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**CHARTERED**  
**ATTORNEYS AT LAW**

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◆Also admitted in NH and MA  
\*Florida Bar Board Certified in Wills, Trusts and Estate Law  
✦Florida Bar Board Certified in Business Litigation

August 12, 2015

VAB/Vicki Tessmer, VAB Clerk  
Manatee County Clerk's Office  
Post Office Box 25400  
Bradenton, Florida 34206

**CERTIFICATION OF PRE-HEARING CHECKLIST SATISFACTION**  
**Rule 12D – 014, Florida Administrative Code**

Dear Ms. Tessmer:

As the Manatee County Value Adjustment Board counsel and in accordance with Chapter 12D-9.014 FAC, I hereby verify that all the requirements in Chapter 194.F.S. and new department rules have been met such that hearings may begin.

More particularly, please be advised that:

- a) The composition of the Board is as provided by law;
- b) Board legal Counsel has been appointed as provided by law;
- c) Board legal Counsel meets the requirements of Section 194.015 F.S.;
- d) No Board members represent other governmental entities or taxpayers in any administrative or fiduciary review of property taxes, and citizen members are not members or employees of taxing authority during their membership on the Board
- e) The Special Magistrates utilized in Manatee County have been appointed and received Department of Revenue training as provided by Law;
- f) The organizational meeting as well as any other Board meetings will be or were noticed in accordance with Section 268.001, F.S., and will be or were held in accordance with law, said Meeting to occur August 19, 2015, at 10:30 a.m.
- g) The Departments uniform Value Adjustment Board procedures, consisting of this rule chapter and local resolution on procedure were made available at the organizational meeting and copies were provided to the Special Magistrates and Board members at such meeting conducted on August 19, 2015;

ANNA MARIA ISLAND OFFICE:

5914 Marina Drive  
Holmes Beach, FL 34217  
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Telephone (941) 778-7721  
Facsimile (941) 779-2042

SARASOTA OFFICE:

Foundation Park  
2639 Fruitville Road, Ste. 102  
Sarasota, FL 34237  
Telephone (941) 827-2222  
Facsimile (941) 952-3005

STATE ROAD 70 EAST OFFICE:

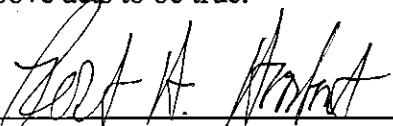
9020 58th Drive East  
Suite 103  
Bradenton, FL 34202  
Telephone (941) 727-8006  
Facsimile (941) 727-8228

PARRISH OFFICE

8405 U.S. Highway 301 North  
Suite 103  
Parrish, FL 34219  
Telephone (941) 778-7721  
Facsimile (941) 776-4816

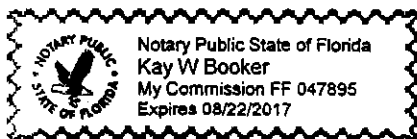
- h) The internet web links to the appropriate procedures were e-mailed to both Board Members and Special Magistrates;
- i) The department's uniform policies and procedures manual is available on the existing website of the Board Clerk located at [http://www.manateeclerk.com/departments/board\\_records.asp](http://www.manateeclerk.com/departments/board_records.asp);
- j) The qualifications of the Special Magistrates were verified, as was their training and we have also received all certificates indicating that the department training, including any updated modules, and an examination was successfully completed, if necessary;
- k) This election of the Special Magistrates was based on proper experience and qualifications reviewed by the Board members and neither the Property Appraiser nor any petitioners influenced this process;
- l) All procedures and forms of the Board or Special Magistrates are in compliance with Chapter 194.F.S. and this rule chapter;
- m) The Board is otherwise in compliance with Chapter 194 F.S. and Rule 12D-9.014, of the Florida Administrative Code;
- n) Notices have been given to the Chief Executive Officer of each municipality as provided for in section 193.116 F.S.
- o) The Board Clerk has been instructed to notify Board Counsel and the Board Chair of any notice needed to comply with Subsection 1.
- p) In accordance with rule 12D-9.014, please make this verification a part of the Value Adjustment Board records prior to the commencement of hearings.

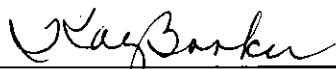
IN WITNESS WHEREOF, I, Robert A. Hoonhout, Counsel to the Manatee County Value Adjustment Board hereby verify the above acts to be true.

  
\_\_\_\_\_  
Robert A. Hoonhout, Esq.

State of Florida  
County of Manatee

Sworn to and subscribed before me this 12<sup>th</sup> day of August, 2015, by Robert A. Hoonhout, who is personally known to me.



  
\_\_\_\_\_  
Notary Public