

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

**May 29, 2015**

A meeting of the Board of Directors ("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 City Hall Annex Council Chambers at 900 Bagby Street, Houston, Harris County, Texas, on Friday, May 29, 2015 at 2:08 p.m. Written notice of the meeting, which included the date, hour, place and agenda for the meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

LaTricia Williams	David Collins
Nicholas Hall	Jeremy Ratcliff
Carol Galloway	Faith Jackson
Curtis Lampley	Pastor Isaac Matthews
Pastor Steve Hall	Vincent Marquéz

Board members absent were, Stephan Fairfield, Antoinette Jackson, and Dallas Jones.

Others in attendance included: Yvonne Cantu and Norma Garcia of the City of Houston Housing and Community Development Department; Chris Butler of the Mayor's Office, Mark Glanowski (Paralegal) of Winstead PC; Gracie Saenz, attorney for the Authority; Lynn Henson of the City of Houston Planning and Development Department, and Judy Tingle.

**I. Call to Order and Roll Call**

Chairman Collins called the meeting to order at 2:08 p.m. A roll call of the Board members in attendance immediately followed.

**II. Approval of Minutes of April 24, 2015**

Chairman Collins asked if there were any questions and/or comments with regard to the minutes drafted for the April 24, 2015 Board of Directors meeting. Mr. Marquéz made a motion to accept the minutes as written which motion was duly seconded by Pastor Hall and carried by unanimous vote of the Board.

**III. Reports**

**(a) LARA Financial Report – March 2015**

Jeremy Ratcliff summarized the highlights of the March 2015 financial report and noted that the invoices for this month and next month for weed cutting and debris removal maintenance

for the LARA lots will be higher because of the significant rainfall this week and should be monitored. He stated that the Finance Committee met last Thursday and noted that the engagement letter with the auditor has been executed. Mr. Ratcliff then made a motion to approve the Financial Report for March 2015, which motion was duly seconded by Mr. Lampley and carried by unanimous vote of the Board.

**(b) Other Updates**

Nothing to report.

**IV. LARA Committee/Construction Reports**

**(a) Executive Committee**

Pastor Hall summarized the actions taken during the meeting of the Executive Committee which was held just prior to the Board meeting. He mentioned that item VI of the Agenda was tabled until city staff and legal counsel can assess the results of splitting Lots 5 and 6, Block 20 of Highland Heights which were purchased as one parcel.

**(b) Builder Selection Committee**

Nicholas Hall stated that the Builder Selection Committee met with representatives of Houston Habitat for Humanity with regard to a project to build houses and rehabilitate adjacent homes on Sexton Street in the Settegast neighborhood. The recommendation of the Builder Selection Committee was to support this project with Houston Habitat for Humanity. The Builder Selection Committee will draft an agenda item for the lot acquisition contract with regard to these lots for the next meeting.

**(c) LARA/Houston Hope Construction/Production Report**

Mr. Butler reported that LARA approved 451 lots for sale to builders, and of those has now sold 320 lots to builders upon which affordable housing has been constructed and sold to home buyers, presently three houses are now under construction, and 20 houses are complete and available to be sold to homebuyers.

**1. Ratification and acknowledgment of award of a LARA lot acquisition contract to Image Builders under Contract #051815 in Trinity Houston Gardens for construction of new affordable housing under the \$1 Lot Program**

Pastor Hall made a motion to approve the award of the Lot Acquisition Contract to Image Builders, which motion was duly seconded by Ms. Williams and carried by unanimous vote of the Board.

**(d) Marketing Committee**

Mr. Nicholas Hall stated that the Marketing Committee did not hold any formal meetings. There have been discussions with the Third Ward Community Cloth regarding redevelopment of

Emancipation Park and holding community fairs which LARA may attend to promote its affordable housing mission. He also mentioned that there have been discussions regarding employing a public relations firm to assist with marketing of LARA's housing for low income residents.

**(e) Planning Committee**

There was nothing to report with regard to the Planning Committee.

**(f) Bylaws Committee**

Ms. Williams stated that the current by-laws will be circulated to the Board members and that all comments and proposed changes must be submitted by the June meeting for review by the Bylaws Committee so that approval of the revised by-laws can be placed on the agenda of the July meeting. Chairman Collins recommended adding the proposed changes under the current by-law matter.

**V. Discussion of a potential partnership with Rebuild Houston (video presentation).**

Pastor Hall noted that the Executive Committee viewed a portion of the video presentation by Rebuilding Together Houston which provides free repair and renovation programs for elderly low-income, disabled and service veteran homeowners to make it possible for residents to live in their own homes independently and for longer periods of time. No action was taken with regard to this agenda item.

**VI. Consideration and possible action authorizing the splitting of a LARA parcel, HCAD #0162760200005, LTS 5 & 6 BLK 20, to sell only Lot 5 under the Right of First Refusal to Mr. & Mrs. Jose Ambriz.**

Pastor Hall reported that Lots 5 and 6, Block 20 of the Highland Heights subdivision were platted as separate lots therefore, it is not necessary to replat the lots in order to convey only Lot 5 to Mr. & Mrs. Jose Ambriz. Pastor Hall then made a motion to table this agenda item to allow staff and legal counsel time to examine the affects of this request upon Lot 6 and make a recommendation which motion was duly seconded by Mr. Lampley and carried by the unanimous vote of the Board.

**VII. Consideration and possible action authorizing the sale under the Right of First Refusal to Cedrick M. Washington for LARA lot, HCAD #0210730000003, LT 3 BLK 3, Independence Heights.**

Pastor Hall informed the Board that Mr. Washington's application satisfies all requirements needed for approval. Pastor Hall made a motion to approve the sale of Lot 3, Block 3 of Independence Heights to Cedrick Washington, which motion was duly recorded by Ms. Jackson and carried by the unanimous vote of the Board.

**VIII. Consideration and possible action authorizing the hiring of a Marketing & Communications Coordinator that has familiarity with the LARA program.**

Pastor Hall stated that the Marketing Committee recommended the hiring of Ms. Valerie Watson because of her experience with LARA marketing materials and use of social media sites to gain traffic and attention to LARA's programs. Mr. Marqu ez requested city staff to develop the proposal for preparing marketing materials and the budget including compensation for preparing the new marketing materials. Pastor Hall made a motion approving city staff to prepare a proposal for employing a marketing and communications coordinator to assist LARA with its marketing needs which motion was duly seconded by Ms. Williams and carried by unanimous vote of the Board.

**IX. Consideration and possible action authorizing participation in the Juneteenth Event at Emancipation Park, utilizing marketing funds to provide the booth fee, banner, marketing material and promotional items for distribution.**

Pastor Hall made a motion to approve the Marketing Committee to purchase materials and promotional items, including but not limited to a banner, and payment of the booth fee with regard to the Juneteenth Event at Emancipation Park in an amount not to exceed \$5,000, which motion was duly seconded Ms. Williams and carried by unanimous vote the Committee.

**X. Consideration and possible action authorizing the creation/publication of a quarterly newsletter.**

Pastor Hall stated that the quarterly newsletter will include homeowner success stories, builder of the quarter spotlight, recent development trends in a featured neighborhood, and upcoming events. There would be no costs associated with production of the newsletter which will be distributed electronically. No funding is associated with this matter. Pastor Hall made a motion approving creation of a quarterly newsletter which motion was duly seconded by Mr. Lampley and carried by unanimous vote of the Board.

**XI. Consideration and possible action authorizing for LARA to host a Fall Reception with a budget not to exceed \$5,000 from the Marketing Fund.**

Pastor Hall made a motion to approve the Marketing Committee to prepare a detailed plan and budget for LARA to host a Fall Reception, which motion was duly seconded by Ms. Jackson and carried by the unanimous vote of the Board.

**XII. Auction Update by Linebarger, Goggan, Blair & Sampson, LLP – May 2015.**

Chairman Collins stated the auction report is included in the package of documents distributed to each Board Member. No representative from Linebarger, Goggan, Blair & Sampson, LLP was present at the meeting to discuss the auction report.

**XIII. Chairman Comments**

Nothing to report.

**XIV. Board Member Comments**

Nothing to report.

**XV. Public Comments**

Ms. Judy Tingle, representing The Holy Temple Church of God in Christ, requested an 18 month payment plan with payments beginning June 30, 2015 concerning the purchase of the LARA lot at 8213 Brandon St. in Sunnyside Place. Mr. Butler sent her letter to Greg Erwin of Winstead PC for compliance with LARA policies, however, Mr. Erwin has been out of the office and has not yet had a chance to review the request for a payment plan.

**XVI. Adjournment**

Chairman Collins asked if there were any additional matters to be considered by the Board. Hearing none, the Board meeting adjourned at 2:27 p.m. upon motion of Ms. Williams duly seconded by Ms. Jackson and carried by unanimous vote of the Board.

Minutes prepared by:

Mark Glanowski of Winstead PC  
and Graciela Saenz of  
Saenz & Burkhardt, P.L.L.C.

Signed on the \_\_\_\_ of July, 2015.

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President