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

December 15, 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 602 Sawyer Street, Suite 210, Houston, Texas, on Monday, December 15, 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
Matt Zeis
Francisco Castillo
Thomas Simpson
David Collins
Rickie Bradshaw
Chrishelle Palay
Dwantrina Russell
Ge'Juan Cole

Board directors absent were: Marilyn Muguerza and Janae Ladet. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; LaTosha Okoiron, in-house counsel and Compliance Manager of the HLB; 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; Mark Glanowski (Paralegal) of Winstead PC; and Gracie Saenz, outside counsel to the Houston Land Bank.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:05 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. October 20, 2025 Board Meeting

Chairman Zeis noted that the minutes for the October 20, 2025 regular meeting of the Board were previously circulated for review and comment to the Directors.

Director Simpson then made a motion to approve the written minutes for the meeting held on October 20, 2025 , which motion was duly seconded by Director Castillo and approved with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked everyone for attending today's meeting and wished everyone Happy Holidays.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met last week to discuss the items on the Board meeting Agenda. The Executive Committee also discussed the progress with the Traditional Builders RFQ, an opportunity with another nonprofit entity to acquire its excess land, and an update from HLB staff on the Yellow Cab sites.

b. Finance Committee: Open Chair

Chairman Zeis reported that the Finance Committee met last week to discuss the balance of the accounts, the status of the grants and the external fiscal year financial audit which has now been submitted as required.

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

Director Palay reported that the Partnership Committee met last week to discuss the following:

i. Houston RAMP program is active with LISC; and
ii. Land and Plan lot sale is currently open to provide builders with access to HLB lots paired with catalog home plans and accelerating target time lines.

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, Chair

Director Castillo reported that the Real Estate Acquisition and Disposition Committee did not meet.

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

Chairman Zeis reported that the Procurement and Oversight Committee met to discuss the same items as discussed in the Executive Committee.

VI. Board Action Items

a. Consideration and Possible Action to Approve a Fiscal Agreement between the Houston Land Bank and HLB Fund.

Chairman Zeis announced that approval of this agenda item will authorize the HLB President and CEO to enter into a Fiscal Agreement between the HLB and the HLB Fund, establishing a formal, legally compliant structure for financial transactions, grant transfers, and shared reporting obligations.

Director Simpson asked if the HLB Fund Board will consist of the same members as the Board of the HLB. Ms. Stoneham reported that the HLB Fund will have a separate board which will meet quarterly, however, there will be some members that will sit on both boards and will coordinate through committees. Director Bradshaw asked whether the bylaws for the HLB Fund will be drafted similar to the bylaws of the HLB.

Ms. Stoneham mentioned that the HLB Fund is a 501(c)(3) nonprofit entity which was created to support philanthropic fundraising, flexible real estate initiatives, and capacity building related to HLB's priorities. The proposed Fiscal Agreement will:

- Preserve legal independence and governance separation;
- Establish the conditions under which funds may be transferred;
- Require written grant agreements for each transaction; and
- Define reporting, recordkeeping, and audit rights.

The Fiscal Agreement is necessary to:

- Support philanthropic grantmaking to HLB projects;
- Ensure transparent accounting between a public entity and affiliated nonprofits;
- Reduce legal risk and clarify obligations for financial oversight; and
- Expand future fundraising capabilities.

Ms. Stoneham also mentioned that the proposed Fiscal Agreement will strengthen HLB's operational sustainability and allow for external capital to support mission aligned investments.

Director Castillo made a motion to approve the proposed Fiscal Agreement between the HLB and the HLB Fund, which motion was duly seconded by Director Palay and approved with the unanimous vote of the Board.

b. Consideration and Possible Action to Approve a Memorandum of Understanding with NOMA Houston.

Chairman Zeis announced that this Agenda item will authorize the HLB to approve a Memorandum of Understanding with the Houston Chapter of the National Organization of Minority Architects (NOMA Houston).

Ms. Stoneham noted that approval of this item will authorize her to execute a Memorandum of Understanding with the Houston Chapter of the National Organization of Minority Architects, to create a formal partnership for design oversight, community-based planning, and architectural mentorship opportunities.

Ms. Stoneham reported that NOMA Houston reached out to the HLB to align and partner for design activities for various projects that the HLB may need on a pro bono basis.

Under this agreement, NOMA Houston will serve as the supervising architect required for HLB's application to operate as a recognized Community Based Design Center under the National Council of Architectural Registration Boards.

The proposed Memorandum of Understanding will establish:

- A formal pathway for emerging architects to earn Architectural Experience Program credit;
- Participation of licensed NOMA architects as designated supervisors; and
- Support-for community meetings, early stage design sessions, and conceptual planning.

The HLB will provide the project materials, community outreach opportunities, and planning scope. NOMA Houston will provide professional supervision, mentoring, and compliance verification. Ms. Stoneham noted that the supervising architect must sign for the hours of the training architect to receive credit in the program.

The proposed Memorandum of Understanding will:

- Expand professional design capacity for HLB community engagement efforts;
- Strengthen planning and visual translation at community meetings;
- Add credibility and professional supervision to conceptual design activity; and
- Provide community-based architectural exposure and career development to emerging talent.

The proposed Memorandum of Understanding will support strategic objectives around design quality, community education, and create a talent pipeline for development in the house building process.

Director Cole made a motion to approve the proposed Memorandum of Understanding with NOMA Houston, which motion was duly seconded by Director Bradshaw and approved with the unanimous vote of the Board.

c. **Consideration and Possible Action to Approve a Memorandum of Understanding with the Harris County Public Probate Administrator.**

Chairman Zeis announced that approval of this item will authorize the President and CEO of HLB to execute a Memorandum of Understanding with the Harris County Public Probate Administrator (PPA) and the HLB to create a coordinated referral, education, and service model supporting residents navigating inherited real estate, probate, and title ownership matters.

Ms. Stoneham informed the Board that the HLB has legislative authority to clear clouded land titles. The PPA conducts monthly meetings along with the Harris County Clerk's Office and the Harris County Appraisal District, to educate Harris County residents regarding wills, trusts and estate planning.

The Public Probate Administrator provides legal case management for estates involving unknown heirs, unresolved probate matters, or properties at risk of disrepair or loss. HLB has developed a complementary initiative to support stabilization and temporary land banking for properties undergoing legal resolution.

The proposed Memorandum of Understanding provides for:

- Monthly Family Home Workshop events held across Harris County;
- Cross referral systems and intake coordination;
- Educational content, document preparation assistance, and court administration support; and
- Tracking of outcomes related to title clearance and land stabilization.

The proposed Memorandum of Understanding will formalize existing partnership work while expanding service delivery and capacity to meet public demand.

This proposed partnership with the PPA is needed to:

- Address widespread heirship land title issues impacting generational wealth;
- Reduce vacancy and blight caused by unresolved land title matters;
- Shift properties from legal title uncertainty toward stabilized ownership or redevelopment; and
- Improve legal access and awareness to Harris County residents.

The Memorandum of Understanding is structured to be non-financial and non-binding, ensuring independent authority while supporting aligned public outcomes.

Director Russell questioned whether there is any use of persuasion upon the landowners to sell their land to the HLB. Ms. Stoneham replied that the approach is not predatory but rather educational. Assistance is provided to residents to resolve land title issues due to fractional ownership among family members. She noted that no land has yet been purchased by the HLB after assisting residents with their ownership status.

Director Castillo made a motion to approve and adopt the Memorandum of Understanding with the Harris County Public Probate Administrator as amended to revise HLB Fund to read HLB, which motion was duly seconded by Director Morales-Diaz and approved with the unanimous vote of the Board.

d. **Consideration and Possible Action to Approve the Houston Land Bank 2025-2027 Houston Land Bank Recommended Builders.**

Ms. Stoneham announced that approval of this item will accept the READ Committee's recommended selection of the 2025-2027 Approved Builders. This will officially induct each of these builders into the Houston Land Bank Approved Builders List which will allow them to apply to purchase lots for construction of affordable homes through the HLB Traditional Homebuyers Program.

The HLB issued its Request for Qualifications (RFQ) for new builders and developers on October 10, 2025, and closed the solicitation on November 7, 2025. The 2025-2027 RFQ invited applications from new builders as well as current builders renewing their 2023 approvals. The HLB received thirteen submissions, however one submission was late and therefore not considered for approval. Of the twelve eligible submissions, eight were from new applicants and four were from current HLB Approved Builders seeking to renew their status (required every two years).

Ms. Stoneham stated that three HLB staff members reviewed the submissions and recommended approving seven of the twelve builders who scored high enough during the evaluation process. She noted that the cutoff score was 74. The proposed list of recommended builders was submitted to the Executive Committee for review, with staff recommending these builders for participation in the HLB Traditional Homebuyer Program through the end of 2027. The list of recommended builders includes:

East Street Construction
Europa Homes Construction
Houston Habitat for Humanity
JWTC James W Turner Construction, Ltd.
KA Harrell Enterprises of Houston LLC
New Community Construction LLC
Park Street Homes

The approved builders will then be eligible to apply to purchase HLB lots for the construction of affordable homes. Ms. Stoneham noted that the list of approved builders includes three existing builders and three new builders while six current builders will be dropping off the list, however the pool of builders is getting better.

Director Castillo made a motion to approve the 2025-2027 Houston Land Bank Recommended Builders, which motion was duly seconded by Director Cole and approved with the unanimous vote of the Board.

VII. Executive Session

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

VIII. Board Member Comments

Director Collins asked how many HLB houses were built this year. Ms. Albrow reported that fourteen houses were sold this year in the HLB Traditional Builder Program. She noted that thirteen houses are currently under construction with two of those to be completed this month.

IX. 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 12:39 p.m. upon the motion of Director Morales-Diaz which was duly seconded by Director Russell 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 ____________, 2026.

____
Secretary

Signature: Elaine Morales
Elaine Morales (Aug 27, 2026 10:18:21 CDT)
Email: elainemoralesdiaz@gmail.com

HLB Regular Meeting Minutes December 2025 Approved on January 26 2026

Final Audit Report 2026-08-27

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