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

October 20, 2025

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 Leonel Castillo Community Center located at 2101 South Street, Houston, Texas, on Monday, October 20, 2025 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:

Elaine Morales-Diaz	Rickie Bradshaw
Matt Zeis	Chrishelle Palay
Francisco Castillo	Janae Ladet
Thomas Simpson	

Board directors absent were: Marilyn Muguerza, Dwantrina Russell, Ge'Juan Cole and David Collins. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; LaTosha Okoiron, in-house counsel and Compliance Manager; Isai Mendez, Finance Director for the HLB; Lindsey Williams, Director of Community Development for the HLB; Melanie Young, Director of Operations; Donesha Albrow, Program Manager for the HLB; LeKendra Drayton, Administrative Assistant for the HLB; Leigh White (Legal Clerk) and Mark Glanowski (Paralegal) of Winstead PC; and Jaberton Allen, Vice President and Relationship Manager of Austin Bank.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:17 p.m. A roll call of the Board members attending in person immediately followed. Chairman Zeis then announced that an in-person quorum of the Board was now present for this meeting.

II. Public Speakers & Registered Attendees

Nothing to report due to no public speakers in attendance.

III. Consideration and Adoption of Meeting Minutes

a. September 11, 2025 Board Meeting

Chairman Zeis noted that the minutes for the September 11, 2025 regular meeting of the Board were previously circulated for review and comment to the Directors.

Director Castillo then made a motion to approve the written minutes for the meeting held on September 11, 2025, which motion was duly seconded by Director Palay and approved with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked everyone for attending today's meeting along with everyone on the HLB staff for their assistance with coordinating and managing the recent retreat for the Board of Directors.

V. Swearing In and Oath of Office: Rickie Bradshaw

Chairman Zeis conducted the swearing in and oath of office for Rickie Bradshaw as a member of the Board of Directors. Mr. Bradshaw then gave a short summary of his employment background which included positions at Frost Bank and the Local Initiatives Support Corporation.

VI. Austin Bank Donation Presentation

Ms. Stoneham introduced Jaberton Allen of Austin Bank who then presented a check in the amount of $5,000 in support of the Houston Land Bank. Ms. Stoneham and the Board thanked Mr. Allen and Austin Bank for this generous donation to support affordable housing in Houston.

VII. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met a few weeks ago to discuss the items on the Board meeting Agenda. The Committee also discussed the progress with the Acres Home Town Center, the Sip & Sustain event on Canal Street, and an update on the Sunnyside and the Yellow Cab sites.

b. Finance Committee: Open Chair

Chairman Zeis reported that the Finance Committee met on October 1st to discuss the balance of the accounts, the status of the grants and the external financial audit. He also noted that this Committee needs a Chair to lead and manage this Committee.

c. Partnership and Program Development Committee: Chrishelle Palay, Chair

Director Palay reported that the Partnership Committee met on October 1st to discuss the following:

i. final review of the Rice Management Proposal including the 15% administrative fee payable to the HLB;
ii. review of the Tejano Center Agreement to manage 40 houses;
iii. the Consulting Services Agreement with Local Initiatives Support Corporation;
iv. the Community Wellness Initiative;

v. the Brownfields ground lease model; and

vi. Internal reconciliation identified several community purpose lots that were still tied to agreements with Harris County and warrants for those lots were paused until the those lots were cleared and obligations verified with the long term goal to activate such lots for affordable housing.

Director Palay then informed the Board that there are 41 houses in development and 21 houses which are out of compliance. She also noted that the LISC start up builder program to open earlier this month for the pre-development grant for lot acquisition

d. **Real Estate Acquisition and Disposition Committee: Francisco Castillo**

Chairman Zeis reported that the Real Estate Acquisition and Disposition Committee met to discuss the ongoing discussions with the church with regard to the property at Brendon Street which is in need of legal compliance. Also, Director Castillo mentioned that the James Street plat was approved and that 10 lots are in the plat approval process. Ms. Stoneham announced that the Traditional Builders RFP closes on November 7, 2025.

e. **Procurement and Oversight Committee: Elaine Morales-Diaz, Chair**

Director Morales-Diaz reported that the Procurement and Oversight Committee met on October 9th to discuss the response for the procurement concerning general contractor services, and to move forward with the three vendors who submitted bids for the Environmental Services RFP.

Director Bradshaw asked how the HLB vetting process works for the vendors bidding for the contracts.

VIII. Board Action Items

a. **Consideration and Possible Action to Approve the Successful Bidders (New Community Instruction LLC, Paige Management LLC, Perpetual Development LLC, Remodel HTX and Southern Brothers Property, LLC.) under the Request for Proposals for General Contractor Services as originally issued on July 01, 2025.**

Ms. Stoneham announced that approval of this agenda item will authorize the HLB to contract with the successful bidders as described in the Houston Land Bank Request for Qualifications for General Contractor Services as issued originally on July 1, 2025.

The original HLB Request for Qualifications for General Contractor Services was posted on July 1, 2025, and closed on August 29, 2025. There were 9 total submissions, and after the review process there four unsuccessful bidders, and five successful bidders. HLB staff presented the results of this procurement to the Procurement and Oversight Committee during the October 09, 2025, committee meeting. The committee approval moving the procurement forward with the 5 successful bidders. The successful bidders for this procurement were those submissions receiving a score of 80% or above. The grading breakdown was as follows:

Burnett Unlimited LLC. (formerly BD Constructors)	Score: 0% (unsuccessful bidder)
Easy Street Construction	Score: 0% (unsuccessful bidder)
New Community Construction LLC	Score: 95% (successful bidder)
Paige Management LLC	Score: 86.67% (successful bidder)
Pangea Commercial Construction LLC	Score: 0% (unsuccessful bidder)
Perpetual Development LLC	Score: 91% (successful bidder)
Remodel HTX	Score: 91.67% (successful bidder)
Southern Brothers Properties LLC	Score: 93.33% (successful bidder)
Tha Build Up	Score: 0% (unsuccessful bidder)

The HLB staff recommend proceeding with New Community Construction LLC, Paige Management LLC, Perpetual Development LLC, Remodel HTX and Southern Brothers Properties LLC as the successful bidders.

Director Garland-Ladet made a motion to approve the 5 successful bidders for General Contractor Services contracts, which motion was seconded by Director Palay and approved with the unanimous vote of the Board.

b. **Consideration and Possible Action to Approve the Successful Bidders (EnSafe Inc., ESE Partners, GHD Inc., SKA Consulting, L.P., and SSCI Environmental), under the Request for Proposals for Environmental Assessment Professionals for the EPA Brownfield's Assessment Grant as initially issued on July 10, 2025 and re-issued on September 19, 2025.**

Chairman Zeis announced that this Agenda item will authorize the HLB to approve the successful bidders to engage as consultants to conduct assessment testing in connection with the EPA $5,000,000 clean-up grant.

Ms. Stoneham stated that the HLB should approve each of the successful bidders for environmental assessment services.

Director Castillo made a motion to accept the proposals from all five companies for environmental assessment services contracts, which motion was duly seconded by Director Garland-Ladet and approved with the unanimous vote of the Board.

c. **Consideration and Possible Action to Approve and Adopt the FY 2025 financial external audit conducted by A Bricks Coggin, CPA PLLC.**

Chairman Zeis announced that this Agenda action item is necessary to adopt the Fiscal Year 2025 financial external audit.

Per HLB organizational documents, the annual Fiscal Year 2025 Financial Audit was conducted at the fiscal year end (June 30, 2025) by A BRICKS COGGIN CPA, PLLC, and the financial report was submitted on September 17, 2025. In summary, below are the respective findings of the report:

1. Independent Auditor's Report, Opinion -

   The financial statements present fairly, in all material respects, the financial position of the governmental activities and major fund of HLB as of June 30, 2025, and the respective change in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

2. Management Representation Letter, Financial Statements

   The financial statements referred to above are fairly presented in conformity with U.S. GMP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

3. Management Representation Letter, Government Specific

   - Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.

   - Investments, derivative instruments, and land and other real estate held by endowments are properly valued.

   - Provisions for uncollectible receivables have been properly identified and recorded.

   - Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

   - Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

   - Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

   - Special and extraordinary items are appropriately classified and reported.

   - Deposits and investment securities and derivative instruments were properly classified as to risk and are properly disclosed.

   - Capital assets, including infrastructure and intangible assets, were properly capitalized, reported, and, if applicable, depreciated, or amortized.

4. No material misstatements that required corrective action were identified.

5. No disagreements arose because of the audit with Management and A Bricks Coggin CPA, PLLC.

6. There were no other significant matters, findings or issues.

Mr. Mendez informed the Board that no material circumstances were discovered during the external audit process, however the audit does indicate a net loss of $900,000.00, which will need to be monitored. He also noted that the auditor will be changed every 3 years.

Director Morales-Diaz made a motion to approve and adopt the Fiscal Year 2025 external audit, which motion was duly seconded by Director Castillo and approved with the unanimous vote of the Board.

d. **Consideration and Possible Action to Approve the Houston Land Bank to enter into an agreement to execute the Subrecipient Grant Agreement with Auburn University in the amount of $100,000 for Phase 1 and to enter into a subsequent Professional Services Contract not to exceed $50,000 for Phase 2.**

Ms. Stoneham announced that approval of this item will authorize the HLB staff to extend the contract with Fannie Mae and work with Auburn University to prepare a demonstration house.

Staff requested Board approval for the Houston Land Bank to enter into an agreement with Auburn University to serve as a provider of a research-based model to evaluate the cost, policy, and procedural implications of building affordable, resilient housing that meets the Insurance Institute for Business & Home Safety FORTIFIED Gold certification standard through the construction of a demonstration home.

The Houston Land Bank, in partnership with Auburn University's Rural Studio, has been selected to advance the development of a FORTIFIED™ Gold Demonstration Home in Houston, Texas.

The project aligns with HLB's Finding Home Initiative and supports the organization's mission to expand access to affordable, sustainable housing while testing replicable strategies for small-lot resilient homebuilding. Auburn University, through its Rural Studio program, will provide architectural and technical expertise, while HLB will serve as the subrecipient and project manager overseeing predevelopment, permitting, and construction coordination.

The primary focus of this project is research-based:

- To document and evaluate the process, costs, and policy implications of delivering a FORTIFIED Gold-certified home in the affordable housing context.

- To generate replicable pre-development and construction protocols that can be integrated into Houston's Finding Home Initiative and made available for broader adoption.

- To collect and analyze data on permitting timelines, construction sequencing, resilience certification processes, and cost differentials compared to conventional construction.

Ms. Stoneham stated that this project will be broken into two phases-Phase 1 (Sub-Recipient Grant Award) and Phase 2 (Professional Services Contract). She also noted that HLB will need to extend its contract with Fannie Mae.

Director Morales-Dias made a motion to approve execution of the Subrecipient Grant Agreement with Auburn University, which motion was duly seconded by Director Palay and approved with the unanimous vote of the Board.

IX. Executive Session

No need for any Agenda items to go into Executive Session.

X. Board Member Comments

No comments.

XI. Adjournment

Chairman Zeis asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 12:53 p.m. upon the motion of Director Garland-Ladet which was duly seconded by Director Castillo 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 __________, 2025.

____
Secretary

Signature: Elaine Morales
Elaine Morales (Aug 26, 2026 13:13:20 CDT)
Email: emorales@connectivetx.org

HLB Regular Meeting Minutes October 2025 Approved December 15 2025

Final Audit Report 2026-08-26

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