

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

**April 14, 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, 2<sup>nd</sup> Floor, Houston, Texas, on Thursday, April 14, 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	Courtney Johnson Rose
David Collins	Victor A. Mondragón
John David Vasquez	Jesus DeAnda
Juan Cardoza-Oquendo	Janae Ladet
	Matt Zeis

Board directors absent were: Laurie Vignaud, Carol Galloway, Pastor Steve Hall 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; Ivan Zapata, Manager of Real Estate and Acquisitions for HLB; Greg Erwin and Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Graciela Saenz, outside legal counsel for the HLB; Gonzalo Gonzalez, Vice President of Finance and Accounting for HLB; Ron Butler, Manager – Property Maintenance for HLB; and Nick Foran of the HLB Advisory Board.

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

Chairman Zeis called this regular meeting to order at 12:08 p.m. A roll call of the Board members in attendance immediately followed. Chairman Zeis announced that a quorum of the Board was present.

**II. Public Speakers**

No public speakers registered to address the Board.

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

**a. March 10, 2022 Board Meeting**

Chairman Zeis noted that the minutes for the March 10, 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, he requested a motion to approve and adopt such minutes as written.

Director Mondragón made a motion to adopt the minutes of the March 10, 2022 Board Meeting as written, which motion was then duly seconded by Director Bailey and passed with the unanimous vote of the Board.

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

Chairman Zeis thanked the Board members in attendance for volunteering and being available for this regular meeting.

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

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

Chairman Zeis then announced that the Executive Committee met last week to discuss the items on today's meeting agenda, several LARA lots which have ownership issues, the Neighborhood Advisory Committee program, the proposed partnership with Lowe's, and the Yellow Cab property development plan.

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

Chairman Zeis noted that Director Vignaud was not in attendance today and stated that the monthly financial report is included in the meeting packet distributed to the Board.

##### **1. Monthly Financial Report**

Chairman Zeis then requested Gonzalo Gonzalez to give the report. Mr. Gonzalez stated that the Finance Committee met yesterday to examine the cash balances and the key performance indicators. He noted that the Committee also discussed the opening of the Unity National Bank Premium Money Market Account which has now accrued \$50.00 in interest.

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

Christa Stoneham stated that the Partnership and Program Development Committee meet to discuss the details of the partnership with Lowe's to receive a discount on construction materials. The Committee discussed the framework for the logistics of implementing the discount on construction materials with its home builders, including confirming the builder is in compliance and the house is part of the HLB program. HLB staff will then submit the tax identification number to Lowe's for additional savings to the home builder and home buyer.

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

Director Mondragón reported that the READ Committee met to discuss how to establish precedence for construction permits for unique lot situations, and establishing a sales price

framework with escalating ranges for the construction of houses. He stated that the Committee also discussed navigating the increasing inflation costs on building materials and the Round 6 Lot sales.

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

1. **Procurements Overview**

Director DeAnda reported that the Procurement and Oversight Committee met last week. He stated that only one response was received for title company services which was approved by HLB staff and will proceed to next steps for approval by the Board. He mentioned that HLB staff selected Landtech, Inc. as the qualified land surveying company to prepare the drawings needed for the 30 lots which do not have right-of-way access. HLB staff will meet with Landtech, Inc. to determine the location of the driveways to finalize the surveys to obtain temporary permits.

Director DeAnda stated that the Committee previously examined the six responses to the 2021 RFQ for environmental services which were reviewed and rated by HLB staff. The results of this RFQ will now move forward for consideration by the Board. He then noted that the lot maintenance RFP will close on May 16, 2022. Also, the RFP prepared for the annual audit will be closing April 29, 2022 and the RFP for bookkeeping and accounting services will close on May 6, 2022.

Director DeAnda mentioned that HLB has requested proposals for design services with regard to the Yellow Cab property from the two firms which the Board approved in November 2020.

Director Mondragón asked how many responses have been received for the RFP for the lot maintenance contracts. Mr. Gonzalez reported that as of today only one response has been received.

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

a. **Progress Report**

Ms. Stoneham stated that the first quarter of the year has ended and the HLB has progressed on the strategic plan by 46% since January 2022 with regard to affordability options, lot inventory, demonstrate neighborhood development and organizational excellence.

Ms. Stoneham then reported that the New Home Development Program returned 80 lots back to the HLB, the majority of which are located in Acres Home and others dispersed in the other communities. She stated that HLB will need to reignite its relationship with Linebarger Goggan to access tax delinquent properties owned by governmental entities which may be potential opportunities for development of affordable housing. Ms. Stoneham noted that community engagement has not progressed as needed, however a new employee starting on Monday will be tasked with this going forward.

Lastly, she mentioned that the new in-house legal counsel person will begin on Monday and one of her responsibilities will be to build a relationship with the delinquent tax attorneys to transfer land which is foreclosed for non-payment of taxes.

## **VII. Board Action Items**

### **a. Consideration and Possible Action to Approve Round 6 Lot Sales**

1. Education Based Housing
  - i. 5709 Haight (HCAD# 0300180400003, Settegast, Sales Price \$6,500; Lot Size 9,500 Square Feet)
  - ii. 0 Haight (HCAD# 0300180400002, Settegast, \$6,500; 9,500 SF)
  - iii. 7914 Fowlie (HCAD# 0300170210004, Settegast, \$6,500; 6,300 SF)
  - iv. 0 Kenton (HCAD# 0300170190015, Settegast, \$6,500; 4,200 SF)

Director Mondragón made a motion to approve the sale of the above four lots to Education Based Housing, which motion was duly seconded by Director Bailey and passed with the unanimous vote of the Board.

### **b. Consideration and Possible Action to Authorize the CEO/President to Create an HLB Neighborhood Advisory Committee (NAC) Framework to advise on properties served by HLB and neighborhood priorities for new uses of those properties.**

Ms. Stoneham stated that approval of this agenda item will authorize her to advise on neighborhood priorities for new uses of the inventory of HLB lots and alignment of infrastructure with the City of Houston.

The to be formed HLB Neighborhood Advisory Committee (NAC) will allow HLB staff to be informed of the community interests, and to learn more about the values, concerns, and ideas regarding a particular issue or problem in the community. It will also provide a valuable opportunity to better understand the reasons for their conclusions and/or needs. The NAC will represent the 15/50 points allocated for Neighborhood Design Appropriateness for the Traditional Home Program. Ms. Stoneham noted that, if approved, the first meeting will be scheduled for May 19, 2022 for introduction purposes and to answer any questions with regard to HLB's home builders mission. NAC will be comprised of the Super Neighborhood Council and the Mayor's Youth Council of the respective HLB neighborhoods. The NAC will be represented by representatives from all HLB communities including but not limited to:

- Acres Home
- East End (2<sup>nd</sup> Ward/Magnolia Park)
- Fifth Ward
- Near Northside

- Settegast
- Sunnyside
- Third Ward
- Trinity Gardens

Director Mondragón made a motion to authorize the CEO/President to create a Neighborhood Advisory Committee to advise on priorities for new uses of HLB lots which motion was duly seconded by Director DeAnda and passed with the unanimous vote of the Board.

c. **Consideration and Possible Action to Accept Program and Partnership Committee Recommendation to Authorize CEO/President to Engage with Lowe's for Partnership for discounted construction materials.**

Ms. Stoneham announced that approval of this item will authorize HLB staff to engage, develop, and negotiate terms and conditions with Lowe's Home Improvement with the purpose of creating a Discounted Construction Materials Program or similar opportunity for the HLB approved home builders. Through this partnership HLB will be able to negotiate lower materials costs for the HLB approved home builders using HLB's tax-exempt status and potential 'collective builder' bargaining or purchasing power to reduce construction costs for both HLB home builders and approved income-qualified home buyers. She stated that HLB staff are still working through the details of what the discount to the home builders will be at this time.

In an attempt to lower construction costs and ultimately home sales prices, HLB has engaged Lowe's to help provide discounted materials to the HLB home builders. Lowe's understands both the incredible difficulty and the incredible need of our mission to continue developing affordable housing options in a marketplace, where those opportunities are either non-existent or rapidly evaporating. More importantly they understand that accomplishing that mission requires that many, if not all, give a little in order to make that happen for hardworking Houston home buyers.

The general outline of the discount program will be as follows:

- HLB home builders purchase materials at reduced costs from Lowe's by using a combination of our tax-exempt status plus Lowe's discounts specifically designed for HLB.
- Builder's will 'opt in' to this program which will trigger another voluntary agreement to participate in this building materials program with related terms and conditions.
- Based on the savings amount HLB will attempt to generate administrative or program-related fees from the savings (3-6%) and the remaining savings will be split equally between builder and buyer.
  - Total savings less 3-6% HLB fees, builder/buyer split remaining 94 - 97%.
  - Builder keeps their savings of 47 - 48.5%

- Home buyer gets price reduction of 47 - 48.5%
- e.g. (\$10k savings would mean \$500 to HLB (5% fees) \$4,750 cost savings to builder, \$4,750 price reduction to the home buyer
- Actual materials, quantities, and discounts are being worked through to forecast how much the potential savings will be.
- HLB will process through the program with one or two home builders to determine how the daily logistics/oversight will work before an attempt to scale up or roll it out to all HLB builders

Director Johnson Rose made a motion to authorize the CEO/President to engage with Lowe's Home Improvement to propose a partnership for discounted construction materials, which motion was duly seconded by Director Ladet and passed with the unanimous vote of the Board.

**VIII. Executive Session**

Nothing to report.

**IX. Board Member Comments**

Director Collins stated that he is going fishing.

**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 12:39 p.m. upon the motion of Director Johnson Rose, which was duly seconded by Director Mondragón 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 12 day of May, 2022.

*Jesus DeAnda*

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Secretary

<b>TITLE</b>	April 14, 2022 BOD Meeting Minutes
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## Document History



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14:06:58 UTC-5

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**05 / 12 / 2022**

14:30:20 UTC-5

Viewed by Jesus DeAnda (jesus.deanda05@gmail.com)  
IP: 172.58.99.148



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**05 / 12 / 2022**

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