

# THE HENDRICKSON COMPANY

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1404 Alban Avenue ♦ Tallahassee, Florida 32301  
Telephone: 850-671-5601  
Fax: 850-671-5603

## INVOICE

January 3, 2018

DUE JANUARY 15, 2018  
FROM HOUSING FINANCE AUTHORITY OF LEON COUNTY

DECEMBER 15, 2017-JANUARY 14, 2018 \$3,583.33

PLEASE REMIT VIA ACH TO: THE HENDRICKSON COMPANY  
C/O MARK HENDRICKSON  
1404 ALBAN AVENUE  
TALLAHASSEE, FLORIDA 32301

# THE HENDRICKSON COMPANY

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## INVOICE

January 4, 2018

DUE JANUARY 15, 2018  
FROM HOUSING FINANCE AUTHORITY OF LEON COUNTY

LUNCH FOR BOARD (12-14-17)	\$ 102.02
COPYING (12-12-17)	\$ 118.68
<b>TOTAL</b>	<b>\$ 220.70</b>

PLEASE REMIT VIA ACH TO: THE HENDRICKSON COMPANY  
C/O MARK HENDRICKSON  
1404 ALBAN AVENUE  
TALLAHASSEE, FLORIDA 32301

# Office DEPOT OfficeMax®

TALLAHASSEE - (850) 656-3019  
12/12/2017 5:24 PM



22TT79APAU35486EW

SALE 108-1-5003-872412-17.9.2  
163061 Impression, BWS 39.60  
330 @ 0.12 **You Pay 39.60S**  
224111 Impression, Clr 70.80  
120 @ 0.59 **You Pay 70.80S**  
Subtotal: 110.40  
Sales Tax: 8.28  
Total: 118.68  
Amex 004: 118.68

AUTH CODE 858535  
TDS Chip Read  
AID A000000025010801 AMERICAN EXPRESS  
TVR 0000008000  
CVS Signature Verified

JAIMIE ROSS 1197967696

Congratulations! You've reached VIP rewards status. You'll now get 5% back on paper, ink, toner & copy/print/ship services PLUS 2% back on everything else. Visit [officedepot.com/rewards](http://officedepot.com/rewards) to view all benefits of being a VIP member

Shop online at [www.officedepot.com](http://www.officedepot.com)

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Participate in our online customer survey and receive a coupon for **\$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more.** (Excludes Technology. Limit 1 coupon per household/business.)

[www.TellOfficeDepot.com](http://www.TellOfficeDepot.com)  
and enter the survey code below:

**14XR BA1X XCV8**

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<u>Transaction Date</u>	<u>Posting Date</u>	<u>Description</u>	<u>Reference Number</u>	<u>Amount</u>
12/23/2017	12/25/2017	FRAMES PLUS TALLAHASSEE FL US	24760627358305800177322	\$180.89
12/22/2017	12/24/2017	ZABAR & CO/MO/TO 212- 787-2004 NY US	24391217356207468900996	\$201.46
12/20/2017	12/21/2017	BUS ONLINE TRANSFER US	000000000000	(\$3,000.00)
12/18/2017	12/19/2017	ONLINE BANK- ING TRANSFER US	000000000000	(\$150.00)
12/14/2017	12/17/2017	Honeybaked Ham of Tallaha Talla- hassee FL US	24765187349030019641825	\$102.02
12/12/2017	12/13/2017	THE UPS STORE #6537 TALLA- HASSEE FL US	24692167347100729398032	\$47.96
12/12/2017	12/14/2017	OUTBACK 1035 TALLAHASSEE FL US	24692167347100921116224	\$26.63
12/11/2017	12/13/2017	FRAMES PLUS TALLAHASSEE FL US	24760627346303700116701	\$215.16
12/10/2017	12/12/2017	STARBUCKS STORE 09555 TALLAHASSEE FL US	24692167345100843136740	\$225.00
12/10/2017	12/12/2017	GOLDEN KER- NEL PECAN CO 803-8232311 SC US	24060657345900016049586	\$220.85
12/10/2017	12/12/2017	GOLDEN KER- NEL PECAN CO 803-8232311 SC US	24060657345900016054834	\$46.62
12/10/2017	12/12/2017	GOLDEN KER- NEL PECAN CO 803-8232311 SC US	24060657345900016054271	\$41.20
12/10/2017	12/12/2017	GOLDEN KER- NEL PECAN CO 803-8232311 SC US	24060657345900016054966	\$41.20

# Nabors Giblin & Nickerson P.A.

ATTORNEYS AT LAW

Post Office Box 11008  
Tallahassee, Florida 32302  
Telephone: (850) 224-4070

January 4, 2018

Bill through 01/04/2018

Invoice# 1010 00001 38981 TALH

Leon County Housing Finance Authority

Re: General Bond Services

## PROFESSIONAL SERVICES

11/22/2017	MTM	Review draft MOU, plan, disposition policy	1.00	hrs.
11/27/2017	MTM	Revised draft MOU	2.50	hrs.
12/06/2017	MTM	Review revised MOU	0.50	hrs.
12/07/2017	MTM	Review revised MOU, call Mark H.	0.50	hrs.
12/07/2017	MTM	Conference Call	0.50	hrs.
12/08/2017	EJR	Reviewed latest draft of MOU between HFA and County.	0.25	hrs.
12/12/2017	EJR	Reviewed agenda materials in preparation for December HFA Board Meeting.	1.50	hrs.
12/14/2017	MTM	Attended December HFA Board Meeting	1.00	hrs.
12/14/2017	EJR	Prepared for and attended December HFA Board Meeting.	1.75	hrs.
12/14/2017	EJR	Researched and drafted proposed purchasing policy for HFA.	2.50	hrs.
12/18/2017	MTM	Review draft travel policy	0.75	hrs.
12/18/2017	EJR	Reviewed Leon County Travel Policy. Reviewed email correspondence from Mark Hendrickson re: Leon County Travel policy, concerns/thoughts regarding same. Drafted and edited proposed LHFA Travel Policy.	2.75	hrs.
12/19/2017	EJR	Drafted and edited proposed Travel Policy for HFA, email correspondence re: same.	0.50	hrs.
12/19/2017	EJR	Researched and drafted proposed procurement policy for HFA.	2.00	hrs.

1010	Leon County HFA	Invoice# 38981	Page 2
12/20/2017	EJR	Researched and drafted proposed procurement policy for HFA.	1.00 hrs.
12/22/2017	MTM	Review revised draft, email Mark H.	0.25 hrs.
12/22/2017	EJR	Researched and drafted proposed HFA purchasing policy. Edits/revisions to draft Travel Policy based on comments from Mark Mustian and email correspondence re: same.	4.25 hrs.
12/26/2017	EJR	Drafted, revised, and edited proposed HFA purchasing policy.	1.00 hrs.
12/27/2017	MTM	Draft procurement policy	1.00 hrs.
12/28/2017	MTM	Draft procurement policy, revised travel policy	1.00 hrs.
12/29/2017	MTM	Review Pinellas policy, call with Mark H.	0.25 hrs.
01/02/2018	MTM	Draft revised Procurement Policy	1.00 hrs.
01/04/2018	MTM	Finalize Procurement Policy	0.25 hrs.

Total Fees

\$6,725.00

DISBURSEMENTS

12/07/2017	Conference Call	3.33
01/04/2018	Copying Charges	24.60

Total Disbursements

\$27.93

BILLING SUMMARY

Mustian, Mark T.	1.00	hrs	150.00	/hr	150.00
Mustian, Mark T.	9.50	hrs	250.00	/hr	2,375.00
Rosenthal, Evan J	1.75	hrs	150.00	/hr	262.50
Rosenthal, Evan J	15.75	hrs	250.00	/hr	3,937.50

TOTAL FEES

\$6,725.00

TOTAL DISBURSEMENTS

\$27.93

**Total due this invoice**

**\$6,752.93**

# invoice

PAGE 3

INVOICE NUMBER 25002594  
 INVOICE DATE 12/19/2017  
 ACCOUNT NO. 8783688  
 DUE DATE 01/18/2018  
 TAX ID  
 AMOUNT DUE USD\$24.54

## Conference Detail

MODERATOR		LOCATION										
1179820 - Sarah Blalock		TALLAHASSEE, FL										
BILLING REF# 1				BILLING REF# 2				BILLING REF# 3				BILLING REF# 4
CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
1274940		11/27/2017		2:56PM - 3:50PM	GLOBALMEET@AUDIO	TOLL FREE	1	54	0.045/MIN	2.43	0.60	
		11/27/2017	8502244070	2:56PM - 3:51PM	GLOBALMEET@AUDIO	TOLL FREE	1	55	0.045/MIN	2.48	0.61	
		11/27/2017	18507738000	2:57PM - 3:51PM	GLOBALMEET@AUDIO	TOLL FREE	1	54	0.045/MIN	2.43	0.60	9.15
TOTAL PRE-TAX 7.34		TOTAL USF/OTHER 1.81		TOTAL STATE TAX/OTHER 0.00		TOTAL MODERATOR CHARGES				USD\$9.15		
MODERATOR 3960879 - Tammy Keith		LOCATION TALLAHASSEE, FL										
BILLING REF# 1				BILLING REF# 2				BILLING REF# 3				BILLING REF# 4
CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
9950243	1010-0000	12/07/2017	TAMMY'S MEETING 18506062300	11:54AM - 12:15PM	GLOBALMEET@AUDIO	TOLL FREE	1	21	0.045/MIN	0.95	0.24	
		12/07/2017	18502244070	11:56AM - 12:15PM	GLOBALMEET@AUDIO	TOLL FREE	1	19	0.045/MIN	0.86	0.21	
		12/07/2017	18506715601	11:56AM - 12:15PM	GLOBALMEET@AUDIO	TOLL FREE	1	19	0.045/MIN	0.86	0.21	3.33
TOTAL PRE-TAX 2.67		TOTAL USF/OTHER 0.66		TOTAL STATE TAX/OTHER 0.00		TOTAL MODERATOR CHARGES				USD\$3.33		
MODERATOR 6922537 - Angela Matheme		LOCATION TALLAHASSEE, FL										
BILLING REF# 1				BILLING REF# 2				BILLING REF# 3				BILLING REF# 4
CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
4296502		11/27/2017	ANGELA'S MEETING	8:43AM - 9:21AM	GLOBALMEET@AUDIO	TOLL FREE	1	38	0.045/AMH	1.71	0.42	
		11/27/2017	9503153852	8:43AM - 9:22AM	GLOBALMEET@AUDIO	TOLL FREE	1	39	0.045/AMH	1.76	0.44	
		11/27/2017	18502244070	8:44AM - 9:22AM	GLOBALMEET@AUDIO	TOLL FREE	1	38	0.045/AMH	1.71	0.42	6.66
4296502		12/11/2017	ANGELA'S MEETING	8:42AM - 9:10AM	GLOBALMEET@AUDIO	TOLL FREE	1	28	0.045/AMH	1.26	0.31	
		12/11/2017	9503153852	8:42AM - 9:12AM	GLOBALMEET@AUDIO	TOLL FREE	1	30	0.045/AMH	1.35	0.34	
		12/11/2017	18502244070	8:45AM - 9:12AM	GLOBALMEET@AUDIO	TOLL FREE	1	27	0.045/AMH	1.22	0.30	4.78
TOTAL PRE-TAX 9.01		TOTAL USF/OTHER 2.23		TOTAL STATE TAX/OTHER 0.00		TOTAL MODERATOR CHARGES				USD\$11.24		

Nabors, Giblin & Nickerson, P.A.  
Expense Report

Client Number: 1010  
Matter Number: 00001  
As of: 1/4/17

Photocopies: 123 @ .20 - Total: \$24.60

Postage: Total \$0.00      See attached for details

Facsimile: 0 pages @ \$1.00/pg - Total \$0.00      See attached for details