

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

**August 11, 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, August 11, 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	Jesus DeAnda
David Collins	Janae Ladet
Pastor Steve Hall	Matt Zeis
Victor A. Mondragón	

Board directors absent were: Carol Galloway, Elaine Morales, Laurie Vignaud, Antoinette Jackson, Courtney Johnson Rose, and John David Vasquez. 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; 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; Nick Foran of the HLB Advisory Board; Kellen Zale of the HLB Advisory Board; Elijah Williams of the HLB Advisory Board; LaTosha Okoiron, In-house Legal Counsel and Compliance Director for the HLB; Jahmeilla Hunter, the Community Relations and Engagement Manager for the HLB; Syed Rahman; Lynn Henson, (new Ex-Officio Board appointee); Dwantrina Russell (new Board appointee); and Marilyn Muguerza (new Board appointee).

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

Chairman Zeis called this regular meeting to order at 12:11 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 speaker registered to address the Board.

**III. Swearing in of Board Members**

**a. Position Six: Dwantrina Russell (new appointment – City Council)**

- b. **Position Seven: Marilyn Muguerra (new appointment – City Council)**
- c. **Ex-Officio: Lynn Henson (new appointment – Mayor's Office)**

Ms. Saenz conducted the swearing in ceremony for each of the new appointees named above.

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

- a. **July 14, 2022 Board Meeting**

Chairman Zeis noted that the minutes for the July 14, 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. Ms. Saenz noted that Lynn Henson's name is missing from the list of attendees at the July meeting. Chairman Zeis then requested a motion to approve and adopt such minutes as amended to include the name of Lynn Henson as an attendee.

Director Mondragón made a motion to adopt the minutes of the July 14, 2022 Board meeting as amended, which motion was then duly seconded by Director Ladet and passed with the unanimous vote of the Board.

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

Chairman Zeis welcomed each of the three new Board members for volunteering their time and involving their expertise to the mission of the Houston Land Bank. He then thanked Pastor Steve Hall and John David Vasquez for their contributions during the past several years in guiding the mission of the HLB.

#### **VI. Committee Reports:**

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

Chairman Zeis then announced that he and Victor Mondragón met last week to discuss the changes requested by the Houston Housing Department to the New Home Development Program (NHDP) Guidelines, the Master Contractor Agreement (MCA), and the Tri-Party Agreement (TPA) which will be further discussed during the Board action item on the Agenda. He then announced that this meeting will need to also have an Executive Session to brief the Board on recent changes with regard to the purchase of the remaining tract of land at the former Yellow Cab site in north Houston.

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

Chairman Zeis noted that the Finance Committee did not meet this month. The monthly financial report is included in the meeting packet distributed to the Board.

1. Monthly Financial Report

Mr. Gonzalez reported that he has been working on the upcoming annual audit and completing the numbers for Fiscal Year 2022 which ended on June 30, 2022.

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

Director Johnson Rose was not in attendance, therefore Ms. Allison stated that the Partnership and Program Development Committee met to discuss the requested changes to the New Home Development Program Guidelines, the Master Contractor Agreement, and the Tri-Party Agreement. The Committee decided to accept the requested changes to the NHDP Guidelines and accept the Master Contractor Agreement and the Tri-Party Agreement.

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

Director Mondragón reported that the READ Committee met July 27, 2022 to discuss the compliance letters to certain home builders who are not in compliance with the terms and provisions of their contracts for the construction of affordable houses, assisting the home builders to keep up with inflation of construction material costs, the plan for development of the Yellow Cab site, and HCDD ownership issues. He then explained the purpose of the READ Committee to the new Board members and invited everyone to participate in its monthly committee meetings.

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

1. **Procurements Overview**

Director DeAnda reported that the Procurement and Oversight Committee did not meet, therefore there is no report.

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

a. **Progress Report**

Ms. Stoneham stated that about 15-20 letters were sent to certain of the HLB approved homebuilders to notify each of them that their respective construction contract is out of compliance. Movement on construction of affordable houses has now been noticed from some of these home builders. She also mentioned that progress has been achieved to align the approved HLB homebuilders to the fast track master permit procedure with the City of Houston Permitting Department to streamline when HLB projects go to the Permitting Center.

Ms. Stoneham then mentioned that she hosted a celebration for the Houston Business Journal 40 Under 40 honorees to explain the HLB strategic plan and priorities of the stakeholders. She also gave a presentation to the Acres Home Chamber of Commerce to explain priorities and call to action for partnership amongst partners

The HLB staff met with representatives of Grounded Solutions Network and Board members to evaluate opportunities for funding and how to acquire land in partnership with the Houston Community Land Trust. The staff also prepared an acquisition analysis to explore fundraising scenarios. Ms. Stoneham stated that the HLB has become a member of the Urban Land Institute and HLB staff has participated in the Urban Land Institute training sessions for real estate development and proforma development. She then reiterated that the HLB's mission is to strategically acquire, dispose, and steward vacant, abandoned, and damaged properties and convert them into productive use and transform community development for the city of Houston. The HLB staff kicked off Project Yellow Cab to align with the community's vision for the 6.7-acre site located north of downtown Houston. She noted that approximately 70 community members participated in the session who provided comments to the architecture company donating its services on this project.

Ms. Stoneham then announced that next week four HLB team members will attend the National EPA Conference for Brownfields. She will be attending the Land Bank Conference in September. Also, the HLB has been invited to participate in a \$150,000.00 grant opportunity the application for which is due on Monday. HLB will also apply for a \$30,000.00 grant from the Houston Area Real Estate Association to conduct a design workshop for the best use of a lot in Acres Home and prepare the strategy for implementation of the development. Lastly, she noted that the HLB staff prepared and sent an RFQ for a fundraising consultant to assist with the launch of the HLB Fund.

#### **VIII. Board Action Items**

a. **Consideration and possible action to adopt the newly proposed revisions to the New Home Development Program (NHDP) Guidelines, Master Contractor Agreement (MCA), and Tri-Party Agreement (TPA).**

Ms. Stoneham stated that approval of this agenda item will authorize the Board to execute the following three agreements: the amended NHDP Guidelines, the Master Contract Agreement, and the Tri-Party Agreement, all of which are necessary in order to move forward with the program partnership between HLB and the City of Houston's Housing and Community Development Department (HCDD).

The NHDP Guidelines were initially adopted July 25, 2018, with the first amendment adopted April 1, 2020.

This second amendment continues to further the goal of providing newly constructed, affordable single-family homes to Low-Moderate Income Homebuyers at 80% AMI or below. The program will be funded using TIRZ affordable housing set-aside funds, any related program income, and other non-federal funding that may be available.

Overall the amendments to the 25-page NHDP Guidelines affect (but are not limited to):

- Agreement to Pre-Sale homes at the 66% completion stage.
- HCDD Down Payment Assistance including length of lien.

**MCA:** Overall amendments to this 26-page document affect (but are not limited to):

- Appliances installed.
- Final inspection processes.
- Builder timeline re: Correction of Work Under Warranty.

**TPA:** Overall amendments to this 27-page document affect (but are not limited to):

- TREC Inspections.
- Key Exchange and builder warranty start date.

Should the Board approve this item, HLB staff will continue its efforts in marketing, educating and supporting low to moderate buyers in homeownership.

Ms. Stoneham confirmed that the HLB staff reviewed the NHDP amended guidelines, the Tri-Party Agreement, and the Master Contract Agreement and prepared a list of comments to be considered. HLB will need to reconcile with the New Home Development Program with regard to AMI targets. Also, the Houston Community and Development Department (HCDD) will not be open to the HLB Traditional Builder Program using 80% of AMI. HLB will use subsidies to bring the housing prices to affordable levels in the targeted Houston communities. She noted that the New Home Development Program is more concerned with producing housing product and obtaining access to the acquisition funds of HLB.

Chairman Zeis noted that under the Post Closing Agreement HLB would be responsible for selling the houses, however the HLB has no relationships with these home builders therefore this would not be appropriate. He mentioned that the NHDP is threatening continued future funding to HLB. The HCDD wants to raise its house sale price limit to \$250,000.00 using 120% AMI, however it does not appear this will reach the level of affordability intended. The Houston Housing Department will be responsible for the house construction oversight.

Director Collins asked if its legal counsel is concurrent with these new changes to the three agreements. Chairman Zeis stated that HLB staff negotiated the guidelines and agreement changes to a stage that is palpable to the concerns of HLB. He is not excited about these changes, however the NHDP is a priority of the City's administration and the Houston Housing Department.

Director Collins made a motion to adopt the newly proposed revisions to the New Home Development Program Guidelines, the Master Contractor Agreement, and the Tri-Party Agreement, which motion was duly seconded by Director Mondragón and passed with the unanimous vote of the Board.

## **IX. Executive Session**

Director Mondragón made a motion for the Board to enter into Executive Session, which motion was duly seconded by Director Ladet and passed with the unanimous vote of the Board. The Board entered into Executive Session at 12:37 p.m. Thereafter, upon motion of Director DeAnda to conclude the Executive Session and return to the open meeting session, which motion was duly seconded by Director Muguerza the Board voted unanimously to return to the open session of the meeting at 12:57p.m.

**X. Board Member Comments**

Director Collins asked for update on \_\_\_\_\_. Ms. Stoneham will request status from Dr. Holloway.

**XI. Adjournment**

Chairman Zeis asked if there were any additional matters to be considered by the Board. Hearing none, the regular Board meeting adjourned at 12:59 p.m. upon the motion of Director Collins to adjourn the meeting, which was duly seconded by Director Ladet 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 \_\_\_\_\_, 2022.  
11 / 09 / 2022

*Jesus DeAnda*

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Secretary

<b>TITLE</b>	Meeting Minutes : August 2022
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## Document History



SENT

**11 / 09 / 2022**

10:52:11 UTC-6

Sent for signature to Jesus DeAnda

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VIEWED

**11 / 09 / 2022**

16:40:38 UTC-6

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

IP: 98.200.226.150



SIGNED

**11 / 09 / 2022**

16:40:57 UTC-6

Signed by Jesus DeAnda (jesus.deanda05@gmail.com)

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COMPLETED

**11 / 09 / 2022**

16:40:57 UTC-6

The document has been completed.