

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

September 10, 2020

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 by video conference due to the City of Houston Stay Home Work Safe Order, and Governor Abbott's Executive Order Regarding Public Meetings during the time of the COVID 19 pandemic, in Houston, Texas, on Thursday, September 10, 2020 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:

Matt Zeis	Curtis Lampley
David Collins	Jesus DeAnda
Carol Galloway	Victor A. Mondragón
Mario Castillo	

Board members absent were: Courtney Johnson Rose, Laurie Vignaud, Antoinette Jackson, John David Vasquez, and Pastor Steve Hall.

Others in attendance included: Anne Haynes, the CEO/President for the Houston Land Bank; Jennifer Allison, Property Operations and Engagement Manager of the Houston Land Bank; David Benson, Director of Organizational Excellence for HLB; Marye Barba, Administrative Assistant for HLB; Ivan Zapata, Program Manager of Real Estate and Acquisitions for HLB; Greg Erwin and Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Gonzalo Gonzalez, Director of Finance and Accounting for HLB; Gracie Saenz, In-house counsel for HLB; Darice Harris, Legal Counsel and Program Director for HLB; Christa Stoneham, Board Liaison Ex-Officio Board Member; Vincent Marquéz, of the HLB Advisory Board; and Kellen Zale, of the HLB Advisory Board.

I. Call to Order and Roll Call

Chairman Matt Zeis called the regular meeting to order at 12:07 p.m. A roll call of the Board members in attendance immediately followed. Chairman Zeis noted that a quorum of the Board was present.

II. Public Speakers

Chairman Zeis then requested Ms. Harris to introduce any persons who registered to address the Board at today's meeting. Ms. Harris asked if Porsche Brown was present, however, after waiting a few moments there was no response received from Ms. Brown.

Ms. Harris then announced that Ms. Brown was the only public speaker who registered to address the Board for this meeting.

III. Adopt Minutes of August 13, 2020 Regular Meeting

Chairman Zeis noted that the minutes for the 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, Chairman Zeis requested a motion to adopt the minutes.

Director Castillo made a motion to adopt the minutes of the August 13, 2020 regular meeting which motion was duly seconded by Director Galloway and passed with the unanimous vote of the Board.

IV. Adopt Minutes of August 27, 2020 Policy Workshop

Chairman Zeis noted that the minutes for the policy workshop were previously circulated for review and comment. He asked if there were any comments for discussion to such minutes. Hearing none, Chairman Zeis requested a motion to adopt the minutes.

Director Galloway requested confirmation that this motion only adopts the minutes of the policy workshop meeting and not the actual Policies and Procedures document. Chairman Zeis confirmed that only the minutes related to the policy workshop meeting are to be adopted under this Agenda item.

Director Castillo made a motion to adopt the minutes of the policy workshop held on August 27, 2020 which motion was duly seconded by Director Galloway and passed with the unanimous vote of the Board.

V. Chairman's Greeting—Matt Zeis, Chair

Chairman Zeis thanked the Board members in attendance for volunteering and being available for this meeting concerning this worthy cause. He then mentioned that the contractors are now being affected by increasing prices for lumber. HLB will need to monitor the prices of lumber to insure the home builders keep the house prices as affordable as possible.

VI. Committee Reports:

a. Finance Committee: Laurie Vignaud, Chair

Chairman Zeis stated Ms. Vignaud is not present for today's Board meeting; therefore, he reported that the Finance Committee met to review the Profit/Loss Balance Sheet, a copy of which is in the Board packet for the meeting. He then mentioned that the Fiscal Year 2020 Audit is nearly complete. A draft of the Audit should be available for the October Board meeting.

b. Program Committee: Curtis Lampley, Chair

1. Update on Proposed Round 2 Lot Sales for HLB Housing Initiative

Director Lampley provided a recap of lot sale activities as compared to this period last year. There were 141 lots outstanding up until this time last year, with 44 lots under development, 40 confirmed as sold, 13 lots reverted back to HLB inventory, 12 lots are set to be repurchased and 5 have been repurchased, 11 lots are confirmed as sold under foreclosures, 8 lots are on hold – 6 of which are in contract stage, 7 lots have been taken off of hold and put up for sale, 3 lots have legal issues that need to be addressed, one lot will be used for a community garden, and one lot has major infrastructure issues for accessing the property. He then thanked the HLB staff for their dedication with handling all of the issues with these lots and working with the builders as they develop these lots for affordable housing.

Director Lampley then proceeded to discuss the Housing Initiative Round Two Disposition lots which are recommended for approval on the Agenda for today's meeting. He noted that there will be 5 contracts recommended for approval at the October meeting. The total projected revenue from the lot contracts to be approved today is \$105,070.00. The projected sales prices will range from \$192,000 to \$212,000. The Program Committee received 26 applications to purchase these lots from a pool of 8 home builder contractors. HLB is working to award at least one lot to contractors who submitted applications on multiple lots.

c. Oversight Committee: Mario Castillo, Chair

1. Update on HLB Board Policy Review

Director Castillo thanked everyone who attended the recent workshop to discuss the final draft of the Policies and Procedures document. Director Galloway stated that she had concerns with regard to micro-managing items and that she needed a complete copy of the Policies and Procedures document to review. Ms. Haynes will send the current draft of the Policies and Procedures document to Director Galloway as requested.

d. Partnerships Committee: Courtney Johnson Rose, Chair

Chairman Zeis noted that Director Rose was not able to attend today's meeting.

VII. President's Report: Anne Gatling Haynes, CEO/President

Ms. Haynes is working to provide the Board with screen views of the new dashboard to provide the status of ongoing work being accomplished by the staff, especially the amount of time staff spends with home buyers. She then reported that HLB has now released its first newsletter this past week and has already received great replies from organizations not heard from in a while. Next, Ms. Haynes stated that HLB closed 3 house purchase transactions this month, with 7 houses under contract. She mentioned that 12 lots have been closed from the Round 1 of the Lot Disposition Program. She noted there is one more house to close under the New Home Development Program and then HLB will be out of an inventory of houses to sell for this program. However, she expects the HLB to receive 5 houses soon which will be listed for pre-sale in the next few weeks.

Ms. Haynes then informed the Board that last month HLB cut and cleaned approximately 50+ acres of land comprising the lots in its inventory. There is another 20 acres in the Settegast neighborhood which is forested and lacks infrastructure in the HLB inventory. She mentioned that HLB is working on the due diligence for several land acquisitions in the pipeline. The due diligence will be reviewed and then discussed with the Board.

Director Lampley requested that the new dashboard also include the square footage of each lot. Ms. Haynes responded that such information will be included in the dashboard going forward along with the number of builder touches by HLB staff including those who attended the recent builder forum.

Lastly, she mentioned there are 540 properties currently in the HLB inventory of which approximately 233 are being held for the Houston Housing Department for development or holding.

Ms. Haynes reported that HLB is working on the Planning Study for Settegast relating to infrastructure and illegal dumping. Ms. Galloway asked how many lots in the HLB inventory are available in Settegast for housing. Ms. Haynes informed that she did not know the exact number of lots currently available in Settegast but would find out and furnish such information to Director Galloway after the meeting. Ms. Haynes mentioned that she anticipates increased conversation with regard to real estate developments in the Settegast area. Director Galloway stated that she could introduce someone to Ms. Haynes with regard to re-development of the Settegast area.

VIII. Board Action Items

a. Consideration and Possible Action to Adopt Updates to Houston Land Bank Policies

Chairman Zeis moved for a motion to table this Agenda item because several Board members have indicated that the policies are not quite there yet. Ms. Stoneham will preview the procurement policies on behalf of the City of Houston. Director Lampley recommended that the HLB create a procurement committee for review of RPF's and armed with compliance with the AWBE program in all activities and contracts. Director Galloway made a motion to table this Agenda item which was duly seconded by Director Lampley and passed with the unanimous vote of the Board.

b. Consideration and Possible Action to Accept Program Committee and Staff Builder Lot Selection Recommendations for the HLB Housing Initiative

1. 3304 Brill - HCAD #0701060010003 - Proposed Purchase Price \$19,136 (Proposed Buyer: Houston Area Urban Community Development Corp.)
2. 4019 Jewel - 0701040020005 - \$18,176 (Fifth Ward Community Redevelopment Corp.)
3. 7212 El Paso - 0181590000007 - \$22,500 (Fifth Ward Community Redevelopment Corp.)

4. 6721 Bethune - 0781250060174 - \$16,400 (SXG Capital Group)
5. 6825 Hoffman - 0660250070833 - \$12,750 (Blue Starfish Construction)
6. 0 Shotwell - 0660250020719 - \$16,108 (MHL Properties)

Director Lampley made a motion to accept each of the 6 staff recommendations for the HLB Housing Initiative, which motion was then duly seconded by Director Galloway and passed with the unanimous vote of the Board.

IX. Executive Session Items (Discussion may occur in executive session as provided by State law, but all Board actions will be taken in public)

The Board did not meet in Executive Session.

X. Board Member Comments

Director Mondragón stated that the recently released book by Deshaun Watson, quarterback of the Houston Texans, discusses his personal experiences with public housing while growing up in Gainesville, Georgia before his family received a new home through a charity headed by Atlanta Falcons running back, Warren Dunn. The cornerstone of the Deshaun Watson Foundation is housing, therefore Director Mondragón suggested that the HLB should investigate aligning itself with the Deshaun Watson Foundation in connection with working together to provide affordable housing in Houston.

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 12:53 p.m. upon the motion of Director Castillo, which was duly seconded by Director Mondragón.

Minutes Prepared By:

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

Signed on the ____ day of _____, 2020.

10 / 12 / 2020

Mario Castillo

Secretary

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10 / 12 / 2020

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