

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

**June 8, 2023**

A regular meeting of the Board of Directors ("Board") of the Houston Land Bank ("HLB"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to the Texas Transportation Code Annotated, Section 431.101, *et seq.*, and the Texas Local Government Code Annotated, Section 394.001 *et seq.*, was held at 50 Waugh Drive, Houston, Texas, on Thursday, June 8, 2023 at 12:00 p.m. Written notice of the regular meeting, which included the date, hour, place and agenda for the regular meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

Tonzaino Bailey	Jesus DeAnda (remote)
David Collins	Victor A. Mondragón
Danielle Keys Bess	Marilyn Muguerra
Elaine Morales	

Board directors absent were: Matt Zeis, Antoinette Jackson, Janae Ladet, Chrishelle Palay, Dwantrina Russell, and Laurie Vignaud. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Donald Hughes, Acquisition and Development Director for the HLB; LaTosha Okoiron, In-house Legal Counsel and Compliance Director for the HLB; Isai Mendez, Finance Director; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Lindsey Williams, Director of Community Development for the HLB; Donesha Albrow, Administrative Manager for the HLB; Ron Butler, Director of Lot Maintenance for the HLB; Gracie Saenz, outside legal counsel for the HLB, Er”Ron Robinson, and Theresa Anthony.

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

Acting Chairman Collins called this regular meeting to order at 12:08 p.m. A roll call of the Board members attending in person immediately followed. Acting Chairman Collins then announced that an in-person quorum of the Board was not present for this meeting, therefore the Board will not be able to vote on the Board Action Items on today’s Agenda.

**II. Public Speakers**

Nothing to report.

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

**a. May 11, 2023 Board Meeting**

Acting Chairman Collins announced that without an in-person quorum of the Board the minutes cannot be approved at this time.

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

Acting Chairman Collins informed the Board that Matt Zeis is attending a funeral today and therefore could not be present for this meeting.

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

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

Nothing to report.

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

Mr. Mendez reported that the Finance Committee did not meet. He noted that the Fiscal Year 2024 Budget has been revised since the preliminary version was initially discussed at the March 2023 Board meeting.

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

Ms. Williams reported that a Builders Forum is scheduled for June 30, 2023, at the Federal Reserve Bank building which will include representatives of the Houston Housing Collaborative and the HLB approved home builders to discuss construction financing and services for affordable houses. Also, this forum will provide an opportunity to connect developers with land and educating home builders who are interested in joining the HLB Builders program.

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

Director Mondragón reported that the READ Committee met on May 31, 2023 to discuss the sale price increases requested by Education Based Housing, Inc., the status of development of the Yellow Cab site, and the status of acquisition of additional lots to add to the HLB inventory.

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

Director DeAnda remotely reported that the Procurement and Oversight Committee met last week to discuss the 31 submissions received as a result of the RFQ for various professional services which was posted in March, amended in April, and closed on May 26, 2023. He noted that these submissions are now under review by HLB staff. He then mentioned that the Committee also discussed the part-time contract for lot maintenance services with Cash Out Equity Solutions, a one-time HLB website project with Debs Webs for \$3,000.00, and a contract with Alpha Omega LLC.

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

Ms. Stoneham thanked those that attended the Board Retreat held on May 19, 2023 to discuss the powers and authority granted to HLB and the strategies and priorities for the Fiscal Year 2024. She then reported on the progress of the HLB Strategic Plan which focuses on the acquisition of land and redeveloping such land for affordable housing and establishing a program for removing environmental hazards found on the land to be redeveloped. She noted that the

Strategic Plan will be accelerated to develop a continuous flow of land into the inventory held by the HLB, expediate the permit process with the city of Houston to assist the home builders, and educate stakeholders in the community.

Ms. Stoneham announced that a builders' forum is scheduled for June 30<sup>th</sup> in conjunction with the Houston Housing Collaborative at the Federal Reserve Bank building in Houston to provide an opportunity for the HLB approved home builders to meet representatives of the banks with regard to financial services available for affordable housing development.

Ms. Stoneham then discussed the status of the development data and the need to add more builders to the program. She noted that there are 65 houses in development, however 54 builders are out of compliance with regard to the progress to completion status. Seven builders which are out of compliance concerning their contracts will be conveying the affected lots back to the HLB.

Ms. Stoneham next reported that the HLB provided 32 lots located in the Settegast neighborhood to the Community Housing Development Organization for \$1.00 each to support the affordability of the houses to be constructed there. A ribbon cutting ceremony celebrating this Shuttle Program event was attended by Mayor Turner and representatives of the Houston Housing Department. These houses will serve those in the 80% area median income and below status. Director Morales recommended that the sale of 32 lots at \$1.00 each should be shared with the community. Lastly, Ms. Stoneham mentioned that the HLB Round 8 Lot Sale will begin in about one week, and Round 9 Lot Sale will be scheduled to occur in the Fall of 2023.

## **VII. Board Action Items**

- a. **Consideration and Possible Action to Approve Houston Land Bank to submit application and proposal for the 2023 Rockwell Fund Grant.**

Nothing to report due to the lack of an in-person quorum of the Board.

- b. **Consideration and Possible Action to Approve Houston Land Bank to submit application and proposal for the 2023 Yield Open Call Giving.**

Nothing to report due to the lack of an in-person quorum of the Board.

- c. **Consideration and Possible Action to Approve and Adopt the Houston Land Bank Proposed Fiscal Year 2024 Budget.**

Nothing to report due to the lack of an in-person quorum of the Board.

- d. **Consideration and Possible Action to Approve the maximum home sales price increase request submitted by Education Based Housing, Inc. from \$180,000.00 (\$136/SF) to \$190,000.00 (\$144/SF).**

Nothing to report due to the lack of an in-person quorum of the Board.

- e. **Consideration and Possible Action to Approve the Acquisition of Property in the Second Ward Neighborhood at Auction or through Purchase.**

Nothing to report due to the lack of an in-person quorum of the Board.

- f. **Consideration and Possible Action to Approve the Acquisition of Two Properties Totaling Approximately 31,000 Square Feet in the City of Houston.**

Nothing to report due to the lack of an in-person quorum of the Board.

**VIII. Executive Session**

Nothing to report.

**IX. Board Member Comments**

Nothing to report.

**X. Adjournment**

Acting Chairman Collins asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 12:25 p.m.

Minutes Prepared By:

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

Signed on the \_\_\_\_ day of 10 / 06 / 2023, 2023.

  
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Secretary