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

April 10, 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 Sunnyside Multi-Service Center located at 4410 Reed Road, Classroom 2127, Houston, Texas, on Thursday, April 10, 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	David Collins
Matt Zeis	Chrishelle Palay
Francisco Castillo	Marilyn Muguerza
Ge'Juan Cole	

Board directors absent were: Tonzaino Bailey, Janae Ladet and Dwantrina Russell. 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; 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 12:40 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. February 13, 2025 Board Meeting

Chairman Zeis then announced that the minutes for the February 13, 2025 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 February 13, 2025, which motion was duly seconded by Director Muguerza and passed with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked everyone for attending today's meeting. Chairman Zeis then stated that he met with the City of Houston Housing Department to discuss the NHPD housing program which is selling 3 bedroom/2bath houses for $300,000.00. Director Morales-Diaz asked if the NHDP considers the HLB as its acquisition arm.

V. 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 the HLB raised $8,700,000.00 last year from grants, sponsors and banks and is currently working on 3-4 grant applications.

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 HLB Annual Report Presentation.

VI. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met the previous week to discuss Agenda Item E, the consideration and possible action to approve the 2025 program updates for the Houston Land Bank Traditional Buyer Program. The Committee discussed the proposed increase of lot sale price and the home sale price by $50,000. The proposed increase is due to the increase in the cost of materials and labor for construction of affordable houses. Chairman Zeis then announced that Tonzaino Bailey submitted his resignation from the Board as he has taken a new employment position. Lastly, he mentioned that the Board will need to schedule a retreat to discuss Board

b. Finance Committee: Open, Chair

Chairman Zeis reported that the Finance Committee did not meet. He stated that Mr. Mendez circulated the updated budget information.

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

Lindsey Williams reported that the Partnership Committee did not meet in March, however the Committee is still actively reviewing the applications submitted for the Community Purpose Lots. The Committee is slated to begin discussions, agreements, and lot matching in May. Coordination with parties that are using the community lots has been initiated as well as site walk throughs. The Committee was able to get updates on the current use of the community lots aligning with the purpose of the Houston Land Bank imitative. Director Williams also announced the Finding Home initiative will hold a design scheme presentation to Neighborhood Advisory Committee on April 30, 2025. IBHS and Smart Home America will hold a presentation and training session for the HLB procured professionals on May 21, 2025. Ms. Williams mentioned that Dr. Laura Schaefer and Dr. James Elliott from Rice University attended the Juice and Justice meeting that was held on March 27, 2025, and shared information about the DLE funded project exploring placement of solar installations on urban Brownfields. Dr Schaefer and Dr. Elliott are seeking a partnership with the HLB on upcoming work and grant applications. The theme of their project is Brownfields to Brightfields.

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

Donesha Albrow reported that the Real Estate Acquisition and Disposition Committee met March 26, 2025 to discuss requests submitted by an out of compliance builder who would like to use a new floor plan and proforma for modular homes. The Committee is reviewing the new construction cost submissions submitted by this home builder for more insight on the requested house sale price increases which are higher than the Traditional Home Builder guidelines. The Committee also updated the guidelines for home builders and the lot scoring rubric that will now be included in the home builder pamphlet upon Board approval.

Ms. Albrow reported that the READ Committee is also considering listing for sale the lots and houses that were not sold during the recent Round 8 Lot Sales. She stated that the READ Committee is actively looking into selling the replatted lots, three of which are located on Carver Road and six on Laura Koppe Road. She then noted that the Committee is in the process of negotiations with a realtor to acquire a lot in the Fifth Ward that is currently landlocked by other lots owned by the HLB. The Committee also discussed the status of the replats of 3 lots pending approval from the Board. She then mentioned that the READ Committee is currently negotiating with a local church to sell the HLB lot the church is currently using as a parking lot.

Lastly, Ms. Albrow reported that the READ Committee held a community meeting to review the survey results and receive feedback from the residents of the Fifth Ward community with regard to two site plans prepared by Perkins and Will.

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

Director Morales-Diaz reported that the Procurement and Oversight Committee met March 31, 2025 to discuss the submissions for the Community Marketing Support Services RFP that was issued earlier this year. There were thirteen submissions with Allison McFarlane Inc, Five and Two Marketing LLC, and Medley Inc being selected as the successful bidders. The Committee also discussed the RFQ for Market Analysis & Feasibility Services, with generated two submissions. She noted that the Lorannette Group Compass Real Estate was selected as the successful bidder. For replat services, the Committee chose CGEA to prepare the plans.

Lastly, she reported that the Committee is currently working to revise the language in the draft for the EPA grant procurement in order to align with the new requirements, guidelines, and mandates for diversity, equity, and inclusion.

VII. Board Action Items

Chairman Zeis requested a motion be made to discuss and approve the Board Action Items out of order. Director Castillo made a motion to allow the Board to discuss and approve the Board Action Items out of order, which motion was seconded by Director Morales-Diaz and approved with the unanimous vote of the Board.

a. **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 lack of a quorum due to Director Castillo's employment with Harris County.

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

Chairman Zeis announced that this Agenda item will be tabled for lack of a quorum due to Director Castillo's employment with Harris County.

c. **Consideration and Possible Action to Approve and Authorize the CEO/President of the Houston Land Bank to execute a one-year extension to the Option Purchase Agreement between Houston Land Bank and the Trinity East Village CDC/NHP Foundation.**

Ms. Stoneham announced that this Agenda action item will authorize the HLB to extend and renew the current option to purchase agreement made between the Trinity East Village CDC/ NHP Foundation and the Houston Land Bank with regard to senior housing. She noted that Section 3 of the current option agreement allows for the extension of the option agreement, and the parties wish to renew and execute the option at this time.

He noted that the Trinity East Village CDC held discussions with the leadership of the City's Housing and Community Development Department and Houston Land Bank with regard to earmarking these lots for affordable rental development and transferring the lots. The proposed development has received widespread support among Third Ward community groups and residents therein. Organizations from the Third Ward Super Neighborhood to the Emancipation Economic Development Council have submitted letters of support for the development. In addition to the community support, The City of Houston Housing and Community Development has voiced no objection to this matter.

Director Collins made a motion to approve the one- year extension, which motion was duly seconded by Director Palay and approved with the unanimous vote of the Board.

d. **Consideration and Possible Action to Approve the Preliminary FY2026 Houston Land Bank Fiscal Budget.**

Chairman Zeis announced that this item will authorize the HLB to submit the proposed preliminary budget for Fiscal Year 2026 to the City of Houston, as required by local government corporation regulations.

The preliminary budget is based on historical costs and anticipated operational needs for the upcoming year. It includes administrative expenditures, staff salaries and essential operating expenses, as well as maintenance costs for HLB's real estate assets. The budget accounts for specific program activities and their associated costs, ensuring that financial planning aligns with the organization’s goals and ongoing initiatives.

Key Budget Revision Areas
Highlights include:

- Total projected revenues are $2,785,889.
- Total projected expenditures are $3,159,577.
- Projected net loss is $373,688
- Total projected capitalized expenditures: $200,000 (for inventory predevelopment only)
- Total change in reserves is -$573,688 (23% decrease).
- Significant department revisions:
  - Traditional Program
    - Round 9 Sales: Net change: $533,322.00
    - Harris County ARPA Grant: Net Change: $447,522.00
  - New Home Development Program
    - NHDP Disposition Revisions: Net Change: -$96,090.00
  - Finding Home Program
    - Fannie Mae and HCLT Grants: Net Change: $267,740.00
  - Operations
    - Operations Agreement: Net Change: -$214,731.00

Director Collins made a motion to approve the Fiscal Year 2026 budget revisions, which motion was duly seconded by Director Morales-Diaz and approved with the unanimous vote of the Board.

e. **Consideration and Possible Action to Approve the 2025 program updates for the Houston Land Bank Traditional Builder Program.**

Chairman Zeis announced that this item will revise the HLB Traditional Program Guidelines as reviewed and approved by the READ and Executive Committees to include a revised Home Sales Price Framework, add Builder Categories, add Lot Designations, revise the HLB Neighborhood Advisory Committee, and the HLB staff approved homebuilder proposal scoring rubric. As previously stated, the proposed price increase for lot sales is $15,000.00 and the proposed increase for house sales price will be $30,000.00.

The revisions are summarized as follows:

1. Home Sales Price Framework – The guidelines will now include an updated Home Sales Price Framework, which defines three price ranges along with corresponding construction specifications.
2. Builder Categories & Lot Designations—The new builder categories and definitions have been incorporated to clarify the various specialties and required qualifications for each builder category.
3. Proposal Scoring Rubric – Updates have been made to the HLB Neighborhood Advisory Committee and HLB staff-approved homebuilder proposal scoring rubric to refine the evaluation process.

He reiterated that these proposed changes have been reviewed and approved by both the READ Committee and Executive Committee.

Director Morales-Diaz made a motion to approve the 2025 Houston Land Bank Traditional Builder Program updates, which motion was duly seconded by Director Muguerza and approved with the unanimous vote of the Board.

f. **Consideration and Possible Action to Approve the highest scoring company submissions under the Houston Land Bank Request for Qualifications (RFQ) for Communications and Marketing Support Services, originally issued on January 03, 2025, and reissued on January 31, 2025.**

Ms. Stoneham announced that this action item will authorize HLB to enter into Communication and Marketing Service contracts with the three highest-scoring company submissions under the Houston Land Bank RFQ for Communications and Marketing Support Services.

The HLB issued an RFQ on January 3, 2025, for marketing, communications, event planning, and community engagement; after an additional needs assessment was completed internally, it was determined that the RFQ needed to be revised to better align with the organizational needs. The RFQ was revised to clarify and describe the requirements more accurately, and it was reissued on January 31, 2025. As a result of the RFQ, the following thirteen submissions were received:

Allison McFarlane Inc	Score: 96.00% (successful bidder)
Arete Public Affairs	Score: 87.67% (unsuccessful bidder)
Big Oak Tree Media	Score: 94.67% (unsuccessful bidder)
Creative AF Muze Marketing & Management	Score: 78.33% (unsuccessful bidder)
Five and Two Marketing LLC	Score: 100.00 % (successful bidder)
Innovating Marketing Group	Score: 94.67% (unsuccessful bidder)
Love Chain Productions	Score: 47.00% (unsuccessful bidder)
Medley Inc	Score: 100.00% (successful bidder)
Outreach Strategists, LLC	Score: 88.00% (unsuccessful bidder)
Spixel Media	Score: 0.00% (unsuccessful bidder)
TCF Professional Services, LLC	Score: 86.33% (unsuccessful bidder)

The Ty Robinson Real Estate Group	Score: 89.00% (unsuccessful bidder)
Wautashi Construction	Score: 0.00% (unsuccessful bidder)

If approved by the Board, the HLB will enter into service contracts with Allison McFarlane, Inc., Five and Two Marketing LLC, and Medley, Inc. for a term of two years, with one-renewal option of one year.

Director Castillo made a motion to approve entering into service contracts for marketing support with Allison McFarlane, Inc., Five and Two Marketing LLC, and Medley, Inc, which motion was duly seconded by Director Muguerza and approved with the unanimous vote of the Board.

g. **Consideration and Possible Action to Approve Lorannette Group Compass Real Estate as the successful bidder under the Houston Land Bank Request for Qualifications (RFQ) for Market Analysis & Feasibility Services as issued on February 07, 2025.**

Ms. Stoneham announced that this action item will authorize the HLB to enter into a Market Analysis & Feasibility Service Contract with Lorannette Group Compass Real Estate Company under the Houston Land Bank RFQ for Market Analysis & Feasibility issued on February 7, 2025 and which closed on March 7, 2025. This action is necessary to facilitate the review of market conditions and the highest and best use of sites as needed by HLB currently. As a result of the RFQ, two submissions were received. Upon approval of the Board, the HLB will enter into a service contract with Lorannette Group Compass Real Estate Company for a term of two years, with one-renewal option of one year.

After review and evaluation of the submissions, the following is a breakdown of the points received:

The Cole Group, LLC	Score: 70.00% (unsuccessful bidder)
Lorannette Group Compass Real Estate	Score: 90.00% (successful bidder)

Director Morales-Diaz made a motion to approve entering into service contracts with Lorannette Group Compass Real Estate, which motion was duly seconded by Director Castillo and approved with the unanimous vote of the Board.

VIII. Executive Session

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

IX. Board Member Comments

No comments.

X. 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 12:59 p.m. upon the motion of Director Collins 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 27, 2026 10:13:50 CDT)
Email: elainemoralesdiaz@gmail.com

HLB Regular Meeting Minutes April 10 2025 Approved September 11 2025

Final Audit Report 2026-08-27

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