorized to pay from the funds of the Owner, the amount of \$6,624.93, 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 April 9, 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

March 31, 2019

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

Re: Legal Counsel Fees and Expenses
February 1, 2019 - March 31, 2019

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

General Representation:

02/01/19	Review proposed revised engagement letter with Greenberg Traurig; Initial preparation of agenda packages; Draft email to Hendrickson Ink	1.40
02/02/19	Review FA memo re: Palmetto Senior project; Review and respond to email with FA's; Draft Requisition Nos. 662, 663, 664, 665, 666 and 667; Revise Retainer Agreement; Draft memo re: same; Draft email to F. Dodson; Revise agenda; Prepare agenda packages	2.75
02/03/19	Download and store US Bank statements for January, 2019; Download and store BNY statements for January, 2019; Review US Bank custody account statements for January; Review IRA statement for January; Review and respond to email with F. Dodson; Review email from O. Metz	0.90
02/04/19	Draft email to T. Gruters re: status of financial statements; Review and respond to email with W. Gherig; Review final proposed revised engagement letter with Greenberg Traurig; Review draft of financial statements for FY 2017-2018; Final preparation of agenda package for February 12, 2019 meeting; Prepare electronic agenda package; Draft email to Hendrickson Ink for posting of agenda package to website	3.25
02/05/19	Draft email to members and professionals with electronic agenda package; Draft email to members and professionals with Palmetto Senior preliminary application; Draft email to members with blacklined versions of retainer agreements; Telephone conference with R. Pierro;	

Hugh D. Miller
Chairman

Paul A. Sharff
1st Vice Chairman

James J. Heagerty, Jr.
2nd Vice Chairman

Richard M. Pierro
3rd Vice Chairman

Frank R. Dodson, III
Secretary/Treasurer

Angela A. Abbott
Attorney/Administrator

	Telephone conference with F. Dodson (0.4); Draft email to S. Leigh and M. Hendrickson re: GASB conduit debt issue; Draft memo to members with agenda package; Prepare hard copies of agenda package to members; Verify posting of agenda package to website;	2.60
02/06/19	Review and respond to email with S. Leigh; Review and respond to email with P. Sharff	0.35
02/11/19	Telephone conference with F. Dodson; Telephone conference with T. Gruters; Telephone conference with R. Pierro; Revise Agenda for February 12, 2019 meeting; Draft email to members and professionals with amended agenda; Telephone conference with M Hendrickson; Prepare for meeting; Telephone conference with P. Sharff; Draft email to Hendrickson Ink with Amended Agenda for posting to website; Draft email to J. Heagerty; Draft email to H. Miller	3.10
02/12/19	Telephone conference with J. Heagerty; Travel to and from Bradenton (N/C); Review and respond to email with US Bank re: expiration of custody agreements; Update files; Review mail; Prepare for and attend regular meeting; Initial draft of Agenda for April 9, 2019 meeting; Initial draft of minutes of meeting of February 12, 2019; Telephone conference with M. Hendrickson	4.05
02/13/19	Update efiles with signed documents from meeting; Draft email to Manatee County with minutes of December 11, 2018 meeting; Draft email to BNY Mellon with Requisition Nos. 664, 665, 666 and DAP 71; Draft email to US Bank with Requisition Nos. 662, 663 and 667; Update Minutes book; Initial draft of RFP for bond counsel; Initial preparation of bond counsel distribution list; Review and respond to email with D. Thomas; Draft email to F. Dodson; Review fee invoice from US Bank for custody account; Research re: amount; Draft email to F. Dodson with same; Draft email to S. Leigh and M. Hendrickson; Review and respond to email with D. Thomas	3.65
02/14/19	Telephone conference with F. Dodson	0.20
02/15/19	Review and respond to email with D. Thomas re: conference call with Atlantic Housing	0.20
02/17/19	Complete FLALHFA conference sponsorship form; Email to FLALHFA; Revise draft RFP for bond counsel; Draft email to F. Dodson with same; Compile final list of bond counsel firms for RFP distribution	1.10

02/18/19	Review and respond to email with F. Dodson; Draft email to M. Hendrickson and S. Leigh with RFP; Revise draft of RFP; Telephone conference with S. Sanford	0.80
02/20/19	Prepare electronic distribution list for bond counsel RFP; Telephone conference with S. Sanford; Distribute RFP by email; Draft email to Hendrickson Ink for posting of RFP to website	0.90
02/21/19	Draft email to members with bond counsel RFP; Review and respond to email with D. Thomas	0.35
02/26/19	Review invoice from financial advisors; Draft Requisition No. 668; Draft email to U.S. Bank with same; Review FA engagement letter; Draft email to FA's re: proposed extension of same	1.00
02/28/19	Draft email to professionals re: cancellation of March 12, 2019 meeting; Draft email to H. Miller and F. Dodson re: same; Draft Notice of Cancellation of Meeting; Draft email to all re: cancellation of meeting; Draft email to Hendrickson Ink with Notice for website	0.90
03/01/19	Telephone conference with Manatee County (G. Lopez, D. Thomas, & W. O'Shea), S. Leigh, C. Wise, P. Vera and T. McVay re: Waters Project (Atlantic Housing Foundation); Telephone conference with S. Leigh	0.75
03/02/19	Download and store US Bank statements for February, 2019	0.20
03/03/19	Download and store BNY Mellon statements for February, 2019	0.20
03/08/19	Telephone conference with S. Sanford; Review and respond to email with R. Reid	0.40
03/10/19	Draft email to bond counsel firms re: 20 page limit	0.25
03/11/19	Review and respond to email with F. Dodson; Review and store bond report for February, 2019	0.20
03/12/19	Review and respond to email with Hendrickson Ink; Download and store SBA statements for January and February, 2019	0.35
03/18/19	Review tape of February 12, 2019 meeting; Draft minutes of meeting of February 12, 2019; Review draft of Financial Statements for FY 2017-2018; Review F. Dodson comments to Financial Statements; Research re: FGIC Notice re: 1985 Single Family Issue	2.50

03/24/19	Complete review of tape of February 12, 2019 meeting; Final draft of minutes of meeting of February 12, 2019; Draft email to F. Dodson with same; Draft agenda for April 9, 2019 meeting	1.75
03/25/19	Review and respond to email with RBC; Draft email to P. Sharf, H. Miller and F. Dodson re: NALHFA Conference; Review and revise rep letter language regarding single family bonds; Draft email to F. Dodson with same	0.90
03/26/19	Review and respond to email with F. Dodson re: audit; Draft email to F. Dodson with Notices in connection with SF 1985 issue; Draft email to T. Radicioni re: updated notices; Revise minutes of February 12, 2019 meeting with F. Dodson changes; Review and respond to email with F. Dodson; Draft Notice of Meeting for April 9, 2019; Draft email to members re: quorum for April 9 th meeting	1.50
03/27/19	Draft email to F. Dodson re: NALHFA; Publish Notice of Meeting in Bradenton Herald; Review packages from Greenberg Traurig and Bryant Miller & Olive; Review and respond to email with Locke Lord	1.40
03/28/19	Draft memo to members with bond counsel RFP responses; Prepare packages to members with same	0.60
03/29/19	Telephone conference with S. Leigh and M. Hendrickson; Revise Third Addendum to FA Contract; Revise Agenda for April 9, 2019 meeting; Draft memo to members with agenda package; Draft email to Hendrickson Ink	1.10
03/30/19	Draft Requisition Nos. 670, 671 and 672; Initial preparation of agenda packages for April 9, 2019 meeting	1.25
	40.85 hours x \$150.00/hour	<u>\$ 6,127.50</u>
Expenses Incurred:		
	Postage and overnight mail	\$ 46.65
	Bradenton Herald: Notice of February 12, 2019 Meeting	42.12
	Photocopies and printing	163.20
	Extra Space Storage (February and March, 2019)	<u>245.46</u>
	Total Expenses:	<u>\$ 497.43</u>
	Total Due	<u><u>\$ 6,624.93</u></u>