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

February 13, 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 4410 Reed Road, Classroom 2127, Houston, Texas, on Thursday, February 13, 2025 at 12:00 p.m. Written notice of the rescheduled 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	David Collins
Matt Zeis	Chrishelle Palay
Francisco Castillo	Janae Ladet
Gejuan Cole	Dwantrina Russell

Board directors absent were: Marilyn Muguerza and Tonzaino Bailey. Others in attendance included: Christa Stoneham, Chief Executive Officer/President 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, Operations Manager for the HLB; Charles Keys, Asset and Disposition Manager for the HLB; LeKendra Drayton, Administrative Assistant for the HLB; Graciela Saenz, outside legal counsel to the HLB; Mark Glanowski (Paralegal) and Leigh White (Legal Assistant) of Winstead PC.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:16 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 present for this meeting.

II. Public Speakers & Registered Attendees

Nothing to report.

III. Consideration and Adoption of Meeting Minutes

a. December 02, 2024 Board Meeting

Chairman Zeis then announced that the minutes for the December 2, 2024 regular meeting of the Board were previously circulated for review and comment. He asked if there were any comments and/or changes for discussion to such minutes.

Director Castillo then made a motion to approve the minutes as written of the Board meeting held on December 2, 2024, which motion was duly seconded by Director Palay and passed with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked everyone for attending today's meeting. He then introduced Gejuan Cole who was appointed by the Houston Independent School District to replace Director Bess. He then wished everyone a Happy Valentine's Day and Black History Month.

V. Newly and Re-appointed Board Members: Sweating-in and Oaths

Ms. Saenz conducted the swearing-in and oath of office ceremony for Gejuan Cole for the position of director to the Board.

VI. President's Greeting: Christa Stoneham

Ms. Stoneham discussed the information included in the high-level rough draft of the HLB Annual Report as shown on the PowerPoint presentation to the Board. She noted that this report was assembled to include matters of significant interest which occurred during the year such as the engagement of 2,000 community members, procurement of 31 home builders, the sale of 31 lots, addressing 117 title issues affecting certain lots, and handling 149 legal projects. The report also highlights the Community Purpose Program which was created to find a purpose for lots which are adversely affected by accessibility, size and/or flood zones, along with the launching of the Finding Homes Program. The report also includes information concerning the status of the grant from the EPA to address the toxic ash concerns at the Velasco site. Lastly, she mentioned that next Friday she will be conducting the Annual Report Presentation.

VII. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met in January 2025, to discuss the agenda items for today's meeting as well as the status of the replats of larger lots which are expected to be ready by the end of March. These Replats should provide 5-10 lots which will be available by June 2025. Discussed the acquisition of undeveloped lots in the Settegast area and the status of builder compliance data. As of January 2025, there are currently 34 lots in development with 23 being out of compliance with only 4 of those considered as non-compliant. With regard to the Velasco toxic ash site, the EPA funds may be frozen under the new administration and court rulings. Therefore, he stated that the HLB will proceed cautiously with regard to the remediation work for this environmental site.

b. Finance Committee: Open, Chair

Chairman Zeis reported that the Finance Committee met to discuss changes to the 2025 fiscal year budget. He then noted there is now an open Chair seat for the Finance Committee as Director Bess is no longer on the Board, and stated that applications are currently being accepted for this position.

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

Director Palay reported that the Partnership Committee met in January and began review of the applications submitted for the Community Purpose Lots. The Committee is moving forward with scoring of these applications and requested three Board members to assist with the review of the applications. Chairman Zeis stated that he would assist with the review of the applications. She then reported that public hearings are scheduled for the Knowles Street replat as well as the Bennington replat project which were submitted for approval last month. Director Palay stated that the replat for Laura Koppe has now been approved. She is awaiting on feedback with regard to the Fifth Ward Volunteer Location program cancer clusters project. President Christa stated she was in attendance for the HUD Choice Planning session for the North Houston community project.

d. **Real Estate Acquisition and Disposition Committee: Tonzaino Bailey, Chair**

Chairman Zeis reported that the Real Estate Acquisition and Disposition Committee met last month to discuss the status of the replats for certain large lots and possible land acquisitions.

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

Director Morales reported that the Procurement and Oversight Committee met earlier in the month to discuss three procurements, two of which are on the action items list for Board approval on today's Agenda. There were three applications submitted for the tree trimming and tree removal RFP, one of which was incomplete due to lack of required documentation. She noted that there will be no action today with regard to the Community Marketing Support Services RFP.

VIII. Board Action Items

a. **Consideration and Possible Action to Approve the 2024 Houston Land Bank Tree-Trimming and Tree-Removal Service Providers per the Request for Proposals for Tree-Trimming and Tree-Removal Services as posted on December 03, 2024. And reissued January 08, 2025.**

Chairman Zeis announced that approval of this agenda item will authorize the Houston Land Bank to contract with the vendor submitting a successful application as described under the Houston Land Bank Request for Proposal (RFP) for Tree Trimming and Tree Removal Services issued on December 3, 2024, and reissued on January 8, 2025.

The Houston Land Bank sought proposals to provide tree-trimming and tree removal services on HLB owned lots for a two-year period beginning March 1, 2025, with the option to extend the contract for two additional one-year terms.

The HLB received two submissions for this RFP as shown below:

1. Olive Tree Services – failed submission due to not submitting the required documents.

2. Remodel HTX LLC – passed with a 85/100 score.

There were three submissions, one of which was incomplete due to lack of required documentation. Out of the two remaining submissions, only Remodel HCX LLC met the criteria with a successful score. Chairman Zeis noted that the approval of this Agenda item will facilitate the removal of the tree debris caused by Hurricane Beryl last July.

Director Morales made a motion to approve the application of Remodel HCX LLC for tree-removal and tree-trimming services, which motion was duly seconded by Director Palay and approved with the unanimous vote of the Board.

b. **Consideration and Possible Action to Approve the 2024 Houston Land Bank Marketing and Brokerage Services for sale of Affordable Homes Providers per the Request for Qualifications for Broker Services as posted on November 06, 2024.**

Ms. Stoneham announced that approval of this agenda item will authorize the Houston Land Bank (HLB) to contract with the successful applicants as described under the Houston Land Bank Request for Qualifications (RFQ) for Broker Services as posted on November 03, 2024 for the HLB -NDHP program.

The Marketing and Brokerage Services for Sale of Affordable Homes was posted on November 6, 2024, and closed on December 20, 2024. There were fourteen submissions; two were deemed incomplete due to missing documentation. HLB staff graded the remaining twelve submissions, as shown below:

A2Z Real Estate Consultants	Score : 93.33% (successful bidder)
Ace Realty	Score: 54.00 % (unsuccessful bidder)
Atlas International Realty	Score : 63.33% (unsuccessful bidder)
Casa Bonilla Realty LLC	Score: 89.00 % (unsuccessful bidder)
Collective Realty Co	Score: 71.67 % (unsuccessful bidder)
Exit Realty 360	Score: 94.00 % (successful bidder)
Exp Realty Nextgen Real Estate	Score: 62.67 % (unsuccessful bidder)
The Larios Home Group	Score: 75.00% (unsuccessful bidder)
Supreme Royalty Real Estate	Score: 87.33% (unsuccessful bidder)
TAS Realty Group	Score: 100.00% (successful bidder)
Texas Signature Realty	Score: 79.67% (unsuccessful bidder)
Walzel Properties	Score: 96.67% (successful bidder)

HLB Staff selected those bidders who achieved a minimum score of 90% based on the projected number of houses anticipated to be completed within the contract term. There did not appear to be a need to approve the maximum number of five as posted per the RFQ. Approving the highest-scoring bidders allows HLB to have the capacity to maintain transaction timelines and expectations and ensures that selected brokers have sufficient opportunities.

Ms. Stoneham noted that this RFQ closed on December 20, 2024 with fourteen submissions two of which were deemed incomplete. Out of the remaining submissions, A2Z Real Estate Consultants, Exit Realty 360, TAS Realty Group, and Walzel Properties were selected for approval by the Board.

Director Ladet made a motion to approve A2Z Real Estate Consultants, Exit Realty 360, TAS Realty Group, and Walzel Properties for marketing and brokerage services, which motion was duly seconded by Director Castillo and approved with the unanimous vote of the Board.

c. **Consideration and Possible Action to Approve the Land Banking Interlocal Agreement between Harris County and the Houston Land Bank.**

Chairman Zeis announced that this Agenda item will be tabled for quorum as Director Castillo is employed by Harris County.

d. **Consideration and Possible Action to Accept and Acknowledge Subrecipient Agreement under the American Rescue Plane (ARPA) with Harris County.**

Chairman Zeis announced that this Agenda item will also need to be tabled for quorum as Director Castillo is employed by Harris County.

e. **Consideration and Possible Action to Authorize the Ratification of the Acquisition of 5922 Bobby Burns St. (HCAD 0122660000003), 5926 Burns St. (HCAD 0122660000002), and 5930 Bobby Burns St. (HCAD 0122660000001).**

Chairman Zeis announced that ratification by the Board of Directors for inclusion of these properties in the HLB Inventory serves to outline the acquisition and acceptance of three lots into the Houston Land Bank Inventory and to seek Board ratification for the subject transactions. Should the Board approve this action, HLB will move forward with closing the acquisition and moving the above-mentioned properties into the HLB inventory.

The properties to be acquired are described as follows:

- **Address**: 5922 Bobby Burns St, 5926 Bobby Burns St, and 5930 Bobby Burns St
- **Parcel IDs**: 0122660000003, 0122660000002, 0122660000001
- **Size**: 6,750 square feet each (50 x 135 feet)
- **Location Notes**:
  - Settegast area
  - Forested area with no road access.
  - Slightly outside the Phase 1 boundary of the Settegast study area.

After receiving approval from the Real Estate Acquisition and Disposition Committee and the Executive Committee, HLB entered into a contract for the acquisition of the lots on November 1, 2024. The acquisitions support HLB's mission of advancing community development opportunities in underserved areas.

As part of the due diligence process, HLB utilized funds from the Environmental Protection Agency (EPA) Assessment Grant to conduct environmental Phase 1 reports on each tract. The findings revealed:

- No recognized environmental conditions (RECs).
- No historical recognized environmental conditions (HRECs).
- No controlled recognized environmental conditions (CRECs).
- No significant data gaps.

The properties were purchased on January 17, 2025, at a cost of $40,000 per lot.

Director Cole made a motion to ratify each of the subject acquisitions, which motion was duly seconded by Director Russell and approved with the unanimous vote of the Board.

f. **Consideration and Possible Action to Approve Houston Land Bank Mid-Year FY 2025 Budget Revisions.**

Chairman Zeis announced that approval of this action item will allow HLB to make necessary adjustments to the current Fiscal Year 2025 Budget, ensuring that departmental allocations reflect actual revenue and expenditures, address funding changes, and align financial resources with organizational priorities. These revisions will ensure fiscal responsibility while responding to emerging needs and maintaining operational efficiency across all departments.

Although mid-year budget revisions are not explicitly required by the city of Houston, the Houston Land Bank assesses the need for such adjustments based on significant operational or financial changes. In January 2025, the HLB Finance Committee convened to review staff-prepared budget revision proposals. Following this review, the Finance Committee approved a recommendation to present the Fiscal Year 2025 Budget revisions for Board approval.

Key Budget Revision Areas
Highlights include:

- Total projected revenues are $2,705,299.
- Total projected expenditures are $3,285,407.
- Total change in reserves is -$780,108 (a 24% decrease).
- Significant department revisions:
  - Traditional Program
    - Round 8 Sales: Net change: -$573,987
  - Operations
    - Operations Agreement: Net Change: -$763,900

Director Mendez announced the changes in the 2025 fiscal budget is due to changes for the Traditional Home Program and HLB Operations Agreement. Currently, $750,000 is currently in negotiation with the City of Houston in place of the original $1,500,000.00. Director Cole asked if the Board will revisit the sale of houses at market value. President Stoneham confirmed this matter will be revisited under a new approach. The Board will revisit some of the properties in the 100-year flood plan and look into selling them at market rate. There will also be a realignment and repricing of homes that are currently for sale. Ms. Stoneham mentioned that HLB is also reviewing lts located in the 100-year flood plain and requesting its real estate brokers to list those lots publicly as HLB will not be constructing affordable houses on those lots.

Director Ladet made a motion to approve the Fiscal Year 2025 budget revisions, which motion was duly seconded by Director Palay and approved with the unanimous vote of the Board.

g. **Consideration and Possible Action to Approve Houston Land Bank to Submit Application and Proposal for 2025 The Thriving Communities Grant**

President Stoneham announced the proposal to submit an application to the locally based Bullard Center for Environmental and Climate Justice at Texas Southern University. The grant will support a range of community-based environmental initiatives. HLB proposes to apply for funding under Tier III (Competitive Development and Implementation Projects) for $350,000 over two years.

Approval of this agenda item will authorize the Houston Land Bank to submit a grant application to the Bullard Center for Environmental and Climate Justice at Texas Southern University for funding under the Environmental Justice Thriving Communities Grantmaking (EJTCGM) Program. If awarded, HLB will be authorized to receive and manage the funds for the implementation of projects that align with the grant's purpose of advancing environmental justice, addressing pollution, and enhancing local community health and resilience.

The Bullard Center, as one of eleven designated EPA Grantmakers, is administering a $40,000,000.00 fund over three years to support environmental justice initiatives in EPA Region 6 (including Texas). This funding is part of the Inflation Reduction Act (IRA), aimed at ensuring historically disadvantaged communities receive the necessary resources to mitigate environmental challenges.

Grants will support a range of community-based environmental initiatives, including:

- Brownfield cleanups and revitalization efforts
- Environmental workforce development
- Air quality monitoring and asthma-related interventions
- Illegal dumping remediation
- Climate resilience and disaster preparedness

HLB proposes to apply for funding under Tier III (Competitive Development and Implementation Projects) for $350,000 over two years to implement targeted environmental justice and community redevelopment initiatives in alignment with its mission.

Director Palay made a motion to approve submitting the application, which motion was duly seconded by Director Morales and approved with the unanimous vote of the Board.

IX. Executive Session

No need for any items to go in 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 1:05 p.m. upon the motion of Director Morales 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 __________, 2025.

____
Secretary

Signature: Elaine Morales
Elaine Morales (Aug 27, 2026 10:19:06 CDT)
Email: elainemoralesdiaz@gmail.com

HLB Regular Meeting Minutes February 2025 Appoved April 10 2025

Final Audit Report 2026-08-27

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