

ANGELA A. ABBOTT, P. A.
ATTORNEY AT LAW

4420 SOUTH WASHINGTON AVENUE
TITUSVILLE, FLORIDA 32780

FACSIMILE
(321) 269-6840

TELEPHONE
(321) 264-0334

September 30, 2016

Brevard County Housing Finance Authority
4420 S. Washington Avenue
Titusville, FL 32780

Re: General Representation July 1, 2016 - September 30, 2016

STATEMENT OF PROFESSIONAL SERVICES RENDERED:

07/01/16	Review notice of BHC Providers meeting; Draft email to L. Boudrie with same; Review RBC market update	0.30
07/02/16	Download and store Wells Fargo reports for June, 2016; Download and store BNY Mellon reports for June, 2016	0.40
07/05/16	Review RBC market update	0.15
07/06/16	Review FLALHFA Board agenda package; Attend annual FLALHFA Board meeting	1.75
07/09/16	Balance checking account for June, 2016; Prepare detailed checkbook ledger for May and June, 2016; Update Treasurer's record book; Update 2 nd Mortgage loan status reports for NIBP and TBA Program; Prepare Quarterly report of all DPA Loans for HFA members; Review BNY statements for DPA & GNMA custody accounts for May and June, 2016; Update internal DPA Custody Account report for 3 rd Quarter; Update internal GNMA Custody Account report for 3 rd Quarter	2.50
07/10/16	Draft of Treasurer's Report for 3 rd Quarter Fiscal Year 2015-2016; Prepare Statement of Assets and Liabilities for 3 rd Quarter Fiscal Year 2015-2016;; Review Wells Fargo statements for April through June, 2016, for Habitat for Humanity custody account, Single Family 1983, Single Family 1985, and custody accounts for Single Family 2000, 2001 and 2002; Review RBC market updates; Review and respond to email with T. Sumner; Research re: Haberman second mortgage; Review Lender Bulletin 2016-07 and Lender Operations Update 2016-22; Review FHFC LDA, Area of Opportunity, RECAP and Qualified Census Tract maps; Review and respond to email with T. Sumner	3.35

07/11/16	Review RBC Market update and email regarding pool settlement	0.20
07/12/16	Review RBC Market update; Begin preparation of agenda packages for August 11, 2016 meeting; Initial draft of agenda for August 11, 2016 meeting	1.80
07/13/16	Draft Resolution No. 16-03 adopting budget for FY 2016-2017; Draft 12 Month Planning Goals for FY 2016-17; Review eHousing website re: loan activity; Review RBC Market update; Draft Proposed Budget for FY 2016-2017; Research re: same; Draft email to C. Johnson, M. Edmonds and I. Chaustre with same	2.50
07/15/16	Review GNMA settlement Trade 7; Prepare signature page; Draft email to L. Boudrie with same; Prepare deposit; Update income ledgers; Draft email to K. Hile (US Bank) re: Satisfactions of mortgages; Review and store Brevard HFA signature page for Trade 7; Draft email to D. Berner with same; Review and store fully executed Trade 7; Review RBC Market update; Update GNMA profit report	2.00
07/18/16	Review and respond to email with K. Hile (US Bank); Review and complete Satisfactions of Mortgages for Edwards, Miller and Gladney; Draft letter to US Bank with same; Review RBC market update; Draft email to members re: FLALHFA Conference presentation materials	1.30
07/19/16	Review and respond to email with The Vinoy re: charges; Review and respond to email with BMO; Draft email to attorneys attending FLALHFA conference with CLE Notice; Review RBC Market update and hedging recommendations	0.75
07/20/16	Telephone conference with J. Reed (North American Title); Research re: Wilson/Williams loan; Telephone conference with T. Sumner	0.80
07/21/16	Review and respond to email with T. Sumner; Review file for Clay County Single Family Series 2007 Issue; Review minutes of meetings for 2007 and 2008; Draft email to T. Sumner; Review RBC Market update	1.25
07/22/16	Telephone conference with T. Sumner (Clay HFA); Research re: 1 st Mortgage, Release and name change for borrower; Draft email to T. Sumner with same; Review request from US Bank for noncompliance waiver for Elliott loan (NIBP); Research re: same; Prepare item for Agenda for August 11, 2016 meeting; Review RBC Market update	1.95
07/24/16	Review and respond to email with T. Sumner	0.20

07/25/16	Review and respond to email with I. Chaustre; Review RBC Market update	0.25
07/26/16	Review RBC Market update	0.10
07/27/16	Review and respond to email with I. Chaustre; Review RBC Market update	0.20
07/28/16	Review eHousing notice re: cash back policy; Review RBC Market update; Review PRAG invoice for 2 nd quarter, 2016	0.40
07/29/16	Prepare deposit; Update income ledgers; Update NIBP second mortgage records; Review status of recording of second mortgages; Draft email to K. Hile (US Bank) re: satisfaction for Shear loan; Review RBC Market update	1.20
07/30/16	Prepare Table and Notice of Continuing Professional Education credit for Certified Public Accountants for FLALHFA Conference 2016; Draft email to attendees re: same	0.90
07/31/16	Prepare for meeting of August 11, 2016; Draft email to Wells Fargo re: SF 1985 FGIC premium; Download and store Wells Fargo account statements for July, 2016	1.75
08/01/16	Review RBC Market update; Review Motion to Reschedule Foreclosure Sale (Tidwell)	0.30
08/02/16	Review US Bank Lender Bulletin 2016-10; Review RBC Market update; Review Witness List; Supplemental Witness List; Notice of Setting Non-Jury Trial and Exhibit List (Chaple foreclosure)	0.50
08/03/16	Review eHousing Notice; Review RBC Market update; Final draft of agenda for August 11, 2016 meeting	0.75
08/04/16	Draft email to professionals with agenda for August 11, 2016 meeting; Download and store BNY statements for July, 2016; Prepare agenda packages for August 11, 2016 meeting; Review RBC market update	3.50
08/05/16	Draft email to members re: agenda package; Draft email to Green Pony with proposed Budget for FY 2016-17 for posting to website; Review email from B. Forbes; Draft email to PRAG re: same; Review and respond to email with B. Forbes; Verify posting of proposed budget to website; Draft memo to members; Final preparation of agenda packages for members; Draft memo to members re: Single Family 1985 program status and FGIC premium; Review and respond to email with members and professionals; Process CPE notices for D. Jones and K. Frohme; Draft emails re: same	3.70

08/07/16	Draft email to M. Mustian re: income limits; Review and respond to email with P. Briggs (Wells Fargo) re: FGIC premium	0.30
08/08/16	Review RBC market update	0.10
08/09/16	Review and respond to email with PRAG; Review and respond to email with Academy Mortgage re: second mortgage funding; Review RBC market update	0.45
08/10/16	Research re: status of LURA on Palm Place Apartments project; Review and respond to email with W. Wallace (First American Title) re: same; Prepare for meeting of August 11, 2016; Telephone conference with W. Wallace (First American Title); Review RBC market update; Review GNMA proposed settlement for 8/16/16; Draft email to D. Berner re: same; Receive service of process on Shaw (SF 1991) foreclosure; Review Verified Mortgage Foreclosure Complaint; Draft Answer to same; Prepare documents for signing; Prepare checks for invoices	3.50
08/11/16	Telephone conference with K. Driver; Prepare for and attend regular meeting; Initial draft of minutes of meeting of 8/11/16; Draft email to Green Pony re: posting of final budget to website; Draft letter to M. Peterson (Brevard County) with final budget; Draft letter to FLALHFA with Sadowski Education Effort contribution; Distribute payments to Green Pony and PRAG; Draft email to K. Driver with Interlocal Agreement for TBA program	6.80
08/12/15	Review and respond to email with D. Berner; Review and respond to email with R. Bradbury (Prime Lending); Verify posting of final budget to website; Record evidence thereof; Review RBC Market update; Final draft of Answer to Shaw Foreclosure Complaint; E-file same with Court	1.65
08/14/16	Final draft of minutes of August 11, 2016 meeting; Review tape of meeting	2.40
08/15/16	Prepare deposit; Update income ledgers; Draft email to K. Hile (US Bank) re: satisfactions of mortgages for Pilger, Moreira and Kemmerling second mortgages; Update second mortgage status reports re: payoffs; Review RBC Market update; Process CPE form for D. Leon; Balance checking account for July, 2016; Prepare detailed checkbook ledger for July, 2016; Review BNY statements for DPA & GNMA custody accounts for July, 2016; Update internal DPA Custody Account report for July; Update internal GNMA Custody Account report for July	2.70

08/16/16	Draft letters to G. Bittner (US Bank) re: Elliott and Trombley loans; Draft email re: same; Review RBC Market update	0.80
08/17/16	Draft Notice of Funding Availability; Draft email to H. Feinberg and M. Edmonds with same; Review RBC Market update	0.65
08/18/16	Review RBC Market update	0.10
08/19/16	Review and respond to email with H. Feinberg; Draft email to Green Pony with Notice of Funding Availability and website change; Review NALHFA email and HUD letters; Forward to members; Draft email to Kiser Realty; Review contract with One Ocean for FLALHFA conference; Review RBC Market update	1.75
08/22/16	Draft email to Prime Lending; Review RBC Market update	0.25
08/23/16	Telephone conference with S. Leigh re: One Ocean contract; Telephone conference with US Bank re: original notes; Review and respond to email with BNY	0.70
08/24/16	Telephone conference with M. Hendrickson; Review RBC Market update	0.30
08/25/16	Review FLALHFA Board package; Review RBC Market update; Review original Promissory Note - Stewart 2 nd mortgage; Update loan document records re: same; Telephone conference with Michelle (B. Orth's office - SunTrust) re: checking account earnings and fees; Attend telephonic meeting of FLALHFA Board	1.60
08/26/16	Review email from A. Brown (US Bank)	0.15
08/29/16	Review RBC Market update; Telephone conference with C. Hutchinson (BNY Mellon); Complete Incumbency Certificate; Draft email to C. Hutchinson; Draft email to L. Boudrie	1.00
08/30/16	Review RBC Market update	0.10
08/31/16	Review and respond to email with L. Boudrie; Draft email to B. Forbes with BNY form; Prepare deposit; Update income ledgers; Update NIBP second mortgage reports with new payoffs; Draft email to US Bank re: satisfactions; Review RBC Market update; Draft email to professionals re: cancellation of 9/8/16 meeting; Draft email to L. Boudrie re: same; Draft email to all re: same; Telephone conference with T. Sumner	1.95

09/01/16	Review Notice of Voluntary Dismissal (Shaw foreclosure); Research re: status of mortgage	0.35
09/02/16	Review signed Incumbency Certificate from B. Forbes; Draft email to K. Sarkarati for signature; Draft email to BNY with fully executed Incumbency Certificate; Review and respond to request for information from Indian River Hospital District	1.30
09/03/16	Download and store BNY statements for August, 2016; Download, store and review Wells Fargo account statements for August, 2016	0.30
09/06/16	Review Satisfactions of Mortgages for Peacock, Moreira and Kemmerling; Draft email to K. Hile (US Bank) re: same; Review RBC market update; Complete and execute Satisfactions of Mortgages for Shear, Peacock, Moreira and Kemmerling; Draft letter to US Bank with same; Verify recording of Gladney, Miller and Edwards satisfactions of mortgages	1.60
09/07/16	Review RBC Market update; Review Answer of Regions Bank and Notice of Appearance of Counsel (Shaw foreclosure); Review and respond to email with US Bank re: satisfactions of mortgage; Review and respond to email with R. Sandell re: multifamily application; Draft email to Green Pony with MF guidelines and application for posting to website; Review and respond to email with R. Sandell	1.15
09/08/16	Review Satisfactions of Mortgages for Pilger and Ross; Review RBC market update; Complete and execute Satisfactions of Mortgages for Pilger and Ross; Draft letter to US Bank with same	0.85
09/12/16	Review and respond to email with S. Daigle	0.25
09/14/16	Review RBC Market update; Prepare deposit; Update income ledgers	0.45
09/15/16	Complete deposit; Update NIBP second mortgage reports with new payoff; Draft email to US Bank re: satisfaction; Review RBC Market update; Telephone conference with M. Hendrickson	0.90
09/20/16	Review proposal for executive director contract for FLALHFA for 2016-2017; Research files re: prior compensation and financials; Telephone conference with K. Norton; Draft email to FLALHFA; Review and respond to email with K. Norton; Review and respond to email with FLALHFA; Review RBC market update	1.70
09/21/16	Initial preparation of Excel spreadsheets of trust account activity for fiscal year 2015-2016 for audit in regard to Habitat for Humanity loan, and DPA Custody account	2.20

09/22/16	Initial preparation of Excel spreadsheets of trust account activity for fiscal year 2015-2016 for audit in regard to GNMA Trade custody account and Single Family 2000 GNMA Custody account; Review RBC market update	4.25
09/23/16	Review Emergency Motion to Cancel Foreclosure Sale (Tidwell foreclosure); Initial preparation of Excel spreadsheets of trust account activity for fiscal year 2015-2016 for audit in regard to Single Family 2001 GNMA Custody account; Review RBC market update; Review and respond to email with D. Smith (Smith & Henzy) re: Multifamily bond application; Begin initial preparation of Excel spreadsheets of trust account activity for fiscal year 2015-2016 for audit in regard to Single Family 2002 GNMA Custody account	4.75
09/24/16	Complete initial preparation of Excel spreadsheets of trust account activity for fiscal year 2015-2016 for audit in regard to Single Family 2002 GNMA Custody account; Begin compilation of documents for audit; Initial preparation of fiscal year end Treasurer's reports	3.90
09/25/16	Initial draft of Agenda for October 13, 2016 meeting	0.50
09/27/16	Review RBC market update; Forward email to members re: FLALHFA conference; Review and respond to email with M. Hartman	0.40
09/28/16	Review Order Cancelling Foreclosure Sale (Tidwell); Draft email to PRAG and RBC re: new multifamily application; Telephone conference with Darren Smith re: new application	0.70
09/29/16	Review RBC Market update; Telephone conference with B. Forbes; Review email from same	0.40
09/30/16	Review RBC Market update; Prepare deposit; Update income ledgers; Telephone conference with D. Smith and Hannah Cedermark Re: application; Begin preparation of agenda packages for October 13, 2016 meeting; Prepare for meeting	2.50
	90.45 hours x \$135.00/hour	<u>\$12,210.75</u>
EXPENSES INCURRED:		
	Overnight mail, postage, printing and photocopies	\$ 28.14
	Total Due:	<u><u>\$12,238.89</u></u>