



BOARD OF DIRECTORS REGULAR MEETING

February 9, 2023

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BOARD OF DIRECTORS REGULAR MEETING
AGENDA

Thursday, February 9, 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 or call us at 281-655-4600 with any questions.

AGENDA

- I. Call to Order and Roll Call
- II. Public Speakers & Registered Attendees
 - a. Lorita Morgan: Gold Quest Group (non-speaking).
 - b. Miguel Sanchez: Gold Quest Group (non-speaking).
 - c. Maria Rebollar: Gold Quest Group (non-speaking).
 - d. Patrick Haggerty: Sean Powers Realty (non-speaking).
 - e. Phil Triesch: Enso Inspections PLLC (non-speaking).
 - f. James Southerland: AD Permits (speaking)

Speakers must be registered by 5 p.m. on Wednesday, February 8, 2022. To register, please use the online form at www.houstonlandbank.org/resources, e-mail 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

- a. November 10, 2022 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 Nelrod Homes, LLC lot buy back request for lots purchased in the Settegast neighborhood during the Houston Land Bank Lot Sale Round Five (5).
 - b. Consideration and Possible Action to Approve The highest four scoring title company submissions under the Houston Land Bank Title Company Services RFQ issued on September 16, 2022.
 - c. Consideration and Possible Action to Approve The participation of the Houston Land Bank in the National Community Stabilization Trust ("NCST") Program that seeks to serve as the bridge between financial institutions and local housing providers to stabilize neighborhoods.
- 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**

November 10, 2022

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 the Baker Ripley Building, 4450 Harrisburg Boulevard, 2nd Floor, Houston, Texas, on Thursday, November 10, 2022 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	Janae Ladet
David Collins	Matt Zeis
Victor A. Mondragón	Elaine Morales
Marilyn Muguerza	Laurie Vignaud
Jesus DeAnda	Dwantrina Russell

Board directors absent were: Courtney Johnson Rose and Antoinette Jackson. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Jennifer Allison, Vice President of Operations and Programs for HLB; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Graciela Saenz, outside legal counsel for the HLB; Ron Butler, Manager – Property Maintenance for HLB; Kellen Zale of the HLB Advisory Board; LaTosha Okoiron, In-house Legal Counsel and Compliance Director for the HLB; and Lynn Henson, Ex-Officio Board appointee.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:13 p.m. A roll call of the Board members in attendance immediately followed. Chairman Zeis announced that a quorum of the Board is present.

II. Public Speakers

No public speaker registered to address the Board.

III. Consideration and Adoption of Meeting Minutes

a. October 13, 2022 Board Meeting

Chairman Zeis noted that the minutes for the October 13, 2022 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 Collins made a motion to adopt the minutes of the October 13, 2022 Board meeting as written, which motion was then duly seconded by Director Vignaud and passed with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked the Directors for attending this last Board meeting for 2022, and the Houston Astros for winning the Major League Baseball World Series.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis then announced that the Executive Committee met last week to discuss the results of recent community events and the Round 7 Lot Sales. He reported that the “no further action” letter from the Texas Commission on Environmental Quality concerning the remaining tract of the Yellow Cab property has not yet been received.

b. Finance Committee: Laurie Vignaud, Chair

Director Vignaud stated that the Finance Committee met yesterday to discuss finding a replacement for Gonzalo Gonzalez. She also had a lunch meeting with Keith Byrum of the City of Houston Housing Department to discuss the outstanding reimbursements from the City of Houston for the months of June and July as the City had questions with regard to the property management for this period. Director Vignaud then mentioned that there is no update with regard to major income. Lastly, she reported that there may be grant opportunities available with Citi Bank. The monthly financial report is included in the meeting packet distributed to the Board.

c. Partnership and Program Development Committee: Courtney Johnson Rose, Chair

Director Johnson Rose was not in attendance for today’s meeting, therefore, Ms. Allison informed the Board that the Partnership and Program Development Committee met to discuss the Builder Forum to be held in the 3rd Ward as an opportunity to invite homebuilders into the HLB program. She also reported that tonight there will be a Community Design Workshop for the Acres Home Town Center Concept with regard to the mixed-use development along the W. Montgomery Road economic corridor. and the assignment of the contract to purchase the remaining tract at the former Yellow Cab site.

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

Director Mondragón reported that the READ Committee met on October 28, 2022 to discuss the results of the Round 7 Lot Sales, the requests by certain homebuilders to increase the

sales price of the houses constructed, the assignment of the contract to purchase the middle tract at the former Yellow Cab site, and the upcoming forum for home builders.

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

1. **Procurements Overview**

Director DeAnda reported that the Procurement and Oversight Committee met last week to discuss the procurement for title company services which closed last month. He noted that five submissions were received, which will be reviewed by HLB staff and graded and then brought before the Board for final approval of the successful bid. Director DeAnda then announced that the procurement for a fundraising consultant fell through and therefore this RFP will need to be re-opened. Lastly, Director DeAnda mentioned that the RFQ for homebuilders will close on January 9, 2023.

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

a. **Progress Report**

Ms. Stoneham stated that there are 99 affordable houses in development with 20 houses completed and ready for buyers, and that the Round 7 Lot Sales closed at the end of August. She mentioned that construction contracts with certain homebuilders in the Round 7 Lot Sales were amended to increase the sales price due to the new requirements instituted recently by the HLB. Ms. Stoneham reported that she attended a meeting with the City of Houston Housing Department regarding the market value analysis it prepared with City data which indicates that the sales price point for affordable houses in Houston is increasing. For example, the sales prices in Acres Home have doubled in the last 10 years. Recently, the HLB staff attended several sessions at the Reclaiming Vacant Properties' national conference to receive input from other land banks.

Ms. Stoneham reported that she attended several meetings with various public agencies to activate some of their vacant properties. In connection with the \$30,000 grant from HAR to explore the activation of a tract of land on W. Montgomery Road in Acres Home there will be a design workshop to be held on November 15, 2022 to discuss proposals for the use of this land to reignite the commercial corridor. Lastly, she noted that the HLB staff will be working to fill full time vacant positions at the HLB.

VII. Board Action Items

a. **Consideration and Possible Action to Approve Round Seven (7) Lot Sales as Recommended by the HLB Accept Real Estate Acquisition and Disposition Committee.**

Chairman Zeis announced that applications were received for 23 lots were approved for sale to four different home builders. He noted that 20 lots are located in Settegast and 2 in Trinity Gardens, and one in the 5th Ward. He noted that eight lots will be sold to SXG Builders, ten lots to Burghli Homes, four lots to MHL Builders, and one lot to Nelrod Homes. Director Collins asked why the house to be constructed by Nelrod Homes at 1410 Worms is listed for a sales price of \$279,000. He was informed that this house will have 4-bedrooms and 2-bathrooms, and a living

area of 1,790 square feet. Including the garage, this house will have a total of 2,468 square feet. Director Vignaud then made a motion to approve the Round Seven Lot Sales, which motion was duly seconded by Director Ladet and passed with the unanimous vote of the Board.

b. Consideration and Possible Action to Approve the Houston Land Bank to enter an affordable housing Consortium with Invictus DG Inc., Elysian X Incorporated, Community Works CDC and Faith Works with the mission of obtaining funding for affordable housing per the Proposed MOU.

Ms. Stoneham announced that approval of this agenda item will authorize the HLB Board of Directors Chairman or the HLB Chief Executive Officer to execute the proposed Memorandum of Understanding Structure for Consortium Shop Funds Application which is necessary in order to move forward with the Consortium and submit a joint application for the U.S Department of Housing and Urban Development (HUD)'s Self-Help Homeownership Opportunity Program (SHOP) Grant. She noted that the total grant is \$12.5 Million which will be awarded to a maximum of 12 applicants. The awarded grants must have a regional impact which is defined as 2 or more states. Therefore, HLB will be working with Faith Works based in the Midwest (Gary, Indiana). The grants must be used for acquisition of land or infrastructure costs and cannot be used for vertical improvements.

She noted that the HLB was invited by Invictus Development Group LLC (IDG) to become a part of a consortium of affordable housing organizations with the purpose of obtaining funding for projects that contribute to solutions of creating affordable homes. The other included organizations would be Invictus DG Inc., Elysian X Incorporated, Community Works CDC, Faith Works and the HLB. In addition to the Memorandum of Understanding and project scope, Habitat for Humanity and the home buyer will be responsible for the vertical construction and sweat equity components of the project. Also, Allison Hayes with Habitat for Humanity has agreed to write a letter of support if needed.

Should the Board of Directors approve this item, HLB staff will continue its efforts in creating solutions for affordable housing pursuant to the proposed Memorandum of Understanding.

Director Vignaud made a motion to approve entering into an affordable housing consortium with the mission of obtaining funding for affordable housing, which motion was duly seconded by Director Mondragón and passed with the unanimous vote of the Board.

c. Consideration and Possible Action to Approve and Adopt the Houston Land Bank FY2022 Financial external audit.

Chairman Zeis announced that the approval of this agenda item will authorize the HLB Board of Directors Chair or the Chief Executive Officer to approve and adopt the Fiscal Year 2022 financial external audit as of the fiscal year-end of June 30, which was and submitted to the HLB on October 25, 2022.

Pursuant to the HLB organizational documents, the annual Fiscal Year 2022 Financial Audit was conducted at the fiscal year end (June 30, 2022) by Doren Mayhew CPAs and Advisors

and the subsequent financial report was submitted to the HLB on October 25, 2022. Below are some of the respective findings of the audit report:

1. Professional standards were adhered to regarding the communication, scope, and timing of the audit.
2. HLB did designate a staff member with the requisite skill, knowledge, and experience to oversee and review the financial statements and reports in connection with this audit.
3. There was one significant risk identified: being management override of controls and improper revenue recognition.
4. There were no changes to the Qualitative Aspects of the Entity's Significant Accounting Practices.
5. There were no significant unusual transactions identified during the audit.
6. There were no significant difficulties in dealing with management related to the performance of the audit.
7. There were no material misstatements identified that required corrective action.
8. No disagreements arose because of the audit with Management and Doren Mayhew CPAs and Advisors.
9. Management did not include a management discussion and analysis, but the financial statements are not affected by the lack of management discussion and analysis.
10. There were no other significant matters, findings or issues.

Director Vignaud made a motion to adopt the Fiscal Year 2022 Financial Audit, which motion was duly seconded by Director Ladet and passed with the unanimous vote of the Board.

d. Consideration and Possible Action to Accept Real Estate Acquisitions and Development (READ) Committee Recommendations of Contract Amendments for Maximum Sales Price Increase Requests under the Houston Land Bank Builder Traditional Program.

Chairman Zeis announced that approval of this item will authorize HLB staff to amend existing construction contracts to reflect the recommended sales prices for houses to be built by Nelrod Homes. This application has been reviewed, analyzed, and recommended for approval by both the READ and Executive Committees.

Due to to the continued increases in both land prices and construction costs in Houston, Nelrod Homes, a HLB approved builder, has requested sales price increases based on increased

construction cost, material and labor cost volatility for the houses located at 5731 Haight Street and 5801 Haight Street in the Settagast Community. The lots were sold to Nelrod Homes on June 7, 2021 for \$6500.00 each, with an agreed maximum sales price of \$179,990. Nelrod Homes, initially submitted a price increase in the amount of \$196,499 for a 1401 square foot house (\$140/square foot) which was denied as such pricing was out of alignment with the maximum sales prices for that neighborhood. Nelrod Homes, then submitted a subsequent sales price increase request in the amount of \$189,900 for a 1403 square foot house (\$135.00 square feet) which was aligned with the maximum sales prices in that area. This request and its supporting documentation were reviewed by HLB staff and assessed against both current construction costs per square foot and the recently approved pricing ranges and found to be conforming. Additionally, the READ Committee considered this subsequent request and approved it to move it out of the READ Committee for a vote by the full Board.

Director Collins made a motion to accept the recommendations of the READ Committee for the maximum sales prices increases requested by home builders under the Traditional Program, which motion was duly seconded by Director Vignaud and passed with the unanimous vote of the Board.

VIII. Executive Session

Nothing to report.

IX. Board Member Comments

Director Collins wished everyone a happy Thanksgiving.

X. Adjournment

Chairman Zeis asked if there were any additional matters to be considered by the Board. Hearing none, the regular Board meeting adjourned at 12:50 p.m. upon the motion of Director Mondragón to adjourn the meeting, which was duly seconded by Director DeAnda 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.

Secretary



Houston Land Bank

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase-Operations - 8465	50,625.76
Money Market - Lot Acquisition - 7058	390,708.42
Money Market Unrestricted - 7066	3,102,731.10
MoneyMarket-Unrstr.C Resev 5577	18,075.02
Petty Cash	12.63
Susser Money Market - 7878	250,318.49
Susser Savings Sweep - 78781	51,002.96
Unity National Bank PMM - 4992	210,797.01
Total Bank Accounts	\$4,074,271.39
Accounts Receivable	
Accts Receivable	840,848.21
Total Accounts Receivable	\$840,848.21
Other Current Assets	
Prepaid Expenses	
Prepaid Acquisition Costs	5,500.00
Prepaid Insurance	12,159.93
Prepaid Rent	3,811.00
Prepaid Subscription Services	8,181.17
Total Prepaid Expenses	29,652.10
Total Other Current Assets	\$29,652.10
Total Current Assets	\$4,944,771.70
Fixed Assets	
Equipment	12,005.12
xAccum. Depreciation	-8,728.58
Total Fixed Assets	\$3,276.54
Other Assets	
Earnest Fee	132,223.83
Investments Held For Sale	9,702,625.16
Security Deposit	4,875.00
Total Other Assets	\$9,839,723.99
TOTAL ASSETS	\$14,787,772.23



Houston Land Bank

Balance Sheet

As of December 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	24,550.45
Total Accounts Payable	\$24,550.45
Other Current Liabilities	
Liabilities Due to HCDD	389,333.93
Payroll Liability	4,814.90
Total Other Current Liabilities	\$394,148.83
Total Current Liabilities	\$418,699.28
Total Liabilities	\$418,699.28
Equity	
Retained Earnings-1	14,227,619.56
Net Income	141,453.39
Total Equity	\$14,369,072.95
TOTAL LIABILITIES AND EQUITY	\$14,787,772.23

Houston Land Bank

Profit and Loss by Month

July - December, 2022

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
Income							
Acquisition and Development Agreement							\$0.00
Disposition of Lots	17,400.00		53,100.00				\$70,500.00
Disposition Proceeds	5,558.25		22,903.38				\$28,461.63
Total Acquisition and Development Agreement	22,958.25		76,003.38				\$98,961.63
Administrative Fees	3,750.00		7,500.00				\$11,250.00
HLB Program Revenue							\$0.00
Disposition Proceeds	123,076.00		2,000.00				\$125,076.00
Total HLB Program Revenue	123,076.00		2,000.00				\$125,076.00
Operations Agreement	148,606.38	137,223.68	121,469.04	85,566.75	106,241.30	97,033.86	\$696,141.01
Outside Sources Contributions		242.28	15,320.00				\$15,562.28
Total Income	\$298,390.63	\$137,465.96	\$222,292.42	\$85,566.75	\$106,241.30	\$97,033.86	\$946,990.92
GROSS PROFIT	\$298,390.63	\$137,465.96	\$222,292.42	\$85,566.75	\$106,241.30	\$97,033.86	\$946,990.92
Expenses							
Admin - Other							\$0.00
Advertising & Marketing	1,603.75	352.00					\$1,955.75
Bank Service Charges	266.85	225.87	442.13	439.60	619.71	850.06	\$2,844.22
Company Insurance							\$0.00
General Liability	1,943.78	1,943.78	1,943.78	1,943.78			\$7,775.12
Officers & Directors Liability	644.15	644.15	239.41	239.41			\$1,767.12
Total Company Insurance	2,587.93	2,587.93	2,183.19	2,183.19			\$9,542.24
Computer and Internet Expenses	11.99	11.99	11.99	11.99			\$47.96
Conference & Meeting	623.00						\$623.00
Depreciation Expenses	200.09	200.09	200.09	200.09	200.09	200.09	\$1,200.54
Dues and Subscription	2,209.37	1,586.89	1,385.55	1,610.25	963.87	199.55	\$7,955.48
Filing Fees			36.10				\$36.10
Office Expenses						2,353.75	\$2,353.75
Leasing Office Equipment	508.50	280.25	319.30	268.25	268.25	268.25	\$1,912.80
Meals & Entertainment	2,586.25	85.00					\$2,671.25
Office Supplies	333.76	725.00	35.99				\$1,094.75
Postage and Delivery	471.61		8.53				\$480.14
Total Office Expenses	3,900.12	1,090.25	363.82	268.25	268.25	2,622.00	\$8,512.69
Rental and Lease Expense	3,900.00	3,900.00	3,900.00	3,999.00	3,900.00	3,900.00	\$23,499.00
Software Usage	1,577.34	1,577.34	1,577.34	1,964.34			\$6,696.36
Storage Rental	80.00	80.00	80.00	80.00	80.00		\$400.00
Telephone Expense	555.68	597.30	597.30	497.16	496.62		\$2,744.06
Travel and Lodging Expenses							\$0.00
Lodging Expense		5,515.34	354.10				\$5,869.44
Mileage Expense	127.71	491.16	161.43	223.06	92.11	34.15	\$1,129.62
Parking		145.00	96.00	18.00			\$259.00
Travel Expense	82.67	3,634.76	397.74	144.52	26.16		\$4,285.85
Total Travel and Lodging Expenses	210.38	9,786.26	1,009.27	385.58	118.27	34.15	\$11,543.91
Total Admin - Other	17,726.50	21,995.92	11,786.78	11,639.45	6,646.81	7,805.85	\$77,601.31
Employee Cost							
Health Insurance	8,545.64	10,834.91	6,493.26	5,878.65	2,802.90	4,239.93	\$38,795.29
Payroll Services Fee	133.22	133.22	131.09	132.17	179.40	123.14	\$832.24
Payroll Taxes	3,999.07	4,969.68	4,426.38	4,064.71	3,851.59	4,607.85	\$25,919.28
Retirement	1,116.05	1,395.06	1,242.76	1,273.76	882.92	1,324.38	\$7,234.93

Houston Land Bank

Profit and Loss by Month

July - December, 2022

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
Wages and Salary	53,841.86	67,302.32	60,339.67	55,207.60	51,863.19	62,506.56	\$351,061.20
Total Employee Cost	67,635.84	84,635.19	72,633.16	66,556.89	59,580.00	72,801.86	\$423,842.94
Legal Fees	4,292.96	5,510.00	4,447.50	2,400.00	1,650.00	70.00	\$18,370.46
Professional Services							\$0.00
Accounting Fee	4,500.00	4,940.00	3,000.00		8,000.00		\$20,440.00
Audit Fees	8,000.00		9,136.00				\$17,136.00
Consulting Fee	1,546.25	2,002.50	2,132.50	1,340.75	4,763.25	1,956.50	\$13,741.75
Contract Work		1,800.00			1,872.00	1,872.00	\$5,544.00
Total Professional Services	14,046.25	8,742.50	14,268.50	1,340.75	14,635.25	3,828.50	\$56,861.75
Property Cost - Maintenance							\$0.00
Property Expenses							\$0.00
Clearing of Land Cost		12,800.00	20,102.24	14,246.08	12,392.28	6,641.90	\$66,182.50
ESA	480.97						\$480.97
Special Lawn Mowing	1,200.00						\$1,200.00
Standard Lawn Mowing	32,645.99	28,915.62	14,693.73	21,734.81	16,409.61	8,520.05	\$122,919.81
Total Property Expenses	34,326.96	41,715.62	34,795.97	35,980.89	28,801.89	15,161.95	\$190,783.28
Total Property Cost - Maintenance	34,326.96	41,715.62	34,795.97	35,980.89	28,801.89	15,161.95	\$190,783.28
Property Cost - Disposition HLB							\$0.00
Clearing and Lawn Maintenance	775.00	0.00		800.00			\$1,575.00
Closing Cost	7,757.00						\$7,757.00
Lots COGS	7,846.04						\$7,846.04
Property Taxes	4,435.87			-1,122.85			\$3,313.02
Utilities and Drainage Expenses	45.60						\$45.60
Total Property Cost - Disposition HLB	20,859.51	0.00		-322.85			\$20,536.66
Property Cost -Disposition NHDP							\$0.00
Cleaning and Supplies	455.00	320.00	165.00				\$940.00
Clearing and Lawn Maintenance - NHDP	300.00	300.00	150.00	0.00	1,600.00	0.00	\$2,350.00
Legal Fees - NHDP	2,020.00	250.00	700.00				\$2,970.00
Lots Sold - NHDP							\$0.00
Initial Cost of Lot	2,975.00		9,475.00				\$12,450.00
xImpairment on Lot Sold - (Contra)	-2,737.00		-7,971.75				\$ -10,708.75
Total Lots Sold - NHDP	238.00		1,503.25				\$1,741.25
Repair and Maintenance	116.88	4,978.00	9,800.00	870.00	3,945.00		\$19,709.88
Security and Secure Property Co				999.99			\$999.99
Water and Utilities	530.50	364.07	413.45	410.52		-91.89	\$1,626.65
Total Property Cost -Disposition NHDP	3,660.38	6,212.07	12,731.70	2,280.51	5,545.00	-91.89	\$30,337.77
Property Signs	750.00	0.00			85.00		\$835.00
Total Expenses	\$163,298.40	\$168,811.30	\$150,663.61	\$119,875.64	\$116,943.95	\$99,576.27	\$819,169.17
NET OPERATING INCOME	\$135,092.23	\$ -31,345.34	\$71,628.81	\$ -34,308.89	\$ -10,702.65	\$ -2,542.41	\$127,821.75
Other Income							
Interest Income	1,033.04	1,330.61	2,301.35	2,469.49	2,955.19	3,541.96	\$13,631.64
Total Other Income	\$1,033.04	\$1,330.61	\$2,301.35	\$2,469.49	\$2,955.19	\$3,541.96	\$13,631.64
NET OTHER INCOME	\$1,033.04	\$1,330.61	\$2,301.35	\$2,469.49	\$2,955.19	\$3,541.96	\$13,631.64
NET INCOME	\$136,125.27	\$ -30,014.73	\$73,930.16	\$ -31,839.40	\$ -7,747.46	\$999.55	\$141,453.39



HLB 2022 ANNUAL REPORT

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



Housing



Parks &
Public Spaces



Conservation & Flood Control Areas



Economic
Development



Food Access Solutions

ACKNOWLEDGEMENTS



The Houston Land Bank is excited to present and build a tangible future for Houstonians with a vision for generational wealth. Our purpose and our mission is to turn that vision into a reality.

Land banks play a vital role in revitalizing communities, strengthening neighborhoods and providing affordable housing for families. Meeting the affordability challenge is not easy; however, the Houston Land Bank is leading in the design and implementation of effective and efficient approaches to meeting these challenges.

Matt Zeis
HLB Board Chair

The year 2022 was defined by our motivation, acceleration, and determination to overcome current affordability challenges and stabilize housing for Houstonians today and in the future.

This report presents a snapshot of our work and significant organizational milestones. Here we celebrate our partnerships and highlight collaborative efforts to serve the people who need us the most.

Christa Stoneham
President and CEO





ABOUT HOUSTON LAND BANK (HLB)

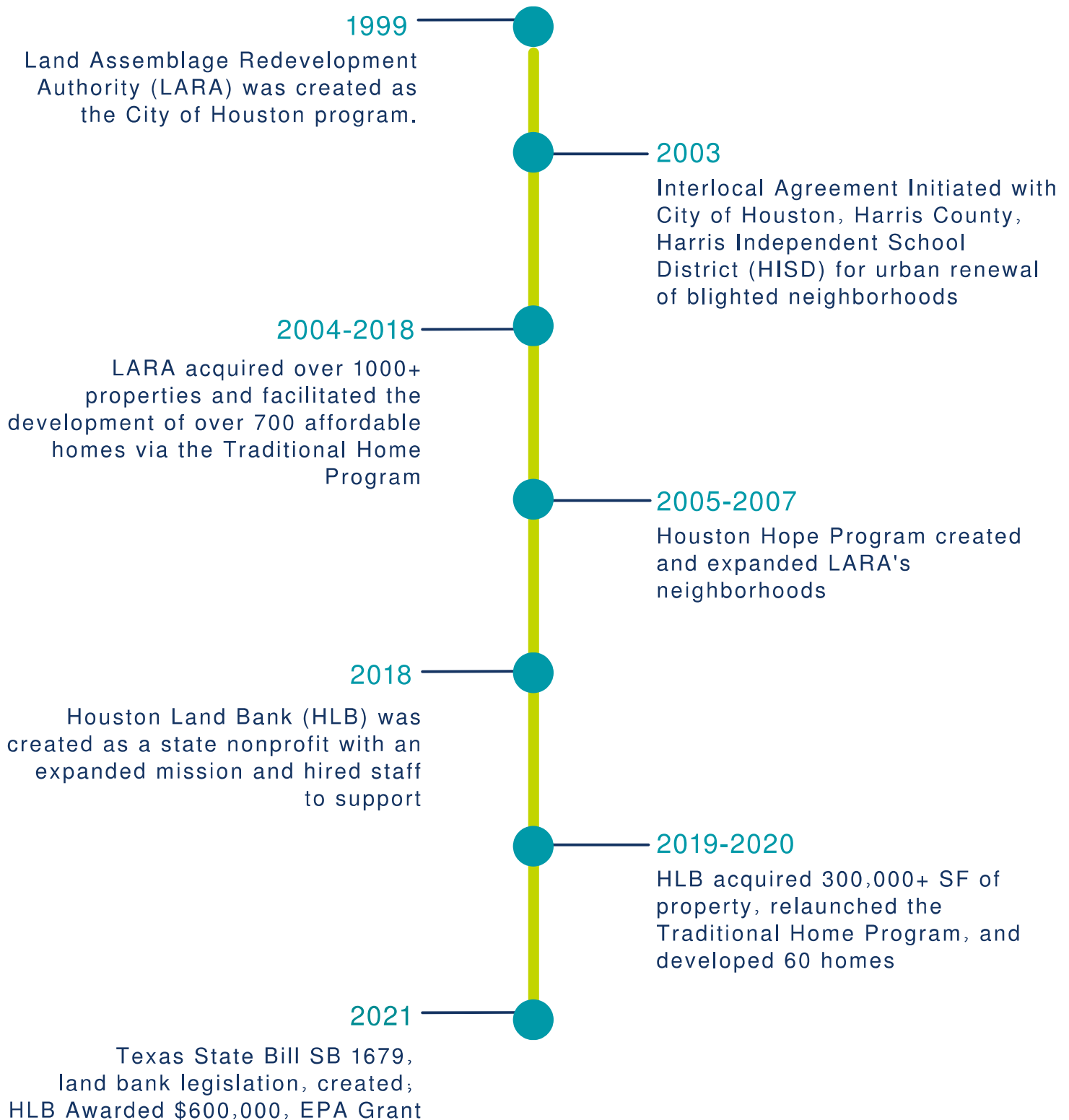
Acres Home NHDP Burghli Home Development Ribbon Cutting.

The Houston Land Bank's mission is to strategically acquire, dispose, and steward vacant, abandoned, and damaged properties and convey them into productive use and to catalyze transformative community and economic development for the City of Houston.

The Houston Land Bank (HLB) was created in 1999 as a City of Houston initiative, the Land Assemblage Redevelopment Authority (LARA), to empower and implement community development solutions in Houston's most blighted, tax-delinquent, and contaminated communities. In 2018, the LARA initiative expanded into an entity, the Houston Land Bank (HLB), with the mission to strategically acquire, dispose, and redevelop properties while incorporating community goals and voices.

Historically inequitable land use and redevelopment practices, such as redlining, are where vacant, abandoned, and deteriorated properties are common. HLB is uniquely positioned as Houston's only local government corporation, and 501c3 (*pending) organization focused on community development in the most vulnerable communities. Healthy neighborhoods are the elimination of slums and blight, the production of affordable homes, and community engagement at every level of neighborhood revitalization. Therefore, 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. HLB facilitates development by disposing of properties ranging from 50-90% off market value to local minority women, business enterprise (MWBE) builders, non-profits, and developers.

HLB HISTORY



GOVERNANCE

A 13-member volunteer board of directors governs the Houston Land Bank (HLB). The Mayor of Houston, Houston City Council, Harris County Commissioners Court, and the Houston Independent School District Board of Trustees appoint HLB board members.

The Board of Director's purpose is to govern and guide the reactivation of vacant properties in Houston's neighborhoods, especially tax delinquent, abandoned, and damaged, and:

- Provide opportunities for single-family housing and housing as needed by the neighborhood and local market.
- Promote small businesses and neighborhood reinvestment by area stakeholders.
- Support Mayoral neighborhood-based initiatives such as Complete Communities.

City of Houston Mayoral Appointees

Matt Zeis, Board Chair
David Collins, Vice Chair
Laurie Vignaud, Treasurer
Lynn Henson, Ex Officio
Jesus DeAnda, Secretary
Victor Mondragón

City of Houston Council Appointees

Dwantrina Russell
Marilyn Muguerra

Houston Independent School District (HISD) Appointees

Courtney Johnson-Rose
Tonzaino "Zano" Bailey
*Carol Galloway

Harris County Appointees

Antoinette "Toni" Jackson
Janae Ladet
Elaine Morales

Advisory Board Members

Nick Foran
Elijah Williams
Vincent Marquez
Kellen Zale



As our long-time HLB Board Member Carol Galloway retired from the HLB Board in October 2022. We celebrate her contributions, leadership, and vision and thank her for her service and dedication to this mission and organization.

OUR VALUES



Be a good neighbor in communities we serve



Identify highest and best use for sites that support community needs and initiatives, and utilize resources to create added value



Collaborate with partners on key initiatives to support equitable and transformative development



Provide proactive and transparent access to data, activities, and operations



Demonstrate continuous improvement and define national best practices

OUR GUIDING PRINCIPLES





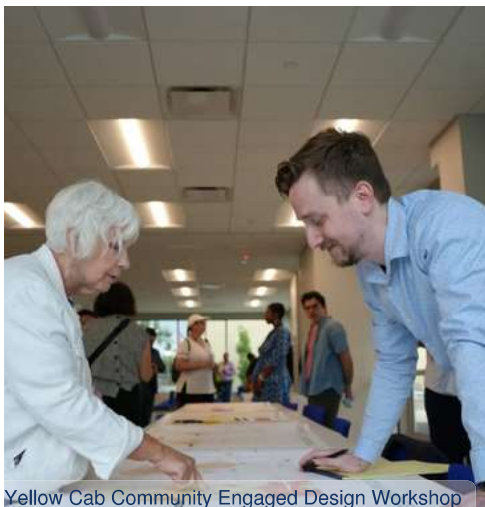
HLB Builders Forum ION Houston



Acres Home Town Center Project Site Visit



Acres Home HLB Team Tour



Yellow Cab Community Engaged Design Workshop

OUR ORGANIZATION



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 foundation of the HLB was also built by former staff, including Anne Haynes, Samuel Dike, Gonzalo Gonzalez, David Benson, and Ivan Zapata. The 2022 HLB Team has been able to advance and accelerate opportunities based on the ethics and expertise of the team.

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. With the addition of the HLB Acquisition and Development Director in 2023, the HLB will increase inventory, funding sources, and impact.

Christa Stoneham
Chief Executive Officer | President

Jennifer Allison
Chief Operations Officer

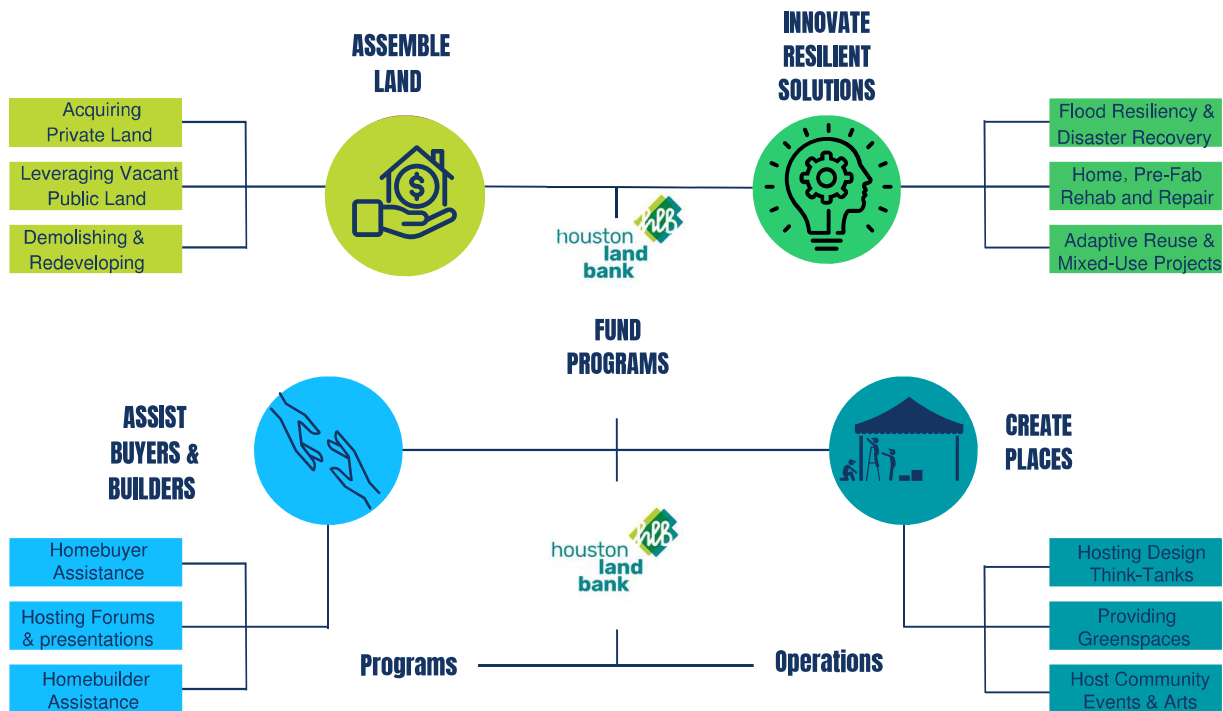
LaTosha Okoiron
Counsel and Compliance Director

Lindsey Williams
Community Development Director

Isai Mendez
Finance Director

Ron Butler
Senior Project Manager of
Site and Land Development

Donesha Albrow
Administrative Manager



HLB STEWARDSHIP PROCESS

We take pride and responsibility in demonstrating our core value of being a good neighbor in the communities we serve. We work diligently to maintain our acquired lots before they are designated into one of our signature programs.

Lot Maintenance and Stewardship



HLB PROGRAMS

The Houston Land Bank has helped families thrive through our programs by constructing affordable housing solutions, addressing environmental justice, and maintaining community pride.

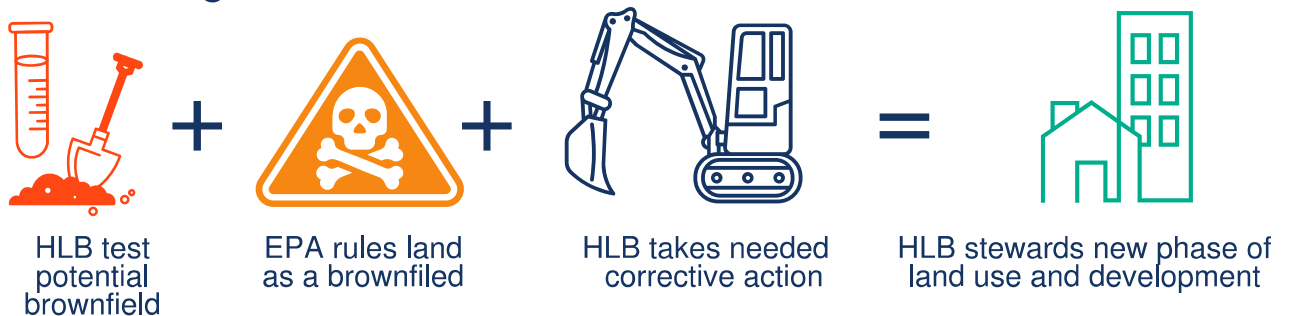
Traditional Homebuyer Program



New Home Development Program (NHDP)



Brownfields Program



LOT MAINTENANCE AND STEWARDSHIP



Acquire Land

Maintain Property

HLB Program Designation

The Houston Land Bank (HLB) remains committed to transforming vacant, abandoned, or damaged properties to spur affordable housing, economic development, and community-driven solutions. HLB owns 410 properties, of which 298 are accessible, and works to ensure we remain a good neighbor in the communities we serve as we seek development solutions for and with neighbors.

The transition from the Land Assemblage Redevelopment Authority (LARA) program recognized the need for systematic internal solutions to help reach our full potential and stay true to our mission. Hence, we work closely with our partners, such as the City of Houston's (COH) Department of Neighborhoods (DON) and HLB lot maintenance vendors, to quickly address and implement community concerns for HLB-owned lots. Improvements have included corrected contact information, a dedicated DON liaison for HLB, and reoccurring meetings with our partners to ensure alignment. Processes have also addressed posting signage that denotes NO TRESPASSING zones; and a 24-hour phone line to report violations.

2022 METRICS



**298
PROPERTIES
MAINTAINED**



**156 TIRES
REMOVED**



**339,608 LBS &
1,845 CUBIC YARDS
OF DEBRIS REMOVED**



**9 VEHICLES
REMOVED**



Before and After Photos of Property: 3931 Davenport Street

HLB BUILDS HOUSTON'S FUTURE

Traditional Homebuyer Program

Houston Land Bank works with our approved builders to sell discounted lots, on which they will construct new homes for sale to qualified buyers. The result is a new house at an affordable price. Approved Homebuilders must qualify through our annual Homebuilder Request for Qualifications (RFQ) process. Income-qualified homebuyers must earn at most 120% Area Median Income (AMI) as determined by Census data.

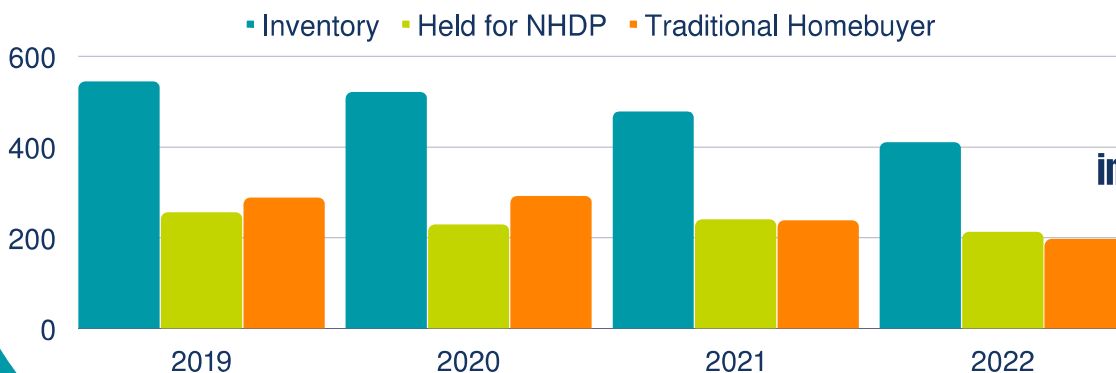


NEW HOME DEVELOPMENT PROGRAM (NHDP)

The New Home Development Program (NHDP) provides newly constructed, affordable single-family homes for qualified homebuyers. This program partners with the City of Houston Housing and Community Development Department (HCDD) with home construction on Houston Land Bank (HLB) properties. Income-qualified homebuyers must earn at most 80% of the Area Median Income (AMI) as determined by Census data.



25% OF OUR INVENTORY DEVELOPED SINCE 2019



**59.45+ acres
in '22 inventory**

HLB launched the Traditional Homebuyer Program in 2019 with 544 lots in the inventory, of which 100 are inaccessible due to infrastructure constraints.

RECLAIMING BROWNFIELDS

Brownfields are often challenging to redevelop because of the cost associated with investigating and cleaning up environmental impacts, like asbestos, petroleum storage tanks, or releases of industrial chemicals. Because of this risk, brownfields can remain abandoned for years, even decades, contributing to neighborhood decay, blight, and adverse public health outcomes. The Houston Land Bank was created to address environmental injustices and was awarded a \$600,000 Brownfields Community-wide assessment grant from the U.S. Environmental Protection Agency (EPA) in 2021. In 2022, HLB launched the Brownfields Redevelopment Program, impacting two target areas.



Yellow Cab underground tank removal

"A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant."
~U.S. EPA



HLB Brownfields Program



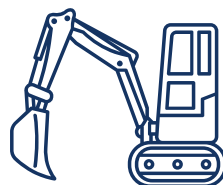
HLB test potential brownfield

+



EPA rules land as a brownfield

+



HLB takes needed corrective action

=



HLB stewards new phase of land use and development

Houston Land Bank's Brownfields program aims to advance revitalization projects and build healthy communities by addressing environmental issues through the assessment, cleanup, and redevelopment of brownfields, especially in Houston's disinvested neighborhoods. The HLB seeks to use EPA grant funding on eligible projects that align with the following prioritization criteria.

- 1. Advance Community Revitalization**
- 2. Drive Environmental & Climate Justice**
- 3. Leverage Additional Resources for Success**



Community-engaged design visioning session Near Northside community



New Home Development Program . constructed 2022



Local builders at HLB builders forum



Community-engaged design visioning session Acres Home community

HLB KEY STRATEGIES

The Houston Land Bank (HLB) remains committed to transforming vacant, abandoned, contaminated, or damaged properties into affordable housing, economic development, and community-driven solutions. HLB believes all neighborhoods are communities of opportunity and strategically focuses on accelerating resources and solutions needed for long-term affordability. Partners from the community, philanthropic, public, private, and non-profit sectors create opportunities at every level of neighborhood revitalization.



INVESTING IN IMPACTFUL SOLUTIONS

Create and market HLB Fund to complement and accelerate investments in housing, neighborhoods, and additional community development needs such as downpayment assistance.



ALIGN WITH STRATEGIC PARTNERS & STAKEHOLDERS

Partnering with non-profits, community leaders, and private corporations who believe in equitable and transformative development for deserving communities.



CONTINUOUS FLOW OF ACQUISITION AND DEVELOPMENT IN THE PIPELINE

Partnering and aligning with public land owners and initiatives like Complete Communities, Transit-Oriented Development (TOD), and Environmental & Climate Justice.



INTEGRATE AND EDUCATE COMMUNITY STAKEHOLDERS AND RESIDENTS

Increasing trust, decision-making capabilities, and transparency with community organizations, neighborhoods, and stakeholders.

IN THE COMMUNITY

Houston Land Bank embraces engaging residents at every level of community revitalization. The people most impacted by vacancy and abandonment, the residents within blighted neighborhoods, are welcomed and included in the decision-making process regarding acquisitions and dispositions. The HLB Neighborhood Advisory Committee (N.A.C) and HLB Community Design Workshops, launched in 2022, serve as institutional mechanisms to sustain the community's voice in the built environment.



**6+ N.A.C.
MEMBERS**



**9+ PUBLIC ENTITIES
ENGAGED**



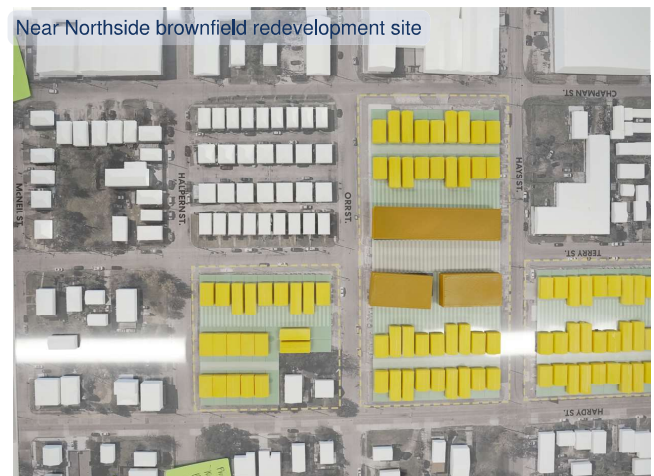
**20+ PROFESSIONAL
MEMBERSHIPS**



8+ ACRES ENGAGED



Acres Home Gateway and Town Center: HLB partnered with the Houston Association of REALTORS (HAR), The City of Houston's Planning & Development, and Rogers Partners Architects+Urban Designers to assess a 2-acre parcel with the community's vision



Project Yellow Cab: The HLB team successfully led two visioning sessions for its 1st large tract site in partnership with Perkins&Will. The vision for the 6-acre tract community included storefronts, safe and walkable green spaces, and a centralized community center.



COMMUNITY-ENGAGED DESIGN IMPACT:

- **4 COMMUNITY WORKSHOPS**
- **500 ATTENDEES**
- **2 BUILDER FORUMS**
- **1 COMMUNITY-REAL ESTATE TOUR**
- **3 COMMUNITIES SERVED**

LAND ACQUISITION AND DEVELOPMENT

The organization owns over 410 properties in its inventory, scattered across Houston neighborhoods. Of these, 197 of these lots are candidates for sale to builders via HLB’s Home Building Initiative, but 213 remain held for the City of Houston Housing and Community Development Department, and 100 are inaccessible. Acquisition prices for HLB neighborhoods have ranged from \$6 to \$50 per square foot, which has been a challenge based on the existing financing model. HLB is committed to diversifying funding sources to complement and accelerate investments in housing, neighborhoods, and additional community development needs.

HLB has impacted the following key performance indicators since the relaunch of the Traditional Homebuyers Program in 2019:



\$5.1 Mil in subsidies to HLB builders



76+ properties in development

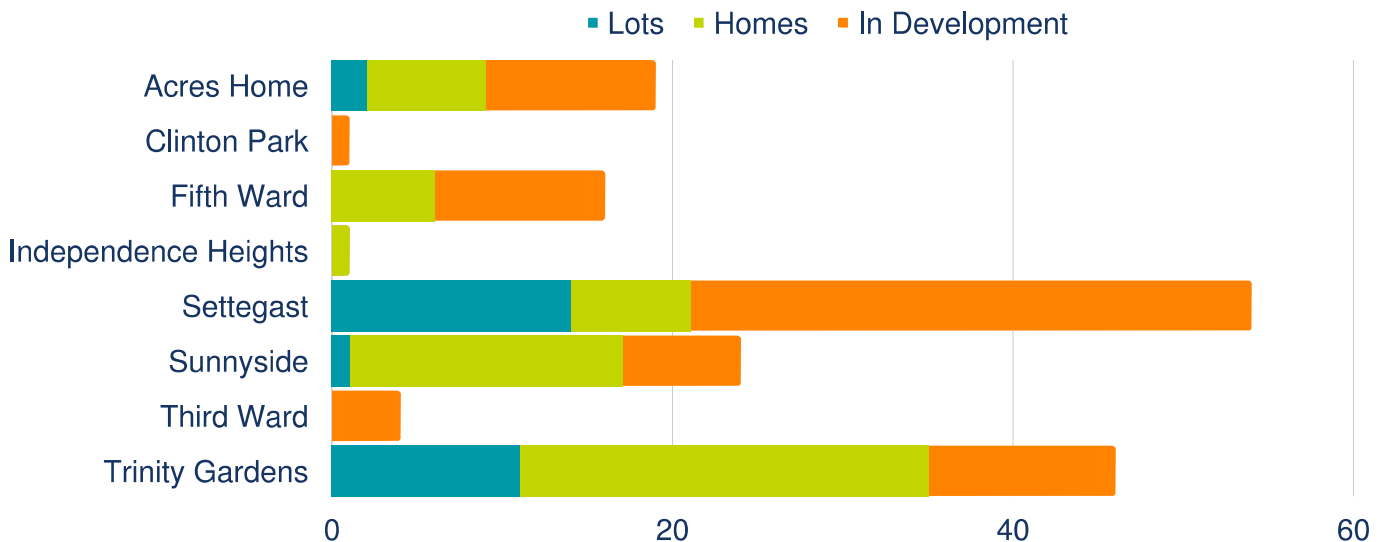


\$29 M Property Value back into the market



174+ homes sold

Development by Neighborhood



The majority of HLB lots are clustered in the neighborhoods of Acres Homes, Settegast, Trinity Gardens/Houston Gardens, Fifth Ward, and Sunnyside. Additional properties have been purchased in Third Ward, Independence Heights, Second Ward, Near Northside, Clinton Park, and Magnolia Park.



Settegast Community Engaged design workshop



HLB team members in the community



Settegast Community Engaged design workshop



HLB builders and partners

FINANCIAL SUMMARY

The City of Houston funds HLB Operations and Programming using affordable housing property tax dollars, known as Tax Incremental Reinvestment Zone (TIRZ).

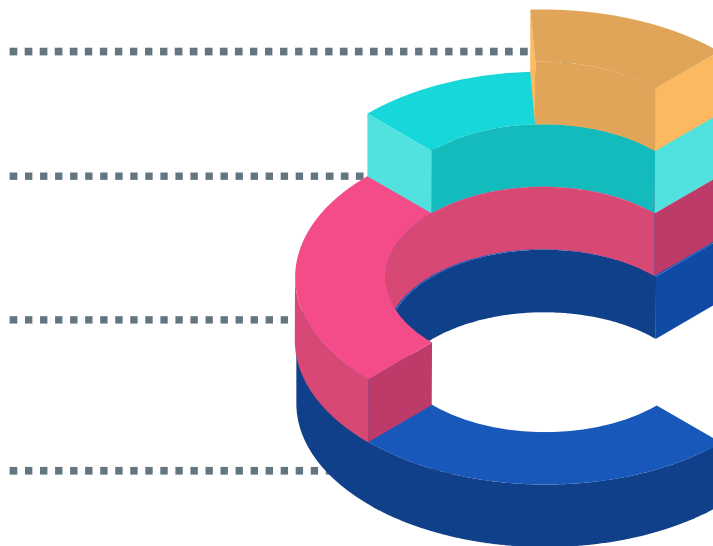
FY 2022 Revenue

0.3% In-Kind/Grants:
\$89,950.00

9.6% HLB Traditional Program:
\$354,492.91

43% NHDP Program:
\$1,594,742.50

46% Operations Agreement:
\$1,724,061.78



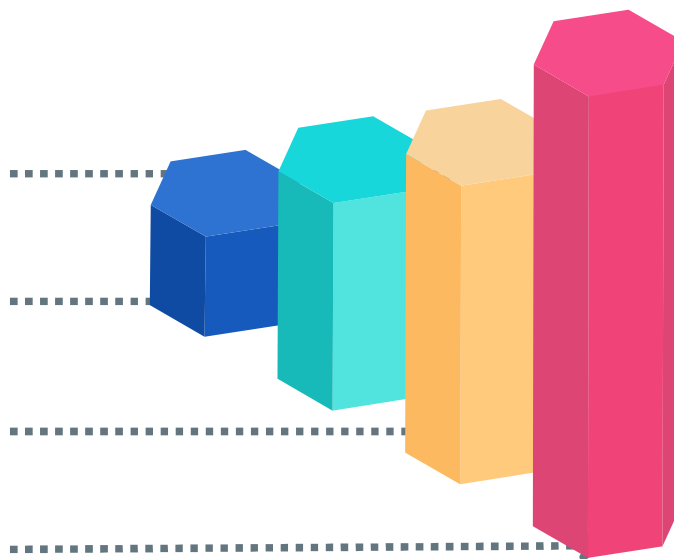
FY 2022 Expenses & Other Costs

1.4% In-Kind/Grants:
\$30,416.55

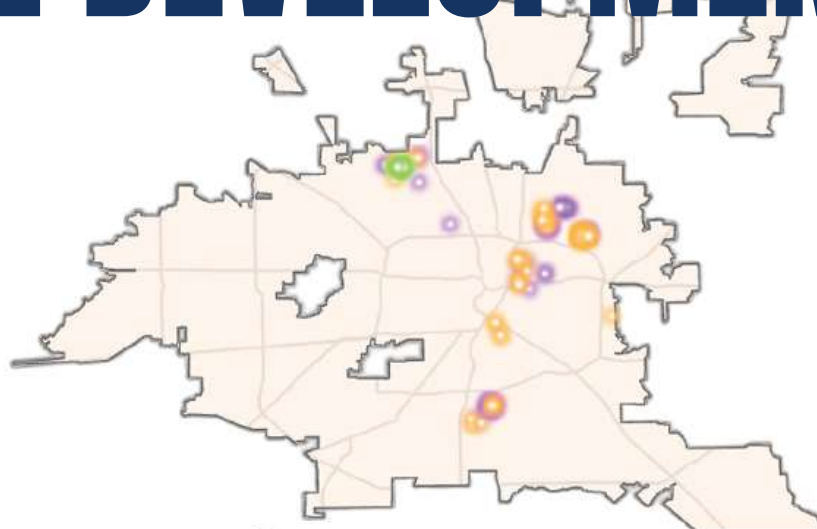
4.9% HLB
Traditional Program:
\$105,565.20

7.6% NHDP Program:
\$162,892.09

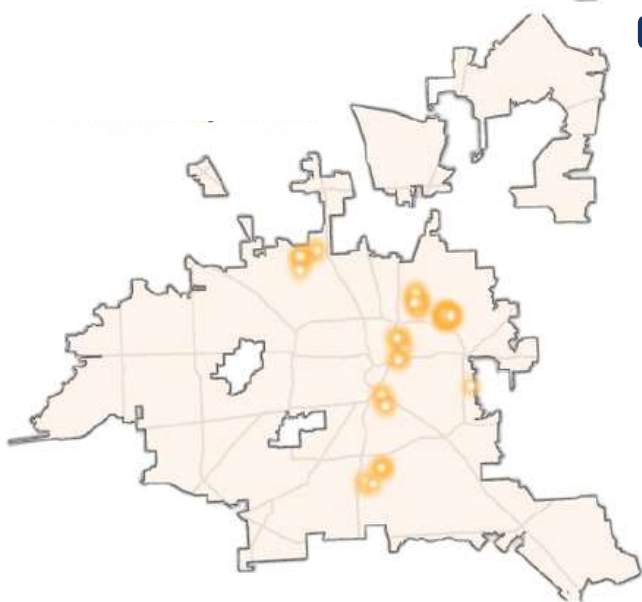
46% Operations:
\$1,837,414.79



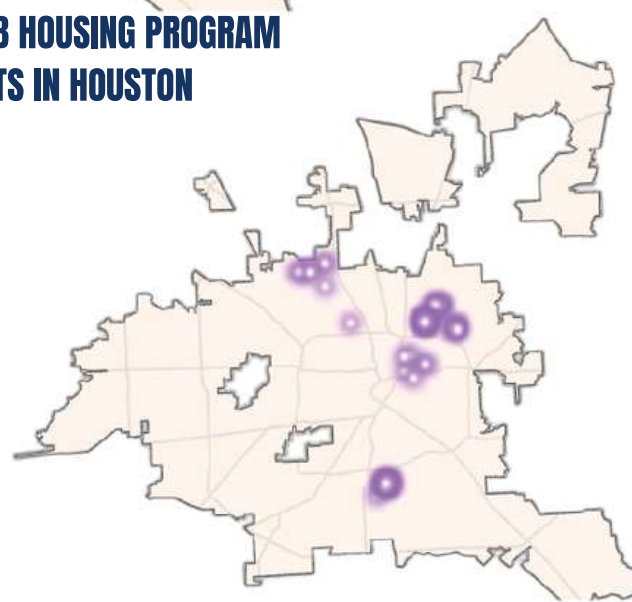
2022 DEVELOPMENT



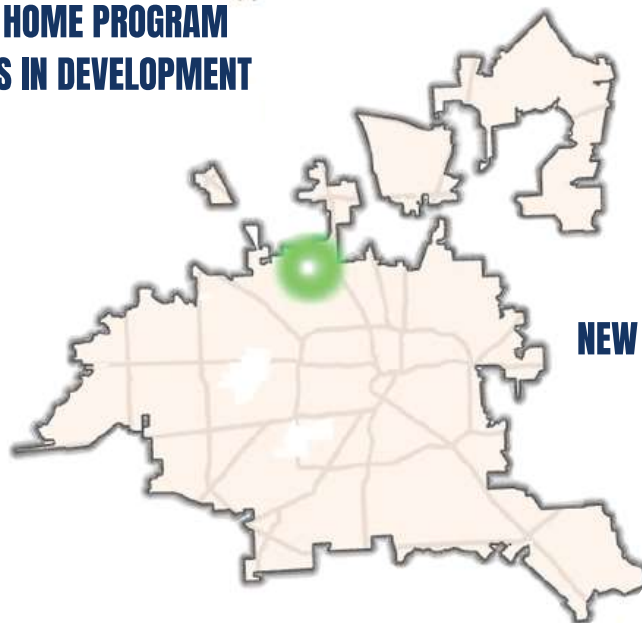
**OVERALL HLB HOUSING PROGRAM
IMPACTS IN HOUSTON**



**TRADITIONAL HOME PROGRAM
76 HLB HOMES IN DEVELOPMENT**



**TRADITIONAL HOME PROGRAM
61 HLB HOMES SOLD**



**NEW HOME DEVELOPMENT PROGRAM
13 HOMES IN DEVELOPMENT**

2022 MILESTONES

QUARTER 1 (JANUARY-MARCH)

- Hired HLB CEO and President
- Initiated Board of Directors 2022 Strategic Planning Workshop
- Updated HLB Traditional Home Program Guidelines
- HLB Fund (501c-3) approved by the Board of Directors
- HLB CEO joined Houston 2036 Equity Taskforce
- HLB hosted HLB Builder's Forum

QUARTER 3 (JULY-SEPTEMBER)

- Hosted 2 Community Engagement Sessions for Project Yellow Cab
- Adopted HLB FY 23 Strategic Plan
- Attended National Brownfields Conference
- Filed HLB Fund to IRS
- HLB fast-track review implemented at Houston Permitting Center
- Presented at National Reclaiming Vacant Properties Conference

QUARTER 2 (APRIL-JUNE)

- HLB Brownfields Program Launched
- Brownfield Activation Committee (BAC) created
- Neighborhood Advisory Committee (NAC) framework created
- FY 21-22 Strategic Plan progression from 0-65%
- HLB CEO named as 2022 Houston Business Journal's (HBJ) 40 under 40

QUARTER 4 (OCTOBER-DECEMBER)

- Posted 3 FTE positions
- Neighborhood Advisory Committee (NAC) voted on HLB Builder submittals
- HLB hosted 2nd Builder's Forum and launched RFQ
- Filled 2 FTE positions, Director of Community Development and Finance Director

LOOKING AHEAD

Timeline for 2023

Tasks	Q1	Q2	Q3	Q4
● Onboard 2 new FTEs; Hire 1 FTE for Acquisition & Development				
● Hire and onboard fundraising consultant; launch HLB Fund				
● Launch rounds 8,9, and 10 of lot sales				
● Approve 2022-2024 HLB builders				
● Coordinate Tax Delinquent and publicly owned properties with public agencies				
● Launch Project Yellow Cab Development Plan				
● Host community workshops and events in at least 6 communities				
● Finalize 75% property tax accumulation agreement with City of Houston				

Fundraise \$1.5 million to the HLB Fund to acquire and develop at least 2 acres of land inclusive of mixed-use developments. Construct at least 150 new single-family homes: HLB FY 2023 Strategic Plan



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
Website:
www.houstonlandbank.org

CONTACT US





REQUEST FOR BOARD ACTION

Meeting Date: February 9, 2023

Agenda Item: Consideration and Possible Action to Approve the Nelrod Homes , LLC Settegast Lot Buy Back Request.

ACTION SUMMARY

Approval of this agenda item will authorize HLB to approve the lot buy back request for Nelrod Homes, LLC submitted in January of 2023. This action is necessary in order to facilitate the termination of the purchase contract between the Houston Land Bank and Nelrod Homes, LLC and the subsequent lot buy back.

BACKGROUND/OVERVIEW (Background of the Agreement and Summary)

Nelrod Homes, LLC purchased the below listed four (4) Settegast lots for \$6500.00 each during the December 2021 Round five (5) Houston Land Bank Lot Sale :

0 Fields: 0752470030015

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In January of 2023, Nelrod Homes, LLC contacted HLB and expressed their desire to sale back the above-mentioned lots. It is Nelrod's position that they cannot sustain or effectively build the contracted single-family homes at the sales point price of \$180,000.00 without taking a significant financial loss to their company. They have requested that HLB buy-back the lots.

Should the Board of Directors approve this item, HLB will terminate the purchase contract and buy-back the above mentioned lots at \$6500 each.



REQUEST FOR BOARD ACTION

Meeting Date: February 9, 2023

Agenda Item: Consideration and Possible Action to Approve The highest four scoring title company submissions under the Houston Land Bank Title Company Services RFQ issued on September 16, 2022.

ACTION SUMMARY

Approval of this agenda item will authorize HLB to enter into a Title Company Service contract with the highest scoring title company submissions under the Houston Land Bank Title Company Service RFQ as issued on September 16, 2022. This action is necessary to facilitate the title work of the next round of lot sales.

BACKGROUND/OVERVIEW (Background of the Agreement and Summary)

The last title services contracts expired November 2022. The previous title services contract holders were Ashizawa, LLC, Commonwealth Title, Infinity Title and Post Oak Title. In anticipation of the expiration of those title services contracts ending, HLB issued a new RFQ September 16, 2022 that closed on October 17, 2022. As a result of the RFQ, five submissions were received. A HLB procurement panel of three staff was created to review and evaluate the top four submissions. The evaluation criteria were based off the posted RFQ (see attached).

After review and evaluation of the submissions, the following is a breakdown of the point received out of a possible three-hundred (300). The four highest scoring submissions are the companies that HLB is requesting board action to contract with for title services.

1. Allegiance Title Company	267.50
2. Williston Financial Group	263
3. Valero Title Company	254
4. Ashizawa, LLC	241
5. Law Office of Phillip E. Parker	241

Due to the last submissions receiving the same exact number of points, the title service contract pool will consist of all five offers. Should the Board of Directors approve this item, HLB will enter service contracts with these title companies for the next two years.



Request for Qualifications - Title Company Services

Issued September 16, 2022

Questions due in writing to procurements@houstonlandbank.org by October 03, 2022 at 5 p.m. Central time; all questions will be answered in writing as an addendum to this solicitation.

Responses due to procurements@houstonlandbank.org by October 17, 2022 at 5 p.m. Central time. Late responses will not be accepted.

INTRODUCTION AND OVERVIEW

Houston Land Bank (HLB) is a local government corporation, originally established by the City of Houston in 1999 as the Land Assemblage and Redevelopment Authority, to facilitate redevelopment of vacant and tax damaged residential real estate in targeted Houston neighborhoods. The organization has realigned its strategic activities to better serve neighborhood revitalization activity in the City of Houston and the name change reflects its core function. The Houston Land Bank's amended bylaws and articles of incorporation were passed by City Council in August 2018. The Board of Directors includes representatives appointed by the City of Houston, Harris County, and the Houston Independent School District.

HLB, seeks statements of qualifications from companies providing real estate title services to assist with the sale of properties and new affordable homes to income-qualified Houstonians. While HLB currently assembles and initiates the development of residential properties to promote construction of affordable homes, the organization intends to expand its focus to various complementary projects that support small business, workforce development, community engagement and the City's Complete Communities initiative.

HLB sells new homes to income-qualified Houstonians, sometimes with financial down payment or subsidy participation by the City of Houston through a variety of programs. For instance, certain program sales may be facilitated with participation from the Houston Community Land Trust (www.hclt.org), who will own and lease the property under a home to alleviate the financial impact of rising property valuations on the homeowner. HLB also sells lots to approved builders for development and sale of affordable homes to income-qualified buyers. Transactions will take place on an ongoing basis as the organization identifies groups of lots to convey to approved builders and homes are completed for sale

The current HLB lot inventory was assembled over the past 20 years and exists in key target Houston neighborhoods such as Settegast, Trinity Gardens, Sunnyside, Acres Homes, and Fifth Ward. To provide

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

houstonlandbank.org



additional affordable housing opportunities and more comprehensive community revitalization, the organization intends to further assemble property for the HLB inventory through a variety of means, including direct acquisition. HLB strives to be a strong, innovative partner in the equitable redevelopment of Houston neighborhoods, and as a good neighbor to the communities in which it is working.

HLB is presently seeking title firms to increase transactional capacity. Transactions will generally help to create affordable housing units and encourage community-centric redevelopment of underutilized land tracts in various Houston sub-markets. Title transactions may include private, public and/or non-profit entities as well as individuals, and will primarily be related to development of affordable homes for income-qualified buyers. These title services may include but are not limited to providing preliminary and other title reports, escrow services, title insurance and other title related services as required.

Transactions will be distributed on a rotating basis, with the potential for redistribution of assignments based on customer service and performance of ongoing work. It is the intention of HLB to create a list of pre-qualified firms who will be engaged on an as-needed basis for a term of two (2) years. Inclusion in the pool of qualified firms does not guarantee engagement in the future.

HLB welcomes responses from firms with professionals who possess the required agent licensing from the Texas Department of Insurance and those who are certified through the City of Houston's MWBE program or a similar governmental process.

PROCESS AND SCHEDULE

Anticipated Timeline (subject to change):

RFQ Release	September 16, 2022
Deadline for Submitting Questions	October 03, 2022 at 5 p.m. Central
Responses Due	October 17, 2022 at 5 p.m. Central
Notification to Qualified Firms	Expected December 2022

Scope of Work for Services

- Coordination of complex closing transactions, some involving more than two parties and/or multiple funding sources, including public and non-profit assistance for income-qualified homebuyers
- Conduct title searches and render certified title opinions sufficient to allow the Corporation to determine rightful ownership to property



- Communication with HLB regarding status and closing dates
- Conduct loan closings, facilitate subordinations, foreclosures, provide tax sale related services, prepare and record re-inscriptions, and ensure proper recordation of closing documents.
- Providing curative title work
- Drafting of accurate closing documents and facilitating the return of them for HLB records
- Maintain all necessary licensing and qualifications for title companies in the State of Texas

Statements of qualifications are to be evaluated based on the criteria below. HLB reserves the right to reject statements of qualifications deemed incomplete or unresponsive to any or all the required response materials outlined in this solicitation, or from respondents not licensed to perform the requested services in the State of Texas.

Statements of qualifications will be evaluated based on the following:

1. Capacity to perform, adequacy of staff to perform within specified timeframe, and experience of key personnel. (35 points)
2. Experience with relevant real estate transactions involving public, private and/or non-profit entities. (25 points)
3. Communication approach and closing process (20 points)
4. Reputation and references. (20 points)

Responses are to be evaluated by a committee of HLB representatives. The highest-scoring four respondents are to be selected as qualified for servicing HLB's transactions for up to two years.

Required Response Materials

Please organize your response as indicated below. Respondents must review the Scope of Work above; Statements of Qualifications should demonstrate the firm's ability to perform the requested services and may not exceed 20 pages in 12-point font with standard margins.

1. Cover letter: Please include your firm name and a brief overview of your response. Please also include the name of your firm's designated contact person who is authorized to execute agreements on the firm's behalf.
2. Capacity and key personnel: Provide information of the resources your firm would make available for HLB, including resumes for any lead staff to be assigned to HLB work. Please also identify the office location(s) at which the work would be performed.
3. Experience: Provide information on the firm's relevant experience, especially related to public-private partnerships and complex transactions involving public



houston
landbank

- and/or non- profit entities engaged in the development and sale of affordable homes and other community development initiatives.
4. Communication and customer service: Describe the firm’s approach to communication, customer service and client support, outlining a process from initial awareness of a potential transaction to closing and completion of a sale or acquisition.
 5. References: Three are required, at least one of which must be from public or non- profit entities engaged in community development and/or development of affordable homes in the State of Texas.
 6. Insurance/licensing: Evidence of licensing and minimum insurance required by the State of Texas, or ability to secure same.
 7. Proposed fees/rates to be charged: Provide a detailed schedule of charge or description of the cost of your services.
 8. Certifications: MWBE/HUB certifications, if any, or any other relative certifications the firm has received.

Responses must be emailed as a single PDF file to procurements@houstonlandbank.org with the email subject line “Request for Qualifications - Title Company Services” and the PDF title “(Respondent name) Request for Qualifications - Title Company Services.” Responses must be received by 5 p.m. Central time on October 17, 2022. Late responses will not be accepted. The email timestamp will be used to determine time received; late responses will not be accepted.

Questions must be e-mailed by 5 p.m. Central time October 03, 2022 to procurements@houstonlandbank.org; written responses will be posted on the HLB website prior to the response deadline.

***Nothing herein, or in the process, shall be construed as having obligated HLB to pay for any expenses incurred by respondents submitting to this RFQ, or to the selected firm prior to approval by the HLB Board of Directors. Neither this procurement solicitation nor any response to it constitute a guarantee of work, and HLB reserves the right to cancel any part of this procurement at any time.



REQUEST FOR BOARD ACTION

Meeting Date: February 9, 2023

Agenda Item: Consideration and Possible Action to Approve The participation of the Houston Land Bank in the National Community Stabilization Trust ("NCST") Program that seeks to serve as the bridge between financial institutions and local housing providers to stabilize neighborhoods.

ACTION SUMMARY

The National Community Stabilization Trust ("NCST") invited the Houston Land Bank to apply and participate in NCST's REO acquisition programs. These programs facilitate the transfer of properties between participating financial institutions ("REO Sellers") and eligible local housing providers. This action is necessary to permit HLB to submit application for the program and enable the Chief Executive Officer to execute a Memo of Understanding & Resolution after acceptance into the program.

BACKGROUND/OVERVIEW (Background of the Agreement and Summary)

The National Community Stabilization Trust (NCST) coordinates the transfer of abandoned and foreclosed property from various participating financial institutions nationwide to local housing providers and assist in increasing access to flexible financing. Examples of participating providers are CUSP/Wells Fargo, Community Restoration Corporation and Mr. Cooper etc.

Qualified properties are available to purchase by housing providers at discounted rates based on the Net Present Value (NPV) model. These properties are accessible to the housing providers in the program prior to the properties being listed in the open market.

Other initiatives of the programs include neighborhood stabilization initiatives, second look properties that allow for properties on the market more than 90 days to be purchased at reduced prices and Freddie Mac Early Access/HUD property initiatives.

Should the Board of Directors approve this item, HLB will submit application to the NCST program and subsequently enter negotiations for the Chief Executive Officer to execute a memo of understanding and corresponding resolution.