



## **BOARD OF DIRECTORS REGULAR MEETING**

**June 20, 2024**

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to Authorize the Houston Land Bank to approve the exchange of the HLB lot located at 7982 Fowlie, sold to MHL, LLC for the HLB inventory lot located at 5418 Eastland to MHL, LLC due to an encroachment issue.

Item VII e: Consideration and Possible Action

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to Authorize the Houston Land Bank to approve the release of HLB affordability restrictions for the land parcel sold to Lovett/Citi Homes located at 4605 Market Street and in exchange for the fair market value of the land, appraised at \$93, 600.



BOARD OF DIRECTORS REGULAR MEETING  
AGENDA

Thursday, June 20, 2024 – Noon Central Time

205 Roberts Street, Houston Texas 77003

The meeting will be in person and 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 205 Roberts Street, Houston, Texas 77003. The Board Chair, as presiding officer of the Board, will be physically present; Board members will also be physically present.

**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

***Speakers must be registered by 5 p.m. on Wednesday, June 19, 2024. 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
  - a. April 11, 2024 Board Meeting
- IV. Chairman's Greeting: Matt Zeis
- V. Committee Reports:
  - a. Executive Committee: Matt Zeis, Chair
  - b. Finance Committee: Danielle Keys-Bess, Chair
  - c. Partnership and Program Development: Chrishelle Palay, Chair
  - d. Real Estate Acquisition and Disposition: Open Seat, Chair
  - e. Procurement and Oversight: Open Seat, Chair
- VI. President's Monthly Report: Christa Stoneham, CEO/President
- VII. Board Action Items
  - a. Consideration and Possible Action to Authorize the Houston Land Bank to approve the HLB Builder, HAUCDC Sale Price Increase Request from the original price of \$212,000.00 to \$225,000.00 for nine parcels located at 8811 Knox, 1023 Ellington, 938 Ellington, 949 Greenshaw, 3304 Brill, 2725 Webster, 2729 Webster, 3439 Francis and 3437 Francis.
  - b. Consideration and Possible Action to Authorize the Houston Land Bank to approve

- Lovett/New Citi Homes to construct five duplexes on property located at 2101 Sakowitz, 2524 Sam Wilson, 2308 Noble, 2017 West and 2501 Noble under the HLB Traditional program guidelines.
- c. Consideration and Possible Action to add Texas Gateway Construction as an approved start-up builder under the Houston Land Bank Traditional Builder's program.
  - d. Consideration and Possible Action to Authorize the Houston Land Bank to approve the exchange of the HLB lot located at 7982 Fowlie, sold to MHL, LLC for the HLB inventory lot located at 5418 Eastland to MHL, LLC due to an encroachment issue.
  - e. Consideration and Possible Action to Authorize the Houston Land Bank to approve the release of HLB affordability restrictions for the land parcel sold to Lovett/Citi Homes located at 4605 Market Street and in exchange for the fair market value of the land, appraised at \$93, 600.

#### 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**

**April 11, 2024**

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, April 11, 2024 at 12:00 p.m. Written notice of the rescheduled 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:

Elaine Morales	Danielle Keys Bess
Matt Zeis	Dwantrina Russell
Marilyn Muguerra	Janae Ladet
	Chrishelle Palay

Board directors absent were: Jesus DeAnda, Antoinette Jackson, Victor A. Mondragón, Tonzaino Bailey and David Collins. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Jen Allison, Chief Operations Officer for the HLB; LaTosha Okoiron, In-House Legal Counsel and Compliance Director for the HLB; Isai Mendez, Finance Director for the HLB; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Lindsey Williams, Director of Community Development for the HLB; Donesha Albrow, Operations Manager for the HLB; Charles Keys, Asset and Disposition Manager for the HLB; LeKendra Drayton, Administrative Assistant for the HLB; Graciela Saenz, outside legal counsel to the HLB; and Benny Rodriguez, Executive Director of the Houston Area Urban CDC.

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

Chairman Zeis called this regular meeting to order at 12:20 p.m. A roll call of the Board members attending in person immediately followed. Chairman Zeis then announced that an in-person quorum of the Board was present for this meeting.

**II. Public Speakers**

Benny Rodriguez, Executive Director of the Houston Area Urban CDC addressed the Board to request price adjustments and additional time to complete construction for the lots it owns in Acres Homes, Third Ward and Fifth Ward. He mentioned that the CDC was created by the Houston Area Urban League during the housing crises and covers a 100-mile radius. Mr. Rodriguez stated that the houses would be completed and sold this year or the lots would be returned to the HLB. He noted that there will be a loss of \$750,000.00 to the CDC if it has to return these lots.

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

#### **a. January 17, 2024 Board Meeting**

Chairman Zeis then announced that the minutes for the January 17, 2024 regular meeting of the Board were previously circulated for review and comment. He asked if there were any comments and/or changes for discussion to such minutes. Hearing none he asked for a motion on the minutes.

Director Bess then made a motion to approve the minutes of the Board meeting held on January 17, 2024, as written, which motion was duly seconded by Director Muguerza and passed with the unanimous vote of the Board.

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

Chairman Zeis stated that there will be a special meeting of the Board scheduled for April 16, 2024 to discuss the status of the purchase or an assignment of the purchase contract with regard to the remaining Yellow Cab parcel to prevent the loss of the purchase option. The meeting will be held at the LISC building located at 602 Sawyer.

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

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

Chairman Zeis reported that the Executive Committee met on April 1, 2024 to discuss the status of the purchase of the remaining tract at the former Yellow Cab Site, the term sheet for the Settegast forest lots, builder requests for sales price increases, and the Fifth Ward relocation program.

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

Director Bess reported that the Finance Committee met at the end of March to discuss the need to be properly funded, and budget matters with Director Nichols of the Houston Housing Department. The discussion with Director Nichols included letting him know what the HLB does and does not do. She noted that the HLB may have to use reserve funds to maintain proper funding.

#### **c. Partnership and Program Development Committee: Janae Ladet, Chair**

Director Palay reported that the Partnership and Program Committee meet to discuss the proposed Builders Forum, the community purpose lots, the Juice & Justice meeting, and the Round 8 Lot Sales. She then announced that the HLB Builders Forum is scheduled for May 17, 2024.

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

Chairman Zeis reported that the READ Committee held a meeting on March 27, 2024 to discuss the Round 8 Lot Sales including the title reviews, the status of the Velasco incinerator remediation project, the agreement with Harris County with regard to purchasing the remaining

parcel of the former Yellow Cab site, and the Fifth Ward Relocation Program. He mentioned that the discussion on the Round 8 Lot Sale included being more strategic in the review of the lots to be placed in the sale to the builders.

Ms. Allison then reported on the illegal dumping on the lot owned by the HLB on Liberty Road. She stated that there are approximately 100 dump loads on the HLB lot which will cost \$20,000 - \$30,000 to cleanup which is not covered in the budget. Chairman Zeis called the Mayor's office to request assistance with is illegal dumping, however no assistance will be forthcoming from the city of Houston. Lastly, she mentioned that the dirt dumped on this lot may be contaminated.

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

Chairman Zeis reported that the Procurement and Oversight Committee did not meet this month, therefore there is nothing to report.

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

Ms. Stoneham introduced everyone to Sabo \_\_\_\_\_ who joined the HLB team two months ago to work on the Community Purpose Lot Program with Lindsey Williams. She also has been assisting with IT support. Sabo \_\_\_\_\_ is from Mali, Africa and is in the United States as part of the International Fellow program with the US Department of the Interior. She then mentioned that there are 48 houses in the Traditional Builder program currently in development, and 2 houses in the New Home Development Program currently in development. Ms. Stoneham updated the Board on the progress of the pre-development work at the former Velasco incinerator site which included removal of all of trees from the site. She noted that now soil testing will begin at the site.

She then informed the Board that Lindsey Williams has been appointed to the Texas Society of Architects and was recently featured in Texas Architects magazine.

Ms. Stoneham then stated that she recently joined the latest group of Fulcrum Fellows which is focused on leadership development for leaders in the fields of housing, climate resilience, philanthropy, and community and economic development. This 13-month program is part of a growing network of over 300 leaders who are dedicated to advancing racial equity and supporting marginalized communities. She also mentioned that there will be an upcoming Juice and Justice meeting and a builder's forum.

**VII. Board Action Items**

**a. Consideration and Possible Action to Approve the proposed fiscal year 2025 preliminary budget for submittal to the City of Houston's Finance Department.**

Chairman Zeis stated that the preliminary HLB Fiscal Year 2025 Budget prepared by the Finance Committee is not binding, but is an outline of what is expected to be presented for approval at the June Board meeting for expenses and revenue. He noted that this is not the final Fiscal Year 2025 Budget, which will be brought to the Board for approval prior to the current fiscal year ending

on June 30, 2024. However, this preliminary budget will be submitted to the city of Houston as required by its requirements for local government corporations.

Mr. Mendez informed the Board that the proposed budget revision for the HLB Fiscal Year 2025 includes substantial expenses and revenues projected based on the activity that is expected and controlled by the city of Houston. Therefore, the costs and revenues associated with the New Home Development Program are subject to change.

Director Bess made a motion to approve the proposed fiscal year 2025 preliminary budget, which motion was duly seconded by Director Morales and approved with the unanimous vote of the Board.

**b. Consideration and Possible Action to Approve the Interlocal Agreement between Harris County Government and Houston Land Bank to provide a general framework to provide services to Harris County.**

Chairman Zeis announced that the Interlocal Agreement with the Harris County local government is necessary in order for HLB to be able to provide land banking services to Harris County in compliance with Texas Senate Bill 1679. Director Ladet stated that she is an employee of one of the Harris County Commissioners and asked if she should leave the meeting during this discussion. Ms. Saenz confirmed that Director Ladet should not be present during this portion of the meeting due to her decision making position with Harris County. However, the Board will not have a quorum if Director Ladet leaves this portion of the meeting.

Ms. Stoneham stated that the Interlocal Agreement would be for an initial one-year term to provide land banking services to support community development with regard to affordable housing within Harris County. Under the agreement HLB would provide real estate services such as market analysis, management of the property portfolio, identify vacant lots in distressed communities, and leasing property to generate revenue for further community initiatives. The HLB is currently restricted to the limits of the city of Houston.

Chairman Zeis decided to table this Agenda item to approve the Interlocal Agreement with Harris County because there would not be a quorum of the Board if Director Ladet cannot be present for this Agenda item.

**c. Consideration and Possible Action to Approve the Successful Bidders under the Request for Qualifications for Replat Specialist as issued on February 6, 2024.**

Ms. Stoneham stated that the three passing submissions recommended for contracting for re-platting projects were CGEA-Planning & Design, J. Morales, Inc., and Owens Management Systems, LLC. She mentioned that the list of the parcels of land to be platted have not been sent to the vendors as yet. Ms. Stoneham and the HLB staff will need to complete the negotiation of the contracts with these three vendors which will include a cap of \$125,000.00 because only \$400,000.00 has been budgeted for this project.

Director Palay then made an amended motion to approve the recommended successful bidders for replat specialist projects and for the CEO/President of the HLB to negotiate and execute



the contracts with each of the three recommended vendors, which amended motion was duly seconded by Director Mugerza and passed with the unanimous vote of the Board.

**d. Consideration and Possible Action Regarding Acceptance of the Real Estate Acquisitions and Development (READ) and Executive Committee Recommendation of the disposition of four lots (4) from the Houston Land Bank Inventory to Approved Builder, SXG.**

Ms. Stoneham stated that approval of this item will authorize HLB staff to initiate the execution of contracts for the sale of four lots to SXG as described below.

SXG was awarded certain lots in 2022 from the Round 7 Lot Sales, however HLB had to remove four Settegast lots from the purchase agreement with SXG because such lots had been previously designated for the HCDD CHDO program. Therefore, HLB offered the following Settegast lots as replacements for the lots in the purchase contract that had been designated for the HCDD CHDO program and SXG accepted such lots in place of the initial lots.

HCAD	Lot Address	Lot Price	Lot Sq Ft	Home Sales Price	Bed/Bath/Tier	Home Sq Ft
0752470030015	0 Fields	\$1	4,000	\$190,000	3/2/Tier II	1,250
0752470030016	0 Fields	\$1	4,000	\$190,000	3/2/Tier II	1,250
0752470030017	0 Fields	\$1	4,000	\$190,000	3/2/Tier II	1,250
0752470030018	0 Fields	\$1	4,000	\$190,000	3/2/Tier II	1,250

Director Ladet made a motion to authorize the disposition of four lots from the HLB lot inventory to SXG, which motion was duly seconded by Director Russell and passed with the unanimous vote of the Board.

**e. Consideration and Possible Action Regarding Acceptance of the Real Estate Acquisitions and Development (READ) and Executive Committee Recommendation of the disposition of five lots (5) from the Houston Land Bank Inventory to Approved Builder, Burghli.**

Ms. Stoneham stated that approval of this item will authorize HLB staff to initiate the execution of contracts for the sale of five lots to Burghli Homes as described below.

Burghli Homes was awarded certain lots in 2022 from Round 7 Lot Sales, however HLB had to remove five Settegast lots from the purchase agreement with Burghli Homes due to the lots being previously designated for the HCDD CHDO program. Therefore, HLB offered the following Settegast lots as replacements for the lots in the purchase agreement which had been designated for the HCDD CHDO and Burghli Homes accepted such lots in place of the initial lots.

HCAD	Lot Address	Lot Price	Lot Sq Ft	Home Sales Price	Bed/Bath/Tier	Home Sq Ft
0300180010046	0 Cinderella	\$1	4,200	\$190,000	3/2/Tier II	1,191
0300180010047	7981 Cinderella	\$1	4,200	\$190,000	3/2/Tier II	1,198

0752470020003	O Tate	\$1	4,000	\$190,000	3/2/Tier II	1,191
0752470020004	O Tate	\$1	4,000	\$190,000	3/2/Tier II	1,198
0752470020005	O Tate	\$1	4,000	\$190,000	3/2/Tier II	1,191

Director Bess made a motion to approve the disposition of five lots to Burghli Homes to replace the five lots designated for the CHDO program which motion was duly seconded by Director Muguerza and passed with the unanimous vote of the Board.

**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 discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 12:52 p.m. upon the motion of Director Russell which was duly seconded by Director Morales 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 \_\_\_\_\_, 2024.

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Secretary

# Houston Land Bank

## Balance Sheet

As of April 30, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 Chase - Operating 8465	284,876
10200 UNB - Operating MM 4992	137,692
10300 Chase - Lot Acquisition MM 7058	143,407
10400 Chase - Unrestricted MM 7066	3,197,803
10500 Chase - Unrestricted Reserve 5577	358,057
10600 Susser Bank - MM 7878	250,514
10700 Susser Bank - Savings Sweep 78781	60,245
1072 Bill.com Money Out Clearing	0
<b>Total Bank Accounts</b>	<b>\$ 4,432,592</b>
<b>Accounts Receivable</b>	
12100 Accts Receivable	400,470
<b>Total Accounts Receivable</b>	<b>\$ 400,470</b>
<b>Other Current Assets</b>	
<b>Prepaid Expenses</b>	
14100 Prepaid Acquisition Costs	7,200
14200 Prepaid Insurance	188,627
14300 Prepaid Rent	3,689
14400 Prepaid Security Deposit	4,689
14500 Prepaid Subscription Services	16,441
<b>Total Prepaid Expenses</b>	<b>\$ 220,645</b>
<b>Total Other Current Assets</b>	<b>\$ 220,645</b>
<b>Total Current Assets</b>	<b>\$ 5,053,708</b>
<b>Fixed Assets</b>	
15100 Equipment	19,745
15900 Accum. Depreciation	-12,485
<b>Total Fixed Assets</b>	<b>\$ 7,260</b>
<b>Other Assets</b>	
16100 Earnest Fee	125,100
16200 Lease Asset	67,042
<b>Total 17100 Investments Held For Sale</b>	10,220,229
<b>Total Other Assets</b>	<b>\$ 10,412,371</b>
<b>TOTAL ASSETS</b>	<b>\$ 15,473,339</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	

**Houston Land Bank**  
**Balance Sheet**  
As of April 30, 2024

	<b>Total</b>
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20100 Accounts Payable	135,155
<b>Total Accounts Payable</b>	<b>\$ 135,155</b>
<b>Other Current Liabilities</b>	
21100 Liabilities Due to HCDD	138,461
21300 Payroll Liability	33,395
21301 Retirement Liability	809
21600 Lease Liability - Current	44,171
21800 Unearned Revenue	379,802
21900 Other Liability - Current	-100
<b>Total Other Current Liabilities</b>	<b>\$ 596,538</b>
<b>Total Current Liabilities</b>	<b>\$ 731,692</b>
<b>Long-Term Liabilities</b>	
22600 Lease Liability - Noncurrent	22,871
<b>Total Long-Term Liabilities</b>	<b>\$ 22,871</b>
<b>Total Liabilities</b>	<b>\$ 754,563</b>
<b>Equity</b>	
30100 Unrestrict (retained earnings)	14,565,343
<b>Net Income</b>	153,433
<b>Total Equity</b>	<b>\$ 14,718,776</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 15,473,339</b>

# Houston Land Bank

## Income Statement

July 2023 - April, 2024

	<b>Total</b>
<b>Income</b>	
40100 Acquisition and Development Agreement	441,715
40200 Administrative Fees	41,250
40400 Operations Agreement	1,229,638
40500 Outside Sources Contributions	824,533
<b>Total Income</b>	<b>\$ 2,537,136</b>
<b>Gross Profit</b>	<b>\$ 2,537,136</b>
<b>Expenses</b>	
60100 Salaries and Fringe	852,225
60200 Legal Fees	110,460
60300 Professional Services	877,118
60400 Property Cost - Lot Maintenance	310,759
60500 Software and Subscriptions	35,211
60600 Rent Expense	41,311
60700 Advertising and Marketing	157
60800 Bank Fees	12,130
60900 Conference and Meetings	2,488
61000 Depreciation Expense	2,412
61100 Filing Fees	26
61200 Insurance	43,266
61300 Membership and Dues	4,416
61400 Office Expense	8,799
61500 Phone and Internet	6,474
61600 Training and Development	2,603
61700 Travel Expense	14,855
61800 Other Miscellaneous Expense	13
62100 Acquisition Costs - HLB Traditional	4,272
62200 Property Cost Disposition - HLB Traditional	42,566
63200 Property Cost Disposition - NHDP	79,081
<b>Total Expenses</b>	<b>\$ 2,450,641</b>
<b>Net Operating Income</b>	<b>\$ 86,495</b>
<b>Other Income</b>	
70100 Interest Income	66,938
<b>Total Other Income</b>	<b>\$ 66,938</b>
<b>Net Other Income</b>	<b>\$ 66,938</b>
<b>Net Income</b>	<b>\$ 153,433</b>

# PRESIDENT'S REPORT

WWW.HOUSTONLANDBANK.ORG



Thursday, June 20, 2024



## HLB wins \$5.5 million grant from the EPA

The Houston Land Bank (HLB) has been selected by the U.S. Environmental Protection Agency (EPA) as the largest grantee in Region 6, receiving a significant financial boost with \$5 million allocated for the cleanup of the former Velasco Incinerator site and an additional \$500,000 for community-wide environmental assessments. This funding is part of the Biden-Harris administration's recent announcement of over \$300 million in brownfield grants to revitalize sites nationwide.

"The Velasco Incinerator Cleanup Project represents a significant step forward in the Houston Land Bank's efforts to transform underutilized and contaminated properties into valuable community assets. We are grateful to the EPA for this funding and the strong support of this project by the local community, the City of Houston, our dedicated team and Board of Directors, and elected officials. With this collective support, HLB can ensure that we not only meet cleanup objectives and regulatory compliance but also align project outcomes with the community's needs and expectations. We are committed to continuous engagement and transparency throughout this project, ensuring that our efforts lead to long-term benefits for the community."

For more information visit <http://bankingvelasco.org> for ongoing updates and more information about the project.

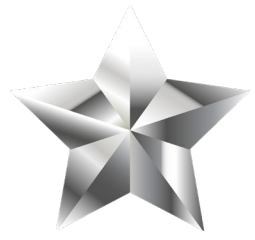
# HLB DEVELOPMENT DAY



## HLB Hosts Inaugural Development Day

We are thrilled to share the success of our recent Development Day, which brought together over 200 builders dedicated to community development and revitalization. The event was a vibrant hub of ideas, collaboration, and a shared commitment to making a lasting impact on our neighborhoods. The day featured insightful discussions, networking opportunities, and collaborative planning sessions aimed at driving forward our development initiatives. The panel focused on the opportunities and challenges in procurement, providing valuable insights for all attendees. Our CEO of Houston Land Bank shared important updates and highlighted new opportunities within HLB, setting the stage for future growth and collaboration.

# THANK YOU SPONSORS & PANELISTS



# HUSCH BLACKWELL



Sandy Hellums-Gomez-Husch Blackwell, Lauren Valdes, Department of Economic Equity and Opportunity, Harris County





# HLB OPPORTUNITIES

Sign up to be notified when Builders /Developers RFQ is live and accepting applications:  
**June 12, 2024**

Submit qualifications and supporting documents for desired Builder Category by the deadline  
**No Later than July 19, 2024  
5pm CST**



Review all RFQ requirements and identify any items that you need further clarity on. Deadline for written Q & A submission  
**June 28, 2024**

Builder RFQ Board Consideration & Notification of Eligibility  
**September 2024**

Neighborhood Commercial /Community Facility Builders



Non-Traditional Builder



Rehab Builder



Master Community Builders



Established Builders



Startup Builders



## HLB ANNUAL BUILDER PROCUREMENT

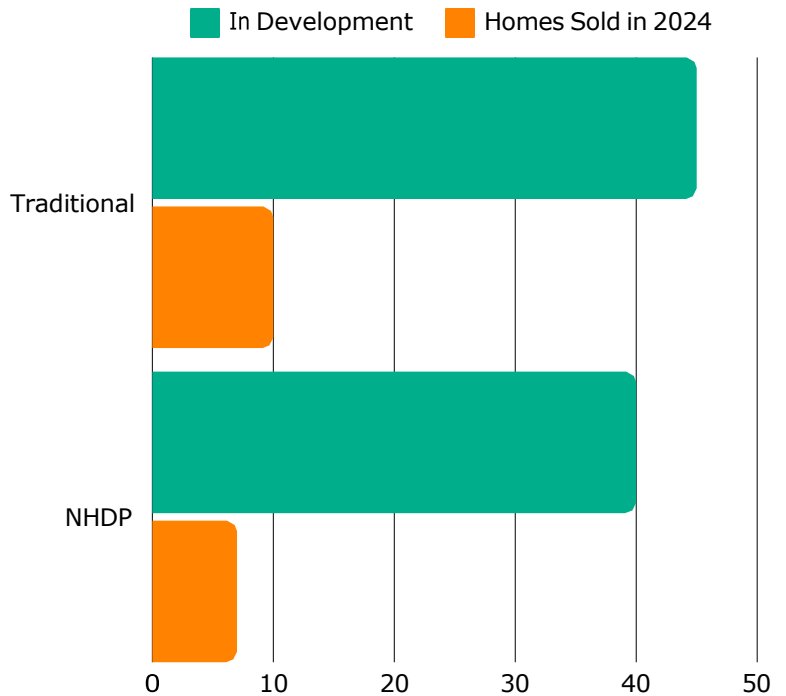
The Houston Land Bank (HLB) is excited to announce the procurement process for our Traditional Home Builder Program, aimed at revitalizing communities through quality, affordable housing. This initiative seeks to partner with skilled and committed home builders who share our vision of transforming underutilized properties into vibrant, livable neighborhoods.

See [houstonlandbank.org/resources/](https://houstonlandbank.org/resources/) for more information on the application and submission requirements.

# DEVELOPMENT ACTIVITY

The City of Houston funds HLB operations for the Traditional Home Program to address vacant, dilapidated, and contaminated properties through partnership agreements.

- Traditional Homebuyer Program: Partners with MWBE builders for homes serving 120% of the AMI
- New Home Development Program: Collaborates with the City of Houston to build and sell homes for 80% of the AMI.



## Juice & Justice

Join us for our quarterly public breakfast meeting focused on Environmental Justice

**Friday, June 21, 2024**  
10:30 a.m. to 12:30 p.m.

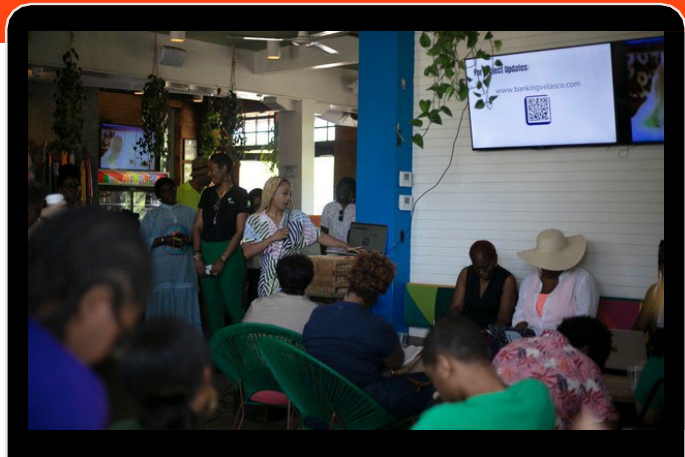
**Boheme**  
307 Fairview Street  
Houston, TX 77006



## UPCOMING EVENTS:

Juice and Justice

HLB Finding Home Initiative



### NHDP Homes For Sale

6612 Tuskegee, Houston, Tx 77091 | \$228,000 | MLS# 14714834

To learn more about NHDP and the properties available, visit [www.houstonlandbank.org](http://www.houstonlandbank.org)



houston  
landbank

# Collaborating for a Better Impact:

HLB is dedicated to maximizing land use and impact, and we achieve this through collaboration with cross-agencies and partners. We want to extend our gratitude to all the vendors, consultants, and our amazing team at HLB for their continued service and effort in accelerating our impact.



## Contact Us

Phone Number:  
281-655-4600

Email Address:  
[info@houstonlandbank.org](mailto:info@houstonlandbank.org)

Website:  
[www.houstonlandbank.org](http://www.houstonlandbank.org)



@htxlandbank



## REQUEST FOR BOARD ACTION

**Meeting Date: June 20, 2024**

**Agenda Item VII A:** Consideration and Possible Action to Authorize the Houston Land Bank to approve the HLB Builder, HAUCDC Sale Price Increase Request from the original price of \$212,000.00 to \$225,000.00 for nine parcels located at 8811 Knox, 1023 Ellington, 938 Ellington, 949 Greenshaw, 3304 Brill, 2725 Webster, 2729 Webster, 3439 Francis and 3437 Francis.

### ACTION SUMMARY

Approval of this item will authorize staff to amend existing contracts to reflect the recommended sales prices for HAUCDC. This application has been reviewed, analyzed, and recommended by both READ and Executive Committees.

### BACKGROUND/OVERVIEW

Given the current sales price requirement (per original contract), HAUCDC would not be able to financially absorb the cost of building the following homes under the current HLB restrictions. A sales price increase would allow HAUCDC to pay the general contractor to build and cover other associated costs to close on the home sales. HAUCDC, a previously HLB approved builder has requested sales price increases for the following lots. The requested sales price falls within the HLB Tier II/Mid sales price range.

HCAD	Property Address	Lot Sold Date	Lot Sold Price	Estimated Completion Date	Original Sales Price	New Proposed Sales Price
0710900270434	8811 Knox	11/2/2020	\$ 1.00	August 2024	\$ 212,000.00	\$ 225,000.00
0710900290148	1023 Ellington	11/2/2020	\$ 1.00	June/July 2024	\$ 212,000.00	\$ 225,000.00
0710900230112	938 Ellington	11/2/2020	\$ 1.00	June/July 2024	\$ 212,000.00	\$ 225,000.00
0710900310190	949 Greenshaw	11/2/2020	\$ 1.00	August 2024	\$ 212,000.00	\$ 225,000.00
0701060010003	3304 Brill	10/15/2020	\$ 19,135.00	June/July 2024	\$ 211,661.00	\$ 225,000.00
0631670050008	2725 Webster*	8/21/2017	\$ 4,215.00	October/November 2024	\$ 190,000.00	\$ 225,000.00
0631670050008	2729 Webster*	-	\$ 4,215.00	October/November 2024	\$ 190,000.00	\$ 225,000.00
0221310000008	3439 Francis**	8/21/2017	\$ 3,750.00	September/October 2024	\$ 190,000.00	\$ 225,000.00
0221310000008	3437 Francis**	-	\$ 3,750.00	September/October 2024	\$ 190,000.00	\$ 225,000.00
		*Originally sold as one parcel. This lot will have 2 homes				
		**Originally sold as one parcel. This will be a duplex				

P.O. Box 2549, Houston, Texas 77252  
281.655.4600

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## REQUEST FOR BOARD ACTION

Meeting Date: June 20, 2024

**Agenda Item VII B: Consideration and Possible Action to Authorize the Houston Land Bank to approve Lovett/New Citi Homes to construct five duplexes on property located at 2101 Sakowitz, 2524 Sam Wilson, 2308 Noble, 2017 West and 2501 Noble under the HLB Traditional program guidelines.**

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### **ACTION SUMMARY**

Approval of this item will authorize staff to approve Lovett/New Citi Homes to construct five duplexes on the properties listed below under the HLB Traditional program guidelines. The duplex floor plans have been reviewed, analyzed, and recommended by both READ and Executive Committees.

### **BACKGROUND/OVERVIEW**

In 2010, LARA facilitated the sale of 7 Fifth Ward lots to Lovett/New Citi Homes. Subsequently, Lovett/New Citi Homes sold 1 lot in 2011, leaving 6 vacant lots. In September 2023, the committee mandated that Lovett/New Citi Homes develop affordable housing on the remaining lots. Lovett/New Citi Homes has since submitted 5 out of 6 floor plans, each featuring two 3 bedroom/2 bathroom homes (duplexes) per lot. The proposed sales price for each duplex unit is \$225,000, aligning with the HLB Tier II/Mid sales price range.

HCAD	Address	Sold Date	Sold Price	Home Sales Price
0092350000006	2101 Sakowitz (Duplex)	2/15/2010	\$5,000	\$ 225,000.00
0092590000012	2524 Sam Wilson (Duplex)	2/15/2010	\$5,000	\$ 225,000.00
0151990000010	2308 Noble (Duplex)	2/15/2010	\$6,175	\$ 225,000.00
0151990000009	2017 West (Duplex)	2/15/2010	\$6,250	\$ 225,000.00
0091420000001	2501 Noble (Duplex)	2/15/2010	\$3,800	\$ 225,000.00



## REQUEST FOR BOARD ACTION

**Meeting Date: June 20, 2024**

**Agenda Item VII C:** Consideration and Possible Action to add Texas Gateway Construction Services, LLC as an approved start-up builder under the Houston Land Bank Traditional Builder's program.

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### **ACTION SUMMARY**

Approval of this item will officially induct Texas Gateway Construction Services, LLC into the Houston Land Bank Approved Builders List as a start-up builder. This will allow them to apply to purchase lots to construct affordable homes through the HLB Traditional Homebuyers Program.

### **BACKGROUND/OVERVIEW**

HLB posted its request for qualifications for new builders and developers on July 03, 2023. From that posting, Texas Gateway Construction Services, LLC submitted its application to become a new builder under the Houston Land Bank Traditional Program. Staff reviewed the submission and scored Texas Gateway Construction Services, LLC a score of 83, which qualified them (through an evaluation process conducted by three HLB staff members) to be proposed for approval into the program. HLB staff inadvertently omitted Texas Gateway Construction Services from the proposed builder list that was initially submitted to the Board for approval on September 14, 2023.

If the HLB Board approves the above-mentioned builder, they will be inducted into the Houston Land Bank Traditional Builder Program and be eligible to apply to purchase lots for the construction of affordable homes and projects through the Houston Land Bank.



## REQUEST FOR BOARD ACTION

**Meeting Date: June 20, 2024**

**Agenda Item VII D:** Consideration and Possible Action to Authorize the Houston Land Bank to approve the exchange of the HLB lot located at 7982 Fowlie, sold to MHL Properties, LLC, for the HLB inventory lot located at 5418 Eastland, to MHL Properties, LLC, due to an encroachment issue.

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### **ACTION SUMMARY**

Consideration and Possible Action to Authorize the Houston Land Bank to approve the exchange of the HLB lot located at 7982 Fowlie, sold to MHL Properties, LLC for the HLB inventory lot located at 5418 Eastland to MHL Properties, LLC, due to an encroachment issue.

### **BACKGROUND/OVERVIEW**

HLB sold 7982 Fowlie to MHL Properties, LLC, on 6/14/22 for \$6500. However, MHL has not been able to proceed with the construction due to an encroachment issue with the neighboring lot. The neighboring owner added a room to their home, encroaching on the MHL Properties, LLC parcel located at 7982 Fowlie. The neighboring owner indicated he has no intention of remedying this encroachment without legal intervention. On 5/20/24, MHL Properties requested a lot exchange, and HLB offered to exchange the lot for 5418 Eastland.

#### Original Lot

HCAD	Lot Address	Area	Lot Sq Ft	Home Sales Price	Bed/Bath/Tier
0300170210023	7982 Fowlie	Settegast	4,200	\$190,000	3/2/Tier II

#### Awarded Lot

HCAD	Lot Address	Area	Lot Sq Ft	Home Sales Price	Bed/Bath/Tier
0381780000024	5418 Eastland	Settegast	5,000	\$190,000	3/2/Tier II

Should the board approve this action item, HLB will exchange 5418 Eastland for 7982 Fowlie, allowing the builder to continue producing affordable homes in the program. Additionally, HLB will pursue Legal action to remedy the encroachment.



## REQUEST FOR BOARD ACTION

**Meeting Date: June 20, 2024**

**Agenda Item VII E:** Consideration and Possible Action to Authorize the Houston Land Bank to approve the release of HLB affordability restrictions for the land parcel sold to Lovett/Citi Homes located at 4605 Market Street and in exchange for the fair market value of the land plus closing cost, totaling \$93,600

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### **ACTION SUMMARY**

Approval of this item will authorize Houston Land Bank to release the HLB affordability restrictions for the land parcel sold to Lovett/Citi Homes located at 4605 Market Street and in exchange for the fair market value of the land (\$90,000) plus closing cost (\$3,600), totaling \$93,600.

### **BACKGROUND/OVERVIEW**

In 2010, LARA sold 7 Fifth Ward lots to Lovett. Since then, Lovett sold one lot in 2021; Six lots remain vacant. In September 2023, the READ committee decided that Lovett would need to build affordable homes on the remaining lots. Lovett submitted five out of six floor plans and requested that HLB release all restrictions on one of the lots, 4605 Market, because of the commercial nature of the area. The READ Committee agreed to release the restrictions only if Lovett pays the market value for the lot. The lot was appraised at \$90,000, and HLB requested an additional \$3,600 to cover the closing cost.

Should the board approve this action item, the affordability restrictions for the lot located at 4605 Market Street will be lifted. Lovett/Citi Homes will remit to HLB \$93,600.