

**LAND ASSEMBLAGE REDEVELOPMENT AUTHORITY  
MINUTES OF THE SPECIAL BOARD MEETING  
HOUSTON, TEXAS**

**January 23, 2009**

A special meeting of the Board of Directors (the “Board”) of the Land Assemblage Redevelopment Authority (“LARA” or the “Authority”), 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 in the Houston city Hall Annex Strategic Purchasing Conference Room, Tunnel Level, 900 Bagby Street, Houston, Harris County, Texas on Friday, January 23, 2009. Written notice of the meeting which included the date, hour, place and agenda for the meeting was posted in accordance with the Texas Open Meeting Act.

Board members in attendance were:

Reginald Adams, President  
Jeremy Ratcliff  
Curtis Lampley  
Richard Leal  
Rev. Steve Hall  
Stephan Fairfield

Board members absent were:

Teresa Morales, James Harrison III, Michael Harris, Rev. John W. Bowie, Antoinette Jackson, and Yoland Black Navarro

Others in attendance included: Steve Tinnermon, Agatha Collins and Norma Garcia of the Neighborhoods and Housing Division of the Mayor’s Office; Greg Erwin of Winstead PC, the Authority’s General Counsel; Chris Butler, Special Assistant to the Mayor of Houston for ; Lynn Henson of the City of Houston’s Planning and Development Department.

**I. Call to Order**

Mr. Reginald Adams, President, called the Special Board Meeting to order at 1:10 p.m.

Steve Tinnermon addressed those present of the resignation of Jim Lemond from Winstead PC. Mr. Lemond would no longer represent the LARA Board in the capacity as one of LARA’s Legal Counsel. Mr. Lemond had accepted a position as Chief

Administrative Manager, Facilities Management with Harris County. Reginald Adams extended words of appreciation for Mr. Lemond's service with the LARA Board.

Mr. Adams posed the question to Mr. Tinnermon, as to whether Winstead would hire another attorney to replace Mr. Lemond, or would Mr. Erwin take on the added responsibilities? Mr. Tinnermon responded that Mr. Erwin would be handling all LARA matters at this time. Mr. Erwin acknowledged he would be more than happy to take on the responsibilities added.

## **II. Consideration and discussion concerning the issuance of Solicitations of Offers for the sale of LARA lots for the construction of new affordable housing.**

Mr. Tinnermon expressed to those in attendance that the Mayor wants to expedite process in order to get high volume builders to come in and put more homes on the ground. In order to accomplish this the Mayor wants to streamline the program, to replace the current RFP process. The builder would view on line lots available, select/choose lots; send a solicitation letter along with their design specs and other miscellaneous material as required in the Exhibits.

The Builder Selection Committee reviews if the solicitations letter and criteria eligibility requirements have been met. If so, the Builder Selection Committee will approve and award a contract based on the plans and drawings.

Mr. Chris Butler further clarified that the two-page letter condenses the RFP and simplifies it for the builders. This help to cut down on some the complaints from the builders why they have not previously participated wit the program.

Mr. Jeremy Ratcliff asked Mr. Butler to further clarify exactly what were some of the builders' complaints. Mr. Butler gave the example, if a builder had a buyer that wanted to close on a particular and approval of the lot would not go before the board until the next month, the builder could potentially lose the buyer by not being able to close on the lot. With the "Solicitation Letter", Mr. Butler will review the builder's plans, the Builder Selection Committee will meet and deliberate on proposals of new builders to approve or deny. For builders currently participating in the program with a good track record, the Builder Selection would sign-off on an approval letter awarding a contract. The contract would be presented to the LARA Board for approval of the contract.

Mr. Reginald Adams asked Mr. Ratcliff if he was comfortable with the recommendation. Mr. Ratcliff's response was yes. Pastor Steve Hall agreed with the parameters as well.

Mr. Curtis Lampley asked if the current process\_\_\_\_\_the process? Mr. Butler explained with the award letter the builder does not have to wait thirty (30) days until the next LARA Board of Directors meeting for approval. Mr.

Lampley asked if the Builder Selection Committee approves design and cost? The response was

Mr. Reginald Adams asked that a standard form be established stating that the developer met all criteria as required by the specifications, signed-off on by the Builder Selection Committee to be submitted to the LARA Board. Mr. Stephan Fairfield embraced the idea. Additionally, Mr. Fairfield recommended for a “design guideline” general parameters be developed for the builder to follow. In-doing so, the developer would know exactly what is expected of him and can use a tool to enable him to qualify and meet the standard guidelines. Mr. Fairfield submitted to all present to review an example of San Jose guidelines that possibly could be used to mirror a standard template for LARA. Mr. Fairfield suggested that perhaps Rice University, Texas Southern University or The University of Houston could take on as a project to design.

Mr. Adams said it was a good idea but requested the review and input of the community then perhaps incorporate new ideas. Mr. Tinnermon agreed with Mr. Adams that often when you give a project such as this to an outside entity they have a tendency to “Build what sells.” LARA’s goal is to keep a balance. Mr. Adams’ response was that the “Board Rules.”

Mr. Richard Leal asked if the process could be done without getting bogged down not taking away from the current direction

Mr. Reginald Adams asked Mr. Fairfield to communicate with Steve Tinnermon, Special Assistant to the Mayor for Neighborhoods and Mr. Greg Erwin, General Legal Counsel with Winstead PC. Mr. Adams addressed a question to Mr. Chris Butler, Special Assistant to the Mayor for Redevelopment of Neighborhoods if Mr. Butler was agreeable with the recommendation and this might impact his responsibilities? Mr. Butler’s response, it was not a problem.

Reverend Steve Hall inquired as to how “new lot” versus “replacing a lot” for a builder will work?

Mr. Curtis Lampley asked, if each plan submitted by the builder, is reviewed by the Builder Selection Committee? Mr. Jeremy Ratcliff, Chairperson for the Builder Selection Committee was yes. Mr. Butler added that if a builder changes plans, it goes back to the Selection Committee for review and approval. Mr. Ratcliff indicated new builders are under more scrutiny. Mr. Tinnermon indicated the Builder Selection Committee check with the Better Business Bureau and do background checks.

Mr. Reginald Adams asked if there are any more question or comments. Mr. Stephan Fairfield asked that the board members re-visit on being more builder-friendly.