



**BOARD OF DIRECTORS REGULAR MEETING  
October 14, 2021**

**Table of Contents**

Agenda	Page 1
September 9, 2021 Meeting Minutes	Page 5
Finance Report	Page 12
President's Report	Page 16
Item VIII.a.: Proposed Round 5 Lot Sales	Page 18
Item VIII.b.: Ratification of Sept. 9 Board Actions	Page 20



## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

**Thursday, October 14, 2021 – Noon Central time**  
**BakerRipley Building**  
**4450 Harrisburg Boulevard**  
**Second Floor**  
**Houston, Texas 77011**

Due to health and safety concerns related to COVID-19, this meeting will offer participation by videoconference or in person. The meeting will be open to the public but restrictions regarding masks, allowable room capacity, and seating arrangements may be in place.

The public meeting location will be the BakerRipley Building, 4450 Harrisburg Boulevard, 2nd Floor, Houston, Texas 77011. The Board Chair, as presiding officer of the Board, will be physically present; some Board members may also be physically present. Other Board members will be participating by videoconference in accordance with the provisions of Section 551.127 of the Texas Government Code applicable to a governmental body that extends into three or more counties.

To join by videoconference, please go to:

<https://us02web.zoom.us/j/83062769648>

Or join by phone by calling:

877-853-5247 or

888-788-0099

Meeting ID: 830 6276 9648

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

*Speakers must be registered in advance by 5 p.m. on Wednesday, October 13, 2021. 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. September 9, 2021 Board Meeting
- IV. Chairman's Greeting: Matt Zeis

P.O. Box 131106, Houston, Texas 77219  
281.655.4600

---

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

- V. Committee Reports:
  - a. Executive Committee: Matt Zeis, Chair
  - b. CEO Search Committee Update (Denise Smith and Raven Lightsey), Denise Smith Consulting: Matt Zeis, Chair
  - c. Finance Committee: Laurie Vignaud, Chair
    - 1. Monthly Financial Report
  - d. Partnership and Program Development: Courtney Johnson Rose, Chair
  - e. Real Estate Acquisition and Disposition: Victor Mondragón, Chair
    - 1. Committee Recommendations Regarding Lot Sales for Round 5 Under the Traditional Homebuyers Program
  - f. Procurement and Oversight: Jesus DeAnda, Chair
    - 1. Procurements Overview
    - 2. Annual Policy Review Update and Discussion
- VI. President's Report: Gonzalo Gonzalez, Interim CEO/President
- VII. Mayor's Office/Complete Communities Report: Ex Officio Director Christa Stoneham
- VIII. Board Action Items
  - a. Consideration and Possible Action Regarding Real Estate Acquisitions and Development Committee Recommendations for Property Sales to HLB Approved Builders Under Round 5 Of Lot Sales for the HLB Traditional Homebuyer Program
    - 1. SXG Capital dba Green Home Builder
      - i. 6726 Shotwell (HCAD # 0660250070771, Trinity Gardens, Sales Price \$17,544; Lot Size 10,200 Square Feet)
      - ii. 0 Shotwell (HCAD # 0660250020699, Trinity Gardens, \$15,161; 10,260 SF)
      - iii. 6809 Shotwell (HCAD # 0660250020700, Trinity Gardens, \$15,161; 10,260 SF)
      - iv. 6614 Shotwell (HCAD # 0660250060763, Trinity Gardens, \$15,081; 10,200 SF)
      - v. 0 Sparta (HCAD # 0300180030018, Settegast, \$6,500; 4,200 SF)
      - vi. 0 Sparta (HCAD # 0300180030019, Settegast, \$6,500; 4,200 SF)



- vii. 0 Sparta (HCAD # 0300180030020, Settegast, \$6,500; 4,200 SF)
- 2. MHL Properties
  - i. 0 Attwater (HCAD # 0300170120024, Settegast, \$6,500; 4,200 SF)
  - ii. 0 Shotwell (HCAD # 0660250020691, Trinity Gardens, \$15,034; 10,260 SF)
  - iii. 0 Shotwell (HCAD # 0660250080788, Trinity Gardens, \$15,124; 10,200 SF)
  - iv. 7303 Shotwell (HCAD # 0660250010677, Trinity Gardens, \$15,450; 10,260 SF)
  - v. 7305 Shotwell (HCAD # 0660250010678, Trinity Gardens, \$13,252; 9,028 SF)
- 3. Europa Homes
  - i. 0 Wileyvale (HCAD # 0660260010272, Trinity Gardens, \$20,437; 12,000 SF)
  - ii. 7118 Touchstone (HCAD # 0731310000082, Trinity Gardens, \$10,748; 8,400 SF)
  - iii. 7116 Touchstone (HCAD # 0731310000081, Trinity Gardens, \$10,748; 8,400 SF)
  - iv. 8420 Peachtree (HCAD # 0660260100181, Trinity Gardens, \$20,410; 13,000 SF)
- 4. LIZ Homes
  - i. 0 Sparta (HCAD # 0300180030011, Settegast, \$6,500; 4,200 SF)
  - ii. 0 Sparta (HCAD # 0300180030012, Settegast, \$6,500; 4,200 SF)
  - iii. 0 Sparta (HCAD # 0300180030013, Settegast, \$6,500; 4,200 SF)
  - iv. 0 Sparta (HCAD # 0300180030014, Settegast, \$6,500; 4,200 SF)
- 5. Nelrod Homes
  - i. 0 Fields (HCAD # 0752470030015, Settegast, \$6,500; 4,000 SF)
  - ii. 0 Fields (HCAD # 0752470030016, Settegast, \$6,500; 4,000 SF)
  - iii. 0 Fields (HCAD # 0752470030017, Settegast, \$6,500; 4,000 SF)
  - iv. 0 Fields (HCAD # 0752470030018, Settegast, \$6,500; 4,000 SF)



- b. Consideration and Possible Action to Ratify Actions Taken at the September 9, 2021 Board Meeting

IX. Executive Session

- a. Discussion Regarding the Value or Transfer of Real Property

*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.*

- X. Action Items from Executive Session
- XI. Board Member Comments
- XII. Adjournment



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

**September 9, 2021**

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 9, 2021 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	Juan Cardoza-Oquendo
Christa Stoneham	Janae Ladet
Tonzaino Bailey	Courtney Johnson Rose
David Collins	Victor A. Mondragón
	Jesus DeAnda

Board members absent were: Carol Galloway, John David Vasquez, Pastor Steve Hall, Antoinette Jackson and Laurie Vignaud. Others in attendance included: Jennifer Allison, Vice President of Operations and Programs for HLB; David Benson, Director of Organizational Excellence for HLB; Ivan Zapata, Manager of Real Estate and Acquisitions for HLB; and Greg Erwin of Winstead PC, outside legal counsel for the HLB; Gonzalo Gonzalez, Interim CEO/President and Vice President of Finance and Accounting for HLB; Gracie Saenz, In-house counsel for HLB; Nick Foran of the HLB Advisory Board; Christa Stoneham Ex Officio Director for the Mayor's Office; Kellen Zale of the HLB Advisory Board; Lauren Avioli of The St. Bernard Project; and Denise Smith and Raven Lightsey with Denise Smith Consulting.

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

Chairman Zeis called this regular meeting to order at 12:04 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**

Lauren Avioli announced that she was present in the event the Board had any questions with regard to the requests for sale price increases submitted by The St. Bernard Project for the four houses which are on the Agenda for approval today. Ms. Avioli stated that the request for the sales price increases are the result of the reduction in available labor from Americorps and higher costs for building materials.

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

#### **a. August 12, 2021 Board Meeting**

Chairman Zeis noted that the minutes for the August 12, 2021 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, he requested a motion to approve and adopt such minutes as written.

Director Mondragón made a motion to adopt the minutes of the August 12, 2021 Board Meeting as written, which motion was then duly seconded by Director DeAnda and passed with the unanimous vote of the Board.

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

Chairman Zeis thanked the Board members in attendance for volunteering and being available for this meeting. He requested continued assistance and support for the people affected by Hurricane Ida.

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

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

Chairman Zeis announced that the Executive Committee met last week to discuss the Round 5 Lot Sales which are now proceeding, alternative plans for the Settegast affordable housing project including having non-enclosed garages, and the Fiscal Year 2022 budget changes requested by the Houston Housing Department including down payment assistance for qualified homebuyers.

#### **b. CEO Search Committee Update (Denise Smith and Raven Lightsey of Denise Smith Consulting): Matt Zeis, Chair**

Denise Smith and Raven Lightsey addressed the Board with regard to their professional backgrounds and the time line for the search to find a new CEO/President. Ms. Smith stated that her consulting business has been assisting non-profits for 7 years using her prior experience in staffing and human resources. Ms. Lightsey stated that she has worked as a teacher development specialist and as the manager of talent acquisition for AppleTree PCS.

Ms. Smith and Ms. Lightsey have discussed the candidate search with both the HLB staff and the Search Committee and prepared a timeline for the due dates for submittal of resumes and interviews of the candidates. A survey will be distributed to the HLB staff and the Board to complete and then Denise Smith Consulting will finalize the job description and post the position to its networks.

Ms. Saenz cautioned that any group meeting of the Board must consist of fewer than 7 Board members, otherwise the posting of a notice of public meeting will be necessary.

**c. Finance Committee: Laurie Vignaud, Chair**

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

**1. Monthly Financial Report**

Nothing to report.

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

Director Johnson Rose stated that the Partnership and Program Development Committee met and discussed the Round 5 Lot Sales which will end on September 20, 2021, and recommendations for start-up home builders to be able to purchase up to 4 lots while experienced builders could purchase up to 12 lots.

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

Director Mondragón reported that the READ Committee met on August 25, 2021 via Zoom and discussed several requests from builders for sales price increases on houses constructed. The READ Committee also discussed the Round 5 Lot Sales which includes 54 lots being made available from the HLB inventory for bids by the HLB approved home builders. The READ Committee then discussed establishing an option for houses with garages versus houses without an enclosed garage. Director Collins stated that each lot will need a driveway whether or not there is a garage. Director Mondragón lastly reported that the READ Committee discussed recommendations for lot sale price increases. Director Gonzalez noted that there is one lot sale for approval on today's Agenda.

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

Director DeAnda reported that the Procurement and Oversight Committee met last week to discuss development related procurements including land surveyor qualifications, acquisition services from real estate brokers, construction inspection services, and security services for houses constructed but not yet sold. He then reported that the Builder RFP was posted on August 13, 2021 for the next two weeks. Also, a virtual forum was held with the HLB home builders and the responses from the builders will be posted this week. Director DeAnda noted that the RFP was withdrawn due to city permitting matters which will need further discussion with the city of Houston. He then informed the Board that the HLB policies review will be on the Agenda for the November meeting.

**VI. President's Report: Gonzalo Gonzalez, Interim CEO/President**

Mr. Gonzalez announced that the Round 5 Lot Sales closed yesterday which bids will be reviewed and assessed for approval. Mr. Gonzalez stated that a tour of constructed houses in Acres Homes included members of the NHDP and the Houston Housing Director. He further stated that the posting of a Request for Qualifications for builders is still open to expand the homebuilder



pool's capacity to develop new affordable houses on HLB lots through the Traditional Builder Program.

Director Mondragón requested information on lots in the HLB inventory which are located in clusters because certain builders wish to purchase lots which are in close proximity to each other. Director Gonzalez stated that HLB staff should be able to generate a list of addresses of the available lots which can then be used to locate any clusters of lots.

Next Director Gonzalez informed the Board that the HLB has hired Will Houston as the new real estate analyst and inventory manager to handle the revamping of the data conversion to accommodate a shift of systems from EPP to Tolemi.

Lastly, Director Gonzalez reported that there have been productive conversations with HCDD with regard to adjustments to the HLB Fiscal Year 2022 budget to provide for a 3-year funding agreement for continued HLB operations.

**VII. Mayor's Office/Complete Communities Report: Ex Officio Director Christa Stoneham**

Ex Officio Director Stoneham reported on the projects to provide lender education and home buyer counseling services to the community. She also informed the Board that she is working on a project to provide residents with a safe place to go during weather emergencies such as a hurricane.

**VIII. Board Action Items**

**a. Consideration and Possible Action to Approve Real Estate Acquisition and Disposition Committee Recommendations Regarding Lot Sales Under the Traditional Home Builder Program.**

1. 6626 Hoffman - HCAD #0660250110903 - MHL Properties, LLC (Builder) - Sales Price \$14,002 - Maximum Home Sale Price \$209,469 (Trinity Gardens)

Director Johnson Rose made a motion to approve the sale of the subject lot to MHL Properties, LLC which motion was duly seconded by Director Mondragón and passed with the unanimous vote of the Board.

**b. Consideration and Possible Action to Approve Partnership and Program Development Committee Recommendation to Execute a No-Cost Lease with Ivy Leaf Farms for the Property at 8524 Scott Street**

Director Gonzalez stated that approval of this item will authorize staff to enter into a no-cost lease with Ivy Leaf Farms for the HLB lot located at 8524 Scott Street in Sunnyside (HCAD #06416801700068524). The lease has been examined and recommended for approval by the Partnership and Program Development Committee.

Director Gonzalez mentioned that Ivy Leaf Farms, is owned and operated by native Houstonian and Sunnyside resident Ivy Walls, and serves the Sunnyside area with programs dedicated to complete neighborhood wellness. Ivy Leaf Farms has expressed an interest in utilizing an HLB lot for community engagement. After a thorough analysis by HLB staff, the lot at 8524 Scott Street was deemed unsuitable for a residential building and more appropriately used for another purpose because of its location at a busy street intersection and adjacent to a commercial tire shop and a Citgo fuel station. Also, there are a number of trees on this lot and no structures will be built on the lot pursuant to the terms of the lease agreement.

Ivy Leaf Farms plans to utilize the 5,230-square-foot property for the following purposes:

- a. Managing a farmer stand and greenhouse trailer from which residents may pick up fresh organic produce from local farmers,
- b. Planting a small field of flowers and greenery to enhance the aesthetics of the Lot and decrease illegal dumping, and
- c. Facilitating the Black Farmer Box program where specially curated boxes can be sold directly within the community.

Consistent with other leasing of HLB properties for use as urban gardens, Ivy Leaf Farms will be allowed to utilize the property at no charge but will be required to carry adequate insurance, keep the lot well-maintained, and also provide status updates via pictures and written summaries throughout the entire lease period (anticipated as one year with the potential for annual renewals). Approval of this item carries with it a finding of public benefit and purpose in executing the proposed lease with Ivy Leaf Farms, as the planned use of the property is to enhance Sunnyside residents' access to fresh produce, improve the property's appearance, and reduce incidents of illegal dumping in the community.

This partnership with Ivy Leaf Farms will allow HLB to expand its community presence in Sunnyside, where a significant number of new affordable homes are being constructed via HLB's Traditional Homebuilder Program and the City of Houston's New Home Development Program. HLB will promote its efforts in Sunnyside through staff participation in Ivy Farms' programs and through placement of signage on the lot.

Director Bailey made a motion to approve the lease agreement with Ivy Leaf Farms to use the lot at 8524 Scott Street as an urban garden and farmer stand which motion was duly seconded by Director Johnson Rose and passed with the unanimous vote of the Board.

c. **Consideration and Possible Action to Accept Real Estate Acquisition and Disposition Committee Recommendations of SBP (The St. Bernard Project Inc.) Contract Amendments for Maximum Sales Price Increase Requests on Four Homes Under the HLB Traditional Homebuyer Program**

1. 8206 Orebo - HCAD #0162630000211 - 1,506 SF - Recommend Increase from \$163,938 to \$194,790 to Address Increased Costs of \$30,852 (Acres Homes)
2. 8202 Orebo - HCAD #0162630000210 - 1,506 SF - Recommend Increase from \$163,938 to \$194,790 to Address Increased Costs of \$30,852 (Acres Homes)
3. 8118 Orebo - HCAD #0162630000209- 1,506 SF - Recommend Increase from \$163,938 to \$194,790 to Address Increased Costs of \$30,852 (Acres Homes)
4. 6813 Bethune - HCAD #0781250060179 - 1,495 SF - Recommend Increase from \$162,871 to \$193,907 to Address Increased Costs of \$31,548 (Acres Homes)

Director Mondragón made a motion to approve the maximum sales price increase requests submitted by SBP for four houses constructed under the HLB Traditional Homebuyer Program which motion was duly seconded by Director Johnson Rose and passed with the unanimous vote of the Board.

**IX. Executive Session**

a. **Discussion Regarding the Value or Transfer of Real Property**

Nothing to report.

**X. Action Items from Executive Session**

Nothing to report.

**XI. Board Member Comments**

Nothing to report.

**XII. Adjournment**

Chairman Zeis asked if there were any additional matters to be considered by the Board. Hearing none, the regular Board meeting adjourned at 12:46 p.m. upon the motion of Director Johnson Rose, 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 \_\_\_\_\_, 2021.

---

Secretary



# Houston Land Bank

## Balance Sheet

As of August 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Chase-Operations - 8465	1,012,956.24
Money Market - Lot Acquisition - 7058	388,952.16
Money Market Unrestricted - 7066	2,037,482.07
MoneyMarket-Unrstr.C Resev 5577	18,025.28
Petty Cash	12.63
<b>Total Bank Accounts</b>	<b>\$3,457,428.38</b>
Accounts Receivable	
Accts Receivable	545,681.68
<b>Total Accounts Receivable</b>	<b>\$545,681.68</b>
Other Current Assets	
Prepaid Expenses	
Prepaid Acquisition Costs	41,321.95
Prepaid Insurance	9,051.08
Prepaid Rent	4,875.00
Prepaid Subscription Services	39,760.23
<b>Total Prepaid Expenses</b>	<b>95,008.26</b>
<b>Total Other Current Assets</b>	<b>\$95,008.26</b>
<b>Total Current Assets</b>	<b>\$4,098,118.32</b>
Fixed Assets	
Equipment	12,005.12
xAccum. Depreciation	-5,527.14
<b>Total Fixed Assets</b>	<b>\$6,477.98</b>
Other Assets	
Earnest Fee	135,100.00
Investments Held For Sale	9,050,957.01
Security Deposit	4,875.00
<b>Total Other Assets</b>	<b>\$9,190,932.01</b>
<b>TOTAL ASSETS</b>	<b>\$13,295,528.31</b>



# Houston Land Bank

Balance Sheet  
As of August 31, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	96,308.45
<b>Total Accounts Payable</b>	<b>\$96,308.45</b>
Credit Cards	
Chase Credit Card	11,921.38
<b>Total Credit Cards</b>	<b>\$11,921.38</b>
Other Current Liabilities	
Deferred Revenue	9,950.00
Due to Tax Assessor	7,515.06
Liabilities Due to HCDD	350,021.40
Liabilities Due to HLB	37,747.46
Payroll Liability	3,309.98
<b>Total Other Current Liabilities</b>	<b>\$408,543.90</b>
<b>Total Current Liabilities</b>	<b>\$516,773.73</b>
<b>Total Liabilities</b>	<b>\$516,773.73</b>
Equity	
Retained Earnings-1	12,680,661.00
Net Income	98,093.58
<b>Total Equity</b>	<b>\$12,778,754.58</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$13,295,528.31</b>



# Houston Land Bank

## Profit and Loss

August 2021

	TOTAL
<b>Income</b>	
Acquisition and Development Agreement	
Acquisition Proceeds	12,323.60
Disposition of Lots	200.00
<b>Total Acquisition and Development Agreement</b>	<b>12,523.60</b>
HLB Program Revenue	
Disposition Proceeds	18,055.00
<b>Total HLB Program Revenue</b>	<b>18,055.00</b>
Operations Agreement	177,828.31
<b>Total Income</b>	<b>\$208,406.91</b>
<b>GROSS PROFIT</b>	<b>\$208,406.91</b>
<b>Expenses</b>	
Admin - Other	
Advertising & Marketing	1,004.00
Bank Service Charges	119.86
Company Insurance	
General Liability	1,058.25
Officers & Directors Liability	729.13
Property Insurance	1,391.55
<b>Total Company Insurance</b>	<b>3,178.93</b>
Computer and Internet Expenses	9.99
Depreciation Expenses	200.09
Dues and Subscription	1,858.84
Office Expenses	845.20
Leasing Office Equipment	241.25
Meals & Entertainment	286.29
Office Supplies	53.40
Postage and Delivery	122.00
<b>Total Office Expenses</b>	<b>1,548.14</b>
Rental and Lease Expense	4,875.00
Software Usage	5,502.22
Storage Rental	78.00
Telephone Expense	642.04
Travel and Lodging Expenses	
Mileage Expense	147.07
Travel Expense	45.94
<b>Total Travel and Lodging Expenses</b>	<b>193.01</b>
<b>Total Admin - Other</b>	<b>19,210.12</b>



# Houston Land Bank

## Profit and Loss

August 2021

	TOTAL
Employee Cost	
Health Insurance	6,192.56
Payroll Services Fee	122.82
Payroll Taxes	4,599.13
Retirement	1,219.10
Wages and Salary	59,442.67
<b>Total Employee Cost</b>	<b>71,576.28</b>
Legal Fees	10,589.54
Professional Services	
Accounting Fee	7,220.00
Audit Fees	7,250.00
Consulting Fee	71,384.85
<b>Total Professional Services</b>	<b>85,854.85</b>
Property Cost - Maintenance	
Property Expenses	
Special Lawn Mowing	200.00
Standard Lawn Mowing	34,789.21
<b>Total Property Expenses</b>	<b>34,989.21</b>
<b>Total Property Cost - Maintenance</b>	<b>34,989.21</b>
Property Cost - Disposition HLB	
Closing Cost	1,634.31
Lots COGS	1,170.00
<b>Total Property Cost - Disposition HLB</b>	<b>2,804.31</b>
Property Cost -Disposition NHDP	
Cleaning and Supplies	3,495.00
Marketing and Showcase	300.00
Security and Secure Property Co	3,954.00
Water and Utilities	507.51
<b>Total Property Cost -Disposition NHDP</b>	<b>8,256.51</b>
<b>Total Expenses</b>	<b>\$233,280.82</b>
NET OPERATING INCOME	<b>\$ -24,873.91</b>
Other Income	
Interest Income	20.46
<b>Total Other Income</b>	<b>\$20.46</b>
NET OTHER INCOME	<b>\$20.46</b>
NET INCOME	<b>\$ -24,853.45</b>





## **PRESIDENT'S REPORT – OCTOBER 2021**

The monthly President's Report is intended to provide brief summaries of status and progress on important HLB projects and initiatives. If you would like more information on any of these items, please email [ggonzalez@houstonlandbank.org](mailto:ggonzalez@houstonlandbank.org). Thank you.

- **Round 5 lot sales have started:** The October agenda includes the proposed sale of 24 HLB lots out of 54 properties recently made available for purchase by Approved Builders in Round 5 of our Traditional Homebuilder Program lot sales. Of the available lots, most will accommodate one single-family home, but a few may be subdivided to accommodate multiple homes. Two of the 54 Round 5 lots are in Acres Homes, 29 are in Settegast and 23 are in Trinity Gardens.
- **Banking Land and Building Affordable Homes:**
  - **Inventory Highlights**
    - 481 Properties/HCAD Parcels
    - 243 Holding for Housing (includes single lots and large parcels)
  - **HLB Home Building Initiative Highlights (Traditional Program)**
    - 21 homes sold in 2020
    - 36 homes sold in 2021 to date (three in September)
      - Sunnyside neighborhood for \$209,582
      - Acres Homes neighborhood for \$170,188
      - Acres Homes neighborhood for \$189,000
    - 85 homes are under development
  - **New Home Development Program Highlights**
    - 12 Houses in inventory—two homes currently under contract
      - Anticipating another four soon into inventory
    - 41 Houses SOLD since NHDP program's 2018 inception (29 HCLT, 12 Standard Sales)
  - **Acquisitions**
    - No new acquisitions for the NHDP program are being pursued, as all available funds are allocated or committed. A portion of the Yellow Cab acquisition (3.2 acres in Near Northside) remains under contract.

- With clearance from TCEQ regarding environmental remediation of the property at Harrisburg and Burr, the City has authorized us to close on the 26,377-square-foot parcel by early November. The Board voted in April to acquire the Second Ward property for a price not to exceed \$620,000.
- **Builder RFQ sees strong response:** We received approximately 20 responses to our recent Request for Qualifications for Builders/Developers, up from 13 in 2020. Staff has begun evaluating and scoring the responses to develop a list of respondents proposed for qualification to purchase lots from HLB through the Traditional Homebuyers Program. The list is to be submitted for Board approval no later than early 2022.
- **HLB Fiscal Year 2021 audit complete and clean:** We have received a clean opinion with no findings in the FY 2021 annual audit recently completed by our third-party auditor, Doeren Mayhew. A copy of the audit report is included with the financial report in this month's Board agenda packet.
- **EPA Grant awarded and ongoing program implementation:** We are in the early stages of working to implement \$600,000 in brownfields-related funding received through a grant from the U.S. Environmental Protection Agency. Leading alongside partners Avenue Community Development Corp. and the City of Houston, HLB is to engage a coalition of community partners in administering funding for identification and preparation for remediation of brownfields in targeted neighborhoods across Houston. More information is available in [our May 2021 press release announcing the award](#).
- **Settegast master development planning progresses:** Conceptual plans for the Settegast-area development initiative are being vetted with various City departments, including Planning and Development, Houston Public Works, Parks and Recreation, and the Mayor's offices of recovery, resilience and Complete Communities. Project components are envisioned to include new streets, drainage, and other infrastructure; green space; and residential and commercial development. We anticipate a November 2021 public meeting to present project concepts and drawings by our consultants, APD Urban Planning and Management.
- **Annual Board policy review is underway:** Staff is preparing suggested amendments to Board policy at the request of Procurement and Oversight Committee Chair Jesus DeAnda; the committee met October 7 to begin reviewing some of the staff-recommended changes, with plans to present the policies for annual Board review as soon as November.



## **REQUEST FOR BOARD ACTION**

**Meeting Date: October 14, 2021**

### **Agenda Item VIII.a.: Consideration and Possible Action Regarding Real Estate Acquisitions And Development (READ) Committee Recommendations for Property Sales To HLB Approved Builders Under Round 5 Of Lot Sales for the HLB Traditional Homebuyer Program**

---

#### **ACTION SUMMARY**

Approval of this item will authorize and direct staff to execute contracts for sale of 24 HLB-owned lots to five HLB Approved Builders for Round 5 of Lot Sales for the HLB Traditional Homebuyer Program..

#### **BACKGROUND/OVERVIEW**

The 24 planned sales, part of Round 5 in HLB's Traditional Homebuyer Program, are recommended by the Real Estate Acquisition and Disposition Committee in line with HLB staff proposals. Under the Traditional Homebuyer Program, Approved Builders may acquire properties from HLB to construct quality affordable homes, with price and design approved by HLB.

In Round 5 of lot sales, some builders may be proposed for acquisition of more lots than in the past. Round 5 differs from prior rounds of lot sales, with increases in the number of lots builders may purchase and have in development at one time. These changes were enabled by Board-approved changes to the Program Guidelines and were based on feedback from current builders who indicated that the prior limitations on lot acquisition and development were problematic. After committee reviews and recommendations, the Board agreed to double the number of lots builders can purchase and have in development at one time (new limits for Startup Builders are maximum four lots at one purchase, eight total in development; for Established Builders, limits are 12 lots at one purchase and 24 total in development). The increased limits were introduced in Round 5, facilitating the sale of 24 lots to five different builders. While accelerating HLB's work to develop new affordable homes for Houstonians, the proposed sales are also to generate total revenue of approximately \$262,000.

Half of the lots are located in Trinity Gardens, with the other half in the Settegast community. The average price limit on new homes to be built on the lots is \$194,214. The proposed lot sales are detailed in the table that follows:

P.O. Box 131106, Houston, Texas 77219  
281.655.4600

<b>Lots Proposed for Sale to HLB Approved Builders -- Round 5 -- October 2021</b>						
<b>Builder Name</b>	<b>HCAD #</b>	<b>Address</b>	<b>Neighborhood</b>	<b>Lot Size (sq. ft.)</b>	<b>Proposed Lot Sales Price</b>	<b>New Home Sales Price</b>
SXG Capital dba Green Home Builder	0660250070771	6726 Shotwell	Trinity Gardens	10,200	\$ 17,544	\$ 211,944
SXG Capital dba Green Home Builder	0660250020699	0 Shotwell	Trinity Gardens	10,260	\$ 15,161	\$ 209,761
SXG Capital dba Green Home Builder	0660250020700	6809 Shotwell	Trinity Gardens	10,260	\$ 15,161	\$ 209,761
SXG Capital dba Green Home Builder	0660250060763	6614 Shotwell	Trinity Gardens	10,200	\$ 15,081	\$ 209,618
SXG Capital dba Green Home Builder	0300180030018	0 Sparta	Settegast	4,200	\$ 6,500	\$ 180,000
SXG Capital dba Green Home Builder	0300180030019	0 Sparta	Settegast	4,200	\$ 6,500	\$ 180,000
SXG Capital dba Green Home Builder	0300180030020	0 Sparta	Settegast	4,200	\$ 6,500	\$ 180,000
MHL Properties	0300170120024	0 Attwater	Settegast	4,200	\$ 6,500	\$ 178,455
MHL Properties	0660250020691	0 Shotwell	Trinity Gardens	10,260	\$ 15,034	\$ 206,519
MHL Properties	0660250080788	0 Shotwell	Trinity Gardens	10,200	\$ 15,124	\$ 209,052
MHL Properties	0660250010677	7303 Shotwell	Trinity Gardens	10,260	\$ 15,450	\$ 209,366
MHL Properties	0660250010678	7305 Shotwell	Trinity Gardens	9,028	\$ 13,252	\$ 206,519
Europa Homes	0660260010272	0 Wileyvale	Trinity Gardens	12,000	\$ 20,437	\$ 211,289
Europa Homes	0731310000082	7118 Touchstone	Trinity Gardens	8,400	\$ 10,748	\$ 203,787
Europa Homes	0731310000081	7116 Touchstone	Trinity Gardens	8,400	\$ 10,748	\$ 203,787
Europa Homes	0660260100181	8420 Peachtree	Trinity Gardens	13,000	\$ 20,410	\$ 211,289
LIZ Homes	0300180030011	0 Sparta	Settegast	4,200	\$ 6,500	\$ 180,000
LIZ Homes	0300180030012	0 Sparta	Settegast	4,200	\$ 6,500	\$ 180,000
LIZ Homes	0300180030013	0 Sparta	Settegast	4,200	\$ 6,500	\$ 180,000
LIZ Homes	0300180030014	0 Sparta	Settegast	4,200	\$ 6,500	\$ 180,000
Nelrod Homes	0752470030015	0 Fields	Settegast	4,000	\$ 6,500	\$ 180,000
Nelrod Homes	0752470030016	0 Fields	Settegast	4,000	\$ 6,500	\$ 180,000
Nelrod Homes	0752470030017	0 Fields	Settegast	4,000	\$ 6,500	\$ 180,000
Nelrod Homes	0752470030018	0 Fields	Settegast	4,000	\$ 6,500	\$ 180,000
<b>TOTALS</b>				<b>172,068</b>	<b>\$262,150</b>	<b>\$194,214</b>
<b>Average Price/Square Foot</b>					<b>\$ 1.52</b>	

P.O. Box 131106, Houston, Texas 77219  
281.655.4600

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



## **REQUEST FOR BOARD ACTION**

**Meeting Date: October 14, 2021**

**Agenda Item VIII.b.: Consideration and Possible Action to Ratify Actions Taken at the September 9, 2021 Board Meeting**

---

---

### **ACTION SUMMARY**

Approval of this item will ratify and confirm all actions taken by the Board of Directors at its September 9, 2021 meeting.

### **BACKGROUND/OVERVIEW**

The September regular meeting of the HLB Board of Directors was conducted via videoconference, a measure of caution in light of the continued COVID-19 threat. However, the meeting occurred after Governor Abbott's September 1 lifting of special pandemic-driven rules. To clearly establish the Board's intentions, this item covers all votes taken by the Board at the September 9, 2021 meeting and proposes to ratify and confirm the votes conducted at that meeting.

HLB will continue to offer virtual access to meetings for board members and the public in accordance with state open meetings law.

P.O. Box 131106, Houston, Texas 77219  
281.655.4600