



## **BOARD OF DIRECTORS REGULAR MEETING**

**April 13, 2023**

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BOARD OF DIRECTORS REGULAR MEETING  
AGENDA

Thursday, April 13, 2023 – Noon Central Time

United Way of Greater Houston

50 Waugh Drive, Houston, Texas 77007

Due to health and safety concerns related to COVID-19, this meeting will offer participation by videoconference or in person. The meeting will be open to the public but restrictions regarding masks, allowable room capacity, and seating arrangements may be in place.

The public meeting location will be at the United Way Greater Houston 50 Waugh Drive, Houston, Texas 77007. The Board Chair, as presiding officer of the Board, will be physically present; some Board members may also be physically present. Other Board members will be participating by videoconference in accordance with the provisions of Section 551.127 of the Texas Government Code applicable to a governmental body that extends into three or more counties. To join by videoconference, please go to: <https://us02web.zoom.us/j/83294085722> Or join by phone by calling:

1-346-248-7799

1-669-900-6833

Meeting ID: 832 9408 5722

**Please contact [info@houstonlandbank.org](mailto:info@houstonlandbank.org) or call us at 281-655-4600 with any questions.**

AGENDA

- I. Call to Order and Roll Call
- II. Public Speakers & Registered Attendees
  - a. Valentin Perez, Tejano Center (speaking).

**Speakers must be registered by 5 p.m. on Wednesday, April 12, 2023. To register, please use the online form at [www.houstonlandbank.org/resources](http://www.houstonlandbank.org/resources), e-mail [info@houstonlandbank.org](mailto:info@houstonlandbank.org) or call 281-655-4600. The Chair will call on speakers and allow three minutes per speaker.**

- III. Consideration and Adoption of Meeting Minutes

P.O. Box 131106, Houston, Texas 77219  
281.655.4600

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- a. March 09, 2023 Board Meeting
- IV. Chairman’s Greeting: Matt Zeis
- V. Committee Reports:
  - a. Executive Committee: Matt Zeis, Chair
  - b. Finance Committee: Laurie Vignaud, Chair
  - c. Partnership and Program Development: Courtney Johnson-Rose, Chair
  - d. Real Estate Acquisition and Disposition: Victor Mondragón, Chair
  - e. Procurement and Oversight: Jesus DeAnda, Chair
- VI. President’s Report: Christa Stoneham, CEO/President
- VII. Board Action Items
  - a. Consideration and Possible Action to Approve the 2022-2024 Houston Land Bank Recommended Builders, approval of this action item would official induct these builders into the standing Houston Land Bank Approved Builder List, allowing them to purchase lots for construction of affordable homes through the HLB Traditional Homebuyers Program.
- VIII. Executive Session

***NOTE: The Houston Land Bank Board may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its legal counsel to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security personnel or devices; or (6) discussion of certain economic development matters. The Board may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code.***

***Discussion may occur in executive session as provided by State law, but all Board actions will be taken in public.***
- IX. Board Member Comments
- X. Adjournment

**HOUSTON LAND BANK  
MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING  
HOUSTON, TEXAS**

**March 9, 2023**

A regular meeting of the Board of Directors ("Board") of the Houston Land Bank ("HLB"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to the Texas Transportation Code Annotated, Section 431.101, *et seq.*, and the Texas Local Government Code Annotated, Section 394.001 *et seq.*, was held at 50 Waugh Drive, Houston, Texas, on Thursday, March 9, 2023 at 12:00 p.m. Written notice of the regular meeting, which included the date, hour, place and agenda for the regular meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

Tonzaino Bailey	Matt Zeis
David Collins	Chrishelle Palay
Antoinette Jackson	Janae Ladet
Danielle Keys Bess	Dwantrina Russell
Laurie Vignaud	Marilyn Muguerza

Board directors absent were: Jesus DeAnda, Victor A. Mondragón, and Elaine Morales. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Jennifer Allison, Chief Operations Officer for the HLB; Donald Hughes, Acquisition and Development Director for the HLB; LaTosha Okoiron, In-house Legal Counsel and Compliance Director for the HLB; Isai Mendez, Finance Director; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Graciela Saenz, outside legal counsel for the HLB; Ron Butler, Director of Maintenance for the HLB; Kellen Zale of the HLB Advisory Board; Lynn Henson, Ex-Officio Board appointee; Lindsay Williams, the Director of Community Development for the HLB; Nick Foran of the HLB Advisory Board; Maurice Tillman; and Er'Ron Robinson.

**I. Call to Order and Roll Call**

Chairman Zeis called this regular meeting to order at 12:03 p.m. A roll call of the Board members in attendance immediately followed. Chairman Zeis then announced that a quorum of the Board is present for this meeting.

**II. Public Speakers**

Nothing to report.



### **III. Consideration and Adoption of Meeting Minutes**

#### **a. February 9, 2023 Board Meeting**

Chairman Zeis noted that the minutes for the February 9, 2023 regular meeting of the Board of Directors were previously circulated for review and comment. He asked if there were any comments for discussion to such minutes. Hearing none, Chairman Zeis then requested a motion to approve and adopt such minutes as written.

Director Vignaud made a motion to approve the minutes of the Board of Directors meeting held on February 9, 2023 as written, which motion was then duly seconded by Director Ladet and passed with the unanimous vote of the Board.

### **IV. Chairman's Greeting: Matt Zeis**

Chairman Zeis thanked the Directors for attending this Board meeting and congratulated Director Ladet on becoming the new chair for the Development Community Committee and a member of the Executive Committee.

### **V. Committee Reports:**

#### **a. Executive Committee: Matt Zeis, Chair**

Chairman Zeis reported that the Executive Committee met to discuss the agenda items for this meeting, the draft property tax agreement with the City of Houston which is under review by the City's legal department and the Mayor's office which will divert a portion of the ad valorem taxes on land HLB develops, home builder compliance issues, and the preliminary budget that must be furnished by March 31, 2023 to the City's Controller which he noted is nonbinding.

#### **b. Finance Committee: Laurie Vignaud, Chair**

Director Vignaud reported that the Finance Committee met to discuss the preliminary budget to be delivered to the City of Houston in March. The proposed preliminary budget will be discussed by Mr. Mendez later in this meeting as an action item for approval by the Board. Ms. Stoneham noted that the HLB can continue to work on the Fiscal Year 2024 budget until the final budget must be submitted in June.

#### **c. Partnership and Program Development: Courtney Johnson-Rose, Chair**

Ms. Stoneham reported that the Committee met last month wherein it was decided that Lindsay Williams will now lead the Partnership and Program Committee. Ms. Williams summarized the status of the HLB partnerships and introduced the Finding Home Program which will be discussed later in this meeting as an action item.

#### **d. Real Estate Acquisition and Disposition: Victor Mondragón, Chair**

Ms. Stoneham reported that the READ Committee met to discuss certain matters on today's meeting agenda, being the \$1 lot giveaway program, a review of the current lot inventory for

determination of highest and best use, and developing an overall strategy to participate in the acquisition of lots at the monthly Harris County tax sale foreclosure auctions.

e. **Procurement and Oversight: Jesus DeAnda, Chair**

Director DeAnda was not in attendance during this meeting, therefore Chairman Zeis stated that the Procurement Committee met last week to discuss the RFP for engineering services relating to the Settegast project for which only one submission was received and the approval of which is on today's agenda.

**VI. President's Report: Christa Stoneham, CEO/President**

Ms. Stoneham reported that the HLB Fund 501(c)3 has been approved by the IRS, and that after review of the feedback concerning the final draft of the HLB 2022 Annual Report the final report has been completed and submitted to the Board. The Annual Report will now be condensed into a newsletter along with a change in the formatting in order to build the annual report in real time. She then introduced three new employees being Donald Hughes, Lindsay Williams, and Isai Mendez recently added to the staff of the HLB. She noted that with the approval of the 501(c)3 entity HLB is the only federal or state non-profit comprehensive community developer. The 501(c)3 entity was organized for grant opportunities. Ms. Stoneham noted that more input is needed for funding opportunities.

Ms. Stoneham then observed that Chrishelle Palay just joined the meeting.

Ms. Stoneham then noted that the number of houses out of construction compliance is trending down and that the HLB has set a goal to dispose of 100 lots this year. She then discussed the size of the lots in the HLB inventory and noted that the average lot size in Houston is 5,000 square feet. The Lot Inventory Assessment indicates that there are 10 lots which are less than 2,500 square feet. Ms. Stoneham stated that these lots will be utilized for community purposes such as community gardens as there is no opportunity to construct an affordable house on lots of this size. She informed the Board that the lots in size from 2,500 square feet to 4,999 square feet have been placed in the "small parcels" category which will require different type houses to be designed for such sized lots. Ms. Stoneham noted that there are small parcels in seven of the neighborhoods served by the HLB. The remaining lots are sized from 5,000 square feet to 16,000 square feet, being the largest lot in the inventory.

Ms. Stoneham stated that currently the HLB staff is reviewing the 18 home builder submittals received pursuant to the latest builder RFP. She noted that 15 of the submittals are from builders new to the affordable house program. The goal is to dispose of 100 lots from the HLB lot inventory this year.

Ms. Stoneham then stated that HLB is considered a master developer, land steward, and property manager, including environmental review, community engagement, platting and replatting, designing and building, property management for NHDP, and lot maintenance.

Lastly, she mentioned that Director Russell and Director Palay attended a meet and greet event last Friday called "Juice in Justice" held at the East River Nine development concerning environmental issues because the East River Nine project was part of a brownfield development.

Also, she mentioned that LaTosha Okoiron spoke at Prairie View A&M University at an event for “Women In Agriculture” concerning development of large urban gardens.

## **VII. Board Action Items**

- a. **Consideration and Possible Action to Approve The St. Bernard Project Inc. lot buy back request for lots purchased in the Sunnyside neighborhood (0 Dulcimer, 3718 Grassmere) and Clinton Park neighborhood (311 Tennessee) during the Houston Land Bank Lot Sale Round four (4).**

Chairman Zeis announced that approval of this agenda item will authorize the lot buy back request submitted by The St. Bernard Project in February of 2023. The Board’s action is necessary to terminate of the purchase contract between the HLB and The St. Bernard Project Inc. and proceed with the subsequent lot buy back.

Ms. Stoneham noted that The St. Bernard Project Inc. purchased the following lots during the HLB Round 4 Lot Sales in 2021:

3126 Tangerine, Sunnyside (Lot sales price was \$17,491)  
The agreed house sales price was \$192,497

3718 Grassmere, Sunnyside (Lot sales price was \$18,281)  
The agreed house sales price was \$189,057

311 Tennessee, Clinton Park (Lot sales price was \$11,675)  
The agreed house sales price was \$182,214

In January 2023 The St. Bernard Project Inc. submitted a request for sales price increases on houses constructed on other lots it purchased from the HLB. However, such request was denied by the READ Committee. The St. Bernard Project Inc. then informed the HLB that because of the denial of the requested sales price increases it was financially unable to move forward with building houses on the above listed lots. Additionally, it claimed that permitting issues with the City of Houston caused additional delay costs and increased its inability to perform as required under the purchase contract. Therefore, The St. Bernard Project Inc. requested a termination of the purchase contract and that HLB buy back the above listed lots. Ms. Stoneham also stated that there was a misalignment of the construction time line, therefore the builder was not able to proceed as planned under the contract.

Director Vignaud then made a motion to approve that HLB terminate the purchase contract with The St. Bernard Project Inc. and repurchase the above listed lots at the purchase price The St. Bernard Project Inc. paid for them during the Round Four Lot Sale during May 2021, which motion was then duly seconded by Director Bailey and passed with the unanimous vote of the Board.

- b. **Consideration and Possible Action to Approve the proposed preliminary Fiscal Year 2024 Houston Land Bank (HLB) Budget.**

Mr. Mendez stated that approval of this item will allow HLB’s Proposed Fiscal Year 2024 Preliminary Budget to be submitted to the Finance Department of the City of Houston as required

to comply with the local government regulations. He noted that this preliminary budget is not the final budget which will be submitted to the Board before the current fiscal year ends on June 30, 2023. The 2024 Preliminary Budget was compared to the Fiscal Year 2023 Budget and the lot disposition amount for 2024 is based on the anticipated sale of 100 lots. Upon review of the feedback from the Board concerning the proposed 2024 Fiscal Year budget, the final budget will be presented to the Board for approval which will include any adjustments requested to the proposed preliminary budget.

The annual budget includes administrative overhead (staff and expenses) to run a local government corporation, the maintenance of HLB real estate assets, as well as program-specific activities and expenses. There are two major programs for the organization, one of which is the traditional lot sales to builders, and the other is based on an agreement with the City of Houston Housing and Community Development Department (HCDD) called the New Home Development Program. The proposed preliminary budget for Fiscal Year 2024 includes significant expenses and revenues that are projected based on the activity projected and controlled by the City. Therefore, the expenses and revenues in the NHDP program activity are subject to change. After the Board of Directors passes the preliminary budget, the budget will be submitted to HCDD for review as required by the agreement between HLB and the City regarding Operational Agreement funding.

Ms. Stoneham stated that the City was in support of creative funding streams in addition to the reimbursements under the NHDP program which is currently the only reimbursement the HLB has to fund its operations. The Fiscal Year 2024 Preliminary Budget was summarized by Mr. Mendez along with a PowerPoint presentation shared with the Board. Highlights include:

Total projected revenues are \$5,301,856.00.

Total projected expenditures are \$4,948,106.00.

The projected change in net assets or increase in fund balance is \$353,750.00.

Director Ladet made a motion to approve the proposed preliminary Fiscal Year 2024 budget, which motion was duly seconded by Director Russell and passed with the unanimous vote of the Board.

**c. Consideration and Possible Action to Approve the Creation of the First Houston Land Bank \$1 Home Owner Program in partnership with The Downing Brothers Foundation.**

Ms. Stoneham stated that approval of this agenda item will authorize the Houston Land Bank to sell one parcel of land for \$1 to the 501(c)3 HLB Fund to facilitate the construction of one single family mortgage free home by The Downing Brothers Foundation which will be a great opportunity the eventual home owner.

Ms. Okoiron then informed the Board that The Downing Brothers Foundation was founded by Anthony and Anton Downing who are known for their HGTV shows "Double Down" and "Backyard Wars" on truTV. The brothers also work to provide community development through real estate investments. Their foundation engages with various land banks throughout the country to bring about awareness of the mission of land banks as well as sponsoring home giveaways.

Under this program The Downing Brothers Foundation receives national exposure for its efforts to provide a single-family mortgage free home to a qualified recipient.

The Downing Brothers Foundation recently approached the Houston Land Bank with the opportunity to develop a similar program here. The proposed \$1 Homeowner Program would consist of HLB, through the HLB Fund, selling one parcel of land in one of the neighborhoods that it services for \$1 to The Downing Brothers Foundation with HLB's affordability restrictive covenants in place to ensure the house remains affordable for an agreed period of time. The Downing Brothers Foundation would use the land to construct a single-family house at no initial cost to the new owner occupant. Ms. Stoneham stated that HLB will partner with the home builders and the Houston Housing Collaborative to ensure the program is successful.

Ms. Okoiron noted that HLB staff are currently reviewing 6 lots along with legal counsel to confirm there are no land title problems affecting these lots. The subject lots are located in the neighborhoods of Acres Homes, Sunnyside and Settegast. She noted that the proposed house will consist of 3-bedrooms and 2-bathrooms.

The new owner occupant, in order to qualify for the program, would have to meet the 80% AMI threshold, complete homeownership education courses and undergo a finalist evaluation period. There will be an initial sign-up for the program on the HLB website. From that sign-up pool, a small number of finalists will be chosen by a random drawing. Once the finalist is chosen, they will go through income certification as a part of the evaluation process. Parts of the process will be filmed for a potential broadcast in either a land bank documentary or HGTV.

Ms. Okoiron stated that the lot to be sold for \$1 will of course be subject to HLB's regulations for affordability which extends for a term of ten years from the sale date.

Director Vignaud mentioned that the City of Houston was once involved in a similar home give-away program, unfortunately, the winning home owner was not able to maintain the house and had to eventually transfer it back to the City. She recommended that the chosen home owner for this give-away receive training in home ownership and maintenance of the house.

Director Vignaud then made a motion to approve the creation of the First Houston Land Bank \$1 Home Owner Program in partnership with The Downing Brothers Foundation, which motion was duly seconded by Director Ladet and passed with the unanimous vote of the Board.

**d. Consideration and Possible Action to Approve Houston Land Bank to submit application for the 2023 CenterPoint Foundation Charitable Giving Grant.**

Ms. Stoneham announced that approval of this agenda item will authorize HLB staff to submit a grant proposal to the CenterPoint Foundation to request \$250,000 to fund the "Finding Home" initiative focused on activating HLB's small parcel inventory.

Ms. Williams then stated that smaller parcels of vacant land are often more expensive and challenging to develop than suburban parcels. The small size of these parcels, the location of the sites, and compliance to the City's development code adds costs and contributes to the dwindling supply of affordable houses close to jobs, transportation, and cultural amenities. HLB will seek funding to activate its inventory of small size land parcels by creating the "Finding Home"

initiative. HLB has defined small parcels in its lot inventory for this initiative as 4,999 square feet to 2,500 square feet. Chairman Zeis stated that these plans must be able to build generational wealth for homeowners of these small parcels.

The "Finding Home" initiative will utilize a community-engaged design process to create a preapproved catalog of "missing middle" building plans for small parcels serving our residents at the 80 AMI – 120 AMI levels. HB staff will engage with the community to determine housing items they want to see included in the building plans. These floor plans will streamline activation and mitigate costs for builders of our inventory of over 100 small parcels across seven of Houston's most underserved neighborhoods. These designs will be for use by HLB builders only.

To launch the "Finding Home" initiative, HLB will issue a Request for Qualifications for design services firms to create a preapproved catalog of missing middle home designs for small parcels. HLB will identify a diverse pool of participants and encourage applications from local MWBE design firms. After a juried review of all RFQ applications, the short-listed group will engage in a community-engaged design process to create design solutions proposals. The HLB Neighborhood Advisory Committee will review finalized proposals and select five designs for full construction document development. The document sets will then undergo a building code review, resulting in a go-to resource plan book that HLB builders and partner City agencies can utilize on their inventory of small parcels.

Upon approval of this request, HLB staff will submit a grant proposal to the CenterPoint Foundation. The award is anticipated to be distributed in May 2023. Upon receipt of the award, HLB will launch the "Finding Home" initiative in June 2023.

Director Vignaud made a motion to approve the preparation and submittal of the application for the 2023 CenterPoint Foundation Charitable Giving Grant, which motion was duly seconded by Director Muguerza and passed with the unanimous vote of the Board.

- e. **Consideration and Possible Action to Approve the Houston Land Bank to participate in Harris County property auctions by authorizing HLB staff to purchase land with the approval of the Board Chair and the CEO.**

Chairman Zeis explained that approval of this item will authorize HLB staff to purchase properties at the monthly Harris County tax foreclosure sales with the approval of the Board Chair and CEO within parameters being of a size not to exceed 10,000 square feet or exceed \$34/square feet in valuation. These parameters are needed so that the auction properties can be purchased without having to align auction schedules with the timing of the monthly Board meetings. He and the HLB staff can share e-mails to determine the maximum bid to submit at the foreclosure auction. He stated that HLB needs to seek these opportunities to comply with its mission to acquire land for affordable housing in Houston. Chairman Zeis noted that HLB has cash available in its bank account which can be utilized to purchase prospective lots at these foreclosure auctions. Under the prior LARA program, staff acquired over 1,000 properties over the course of 15 years.

As the HLB property inventory decreases, staff will need to acquire additional sites for the New Home Development Program, the Traditional Homebuyer Program, and assemblage for future development. To expedite the land purchase process, HLB staff requested permission to

purchase land at the monthly Harris County's tax foreclosure auctions with preliminary alignment with the Board. Staff will target neighborhoods and areas for assemblage opportunities. Also, this action will allow staff to quickly assemble Brownfield sites for cleanup, redevelopment, and revitalization projects in Houston's underserved communities.

Staff will select and determine the value of properties which do not exceed 10,000 square feet or exceed \$34/square foot in value using the following procedures:

1. Establish a purchase price based on HCAD established market value assessments, market research, competitive market analysis, and/or residual land value analysis and share via email the maximum bid amount.
2. Present prospective properties to the READ Committee.
3. Present prospective properties for ratification by the Board.

Director Bailey made a motion to authorize the HLB to participate in the Harris County tax sale foreclosure auctions, which motion was duly seconded by Director Bess and passed with the unanimous vote of the Board.

**f. Consideration and Possible Action to Approve The Goodman Corporation proposal for the Houston Land Bank (HLB) RFP for Engineering Services as posted on December 2, 2022 for land planning for the Settegast Area of Houston.**

Ms. Stoneham announced that approval of this agenda item will authorize HLB to enter into an Engineering Service Contract with the qualified submission submitted by The Goodman Corporation under the Houston Land Bank Engineering Service RFP as issued on December 2, 2022. This action is necessary to acquire engineering services for the Settegast forested lots which have no roads, no water lines, no sewer lines, and no drainage.

HLB posted the RFP seeking engineering services for land use planning for its project in the Settegast area of Houston. Ms. Stoneham stated that the project site is comprised of approximately 100 acres of undeveloped land surrounded by mostly single-family residential use. HLB owns approximately 50 lots in the area of Settegast which are inaccessible. This area was platted and mapped with streets decades ago, but neither the streets nor any utilities or infrastructure were ever actually constructed. Preliminary analysis was completed in 2019 with broad community input to prepare conceptual plans for the development of these lots. However, the prior planning did not address coordination with the City's Public Works Department for the drainage and infrastructure needed for residential development of these lots. Therefore, HLB needs a design and engineering company to finish the analysis for implementation of the conceptual plans.

HLB issued the RFP on December 2, 2022 and held a pre-bid meeting on December 16, 2022. The RFP officially closed on January 20, 2023 and interviews were held on February 24, 2023 with representatives of The Goodman Corporation as it submitted the only submission under the RFP. After review of the submission documentation and completion of the interview process, each of which were deemed responsive and qualified by HLB staff. A request for Best and Final

Offers was made to The Goodman Corporation which was due on March 3, 2023. HLB received the Best and Final Offer and requested the Board to approve proceeding with contract execution.

The total contract amount will be \$175,400. Ms. Stoneham mentioned that HLB can use a portion of the EPA funds granted in 2021 toward this contract for engineering services.

Director Collins asked how long does it take to create a PUD. Ms. Saenz asked if this land is located within the limits of the City of Houston. Ms. Stoneham confirmed that the subject lots are located within the City of Houston, however HLB will not be creating a PUD. Director Collins asked why HLB should participate. Ms. Stoneham emphasized displacement if HLB is not at the table with the other private lot owner and the City to facilitate the funding to develop this project as proposed. Otherwise there may be rapid fire gentrification of this area if HLB is not included in the master plan for residential development of these lots. She further stated that the City considers HLB as the master developer for this project and to engage with the private developer with regard to the cost to construct streets. She noted that another land developer owns a number of the lots in this area which HLB can work with to coordinate construction of the streets necessary for development of project.

Director Vignaud made a motion to approve the proposal submitted by The Goodman Corporation for engineering services for land planning of the Settegast forested area, which motion was then duly second by Director Bess and passed with a majority vote of the Board with Director Collins voting to oppose this action item.

#### **VIII. Executive Session**

Nothing to report.

#### **IX. Board Member Comments**

Nothing to report.

#### **X. Adjournment**

Chairman Zeis asked if there were any additional matters to be considered by the Board. Hearing none, the regular Board meeting then adjourned at 1:14 p.m. upon motion by Director Bess and duly seconded by Director Muguerza and passed with the unanimous vote of the Board.

#### Minutes Prepared By:

Mark Glanowski (Paralegal) of Winstead PC and  
Graciela Saenz of Law Offices of Graciela Saenz, PLLC

Signed on the \_\_\_\_ day of \_\_\_\_\_, 2023.

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Secretary





# Houston Land Bank

## Balance Sheet

As of February 28, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1040 Petty Cash	12.63
Chase-Operations - 8465	323,304.00
Money Market - Lot Acquisition - 7058	114,619.93
Money Market Unrestricted - 7066	3,191,476.19
MoneyMarket-Unrstr.C Resev 5577	18,104.91
Susser Money Market - 7878	250,297.26
Susser Savings Sweep - 78781	52,139.04
Unity National Bank PMM - 4992	205,117.56
<b>Total Bank Accounts</b>	<b>\$4,155,071.52</b>
Accounts Receivable	
Accts Receivable	563,962.27
<b>Total Accounts Receivable</b>	<b>\$563,962.27</b>
Other Current Assets	
Prepaid Expenses	
Prepaid Acquisition Costs	5,500.00
Prepaid Insurance	2,685.49
Prepaid Rent	3,688.50
Prepaid Subscription Services	272.09
<b>Total Prepaid Expenses</b>	<b>12,146.08</b>
<b>Total Other Current Assets</b>	<b>\$12,146.08</b>
<b>Total Current Assets</b>	<b>\$4,731,179.87</b>
Fixed Assets	
Equipment	13,495.09
xAccum. Depreciation	-9,128.90
<b>Total Fixed Assets</b>	<b>\$4,366.19</b>
Other Assets	
Earnest Fee	132,223.83
Investments Held For Sale	9,684,385.16
<b>Total Other Assets</b>	<b>\$9,816,608.99</b>
<b>TOTAL ASSETS</b>	<b>\$14,552,155.05</b>



# Houston Land Bank

## Balance Sheet

As of February 28, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	77,632.22
<b>Total Accounts Payable</b>	<b>\$77,632.22</b>
Other Current Liabilities	
Liabilities Due to HCDD	113,114.37
<b>Total Other Current Liabilities</b>	<b>\$113,114.37</b>
<b>Total Current Liabilities</b>	<b>\$190,746.59</b>
<b>Total Liabilities</b>	<b>\$190,746.59</b>
Equity	
3010 Unrestrict (retained earnings)	14,227,619.56
Net Income	133,788.90
<b>Total Equity</b>	<b>\$14,361,408.46</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$14,552,155.05</b>

# Houston Land Bank

## Profit and Loss

July 2022 - February 2023

	TOTAL
Income	
Acquisition and Development Agreement	
Acquisition Proceeds	420.00
Disposition of Lots	70,500.00
Disposition Proceeds	33,424.63
<b>Total Acquisition and Development Agreement</b>	<b>104,344.63</b>
Administrative Fees	11,250.00
HLB Program Revenue	
Disposition Proceeds	179,966.00
<b>Total HLB Program Revenue</b>	<b>179,966.00</b>
Operations Agreement	904,674.55
Outside Sources Contributions	15,562.28
<b>Total Income</b>	<b>\$1,215,797.46</b>
<b>GROSS PROFIT</b>	<b>\$1,215,797.46</b>
Expenses	
6100 Personnel	
Health Insurance	49,581.03
Payroll Services Fee	1,225.69
Payroll Taxes	34,299.92
Retirement	9,023.78
Wages and Salary	457,595.58
<b>Total 6100 Personnel</b>	<b>551,726.00</b>
6200 Legal Fees	22,540.46
6300 Professional Services	
Accounting Fee	32,440.00
Audit Fees	17,136.00
Consulting Fee	26,528.50
Contract Work	11,160.00
<b>Total 6300 Professional Services</b>	<b>87,264.50</b>
6400 Property Cost - Maintenance	
Property Expenses	
Clearing of Land Cost	82,759.48
ESA	480.97
Property Signs	835.00
Special Lawn Mowing	1,200.00
Standard Lawn Mowing	144,705.03
<b>Total Property Expenses</b>	<b>229,980.48</b>
<b>Total 6400 Property Cost - Maintenance</b>	<b>229,980.48</b>
6500 Software and subscriptions	43,492.06
6600 Office space rental	32,185.00

# Houston Land Bank

## Profit and Loss

July 2022 - February 2023

	TOTAL
6700 Admin - Other	
Advertising & Marketing	1,955.75
Bank Service Charges	4,583.18
Company Insurance	<b>18,275.00</b>
Computer and Internet Expenses	83.93
Conference & Meeting	663.00
Depreciation Expenses	1,600.86
Filing Fees	74.10
Internet Service Expense	576.23
Membership and dues	3,686.88
Office Expenses	<b>11,193.51</b>
Storage Rental	644.00
Telephone Expense	4,950.83
Travel and Lodging Expenses	<b>12,684.68</b>
<b>Total 6700 Admin - Other</b>	<b>60,971.95</b>
6900 Property Cost - Disposition HLB	
Clearing and Lawn Maintenance	800.00
Closing Cost	12,085.30
Lots COGS	26,086.04
Property Taxes	6,368.25
Utilities and Drainage Expenses	45.60
<b>Total 6900 Property Cost - Disposition HLB</b>	<b>45,385.19</b>
7000 Property Cost -Disposition NHDP	
Cleaning and Supplies	1,095.00
Clearing and Lawn Maintenance - NHDP	2,350.00
Legal Fees - NHDP	3,810.00
Lots Sold - NHDP	<b>1,741.25</b>
Repair and Maintenance	19,745.67
Security and Secure Property Co	1,479.87
Water and Utilities	1,626.65
<b>Total 7000 Property Cost -Disposition NHDP</b>	<b>31,848.44</b>
<b>Total Expenses</b>	<b>\$1,105,394.08</b>
NET OPERATING INCOME	<b>\$110,403.38</b>
Other Income	
Interest Income	23,385.52
<b>Total Other Income</b>	<b>\$23,385.52</b>
NET OTHER INCOME	<b>\$23,385.52</b>
NET INCOME	<b>\$133,788.90</b>



# APRIL 2023 PRESIDENT'S REPORT

Restoring vacant, abandoned, damaged, and contaminated properties to catalyze community transformation.



Housing



Parks &  
Public Spaces



Conservation &  
Resiliency



Economic  
Development



Food Access  
Solutions



# HLB TEAM

The HLB team is focused on becoming an essential resource, a reliable and supportive voice, and an indispensable partner to Houston's homeowners and key stakeholders. We work hard to achieve these goals and have fun along the way.

We have cultivated a creative, hardworking team of professionals that invoke collaboration, compassion, and dedication. The HLB Team commits to communities and incorporates T.O.E.S. (Transparency, Ownership, Equity, and Stewardship) as a guiding principle to ensure this commitment to our communities.

Since 1999 HLB has acquired over 100 acres in low-to-moderate income areas, reactivated over 96 million dollars worth of property, and provided over 1000 affordable homes throughout Houston.

The HLB team is comprised of several departments all with the focused of fulfilling our mission. HLB is Houston's only local government corporation, and 501c3 focused on community development. As we continue to grow and look ahead we have set new goals to increase inventory, expand services, diversify funding sources, and increase our impact for those we serve.

### **Christa Stoneham**

Chief Executive Officer | President

### **Jennifer Allison**

Chief Operations Officer

### **Donesha Albrow**

Administrative Manager

### **Ron Butler**

Senior Project Manager of Site and Land Development

### **Donald Hughes**

Acquisitions and Development Director

### **Isai Mendez**

Finance Director

### **LaTosha Okoiron**

Counsel and Compliance Director

### **Lindsey Williams**

Community Development Director

## HLB Departments

### Asset Management



**Disposition**

### Legal



**Acquisition**

### Finance



**Development**

### Data & Relationship Management



**Community Engagement**





# HLB TEAM: CAPACITY-BUILDING

## Request for Qualifications:

Houston Land Bank is seeking Professional and Technical Real Estate Development Services in:



To view the full RFQ, visit [www.houstonlandbank.org/Resources>Procurements](http://www.houstonlandbank.org/Resources>Procurements)

Our community partners supplement our community-focused approach, which requires empathy and understanding of disinvested neighborhoods' unique challenges and opportunities. Additionally, HLBs align with the goals and objectives of the City of Houston's Complete Communities Plans, which center around a healthy, economically thriving, equitable, and sustainable Houston for everyone. HLB welcomes respondents certified as HUBs or MWBEs (Minority Women, Business Enterprise) by the City of Houston or comparable public entities.



### PROCESS AND SCHEDULE TIMELINE (SUBJECT TO CHANGE):

Pre-Response Webinar/Presentation - April 21, 2023, at 12 noon  
Deadline for submitting questions - April 27, 2023, at 5 p.m. Central  
RFQ / RFP Responses Due - May 4, 2023, at 5 p.m. Central  
Notification to Qualified Firms - June 2023

# HLB FUND

Yerberia Centro  
Espiritual Gran...

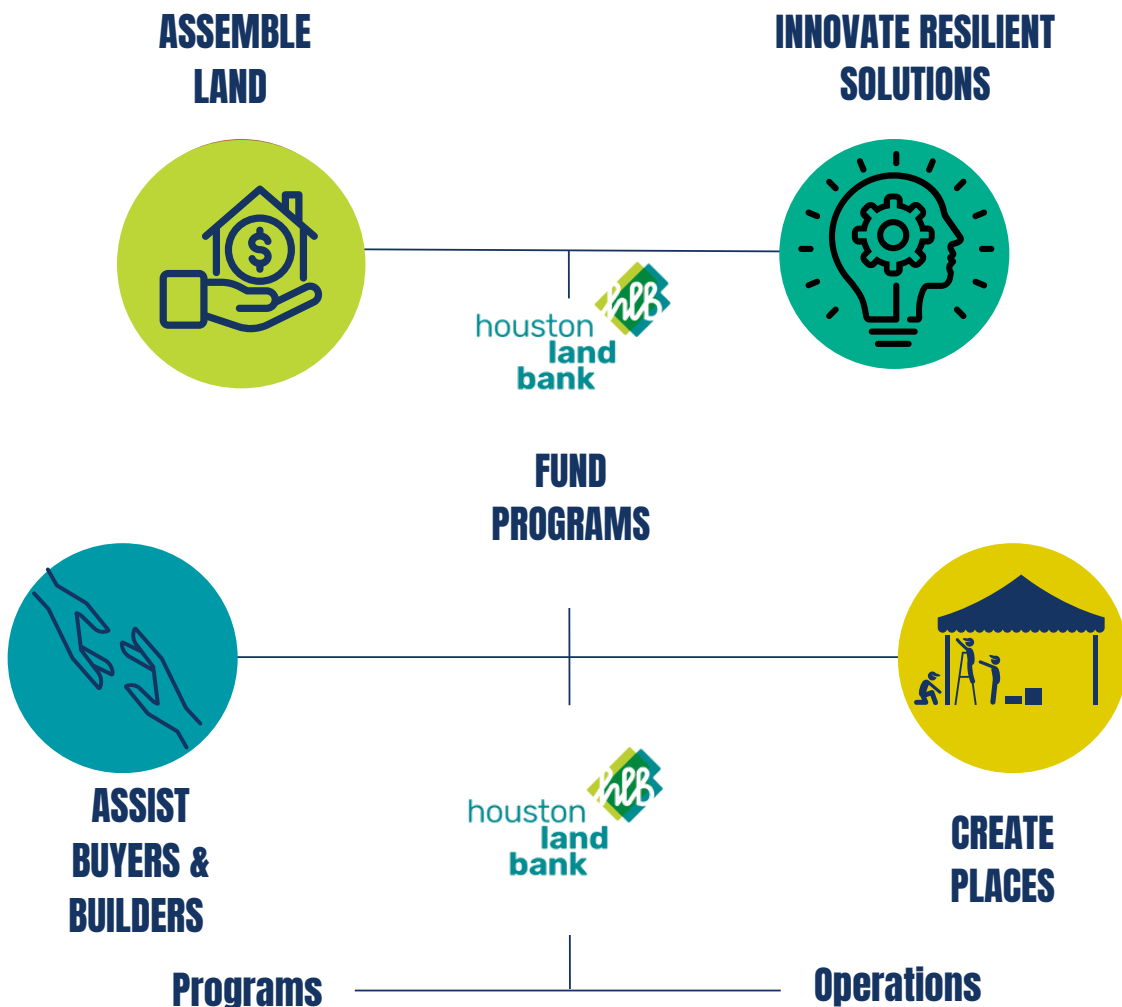
## ACTIVITY UPDATES:

The Houston Land Bank (HLB) is the only state and federal non-profit in Houston and Texas to transform vacant, abandoned, and deteriorated (VAD) properties into opportunities for deserving families and small businesses.

- **HLB FUND BANK ACCOUNT**
- **FUNDRAISING SUPPORT**
- **RESEARCH FOR FUNDING OPPORTUNITIES**
- **MEETINGS WITH POTENTIAL FUNDERS**
  - **FINANCIAL INSTITUTIONS**



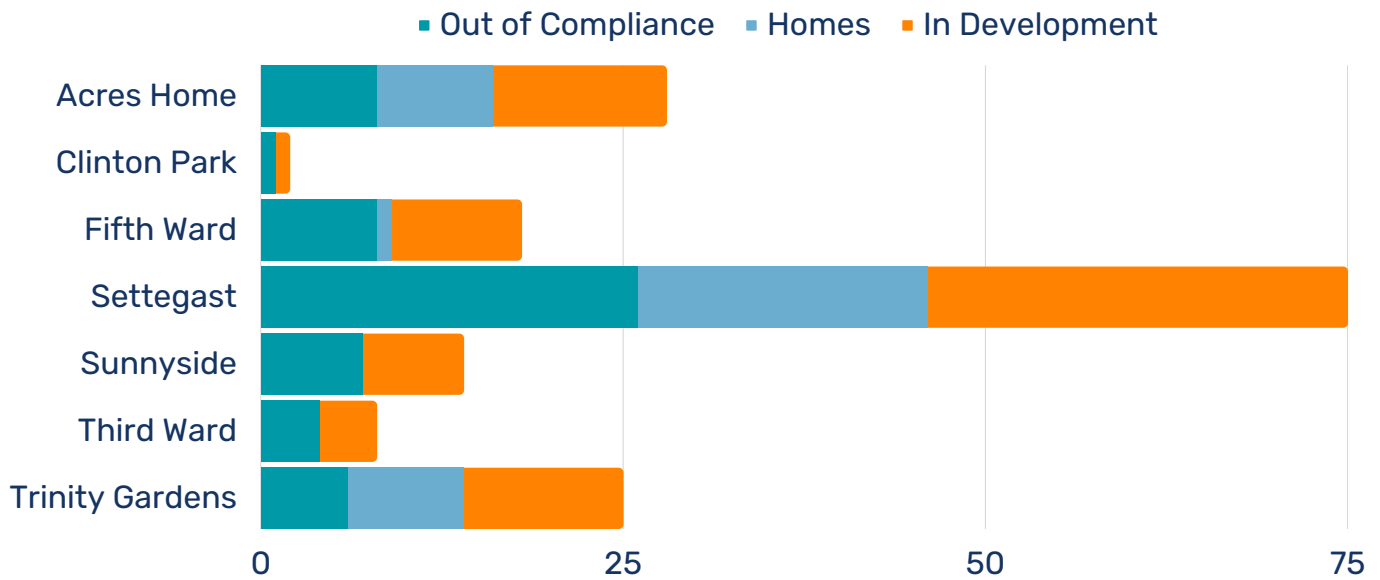
SUBMITTED 4  
FUNDING OPPORTUNITIES





# HLB DEVELOPMENT

## Development by Neighborhood



**BOD APPROVE  
HLB BUILDERS**  
APRIL 2023



**HLB GUIDELINE  
OVERVIEW:**  
APRIL 25, 2023



**REVISE  
BUILDER RFQ**  
APRIL-MAY 2023



**MAY 1-  
JULY 1, 2023**  
ROUND 8



**BUILDERS FORUM**  
JUNE 9, 2023



**LAUNCH  
HLB RFQ**  
JUNE 12-  
JULY 24, 2023



**HLB BOARD  
LOT APPROVAL**  
AUG 10, 2023



**HLB GUIDELINE  
OVERVIEW**  
SEPT 29, 2023



**OCT 2-  
NOV 14, 2023**  
ROUND 9



**HLB BOARD  
ROUND 9 APPROVAL**  
DEC 14, 2023



**HLB BOARD  
BUILDER APPROVAL**  
SEPT 14, 2023



# HLB DISPOSITION

Our current listings of beautiful and fairly priced homes. Start your journey to home ownership with Houston Land Bank! Since 2019 we have helped more than 110 Houstonians buy quality affordable homes through our two programs. Visit: [www.Houstonlandbank.org/homes](http://www.Houstonlandbank.org/homes)






**NHDP**  
**For Sale**

**\$207,000**

**7817 DYER (NHDP)**  
**SALES PRICE: \$207,000**  
**SQUARE FOOTAGE OF LOT: 6,000**  
**SQUARE FOOTAGE OF HOUSE: 1,703**  
**BED/BATH: 3/2**






**NHDP**  
**For Sale**

**\$210,000**

**7816 CORA (NHDP)**  
**SALES PRICE: \$210,000**  
**SQUARE FOOTAGE OF LOT: 9,000**  
**SQUARE FOOTAGE OF HOUSE: 1,516**  
**BED/BATH: 3/2**






**NHDP**  
**Under Contract**

**\$205,000**



# HLB IN THE COMMUNITY

## ASSET MANAGEMENT:



**298  
PROPERTIES  
MAINTAINED**



**0 TIRES, DEBRIS  
OR VEHICLES  
REMOVED**



**0 DON  
VIOLATIONS**



**3 CONCERNED  
CITIZEN  
REQUESTS  
ADDRESSED**

## Community Impact:



**1 HLB COMMUNITY EVENT  
4 LOCAL PRESENTATIONS  
1 NATIONAL CONFERENCE**



HLB held its first Juice and Justice event on March 3, 2023. Building off the momentum from the National Brownfields Conference, the recent EPA visit to Houston, and exciting new opportunities coming out of Washington, we propose a quarterly breakfast to bring together community leaders, resilience stakeholders, and brownfields practitioners. This goal is networking and conversation-focused. Moving forward, we are considering guest speakers or topics of discussion. HLB will host these events quarterly to help move the mission forward. Thank you to our host location and one of our favorite former brownfields River House ,



Lindsey Williams, Community Development Director Houston Land Bank spoke at Texas Southern University to planning students on how land banks can be tools for activation of plans and the HLB mission and impact.





# Thank You

HLB collaborates and convenes cross agencies and partners working together to maximize land use and impact. Thank you to all of the vendors, consultants and HLB Team for continued service to accelerate our impact.

Acres Home Town Center Project Site Visit



Phone Number:  
281-655-4600  
Email Address:  
[info@houstonlandbank.org](mailto:info@houstonlandbank.org)  
Website:  
[www.houstonlandbank.org](http://www.houstonlandbank.org)

## CONTACT US





## REQUEST FOR BOARD ACTION

**Meeting Date: April 13, 2023**

**Agenda Item VIII. A:** Consideration and Possible Action to Approve the 2022-2024 Houston Land Bank Recommended Builders, approval of this action item would officially induct these builders into the standing Houston Land Bank Approved Builder List, allowing them to purchase lots for construction of affordable homes through the HLB Traditional Homebuyers Program.

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### **ACTION SUMMARY**

Approval of this item will accept the READ Committee's recommended selection of the 2022-2024 Approved Builders. Approval of this item will officially induct each of these builders into the Houston Land Bank Approved Builders List which will allow them to apply to purchase lots for construction of affordable homes through the HLB Traditional Homebuyers Program.

### **BACKGROUND/OVERVIEW**

HLB received eighteen responses for the 2022-2024 RFQ for Builders/Developers requesting applications from new builders and from current builders renewing applications from 2020. Fourteen responses came from new applicants, and four responses were from current HLB Approved Builders wishing to renew their status as required every two years. Staff reviewed all statements of qualifications and recommends renewing one of the four current builders; three of fourteen new applicants who also scored high enough in the evaluation process (conducted by three HLB staff members) to be proposed for approval for the HLB Traditional Homebuyer Program.

There was one submission listed below that submitted for the Master Community Builder Category, HLB Staff recommends them to be included as an approved Master Community Builder, through the end of 2024:

1. Setex Construction

HLB staff proposed the builder list below to the READ Committee for review, recommending the following builders to participate in the HLB Traditional Homebuyer Program through the end of 2024:

1. American Builder Group
2. Equivest Professionals
3. Europa Homes\*
4. Five Wood Realty

\* Represents current HLB Approved Builder originally approved in 2019 and required to reapply after

two years.

If the HLB Board approves the above-mentioned builders, the HLB Traditional Home Buyer Program will have a total of 17 approved builders down from the current 19 approved builders. Additionally, five currently approved builders will be dropping off the Houston Land Bank Approved Builders List. Three of the five builders did not submit an application to renew. Those three builders are identified as Nelrod Homes, St Bernard Project and Lawrence Builders. Also, two current builders submitted application\ but were not approved. Those builders are identified as Excello Homes and L.I.Z.