

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

February 14, 2019

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 in the City of Houston Housing and Community Development Department, 2100 Travis Street, Room 926, Houston, Texas, on Thursday, February 14, 2019 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:

Nicholas Hall	Matt Zeis
Pastor Steve Hall	Vincent Marquéz
David Collins	John Vasquez
Carol Galloway	Mario Castillo
Jesus DeAnda	Curtis Lampley
	Courtney Johnson Rose

Board members absent were: Antoinette Jackson.

Others in attendance included: Anne Haynes, the CEO/President for the Houston Land Bank; Yvone Cantu of the City of Houston Housing and Community Development Department; Greg Erwin and Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Gracie Saenz, attorney for the HLB; Sam Dike, Vice President of Community and Partnerships for HLB; Ana Yáñez-Correa (Director Elect); Rupa Sen, Real Estate Manager of the City of Houston; Lance Gilliam, Jr., Senior Policy Advisor to Harris County Commissioner Rodney Ellis; and Anderson South with the City of Houston New Home Development Program.

I. Call to Order and Roll Call

Chairman Nicholas Hall called the meeting to order at 12:15 p.m. A roll call of the Board members in attendance immediately followed. Chairman Hall noted that a quorum of the Board was present.

II. Chairman's Greeting—Director Nicholas Hall, Chair

Chairman Hall stated that he received a text message today that said, "120,000 Houstonians are in need of affordable housing, what are you going to do about it?" Chairman Hall informed the Board that he is satisfied with the direction HLB is developing to provide the essential affordable housing to Hostonians.

III. Swearing-In Ceremony of the Houston Land Bank Board of Directors

(a) Harris County Appointees:

- i. Curtis Lampley* Position 12
- ii. Ana Yáñez-Correa Position 13

**Directors reappointed to the Board*

Gracie Saenz then formally conducted the swearing-in ceremony and oath of office pledges for the above listed appointees to the HLB's Board of Directors. The appointees then executed the written Oath of Office form to be held on file with the City of Houston.

IV. Adopt Minutes of Previous Meeting – January 25, 2019

Chairman Hall noted that the minutes for the Board of Directors regular meeting held on January 25, 2019 were previously circulated for review and comment. He asked if there were any discussion and/or comments to the minutes from the Board members in attendance. He then requested a motion to approve the subject minutes. Director Zeis made a motion to approve the minutes of the regular Board meeting held on January 25, 2019, which motion was duly seconded by Director Marquéz. Director Collins requested that the word "ststed" be corrected to read "stated" in the second sentence of Section XIII on page 6 of the minutes. Chairman Hall then requested a motion to approve the amended minutes. Director Zeis made a motion to approve the minutes of the regular Board meeting held on January 25, 2019, as amended to correct the misspelling of the word "stated" in Section XIII, which amended motion was duly seconded by Director Marquéz and passed by the unanimous vote of the Board.

V. President's Report – Anne Haynes, CEO/President

Ms. Haynes presented a brief overview of the HLB operations update. She stated that she held an hour long orientation meeting yesterday with the new Board appointees. She also conducted a presentation to the Houston Housing Collaborative on Friday, February 8, 2019, with regard to the opportunities which the Collaborative can provide jointly with HLB. She also met with Councilmember Robert Gallegos and toured the East End community. The draft of the Fiscal Year 2018 Audit has now been received and will be presented to the Board at the next regular meeting on March 14, 2019.

Ms. Haynes stated that two candidates have accepted offers for the positions of Operations Manager and Real Estate Program Manager. The new Operations Manager is Jen Allison and she will start on February 25, 2019. Ms. Allison has a background which includes rebuilding and turning around a small construction company, bookkeeping, and administrative management experience. She noted that Ms. Allison also has a real estate license. The candidate for the Real Estate Program Manager has a builder background along with experience with real estate acquisitions. The new Real Estate Program Manager will start on March 1, 2019. She noted that there will now be a total of four employees at HLB.

Ms. Haynes reported that the HLB has 525 properties in its inventory, however 130 of those properties are designated for the New Home Development Project in Acres Home, two are

covered by Urban Garden Leases, and six are designated as strategic properties. HLB is working to verify ownership and the condition of each lot and updating the lot inventory accordingly.

Ms. Haynes then proceeded to update the Board on the progress of the New Home Development Program with the City to construct 130 new houses in Acres Home. The first eight houses are ready for sale to qualifying home buyers. Eighteen houses are now under construction with ten about to start and ten others under consideration for contracting. These lots are being sold to homebuyers, rather than builders, which differs from prior projects wherein the lots were sold to builders. She is also working with the City to develop a marketing plan and meeting with community members in Acres Home where the new houses are being constructed. Director Lampley requested that rental rates also be included to determine the mortgage amount a home buyer can afford. The stated HLB goal for 2019 is 250 houses.

Director Collins requested a copy of the list of the HLB's existing home builders. Chairman Hall noted that the HLB is currently auditing the home builders to update its records. Ms. Haynes stated that she would circulate the list of the existing builders utilized by HLB to the Board.

Ms. Haynes is also looking to contract City staff to assist with an RFQ for a variety of acquisition service providers which now need to be reviewed.

VI. Discussion, confirmation, and possible action on Board of Directors Committees: roles, purposes, and scope

Ms. Haynes noted that LARA had a number of committees, therefore she prepared a 2-page memorandum highlighting the existing committees and those recommended by the staff and the Executive Committee. The goals and roles of each committee will need to be developed during the Strategic Planning sessions. Chairman Hall stated that some of the committees will begin sooner than others. Ms. Haynes stated that staff from the City of Houston will be assigned to the committees to support the work of the committees. She requested that the committees calendar regular meetings in order to staff them appropriately, however noting that some committees may conduct meetings more frequently than others.

Director Collins recommended that Directors Lampley and Marquéz remain as chairmen of the Builder and Marketing committees, respectively, in order to transition the chair to another member of the committee or remain as chairman. Chairman Hall intends to meet with all of the Directors within the next two weeks to accomplish this goal. The only new committee being recommended is the Strategic Partnership and Development Committee which is designed to focus on the long term sustainability of the HLB and prioritize strategic partners to build lasting partnerships with. The Executive Committee is comprised of Nicholas Hall (Chair of the Board), Director Collins (Vice Chair), Director Zeis (Treasurer), and Director Castillo (Secretary) and focuses on the day to day business matters and delegating other matters to the appropriate committee. Further discussions of the role and scope of each committee will be conducted at the retreat in order for Chairman Hall to have time to meet with each Director beforehand.

Ms. Haynes noted that there is an open chair for the Oversight Committee which reviews the activity of the HLB from operational goals to program delivery and performance of contract

obligations. She noted that the former chair of this committee is no longer a Director of the Board.

VII. Consideration and possible action to ratify modified Resolution Approving Lot Purchase and Development Contracts

Ms. Haynes explained that the Lot Purchase and Development Resolution substitutes "Houston Land Bank" for "Land Assemblage Redevelopment Authority" and updates the names of the officers authorized to sign the Lot Purchase and Development Contracts on behalf of the HLB. These were last approved by the Board of Directors in 2007.

Director Zeis made a motion to update the Resolution which delegates the authority to sign the Lot Purchase and Development Contracts to the Chairman or President of the HLB, which motion was duly seconded by Director Rose and passed by the unanimous vote of the Board.

VIII. Public Comments

Nothing to report.

IX. Board Member Comments

Director Yáñez-Correa requested information with regard to any legislation being sponsored with the Texas State Legislature. Chairman Hall informed that HLB proposed changes to the current laws regulating land banks in Texas which is currently with legislative counsel and will be sponsored by State Representative Senfronia Thompson and Senator Alvarado. Director Lampley requested that the proposed legislation be sent to all of the Directors in the event they receive questions or requests for opinions on such legislation from third parties. Ms. Haynes stated that the legislative proposal and summary will be sent to all of the Directors for their use.

X. Adjournment

Chairman Nicholas Hall asked if there were any additional matters to be considered by the Board. Hearing none, the regular Board meeting adjourned at 1:06 p.m. upon the motion of Director Lampley.

Minutes Prepared By:

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

Signed on the ____ day of _____, 2019.

President