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

April 20, 2026

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, April 20, 2026 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	Rickie Bradshaw
Francisco Castillo	Chrishelle Palay
David Collins	Thomas Simpson
	Janae Ladet-Gardner

Board members not in attendance were Ge'Juan Cole, Elaine Morales-Diaz, Marilyn Muguerza, and Dwantrina Russell. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; LaTosha Okoiron, in-house counsel and Compliance Manager of 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; Gracie Saenz, Outside Legal Counsel for the HLB; Mark Glanowski (Paralegal) of Winstead PC; and Kadiatou Fofana, an independent contractor for the HLB.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:08 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. March 23, 2026, Board Meeting

Chairman Zeis noted that the minutes for March 23, 2026, 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 March 23, 2026, which motion was duly seconded by Director Ladet-Gardner approved with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked everyone for attending today's meeting. He then thanked the HLB staff for coordinating the groundbreaking event for HLB's Fortified Home located at 3411 Farmer Street in the Fifth Ward of Houston. He mentioned that the event was attended by representatives from Auburn University, Fannie Mae, and IBHS Insurance.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met earlier this month to discuss the items on the Board meeting Agenda. He then stated that the Executive Committee also discussed the update on the HLB Fiscal Budget, the lot replats, and the compliance status on the homebuilders.

b. Finance Committee: Ricky Bradshaw

Director Bradshaw reported that the Finance Committee met to discuss non-funded operations under the original contract with the City of Houston including invoicing and reimbursements. He stated that the Finance Committee also discussed the Brownfield Cleanup Grant which will move forward to the spending phase. The Committee will then reconvene to go over the financial budget and finalize it next month. Lastly, he mentioned that Director Cole and Director Simpson have joined the Finance Committee.

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

Director Palay reported that the Partnership and Program Development Committee met last week to discuss the following matters:

- Disposition strategy for irregular shaped lots which cannot be used for affordable houses
- Pipeline for faith-based development of affordable houses
- EPA support for fee development
- Tax exempt land for church development of lots
- Sunnyside landfill engagement
- Hosting a tax foreclosure sale field trip
- Acceptance of 90% of fair market value on current and future City of Houston invoices

Lastly she noted that the Harrisburg RFP is closing May 15, 2026.

d. Real Estate Acquisition and Disposition Committee: Francisco Castillo, Chair

Director Castillo reported that the Real Estate Acquisition and Disposition Committee met on April 9, 2026, to discuss the inventory of lots to dispose of due to access and irregular shaped lot challenges which prevent them from being utilized for construction of affordable homes. He also reported that the Committee discussed pre-development work at church owned sites and resolution of the fair market valuations for City of Houston invoices in order to satisfy HLB operational fees. He mentioned that HLB staff recommended a 90% fair market valuation for the City of Houston NHDP invoices.

Ms. Stoneham noted that during the transition of staff among HLB and the Houston Housing Department there was a misunderstanding of the terms and conditions Contract regarding the fair market value going forward.

Director Bradshaw asked if the acquisition strategy is being adjusted to avoid acquiring lots which cannot be developed into affordable houses. Ms. Stoneham stated that HLB is not currently acquiring real estate due to its budget constraints.

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

Ms. Okoiron reported that the Procurement and Oversight Committee did not meet prior to this meeting but will meet later this month to update the status of the bids submitted for the RFP for legal services for Brownfields and a new RFP issued on March 16, 2026 for a development partner in connection with the 7811 Harrisburg Boulevard project which will close in mid-May.

VI. Board Action Items

a. **Consideration and Possible Action to Approve the additional funding for the Adaapta Scope of Work – Reuse Planning for the HLB.**

Ms. Stoneham announced that approval of this agenda item will authorize the President and CEO to execute Contract Amendment #1 with Adaapta, LLC, increasing Adaapta's authorized budget under the EPA Brownfields Community-Wide Assessment (CWA) Grant by $14,272, from $185,500 to a not-to-exceed total of $199,772, to fund five additional reuse planning deliverables requested by HLB. She noted the remaining CWA Grant funding is sufficient to cover this increase and no additional HLB funds are required.

Ms. Stoneham reminded the Board that on December 9, 2024, the Houston Land Bank awarded Adaapta, LLC a contract to manage two EPA Brownfields grants as follows:

- Brownfields Cleanup Grant (former City of Houston Velasco Incinerator): authorized budget $473,500
- Brownfields Community-Wide Assessment (CWA) Grant, Northeast Houston and East End: authorized budget $185,500

While executing the CWA Grant work plan, the HLB identified five additional reuse planning services needed to advance the active projects. Adaapta submitted Contract Amendment #1 on April 7, 2026, to increase the CWA budget by $14,272 to cover these additional services. This amendment will not affect the Velasco Cleanup Grant budget.

This amendment will support two active HLB faith community partnerships and one brownfield priority site as follows:

- Greater Emmanuel Apostolic Church, Kashmere Gardens: Area-Wide Plan ($20,000) and Site-Specific Reuse Plan for one priority site ($5,000)
- New Pleasant Grove Missionary Baptist Church: Area-Wide Plan ($20,000) and Site-Specific Reuse Plan for one priority site ($5,000)
- 6500 Supply Row: Reuse Plan ($30,000)

Ms. Stoneham advised that to fund these additions within the existing CWA Grant allocations, $51,977 is being reallocated from Task 1 (Community Engagement) to Task 3 (Brownfields Inventory and Reuse Planning). The community engagement activities previously budgeted under Task 1 will now be covered by leveraged funding and the net increase to HLB's total EPA budget will be $14,272.

This amendment will fund five deliverables directly tied to active HLB projects and faith community partnerships. All costs are covered within the existing EPA CWA Grant funds. These reuse planning products support HLB's EPA grant compliance obligations and strengthen the base for future Brownfields cleanup and development funding. No HLB operating funds will be required.

Ms. Stoneham stated that community engagement funding included in the budget which was prepared prior to the work was set to high. Director Bradshaw asked if there is any downside to the shifting of funds from the community engagement portion of the budget to the reuse planning allocation in the budget. Ms. Stoneham replied that this reallocation of funds will not reduce any of the community work.

Director Castillo made a motion to approve the additional funding for the Adaapta scope of work, which motion was duly seconded by Director Bradshaw and approved by the unanimous vote of the Board.

b. **Consideration and Possible Action to Approve and Authorize the 2026 Smart Growth American Faith-Based Housing MOU between Smart Growth America and the Houston Land Bank.**

Ms. Stoneham announced that approval of this agenda item will authorize the HLB to execute a Memorandum of Understanding with Smart Growth America for the Vanguard Conversation: Faith-Based Housing as an Advocacy Strategy. The Memorandum of Understanding defines the responsibilities for both parties in connection with the Vanguard Conversation Convening scheduled for August 13-14, 2026, in Houston, Texas. The first day of the convening will be a panel and conversation. On the second day there will be a tour of the churches which have activated their faith-based housing in Houston.

Smart Growth America (SGA) is a national nonprofit convening organization advancing responsible land use and housing policy. SGA invited the Houston Land Bank to serve as the local co-host for the 2026 Vanguard Conversation Convening on faith-based housing.

Ms. Stoneham noted that part of this convening will include a toolkit for faith based housing and an assigned workshop with one of the churches on how to activate faith-based housing.

This partnership directly advances three HLB priorities:

- Faith Community Land Strategy: Greater Emmanuel Apostolic Church (Kashmere Gardens) will serve as a live case study for the NOMA-led design charrette on August 13, 2026. New Pleasant Grove Missionary Baptist Church is another church in the target site. The design outputs will then become a national toolkit to be distributed by Smart Growth America.
- National Positioning: This will establish HLB as a recognized practitioner voice in faith-based land activation before a national audience of housing leaders, architects and planners.
- Fund Development: Direct visibility with national foundations and philanthropic partners aligned with HLB Fund's development goals.

MEMORANDUM OF UNDERSTANDING TERMS

HLB Role	Local convening co-host. Secure venue, catering, and language services. Coordinate August 14 site visit and bus tour. Contribute to agenda and documentation.
SGA Role	Lead design, execution, and facilitation. Manage full program budget. Produce post-convening documentation and national toolkit.
HLB Stipend	$4,000 total. Payment 1: $2,000 upon execution of the Memorandum of Understanding. Payment 2: $2,000 upon program close.
HLB Financial Obligation	None. The SGA will cover all program costs. HLB only receives funds.

The Vanguard Conversation will elevate HLB's church proposals to a national practitioner audience to cultivate relationships with national foundations.

Director Ladet-Gardner recommended that the HLB not duplicate efforts. Ms. Stoneham noted that these two churches have completed the training and need to execute what they learned. She also mentioned that the HLB has a pool of development consultants that the churches will have access to.

Director Ladet-Gardner then made a motion to approve the 2026 Smart Growth American Faith-Based Housing Memorandum of Understanding which motion was duly seconded by Director Simpson and passed 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 houses have been constructed under the Traditional Home Program. Ms. Albrow reported that 6 houses have been completed but not yet sold, and 9 houses are under active construction.

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 12:49 p.m. upon the motion of Director Castillo which was duly seconded by Director Ladet-Gardner and passed with the unanimous vote of the Board.

<u>Minutes Prepared By</u>:
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 14:34:56 CDT)
Email: elainemoralesdiaz@gmail.com

HLB Regular Meeting - April 2026

Final Audit Report 2026-08-27

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