

Rochester Land Bank Corporation

Meeting Minutes

January 21, 2021

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin, Condensessa Brown, LaShay Harris

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Rianne Mitchell, Diane Powell, Cindy Castillo

The meeting was called to order at 3:06 pm by Dana Miller.

The minutes from the last meeting were distributed. All members agreed no corrections were needed. Kim Jones moved that the minutes be approved; LaShay Harris seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**. Not much activity for the month. Payments were made to EMS security for the monthly charges for Michigan Street; payments to County of Monroe for Deed recording for various properties; lawn mowing services fees for Michigan Street; a payment to CCCSR for HAPI; a reimbursement to Maritza Mejias for training and a payment to Rochester Housing Development Fund for 88 Tyler Street. Treasurer's Report shows no revenue coming in for the month. Reports distributed to all members for review.

The board's first item on the agenda of discussion was the **Foreclosure Update**. Paul Scuderi advised the City did not have a tax foreclosure sale held for 2020 due to the COVID pandemic and the restrictions implemented throughout the year. Primary source of the inventory of the RLB comes from the foreclosure sale. We have been working with the NYSLB Association and their general counsel who works out of the Syracuse LB and is in close contact with State offices. They have been pushing to allow some level of foreclosure to occur with very strict adherence to the fact we do not want to displace anyone especially with heavy financial burden due to COVID. A bill has been put forward that may have the possibility for a foreclosure action to be initiated allowing a foreclosure sale to take place in November. If things get back to some normalcy, we may be able to have said auction. Proposed legislation requires property must be noted as vacant on the State registry. Our Law Department is reviewing the bill and will get back to us with some information. Our Commissioner is very interested in this project and would like to see at least the vacant and abandoned (for years) properties sell in a small foreclosure that had nothing to do with COVID with taxes owing from three to five years. We would like to go after the troublesome properties and provide documentation of such vacancy. There is a chance that Scott Smith may return to the City for the foreclosure. If that happens, we may have him join RLB to assist us and/or advise us on the status of the auction. As of now, we do not have much inventory to offer anyone. We are working on some alternatives to acquire properties. We hate to wish for a foreclosure but if we transfer ownership of troublesome properties, this will help neighbors. We can demo houses that cannot be rehabbed and that are vacant by using the grant funds set for demolitions. A question was asked regarding the County and what were they doing. Paul advised he spoke to the County Director who informed him they are also in the same scenario as us. They would like to be able to conduct a small foreclosure as well. They are also reviewing things. Rianne mentioned her understanding from what NYLBA attorney John Sidd explained, you can start a foreclosure action but it could not be completed until the Governor's moratorium expired. If someone submitted the hardship certification, they would need to be removed. Paul confirmed there is some component of hardship that will protect any person who had hardship due to COVID that will remove the property from the foreclosure. Keeping the foreclosure at only vacant and abandoned properties, we will

minimize this. The County started their foreclosure action prior to COVID and almost completed their, sale but their foreclosure is much smaller than the City's. Rianne pointed out there are other options for acquisition using the grant funds but we may not have this type of funding again in another two years if it goes too far past. The grand funder, Enterprise, has opened the door for an extension to be filed for those funds but in the next quarter. They also would like to see where we are in the process but she doubts we will see the funds go further the end of this calendar year.

Paul went onto the next item on the agenda, **Acquisitions** and advised he wants to make sure all funds are used. He is looking at other possible forms of acquiring property and found one that was very interesting through the MLS. He discovered a portfolio of 14 properties being sold for \$1 Million+. Paul contacted the listing agent. The agent advised his client wants to sell all the properties at once and has entertained two previous offers which fell through. He is currently in discussion with a third potential buyer. Paul asked the agent if the seller would be interested in selling the properties individually. Agent advised initially he was not but he may be coming around to the idea of selling them individually. Paul will be following up with the agent to see the results of the third offer and if RLB may be able to acquire a few of the properties. Dana suggested that the seller may be interested in donating some of the properties to the Land Bank to obtain an opportunity for a tax deduction to offset the tax consequences of such a large sale. We could purchase some and he can donate some. Paul advised he will take that suggestion to the agent. Paul stressed that we are always looking for different ways to acquire new properties and asked that if anyone hears anything to please pass along the information.

The next item on the agenda was **Ad Hoc Communications/Outreach Committee**. Rianne recalled in previous meetings in November and December discussing how to figure out RBL's web and social media presence. Rianne introduced Cindy who joined the Real Estate Division and who will be the Administrative Coordinator for RLB. She is comfortable with social media and will be assisting in the Committee. She has been given administrative rights for the RLB Facebook page (nothing is being changed without the Board's consent). Both Cindy and Rianne had a meeting with REDCO, who has a great website and is affiliated with the City, to discuss their costs and process and determine if that would be an option for us. In talking to Tracy Williams of REDCO, he advised they did an RFQ process, obtained quotes and selected Scriptable Solutions to create and run their website. They are very pleased with them and the cost was very reasonable. They also have the opportunity to build out as they grow. In the past, we did an RFP process for a website and the result was not as successful as we hoped. If we are willing to spend \$5,000.00 to \$10,000.00, our procurement policy will allow us to request quotes, review the quotes and then select from those quotes without necessarily having to go with the lowest bidder. Rianne asked who from the Board would like to be included in the Committee. LaShay would like to be included in the Committee. Rianne will also be tapping the Communications department, through our Shared Services Agreement, to designate someone to our Committee.

The next item on the agenda was **HAPI/Homebuyer Asset Protection Initiative**. Updates were given by Rianne: HAPI is a small pilot program to assist purchasers without a mortgage from a lending institution to obtain legal representation and home inspections. We are almost ready to launch. There was a small delay as staff resources were committed to submitting an application for additional funding to expand the program and allow it to go further. We submitted a work plan and budget to assist 30 more homebuyers in the course of the year. For the current pilot program, we are aiming to launch by the end of this month. We reached out to the City's Communications Department who has developed a draft flyer (shared a copy) and brochure. The current pilot program will assist 12 homebuyers with the mentioned services. We do not want to over promise until we confirm we have secured the additional funds. Patrick Flannigan is very excited and has promised if/when funds are approved, he will pitch a story about the program to the D&C and the Daily Record. Dana Miller asked what is the end point requirement of the pilot program. Rianne advised as per the agreement, we are to collect demographic information to make sure the funding is reaching people of color, as that was the focus of the CRI 4.2 grant funding. We have not been told of any additional CRI funding being provided as this is the tail end from the OAG funds being managed by Enterprise.

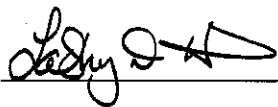
Dana Miller then discussed the open Board member position. He asked if there were any updates on potential candidates. Paul advised he has meetings set up for the following week with two individuals who are interested. Once

those meetings are done, we will have a better idea if either of them work and hopes to update the board on the next meeting. Dana Miller confirmed that once the individual was interviewed and agreed upon, the name of the person will then be submitted to the Mayor so she can review and, if agreed, appoint the new member.

Dana Miller then discussed the need to appoint a Secretary and asked if anyone was interested. The job calls for reviewing the minutes captured by the staff, making any necessary changes, and signing off once they are approved by the full board. Rianne confirmed the staff takes notes, prepares and delivers the minutes. LaShay Harris has agreed to be the Secretary (temporary until a permanent member takes the title). Dana Miller welcomed Condenessa Brown to the board as he had not been present for her first board meeting and thanked her for volunteering for the role as Secretary Pro-tem at the previous meeting.

Paul and the Board recognized and thanked Diane Powell for stepping in and filling in the administrative role.

Dana Miller adjourned the meeting at 3:50 pm, all were in favor.

ATTEST: 

LaShay Harris –Secretary

Rochester Land Bank Corporation

Meeting Minutes

February 18, 2021

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin, Condessa Brown, LaShay Harris

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Patrick Beath, Rianne Mitchell, Cindy Castillo

The meeting was called to order at 3:02 pm by Dana Miller.

The minutes from the last meeting were distributed. All members agreed no corrections were needed. Condessa Brown moved that the minutes be approved; Kurt Martin seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**. Payments listed on the cash report included payments made to County of Monroe for County taxes and pure water charges for various properties; utility bill payments; foreclosure process service payments; property management payments for the Michigan Street property for snow removal services and security checks all totaling \$3,068.96 for all disbursements. Treasurer's Report classifies those disbursements accordingly. Reports were distributed to all members for review.

Dana Miller questioned how much longer will we have to wait until we can sell Michigan Street as we are having monthly expenses and want to confirm we are near the end. Paul Scuderi advised the law department is still working on the foreclosure process to take title back. The last court appearance was two weeks ago. We are in the final stages of taking title and waiting for the Order to be executed. Patrick Beath confirmed City litigation staff are working on this matter with the court and that he will follow up with them on the specifics.

The board's first item of business was **Resolution No. 1 of 2021: Authorization to Pay NYLBA Annual Dues**. Paul Scuderi explained this resolution is for the annual dues for membership in the New York Land Bank Association (NYLBA). Dues cover the costs NYLBA incurs including sending lobbyists to Albany and doing legal research on behalf of the Land Banks. There is an attorney on staff, John Sidd, who is able to provide legal opinions on Land Bank related items and who drafts land bank proposals and legislative items on behalf of the NYLBA. It is very helpful to have him available and have participate in this statewide association. There are monthly calls and periodic updates that we find very useful. We also have the ability to reach out to other Land Bank members to share as much information as necessary to help us. The dues for this year is \$1,000.00 which is a significant reduction to the past two (2) years which we have paid \$2,000.00 for each year and previous to that \$1,500.00. They have reduced the amount for this year mainly because an annual conference was not held in 2020 due to the COVID pandemic and they are not expecting an annual conference to be held for 2021. A lot of the monies were used for the annual conferences and no conference was held in 2020 and no in person conference is anticipated for 2021, there is a surplus which resulted in the reduction of the dues for this year while still providing the same support. Some of the monies will be diverted to lobbyist to continue to find a continues source of funds for Land Banks. NYLBA also acknowledged there are some Land Banks that are financially stressed as they operate far more independently and do not have the municipal support that we have. The reduction in dues is a huge benefit to their budget.

LaShay Harris questioned how the NYLBA comes up with the \$1,000.00 dues or the normal dues and if it is based on the population or number of residences within the particular Land Bank's jurisdiction. Paul Scuderi advised they initially had pay schedule wherein larger Land banks like Syracuse and Albany who have larger volumes of properties would pay more than the smaller Land Banks. Currently, the amount is standardized with all member Land Banks paying the same dues. Rianne Mitchell advised the NYLBA made accommodations for the Land Banks that are experiencing hardship. LaShay Harris moved that the Board approve Resolution No. 1 for the 2021 calendar year, Kim Jones seconded the motion. The resolution was approved unanimously (with the exception of Kurt Martin as he had to step away for a moment for another matter).

The next item on the agenda was **Discussion of 2021 Report to City Council**. Dana Miller noted the drafted Annual Report to the City Council looked similar to previous reports prepared years past. Per the New York State Law that authorizes Land Banks, it is required that the Land Bank Board prepare and provide an annual report on or before March 15 of each year to the municipality. In our case that would be the City Council. The staff has already drafted and laid out the report keeping us on schedule to present the same to the municipality. It is also helpful to have City Council members here as there are always questions that we can get answers to prior to being in front of the full Council. Dana Miller then asked Condessa Brown and LaShay Harris to point out anything particular that they would like us to mention to their Council colleagues as we review the report.

Dana Miller began the review of the report by pointing out we begin the report with an overview of some of our accomplishments and highlighting the activities the RLBC put in place to try to eliminate blight properties, acquire properties that can be converted, rehabbed and put back to productive use. Prior to the Land Bank, The City of Rochester had a numerous amount of vacant properties which affects property value and creates additional problems for surrounding properties and residents. RLBC Strategic Blight Removal by Demolition in conjunction with the City of Rochester's demolition program has significantly reduced the number of vacant properties. Strategic Blight Removal by Acquisition has also been important as RLBC acquires properties through the tax foreclosure sales which we then move onto a developer who would rehab. Unfortunately, due to the lack of the 2020 tax foreclosure, we were not able to acquire new properties in 2020. For the year 2021, Paul Scuderi is working with the law department in discussing a way to conduct a sale for this year in a smaller scale and for vacant properties. With the Home Ownership Assistance Program, the goal is to have people in the homes as occupants and owners. Through this program with Habitat for Humanity, three properties were acquired from the 2019 tax foreclosure sale and are being rehabilitated in accordance with the agreement with RLBC. Report then lists all of the resolutions approved by the board for the year. It is just a reminder that we are meeting monthly and we are accomplishing things during the meetings and running the Land Bank by normal non-profit operations. Paul Scuderi also pointed that in addition to the Home Ownership Assistance Program, RLBC is also involved and working on other Home Ownership programs. LaShay Harris asked if a list of such programs can be added to the report. Maritza Mejias directed that all programs are broken down in page five (5) of the report. Dana Miller advised he has made a note and will provide the council all organizations RLBC is currently involved with in helping achieve home ownership.

Dana Miller then briefly reviewed the bullets on the report listing all procedural activities by the RLBC including the annual meeting in September 2020. Dana Miller then reviewed the listed major grant funded projects and special projects the RLBC was involved with for 2020. Each includes the specific information and the corresponding amounts spent. The special project of 6 Madison Street will be noted as this was in the City's inventory for over 20 years and, because of this additional funding provided by RLBC paired with the City's RFP, we are close to solidifying a contract which will be going to City Council for approval in the near future. The other special program listed is the Homebuyer Asset Program Initiative (HAPI) which is a pilot program providing assistance for homebuyers seeking other avenues to achieving owner occupancy in the City of Rochester by providing financial assistance for legal costs and home inspections. Dana Miller then reviewed the last listed project wherein RLBC conducted a sealed bid auction in August 2020 of eight (8) properties. As Paul Scuderi discussed these properties were taken with the intention to be resold with requirements for rehabilitation monitored by RLBC. Dana Miller then advised a question may be raised as to what steps did RLBC do or could have done to provide these eight (8) properties for owner occupancy. Paul Scuderi advised that,

going forward, the RLBC will consider prioritizing going forward when offering properties, as the City successfully did in its recent sealed bid auction.

Dana Miller then reviewed the listed details of the Initiatives section of the report which includes information regarding the RFQ to partners; a list of those who have partnered with RLBC; RLBC participation in the Landlord Summit; description and details of the HAPI pilot program. Dana Miller advised the question of how much is the AMI in terms of dollars would be likely to come up and that he would like to have that information on hand (Carol had to jump off for a moment). Rianne Mitchell advised she had a chart setting out such information that she would provide. Dana Miller then reviewed the Outreach Strategies portion of the report where it references how RLBC has reached out to increase its social media presence, notify purchasers of upcoming auctions, used signage in front of each property owned by RLBC and its participation in monthly conference calls with the NYLBA. Dana Miller asked for more details of such monthly calls. Paul Scuderi advised any member of any land bank can join the call. Only certain members can vote on a particular item. Rianne Mitchell has been attending the meetings as well as Maritza Mejias and, when available, Paul Scuderi joins as well. Monthly meetings usually run one (1) hour or more. Rianne Mitchell advised in the past month's meeting (which was the annual NYLBA meeting) they had the new director of the National Land Bank Coalition who is spearheading the formation of a National Land Bank Association to help support the National Land Bank Network Act which was very interesting. The monthly meetings are every fourth Thursday of each month at 12:30 pm and any of the board members is welcome to attend as it is the RLBC as an entity that is a member, rather than any individual.

Dana Miller then reviewed the Financials portion of the report and confirmed Kim Jones will be attending the meeting with Council to answer any questions. Dana Miller then reviewed the Upcoming Activities portion of the report and asked Paul Scuderi if there was any particular part he wanted to have highlighted at the meeting. Paul Scuderi advised all points are good to note with the major points of RLBC is continuing its efforts to pursue private funding and other sources of revenue and also the HAPI pilot program which can make a great impact. Dana Miller then reviewed the Appendices portion of the report followed by the Lists of Acquisitions, List of Blight Removal Demolitions, Map of Land Bank Properties and the final portion of the report with the Photo Gallery of before and after photos. The photo gallery is the best way for people to see examples of exactly what has been done. Maritza Mejias was happy to report all five new builds have buyers. Dana Miller confirmed this was the end of the report and asked that if anyone had any thoughts to please advise. Dana Miller asked Condenssa Brown and LaShay Harris, having heard this review, if they think of any questions that any of their Council colleagues may have, to please email/text prior to the meeting. LaShay Harris mentioned that maybe an explanation of the demolition program should be discussed since she has noticed in the past there have been Council members who had concerns on how we demolished properties. Dana Miller responded he would and that he could see the confusion as properties are purchased through the auction and then demolished, but there are also properties that are privately owned being demolished. This will be clarified.

Paul went onto the next item on the agenda, **Acquisitions**, and advised we have some money from our last grant disbursement that is allocated for acquisitions. Without the tax foreclosure sale occurring last year, that balance has been unchanged. We are looking to do some acquisitions on the private market. Last month he discussed a group of privately owned properties being sold and had contacted the broker who advised they were under contract but if the contract fell through, they would contact us. Unfortunately, the sale is going forward and buyer was able to obtain financing for the entire portfolio. There are other opportunities, but we will proceed cautiously as there is word that there will be some type of tax foreclosure auction held this fall. A foreclosure auction would give an opportunity for RLBC to obtain properties at lower cost while still spending down the acquisition budget, allowing us to have some properties in our inventory to offer to our partners for program participation. We will have a contingency plan to acquire properties if the tax foreclosure auction is not held in November. Whereas in the foreclosure auction we obtain 10-20 properties, we will purchase less properties in a private market. As mentioned last month, we are working on trying to develop a way to conduct a tax foreclosure auction in a different format than we have had in the past. Discussions will be made between Paul Scuderi, Dana Miller and Gary Kirkmire to list and review what some of the hurdles will be and discuss how the auction can be done in alignment with City Code and Charter along with the NYS Constitution and NYS Tax Laws wherein we are not in violation of anything. The tax foreclosure sale is too important a

function for the City not to do it. We did not have an auction in 2020. There are budget considerations and neighborhood stabilization considerations that we need to consider. We have to find an alternative and safe way to move forward with the auction to accomplish City Budget goals, City real estate, neighborhood development stabilization as well as the RLBC.

The next item on the agenda was **RFQs for Professional Services**. Updates were given by Rianne: Looking forward in relation to potential tax foreclosure auction and also being on borrowed time with the grant funding, it is important that the properties the RLBC identifies and is able to acquire actually come into RLBC ownership by and we spend that money. As mentioned in the past, we plan to have an RFQ for title companies so we can have title services performed on those properties we identify. We are currently preparing an RFQ for Professional Services and taking advantage of the expertise of our Administrative Coordinator who has recently joined our team from Phillips Lytle LLP and who has significant expertise on what we will need to ask for in the RFQ. Once we have further details on how the tax foreclosure auction will take place, we will release the RFQ and have those services available in time for said tax foreclosure auction. There are two (2) other RFQs being prepared mostly related to the HAPI program because, as mentioned in the past, we have made the application to Enterprise to expand the program to include many other services. With that, the RLBC will only be responsible to provide appraisal services and surveys when it is called for and we will need to have contracts in place to provide such service. Currently the RLBC is taking advantage of the City's appraisal contract through the Shared Services agreement and we can certainly use that through the end of the fiscal year, if necessary. But with the anticipated additional volume through the HAPI program, we want to be prepared and have our own contracts in place should that funding be made available.

The next item on the agenda was **HAPI/Homebuyer Asset Protection Initiative**. Updates were given by Rianne: The initial launch email was sent to the list that the City of Rochester and the RLBC holds for interested individuals and organizations that have expressed interest in obtaining properties from both the City of Rochester and the RLBC, the board and some allies. This morning I was able to give a presentation about the program to the NSC administrators as they are, much like the City's Real Estate, the first line when there the type issue HAPI is designed to address. They have frequently encountered some of the issues we are attempting to prevent with the HAPI program. We can intervene to prevent some of the issues that threaten housing stability and safety with this program and NSCs would be a great resource. We are currently looking for other ways to promote the program. We were hesitant in doing too much promotion given there currently only funding to assist 12 homebuyers. As we continue to work with Enterprise regarding the additional funding opportunity, our fingers are crossed and we are very hopeful some monies for that extended program may be coming. So we want to be sure we have those RFQs in place.

The next item on the agenda was **6 Madison St**. Updates were given by Rianne: This is a partnership between the City of Rochester and the RLBC to get 6 Madison St rehabbed. The City offered the property via Request for Proposal in the Fall of 2020. The property is in a historic preservation district and has been in City ownership and vacant for over 20 years and vacant years prior. It is in a challenged state, has no onsite parking nor space to create onsite parking and is on a very small lot. The City has been able to identify a potential purchaser who submitted a proposal. The potential purchaser actually owns the commercial structure who's parking lot backs to the parcel making this a fortunate match. We are moving forward with that proposal and the purchaser is preparing what he needs to be ready for City Council approval, though not before the April Council cycle. The purchaser is currently preparing what he needs to ensure he obtains the certificate of appropriateness from the preservation board as well. For the RLBC part, we have \$60,000.00 broken down as \$50,000.00 in rehab and \$10,000.00 in environmental remediation and testing we can devote to it. We are preparing a draw system so that we can spend some of the monies down as we go to show we are making good on our grant obligations.

Dana Miller brought the discussion to a close and thanked everyone for attending. LaShay Harris made the motion to adjourn the meeting, Kim Jones seconded, all were in favor. The meeting was adjourned at 3:52 pm.

ATTEST: 

LaShay Harris –Secretary

Rochester Land Bank Corporation

Meeting Minutes

March 18, 2021

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, LaShay Harris, Condensessa Brown, Kurt Martin

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Patrick Beath, Rianne Mitchell, Cindy Castillo

The meeting was called to order at 3:05 pm by Dana Miller.

The minutes from the last meeting were distributed. All members agreed no corrections were needed. Kurt Martin moved that the minutes be approved; Kim Jones seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**. Payments were listed on the cash report. Payments made to EMS Systems for the monthly security monitoring for the Michigan Street Property; utility bill payments; RHDFC for rehabilitation charges; Gary Federico for the demolition of 76 Bernard Street (90% completion); RHDFC for environmental remediation; and Greater Rochester Housing Partnership for the construction subsidy. Treasurer's Report classifies those disbursements accordingly and reflects a grant payment received totaling \$156,116. Reports distributed to all members for review.

LaShay Harris questioned the 90% allocation disbursement for the demolition and if more funds will need to be paid for the completion of the project. Kim Jones advised we will pay the remaining 10% once the project is completed. LaShay Harris also questioned whether the grant payment received is a one-time disbursement or will there be more disbursements. Kim Jones advised payments are received after Maritza Mejias and her team submit the quarterly information to the state for reimbursement.

The board's first item on the agenda was discussion of the status of **225-227 Michigan Street**. Paul Scuderi discussed the details of this property of which RLBC has been trying to reclaim title due to some fraudulent activities by the purchaser. Paul Scuderi advised the law department provided an update earlier in the day on the foreclosure process. The Order of Reference has been signed by the Judge and a Referee has been appointed. The law department has been in contact with the Referee and is currently working on the Referee's Report to be reviewed and signed by the Referee. Once the Report is returned, the application for the Judgment of Foreclosure will be submitted to the court for the Judge to review and sign. When the Judgment is signed and entered with the court, title will revert back to the RLBC. We will follow up with the Law Department for the time line of the final stages.

Carol Wheeler questioned once we have title to the property, will this be marketed as owner occupant. Paul Scuderi responded this is an N4N (Neighbors for Neighborhoods) property and owner occupancy would violate the original grant terms but the buyer would have to live close to the property, only own a couple other properties within a certain mile radius and would have to rent the property at specific rent levels. It will not be marketed as an owner occupant property but for a local real estate investor as per the N4N Program detail.

Paul went onto the next item on the agenda, **CRI 4 & 4.2 Extension Request** and advised we are currently working on the request. Rianne Mitchell advised due to the course of the past year, we have known we would have to ask for an extension to use some of the funding RLBC currently has, specifically for acquisition. Enterprise requested that we wait for this upcoming quarter (in April) to submit our extension request. We wanted to give the Board an update on the progress and advise what exactly we are requesting to be extended as once the extension is granted, the Board will then have to approve. Rianne Mitchell shared the draft plan including the most recent scope of the approval of the 4.2 Funds with the detailed extension requests for portions of the plan including:

Administrative Costs/Professional Services – previously, awarded funds were set out for coordinating public events with our local Community Action Agency and reserved for staff and board training through attendance at the Reclaiming Vacant Properties Conference that was postponed due to the COVID shutdown and travel and gathering restrictions. The funds set aside for these purposes have been reprogrammed to fund the HAPI pilot. We will be arranging for alternative training in calendar year 2021 and requesting an extension for the Administrative Funds through December 31, 2021;

Acquisition – due to the Postponement of the City's 2020 Tax Foreclosure Auction as a result of the state moratoriums on foreclosures and the social distancing guidelines, there are remaining acquisition funds. We are currently seeking property acquisitions in the private market and also have also been informed by the City that they anticipate that there may be a Tax Foreclosure Auction by the end of 2021. We are requesting an extension for the Acquisition Funds through December 31, 2021;

Rehabilitation Subsidy – rehabilitation has been completed on 17 properties and construction has begun on all of the remaining 4 structures but the restrictions related to COVID have caused delays and may continue to do so prior to end of current grant term in June 2021. We are requesting an extension for the Rehabilitation Subsidy Funds through December 31, 2021;

Environmental Remediation – funds for environmental remediation are not provided until all rehabilitation is complete. We are requesting an extension for the Environmental Remediation Subsidy Funds through December 31, 2021;

Special Project: 6 Madison Street – RLBC is working in partnership with the City of Rochester on this special project which has specific goals to achieve in the sale of the property. This has extended the sales process such that we do not anticipate completion prior to the current grant deadline of June 30, 2021. We are requesting an extension of the special project funds through December 31, 2021.

Dana Miller questioned the extension request for 6 Madison Street (which brings us to the next item on the agenda, **6 Madison Street**) and pointed out that the time the owner would have to obtain their C of O is twelve (12) months. Rianne Mitchell confirmed it was not enough time but pointed out that based on the experience of the potential buyer, it may seem feasible. If at that time we are not at the finish line to meet the grant guidelines, we will likely be able to demonstrate progress that would warrant a further extension. Whereas if we were to ask for a year extension in June, that would most likely not be approved.

Kurt Martin questioned on 6 Madison Street if we will be requesting from the prospective buyer (who would also be doing the rehabilitation of the property) a projected timeline on the construction. Rianne Mitchell confirmed we would be requesting such timeline once we have secured a buyer. She advised the current prospective buyer has provided a proposal and has contacted the Preservation Board but we are not at the point that he is the purchaser. She confirmed we have been keeping the current prospective buyer informed how this project is tied to our funding and will be asking for the projected timeline once we move forward with the purchase. Kurt Martin expressed his concern with the short timeline and the impacts the current COVID 19 pandemic has on contracting and restrictions. He suggested that as soon as we close, we should obtain a comprehensive schedule from the buyer. Maritza Mejias acknowledged Mr. Martin's concerns and discussed the previous need to request an extension on the last N4 N project - 225-227 Michigan Street due to the fraud issues and the need to obtain a new contractor. Maritza Mejias assured that once the buyer is secured,

she makes sure no funds are disbursed until work is in progress and completed and the timeline is carried through diligently. Kurt Martin shared the information that construction material costs are currently exorbitant. Rianne Mitchell advised we had a spec done prior to the COVID 19 pandemic by a City staff member. We had the City staff member look at the current costs and what was included in the proposal prior to COVID 19 and he felt comfortable enough but we can certainly ask for a review of the scope pricing once we have confirmed a buyer.

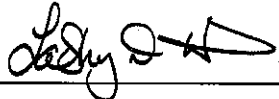
Kim Jones reverted back to Acquisitions and questioned the fact that even though the City anticipates that there may be a Tax Foreclosure Auction this year, there is also the possibility that there will not be a Tax Foreclosure Auction this year. She asked what are the plans if there is not a Tax Foreclosure Auction this year. Paul Scuderi advised if the City does not conduct a Tax Foreclosure Auction this year, he will assume the County of Monroe will not conduct their Tax Foreclosure Auction this year as well. But if the County holds a sale, we will attend and try to acquire properties there. If neither events take place, we will spend the funds and acquire properties through private acquisitions. We will not be able to obtain as many properties through private acquisitions as they cost more than in the Tax Foreclosure Auctions but we will use the funds in the private market. Kim Jones advised a substantial amount of liens were sold to various tax lien purchasers and suggested that we contact those tax lien purchasers and see if it may be feasible for us to obtain properties from them. Paul Scuderi advised that it would be a good idea to reach out to them but with caution as to which properties we would be able to obtain as they must be vacant. Rianne Mitchell asked whether properties purchased from the tax lien holders might have City liens against them and current taxes due as well. Kim Jones advised that would be something to discuss and negotiate with the tax lien holders for properties that were already foreclosed by the tax lien holders. Paul Scuderi then confirmed we could consider that as another option assuming we can have clear and insurable title.

Carol Wheeler asked Kurt Martin, who may have the most information, regarding the number of vacant properties we have in the City of Rochester and if there was any way to assess a list reflecting vacant properties, in particular single-family residential vacant properties, that would be of interest in purchasing. Kurt Martin responded Rochester currently has approximately 1,300 and we would have to run the data specifying vacancy of over one (1) year. He believes Gary Kirkmire would be able to run such report. Kurt Martin also advised he can see if Building Blocks can run such report but will definitely discuss the request with Gary Kirkmire. Carol Wheeler expressed this may also be another option for acquisitions.

Updates: Rianne Mitchell provided an update that the grant for which CCS, IBERO, the Urban League and the RLBC had applied to augment funds for the HAPI program has been approved. The additional funding will be coming to CCS and the RLBC will be a subcontractor to provide specific services for that program.

Dana Miller brought the discussion to a close. LaShay Harris made the motion to adjourn the meeting, Carol Wheeler seconded, all were in favor. Dana Miller thanked everyone for attending.

The meeting was adjourned at 3:38 pm.

ATTEST:  5/11/2021
LaShay Harris –Secretary

Rochester Land Bank Corporation
Meeting Minutes
April 15, 2021
Electronic Video Call

Board Members Present: Dana Miller, Kim Jones, LaShay Harris, Condensessa Brown, Kurt Martin

Board Members Absent: Carol Wheeler

Non-Board Members Present: Maritza Mejias, Patrick Beath, Rianne Mitchell, Cindy Castillo

The meeting was called to order at 3:02 pm by Dana Miller.

The minutes from the last meeting were distributed. All members agreed no corrections were needed. Kim Jones moved that the minutes be approved; LaShay Harris seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**. Payments were listed on the cash disbursement report. Payments made to the Urban League of Rochester for the L2P Grant agreement; payments made for services for 225-227 Michigan Street including alarm permit to the City of Rochester, EMS Systems for the monthly security monitoring; Atlantic Property Management for property management, utility bill payments; payment for deed recording of 21 Morgan Street to Monroe County. We also have some reimbursements to staff including payment to Maritza Mejias for professional development training as well to Paul Scuderi. Payment of \$1,000.00 yearly membership dues for 2021 to the NYLBA. Payments to the Rochester Housing Development Fund Corp. and Greater Rochester Housing Partnership for construction, environmental, and rehabilitation costs for 201 Melville Street, 104 Woodward Street, 136 Magee Avenue, and 602 Clay Avenue. Treasurer's Report classifies those disbursements accordingly and reflects a grant payment received totaling \$154,000.00. Reports distributed to all members for review.

The board's first item on the agenda was **Resolution No. 2 of 2021 to Adopt the Budget for Fiscal Year 2022**. Rianne Mitchell shared and discussed the Budget for the fiscal year of 2022 and discussed each item as Paul Scuderi was absent from the meeting. She began with review of the items for 2021 including the Operating Revenues which includes the sealed bid sales; Non-Operating Revenues which includes grant monies received through July 2021; Operating Expenditures which includes salaries and wages, professional services, supplies and materials, and other operating expenditures which includes CRI4, environmental remediation costs, rehabilitation costs and demolition costs, the L2P Grant, payments for the HAPI program, deed recording fees, water and taxes and other operating costs for 225-227 Michigan Street; and Non-Operating expenditures which includes reimbursement of staff licensing and continuing education, NYLBA dues, CHAR500, advertising costs. Rianne reviewed the figures which are good through the end of June 2021 and asked if there were any questions for 2021.

Rianne then reviewed the items for 2022 including the Operating Revenues which includes expenses for the HAPI program, sale price for 6 Madison and 225-227 Michigan Street; Non-Operating Revenues which includes potential federal grant funds; Operating Expenses which includes professional services contracts expected for 225-227 Michigan Street, supplies and materials and other Operating Expenditures which includes the remaining CRI4 and 4.2 grant funds which have been extended to December 31, the remaining L2P funds, estimated commission due for the Realtor for 225-227 Michigan Street, costs associated to the HAPI program; Non-Operating Expenses which includes estimates for

training, advertising, staff licensing and continuing education, NYSLB Association dues and CHAR500. Rianne then advised and briefly reviewed the estimated list for the next following three years and asked if there were any questions.

Dana Miller questioned the lack of salaries and wages for the year 2022 and so on. Rianne advised the RLBC does not have employees but is staffed by City of Rochester employees. The current and prior CRI grant agreements provide funds to the RLBC for a certain percentage of staff time to administer the grant (example 50% for Maritza Mejias and 10% for the Admin) and the City of Rochester is reimbursed for that salary expense. Those grant funds will be expended by the end of the fiscal year. Outside of the provisions of the grant, staff to the Land Bank are paid strictly through the City of Rochester and there are no salaries and wages coming out of the RLBC budget. Dana Miller advised he was under the assumption that the RLBC was required to reimburse the City for the time RLBC used the City employees for RLBC activities. Rianne explained that this was not part of the shared services agreement, but was included in the CRI grant agreements and will most likely be built in future grant agreements. The shared services agreement did not detail any costs related to services that are shared between RLBC and the City. Dana Miller advised he will make sure to include this information to the City's Budget which is being currently worked on. Kim Jones confirmed that the expense reimbursement was contingent of the grant proceeds and once the grant proceeds were exhausted, that expectation is no longer relevant. Rianne advised we will definitely include it in future grant proposals but currently we do not have anything to which to tie such requirement.

Rianne advised we propose to submit the budget to the Authority's budget office. We are required to submit the same by April 30, 2021 which gives us some time for further questions and any needed corrections. It will need to be approved by the CEO or the CFO.

Kim Jones moved for a motion to approve Resolution No. 2 of 2021 to Adopt the Budget for Fiscal Year 2022 be approved; Kurt Martin seconded. The motion was approved by the board.

Rianne Mitchell went onto the next item on the agenda, **Resolution No. 3 of 2021 Authorize Acquisition of 6 Madison Street from the City of Rochester**. Rianne advised the RFP process conducted by the City of Rochester for 6 Madison Street did not result in an eligible purchaser. The prospective buyer had a number of other rehabilitations projects throughout the City for which they were unable to show adequate progress to make them a viable candidate for completion of the purchase of 6 Madison Street. The City of Rochester has agreed to sell the property to the RLBC which will allow us to conduct our own sale program and by achieving site control, we have been permitted to make an alteration to our CRI 4.2 grant scope for this special project. In this new scope, the property will be purchased from the City of Rochester for the appraised value of \$8,000.00 using the acquisition funds, and we have been granted permission to reallocate an additional \$40,000.00 from the acquisition funds to be used for rehabilitation. This will make a total of \$100,000 in rehabilitation subsidy available as opposed to the \$60,000 we originally anticipated. RLBC staff anticipates to offer the property via RFP. We will prequalify all of our buyers; begin the opening bid at the RLBC purchase price of \$8,000; and the parameters of the sale would be it can be sold for use as an owner occupied property. If the proposal is for owner occupancy, we will require the purchaser to de-convert the property from a two family residence to a one family residence subject zoning approvals and they will need to reside in the property for the next 10 years. It can be sold to a purchaser who intends to rehabilitate the property then transfer it to an owner occupant. If that is the proposal, we will require the RLBC be permitted to conduct an independent appraisal of the completed property and provide it to the named buyer prior to the transfer so they know the fair market value of the property. If that is not feasible, we can also sell the property for use as a rental but the buyer will need to commit to rent the property at affordable HUD rent for ten (10) years. Either outcome would have a deed restriction and a compliance mortgage with a recapture provision. The City of Rochester has presented this sale for City Council approval in May and should both the Board and City Council approvals go through, we anticipate an offering in June 2021. This grant activity currently has a deadline of December 31 with all of the other grant funds. We will be prioritizing the proposals that could work expeditiously and have a quick but thorough, quality rehabilitation. This resolution is authorizing RLBC to purchase the property from the City of Rochester for \$8,000.

Dana Miller advised that this property is extremely distressed and requires a substantial amount of rehab. It is the only property left on Madison Street in this condition in the Susan B. Anthony neighborhood, not directly but near by the Susan B. Anthony house. The City of Rochester is very anxious to have this moved along in a way that it enables the property to be restored and reoccupied.

LaShay Harris moved for a motion to adopt Resolution No. 3 of 2021 Authorize Acquisition of 6 Madison Street from the City of Rochester; Kim Jones seconded. The motion was approved by the Board.

HAPI Updates: Rianne Mitchell provided an update that our partner in the pilot program, CCCS developed their own webpage and an online application for the program that went live the beginning of April. They also put together an email flyer and sent it to their nearly 7,000 clients they had for the past three years and 14% of recipients reviewed the email within the first 90 minutes of the release. We now have 8 applicants who appear to be eligible and will be meeting with the counselor they have assigned this month to enroll in the program. In addition, CCCS is now under contract with Enterprise for the expanded HAPI program which includes homebuyer training and service navigation through IBERO and the Urban League as well as the surveys and appraisals that the RLBC will be obtaining for them. RLBC will likely be receiving a sub-contractor agreement from CCCS for approval at the May Board meeting.

Rianne also informed the project team that is working on the HAPI program which includes IBERO, the Urban League. CCCS and the RLBC have worked so well together that we continue to meet to explore other ways to increase equitable access to home ownership. Currently IBERO and the Urban League are looking at seeking funding through Rochester Area Community Foundation, Racial Equity Growth Fund for a program where the RLBC may assist through our next partnership RFQ, prioritizing the owner occupants that would be assisted through that program.

Acquisitions: Maritza Mejias provided an update on the acquisition of properties and the challenge due to the lack of a tax lien foreclosure sale last year. She advised that we took Kim Jones' suggestion to contact the City's tax lien holders and see if they had a list of properties that they will not be foreclosing because the liens are less than \$5,000. We are currently waiting on two (2) lists from two different entities to see if there is a possibility we could acquire through them, if there is anything to acquire and if we do not have to spend too much doing so. If we do not have a tax lien foreclosure sale this year, acquisition of properties will be difficult.

Kim Jones advised a meeting was held to discuss a smaller version of a tax lien foreclosure sale that will not include owner occupied properties. A list has been prepared and will be provided for review to determine what properties are of interest to foreclose. From that meeting, there are a number of tasks to be done by the Law Department, Treasury and NBD. There is a concern that we are in the midst of a pandemic and Corporation Counsel did advise there may be an out for individuals who have been impacted by COVID 19. We will be developing a process to vet those issues but we do plan to hold a smaller version of a tax lien foreclosure sale. Kim advised she will keep everyone apprised as we make progress towards that goal.

Dana Miller advised the purpose of the list is for Real Estate to review and remove the owner occupied properties and those with a star exemption. Kim Jones also confirmed the same and advised a warning letter will be sent out to those on the list to give the delinquent tax payers an opportunity to remedy the delinquency before we assess the \$250 foreclosure fee and include them in the official foreclosure action.

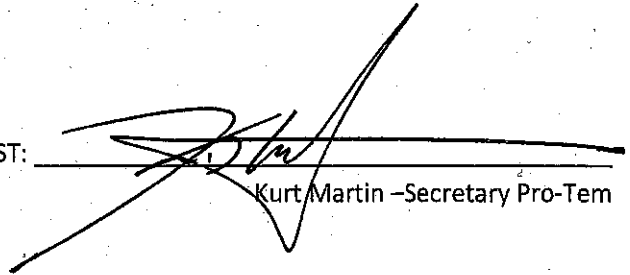
Dana Miller advised the target date for the sale is November 2021. Dana Miller noted that these activities will have to be done quickly but hopes that this will provide the RLBC an opportunity for property acquisitions. Dana Miller thanked Kim Jones for her work with this. Kim Jones advised her concern was having a foreclosure sale in the midst of a pandemic and the reaction by the City Council. Dana Miller advised that there is clear agreement by everyone that one of the biggest challenges for the City and the RLBC is to create and preserve owner occupied housing and we do not

want to do anything that will undercut our primary goal to create and preserve owner occupied housing. If we have owners that are occupying housing and are delinquent for some reason, we will work with them. Dana Miller presented an example of a landlord who is currently delinquent due to lack of payment by his tenants and was concerned of the penalties being charged to him. Dana Miller advised and directed his concern to Kim Jones that we may look to discuss a way to assist. Lashay Harris also advised that is the same discussion the City Council has had and they are waiting to see if the CARES Act would assist with relief for our residents. She advised that she will bring up the discussion again to the City Council.

Dana Miller brought the discussion to a close. Kim Jones made the motion to adjourn the meeting, LaShay Harris seconded, all were in favor. Dana Miller thanked everyone for attending.

The meeting was adjourned at 3:47 pm.

ATTEST:



Kurt Martin - Secretary Pro-Tem

Rochester Land Bank Corporation

Meeting Minutes

May 20, 2021

Electronic Video Call

Board Members Present: Carol Wheeler, Kim Jones, Kurt Martin, Condenessa Brown,

Board Members Absent: Dana Miller and LaShay Harris

Non-Board Members Present: Maritza Mejias, Rianne Mitchell, Cindy Castillo

The meeting was called to order at 3:02 pm by Carol Wheeler.

The minutes from the last meeting were distributed. Condenessa Brown provided a copy with corrections that were needed. Kurt Martin moved that the minutes from the last meeting be approved with revisions; Condenessa Brown seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**. Payments were listed on the cash disbursement report. Payments made to the EMS Systems for the monthly security monitoring for March and May for 225-227 Michigan Street; payments made to Urban League of Rochester for the L2P Grant agreement; payments made for services for 225-227 Michigan Street including water bill to the City of Rochester and RG&E for utility bill; payment made for rehabilitation and environmental remediation to Rochester Housing Development Fund Corp. for 202 Clay Avenue. Treasurer's Report classifies those disbursements accordingly. Reports distributed to all members for review.

The board's first item on the agenda was **Resolution No. 4 of 2021 to Enter Into An Agreement To Carry Out Activities For The Expanded Homebuyer Asset Protection Initiative**.

Rianne Mitchell shared and discussed Resolution No. 4 of 2021 to Enter Into An Agreement To Carry Out Activities For The Expanded Homebuyer Asset Protection Initiative. CCCS, which on the Land Bank's behalf is administrating the pilot program that covered home inspections and legal services, was approved for an expanded version of the program with the same partners which will include homebuyer training, post-sale follow-up, and services including surveys and appraisals for individuals who participate. For this agreement, CCCS is the Grantee and RLBC is a sub-contractor providing services of obtaining the surveys and appraisals. There is a total of \$23,000 available in the budget to provide up to 20 surveys and 20 appraisals. We also included that figure in the anticipated 2022 fiscal year budget. Patrick Beath has reviewed the Agreement and is currently confirming if it meets with the insurance requirements. Rianne Mitchell then provided an update on HAPI and advised they are anticipating the first closing of one of the participants for June 11, 2021.

Carol Wheeler asked if the \$23,000 budget will be fully expended. Rianne Mitchell advised that there is some cushion due to the fact the amount of the surveys and appraisals are not confirmed. Our expectation is to have the grant terms fulfilled by less than the budgeted amount and estimated we should be using \$21,000 for the program. Carol then asked if we would have any penalties if it was not fully utilized. Rianne Mitchell confirmed on average it would not.

Kurt Martin then asked what the average cost was for the appraisal and for the survey. Rianne Mitchell advised we put in the cost for the survey as \$650 which is on the higher side and \$500 for the appraisals totaling \$13,000 for surveys and \$10,000 for appraisals.

Kurt Martin moved for a motion to approve **Resolution No. 4 of 2021 to Enter Into An Agreement To Carry Out Activities For The Expanded Homebuyer Asset Protection Initiative** with corrections; Kim Jones seconded. The motion was approved by the Board at 3:12 pm.

Carol Wheeler went onto the next item on the agenda discussion of the **2021 Partnership Program RFQ** and confirmed this was an exciting event since we were not able to have an RFQ for 2020 due to the pandemic. Since this is a new year and with the possibility of a tax foreclosure sale at the latter part of this year or early part of next year, the request for qualifications for partners is needed. Rianne confirmed the partnership is renewed yearly, and we had approximately 16 partners for the last RFQ. Structurally there are differences with this program based on how things went with the previous programs. We will still encourage both For-Profit and Non-For-Profit Developers to submit qualifications. We will also encourage first time home buyers to submit qualifications. There are two categories of Partnership for this proposed program. Category A will operate similar to the previous partnership programs. Pre-qualified partners will be required to submit their list of properties that they are willing to purchase if RLBC is able to obtain them. We are asking for more properties than they are eligible to buy because properties continue to fall off the list until we get to the auction. Those properties will be awarded according to partner preference; according to commitments of the City or the Land Bank to Home Ownership and Affordable Housing Program, which the City and RLBC support; and particularly in the case of a first time home buyer, according to staff expertise regarding the condition and development cost for the particular property. The properties will be held in the RLBC inventory for the statutory seven (7) days and then transferred to the qualified partners in Category A at cost with a clause in the deed requiring they obtain their C of O within 12 months. For owner occupants there will also be a clause requiring occupancy for five (5) years after obtaining their C of O. Category A partners will only include non-for-profit developers and first time home buyers. For all the other partners, there is a Category B. Partners in this category will also submit a list of the properties that they are willing to purchase if RLBC is able to obtain them, but in this Category there will be no ranking of partners as we did last time. The way it would work is after the auction, RLBC will notify the partners of the properties that were on their list which RLBC was able to obtain. Then they will be provided with bid forms to complete and provide their best offer. Opening bids will be the property value established by the independent exterior appraisals that RLBC obtains prior to the auction to insure that the bid price does not exceed their value. The properties will then be sold to the highest bidder, limited by how many properties each bidder is permitted to buy and verification of their financial capacity.

Carol Wheeler pointed out this process was different than the previous process. Rianne Mitchell confirmed it is different. The properties will be offered for the best bid of each partner. The partners will be able to select the properties they are interested in and will only be able to bid on their selected properties. The previous structure of the partnership program resulted in RLBC operating at a loss. With this two-part structure, we will be able to afford our not-for-profit partners and our first time home buyers with the preferences we intend for them to have, still provide a discount to the developers who have demonstrated the quality of their rehabilitation, and provide RLBC revenue to continue. Kim Jones asked if the bid amount would start at the preferred bid. Rianne Mitchell advised the bid amount would start at the appraised value. Rianne confirmed the not-for-profit partners and first time home buyers would get the properties at the Bid Amount at cost.

Carol Wheeler asked if we had a date for the release. Rianne Mitchell advised it will depend on when we have a date for the foreclosure sale. Kim Jones advised they are hoping and looking at a November date.

Kurt Martin asked if we have talked to the previous partners of the structure of this proposed program. Rianne Mitchell advised we have only discussed this structure internally and have now presented it to the Board.

Carol Wheeler went onto the next item on the agenda, **Racial Equity Growth Fund Application**. Rianne advised this application was discussed in the April meeting where RLBC had offered support to IBERO American Development Corporation, in connection with that organization and the other partners of HAPI, to apply for a grant from the Rochester Area Community Foundation's Racial Equity Growth Fund which is fairly new. All the organizations participating in of the HAPI program were involved and additional support was provided by the City's Neighborhood and Business Development Department. The submitted application proposed a project that would assist a cohort of 10 potential home purchasers with an income at or below 50% of the AMI to reach a self-identified goal of home ownership. The grant funds would be used at the front end to provide a 4 to 1 savings match up to \$4,000 and once they reach their goal of homeownership, to provide up to \$4,000 in a repair grant within 6 months of closing on the property. This would be a 2-year program where CCCS, IBERO and Urban League would provide homebuyer training, individual financial counseling, and educational programming to that cohort of 10 purchasers. Then they would be considered for participation in the RLBC partnership program (not this year but next year) or, potentially, City's Home Purchase Assistance Program, if they become eligible for a mortgage. They would not be required to use the programs, but if they were able to obtain a property through either of those programs or on their own, they would then as owner occupants be eligible for a repair grant of up to \$25,000 from the City along with the \$4,000 in a repair grant within 6 months of closing on the property. The grant application deadline was May 14, 2021, and we do not know when the award will be announced. The RLBC participation is making the future partnership program available to those 10 potential owner occupants.

Carol Wheeler asked if there was an income limit. Rianne Mitchell advised it was 50% of AMI or below.

Rianne Mitchell went onto the next item on the agenda, **Bank of America Grant**. Rianne advised the City Grant coordinator made us aware of the grant. Bank of America's charitable foundation has an RFP coming out the 31st of this month for a program called Economic Mobility focused on the needs of the c Community. The eligible areas are for affordable housing, small business and neighbor revitalization. We had a call with the Rochester area staff member of the foundation and learned their awards are between \$5,000 and \$25,000. RLBC staff thought this would be an opportunity to identify, potentially, an occupied tax-delinquent rental property that the City is bringing to the tax-foreclosure auction. If the occupant is interested and qualified, they could obtain a grant to make it possible for them to become the owner occupant through purchase price assistance and/or subsidy to bring the property up to C of O status.

Carol Wheeler asked if the maximum amount was \$25,000 and Rianne Mitchell confirmed. Carol Wheeler then asked if there are any Admin dollars associated with the grant. Rianne Mitchell advised she was not sure, but thinks it may be possible to structure it that way. Carol Wheeler asked for the deadline date and Rianne Mitchell advised it opens the 31st of May and closed June 25, 2021.

Rianne Mitchell went onto the next item on the agenda, **6 Madison St Offering**. Rianne advised the sale to RLBC was approved at the May City Council meeting and we should expect to close by the end of May 2021. Since the sale was approved by both the Board and City Council, we have decided to move forward with the offering and expect to go live with the RFP Saturday, May 29, 2021. Hopefully we can have a candidate for the Board's approval by the July monthly meeting. We have a schedule showing the RFP release date on May 29, 2021; information session on June 4, 2021; showings on June 11 and 14, 2021; and the submission date on June 18, 2021. Part of the reason we think it is reasonable timing is many people who did not submit a proposal for the City RFP, came to the previous showing and we feel they have things to get them started on a proposal prior to seeing the property again. We, of course, will be reaching out to them. Once we have selected a proposal, we will have the candidate begin the approval process with the Preservation Board. We have put in a 9-month rehabilitation requirement in the RFP with the expectation that if rehab has progressed adequately by December, we do not foresee any trouble requesting an extension from Enterprise or the following quarter. In addition to all the normal sale requirements, for this property we are requiring, if the use is as a residential rental, the buyer to commit to rent the property at affordable HUD rent for ten (10) years. Preference

will be given to landlords who live within Rochester ~~who live within 15 miles from~~ of the property. If the proposal is for owner occupancy, we will require the purchaser to de-convert the property from a two family residence to a one family residence, subject to zoning/building approvals, and they will need to reside in the property for the next 10 years. We will enlist City staff for assistance through the Shared Services Agreement to review proposals and provide recommendations.

Carol Wheeler asked if we are seeking the standard C of O or will we be requiring above the standard C of O. Rianne Mitchell advised the exterior will have to meet the requirements of the Preservation Board. Also, with the significant subsidy we will be providing of the \$100,000, we expect to see that reflected in the proposals. Maritza Mejias advised we also require the Enterprise Community green standards.

Carol Wheeler brought the discussion to a close. Kim Jones made the motion to adjourn the meeting, Kurt Martin seconded, all were in favor.

The meeting was adjourned at 3:44 pm.

ATTEST: _____


Kurt Martin – Secretary Pro-Tem

Rochester Land Bank Corporation
Meeting Minutes
June 17, 2021
Electronic Video Call

Board Members Present: Carol Wheeler, Kim Jones, Kurt Martin, Condenessa Brown,

Board Members Absent: Dana Miller and LaShay Harris

Non-Board Members Present: Paul Scuderi, Patrick Beath, Maritza Mejias, Rianne Mitchell, Cindy Castillo

The meeting was called to order at 3:03 pm by Carol Wheeler.

The minutes with corrections from the last meeting were distributed. Kim Jones moved that the minutes with revisions from the last meeting be approved; Condenessa Brown seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**. Payments were listed on the cash disbursement report. Payments made to RG&E for utility services for 225-227 Michigan Street; Journal Entry Funding Line Correction for 402 Ravenwood Avenue; payment to Gorick Construction Company for demolition charges for 88 Harvest Street and 251 Alphonse Street; and payment to Rochester Housing Development Fund Corp for environmental remediation for 868 S. Goodman Street. Treasurer's Report classified those disbursements accordingly. Reports distributed to all members for review.

Carol Wheeler proceeded with the meeting and asked if the Grant contract was expiring and if we had a deadline to spend down such funds. As previously discussed with the Board, Rianne Mitchell advised we prepared and submitted an extension request to Enterprise to extend the time to expend the current unused funds through the end of December 2021. The extension request included reallocating the additional \$40,000 to total \$100,000 for the rehabilitation of 6 Madison Street. All indications from repeated monthly calls with Tania from Enterprise show that our request to expend the funds through the end of December 2021 is accepted but we are still waiting for the formal extension approval in writing for signature. Ms. Wheeler then asked how much was available. Maritza Mejias reviewed the latest budget information and advised by end of this month, we will have expended 73% of the funds.

The board's first item on the agenda was discussion of **6 Madison Street**. Paul Scuderi informed board that the RFP for 6 Madison Street was released, an informational meeting was held and we had a few showings. Rianne Mitchell confirmed we had the property advertised on the 29th of May, held two showings on Friday, June 11th and Monday, June 14th and had 13 interested parties attend. This morning we received one proposal and anticipate the rest tomorrow, June 18 (deadline for submission). We have lined up expert support through our Shared Services with the City of Rochester to review the Proposals and expect to have something for the Board to review at the next meeting in June. Carol Wheeler asked if the received proposal was from a developer or an owner occupant. Rianne Mitchell advised we have not reviewed the proposal as of yet.

The board's second item on the agenda was discussion of **HCR Legacy Cities Program**. Paul Scuderi informed there is another opportunity for RLBC to obtain grant funding. It would be through the New York State's HCR Legacy Cities Program which has been released. At this moment, RLBC is unable to submit an application as one of the requirements

of the program is RLBC must own property with clean title and the property must be vacant/abandoned. Currently RLBC does not have any inventory. In the past, the City of Rochester has participated in programs with similar requirements when it did not have suitable properties in inventory by using properties from the City's demolition list. It did not work out very well due to the very poor condition of the properties. The HCR Legacy Cities Program provides a decent amount of funding specifically \$75,000 per unit and \$95,000 for rehabilitations using environmental friendly materials or practices. But for some of the properties on the Demolition list, \$95,000 would not be enough to rehabilitate. The good thing about the HCR Legacy Cities Program is there is no timeline. If a foreclosure sale is held later this year and we receive properties from the same, we may be able to apply to the HCR Legacy Cities Program. As of now, RLBC cannot apply. Rianne Mitchell did advise this funding is part of the State budget process and HCR would like to have this as a renewable program. They are very interested in getting applicants underway upfront so they can work on expending the funds in the beginning of the year with the idea to obtain more funding for the following year. If the tax foreclosure is late in the year, this program may not be feasible. The proposed project also must be in a tight geographical focus area. And HCR mentioned on their informational call that they would like properties that do not need other subsidies. Carol Wheeler asked whether if all 5 of the properties need to be in the same area. Rianne Mitchell responded that was correct as HCR wants to show the rise in property value in the area and provide such data to the legislators. Paul Scuderi also advised the program wants to measure the impact of the investment. Carol Wheeler asked if there was a sense of when the foreclosure sale will be held. Kim Jones advised at the current moment we do not have a date. They are working to try to hold a sale for the first part of the fiscal year.

The board's third item on the agenda was discussion of **RLBC Open Board Position**. Paul Scuderi advised we wanted to have a general discussion regarding the open board position. Carol Wheeler, Dana Miller and Paul Scuderi interviewed two applicants who had good strengths. Next step will be to prepare summaries and send them to the Mayor's office for her review. The Mayor also provided a name of an individual but that person respectfully declined the position due to other commitments. Rianne Mitchell also pointed we also have several ex-officio positions on the board that could leave us with a very inexperienced board if there were changes in roles at the City. She suggested that if anyone is working on their succession planning, they may want to include exposure to the Land Bank board.

Carol Wheeler then opened a discussion as to whether the Land Bank is marketing and promoting our programs in the Black and Brown neighborhoods. Rianne Mitchell advised since we have not had inventory nor had any sales events, marketing RLBC has been set to the side. Investment in website and newspaper advertising may not be feasible. We may get a better result with pay for click and reaching out to people in the non-traditional way. Also, as we have been broadening our partnerships with other organizations that have specific mandates to prioritize the interests of and to serve Black and Brown people. We have discussed ways to make our programs more conducive selling directly to homeowner occupants who do not necessarily go through the Home Rochester Program. Those discussions are in progress between the City and the other partners. Carol Wheeler mentioned we may want to revisit activating the Communications Committee to discuss this further.

Rianne Mitchell advised everyone the next RLBC meeting will be held at City Hall in-person and if anyone wanted to participate via Zoom to please make sure they are in City Hall at the time of the meeting.

Carol Wheeler brought the discussion to a close. Kim Jones made the motion to adjourn the meeting, Kurt Martin seconded, all were in favor.

The meeting was adjourned at 3:33 pm.

ATTEST:



Kurt Martin – Secretary Pro-Tem

Rochester Land Bank Corporation
Meeting Minutes
July 15, 2021
City Hall, 30 Church St, Rm. 223B, Rochester, NY 14614

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin, Condenessa Brown, and LaShay Harris

Non-Board Members Present: Paul Scuderi, Stephanie Prince, Maritza Mejias, Rianne Mitchell, Cindy Castillo

The meeting was called to order at 3:02 pm by Dana Miller.

The minutes from the last meeting were distributed. Kurt Martin moved that the minutes from the last meeting be approved; Kim Jones seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**. Payments were listed on the cash disbursement report. Payments made to RG&E for utility services for 225-227 Michigan Street; payment to Atlantic Property Management for management of 6 Madison Street and 225-227 Michigan Street; Journal Entry Funding for RLBC payroll for July 1, 2020 to June 30, 2021; payment to CCCS for HAPI program for reimbursement of home inspection for 283 Merchants Rd; payment to Flower City Habitat for Humanity Inc. for rehabilitation of 77 Melville Street; Journal Entry Funding line correction for demolition costs charged to incorrect expense line; payment to Gary Federico for final payment of demolition costs for 76 Bernard Street; payment to Rochester Housing Development Fund Corp for environmental remediation for 109 Randolph Street; and payment to Flower City Habitat for Humanity Inc. for environmental remediation for 77 Melville Street.

Treasurer's Report classified those disbursements accordingly and noted \$5,000 in revenue. These were the \$1,000 deposits for the 6 Madison Street RFP. Reports distributed to all members for review.

The board's first item on the agenda was the discussion of the **CRI 4 extension**. Rianne Mitchell confirmed the contract for this extension was executed and we are now extended to March 31, 2022. Rianne Mitchell advised in the monthly call with Enterprise held last week, our grant manager intimated that there will be no further extensions for this grant beyond March 31, 2022. Rianne Mitchell presented to the board the breakdown of what is outstanding for the CRI 4 Grant and began the review with the Special Project at 6 Madison. The original concern in terms of expending the funds set out for this special project by March 31, 2022 was cleared up as the funds will be disbursed in draws making sure the last draw is prior to the March 31, 2022 deadline. Dana Miller questioned if the rehab needed to be completed by the deadline date and Rianne advised it did not and confirmed that funds awarded needed to be expended by such time.

Rianne Mitchell then discussed the Acquisition funds remaining to be expended. Along with anticipating City Tax Foreclosure Action, Cindy Castillo has been monitoring the activities of the mortgage and tax lien purchaser's foreclosures which have started to be scheduled. She obtained a list of properties and scheduled dates of the upcoming auctions. It is conceivable that we could participate in one of those auctions or, if a property is sold back to the lien holder, we may be able to acquire the property by approaching the lien holder. However, during the call we had with our grant manager, she suggested we come up with an alternative (plan B) for the acquisition funds that is not entirely reliant to the foreclosure auctions or acquiring through the private market. We should think about a plan B and having it in place in time to execute it before the grant deadline. As staff have been brainstorming a plan B we thought about the three vacant lots we currently have in our inventory. Two lots are adjacent, 47 and 49 Lime Street, and were intended to be transferred to Habitat for Humanity. A Phase I conducted indicated there may be some environmental issues on

those parcels and Habitat for Humanity was not in the position to take them. We cannot transfer them until we have determined the exact environmental issues. The City's Division of Environmental Quality, to whom we have access through our shared services agreement, indicated if RLBC wanted to proceed with a Phase II investigation, he would be able to do the same for \$25,000 to \$30,000. We think it would make sense to ask to reallocate the acquisition funds for this project. This would be accomplished within the set amount of time we have for the extended grant and in addition, these properties have been in our inventory since January 2019 and we do not see a prospect of transferring them out of inventory until further environmental discovery is completed. We have this in mind if we are not able to acquire any properties from the public auctions. Kim Jones advised she was unsure if a sale will be conducted before December 31 as the action has not been commenced. Law is anticipating the action will be commenced in September. Rianne Mitchell advised we will have to discuss this with Enterprise, as in December we would make our prospective expense report and we would need to have adequate explanation of how the funds will be spent in order to draw them down. We will have to show Enterprise how we are reallocating the funds and that this would be a backup plan. Paul Scuderi advised we are still looking at other ways for acquisitions and if something comes up, we will consider it either through a public auction or private acquisition.

Rianne Mitchell then discussed the HAPI program and the concern regarding the expending of the grant funds. RLBC was approved for this pilot grant which was then expanded with CCCS taking the lead. The expanded program is being funded by a separate Enterprise grant to CCCS with the same partners as the pilot. The legal services and home inspections are paid from the RLBC grant awarded. Currently we have had one homeowner complete the program and have another one in the works. Now that the Grant has been extended to March 31, 2022, there may not be as much of a concern. Previously we had not done promotion as CCCS held off on media advertising until all contracts with the partners were signed. CCCS has commenced the pay for click advertising which has generated more interest. Enterprise will also be going forward with their press release regarding the additional funds for the expanded grant programs in NY State. There were ten CFI (Call for Ideas) awards issued in NYS, five downstate and five upstate and we were one of them. This was a grant related to innovative ways to impact housing policies as it relates discrimination in terms of race and ethnicity. Carol Wheeler asked what was the average cost for the homeowner that completed the program. Rianne advised the grant for each participant calls for \$2,000. For the homeowner that completed the program, the complete \$2,000 was used along with additional assistance from CCCS. Carol Wheeler asked what was the total amount we had to spend down. Rianne confirmed we have \$23,500 to spend down which includes cost for advertising in the sum of \$1,500. We will also ask Patrick Flanigan, through our shared services with the City of Rochester, for assistance with a press release. Carol Wheeler asked if we had someone else in the works. Rianne confirmed we did.

Rianne Mitchell then discussed the Administrative funds remaining to be expended totaling \$4,595. This amount can be devoted to anything edifying to RLBC. The ideas we have in mind are for Board training and strategic planning. Paul Scuderi also suggested using some of the Administrative funds for grant sourcing and obtaining grant writing support. We do not have a particular grant in mind but potentially hiring a grant writer do some resourcing and to structure something for RLBC so we won't have to start from scratch. We may have something in the future we are looking into but may not be in time to spend down the funds. If there is some Board training activity and strategic planning the Board has in mind, we can certainly use the funds for that. We just want to make sure we have everything in place in time to spend down the funds before the March 31, 2022 date. Given that the funds remaining are less than \$5,000, we do not have to bid out for a contract.

The board's next item on the agenda was **Resolution No. 5 of 2021 Authorizing the sale of 6 Madison St.**

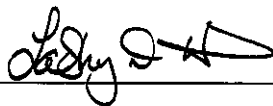
Paul Scuderi began the discussion of the Resolution No. 5 of 2021 Authorizing the sale of 6 Madison St. He advised we are recommending Rosario Home Improvements, one of five entities who submitted proposals, to be the purchaser of 6 Madison St. The other submissions include Shanita Parson, RHDFC, WNY Homes LLC and Michael Warfield & Angel Licea. The proposals were all good but some had more strength than others. Rosario Home Improvements is local and

his proposal was rated high on all categories. He has worked in the City before and is a Home Rochester contractor. We have seen his work on RLBC subsidized properties and did excellent work. LaShay Harris asked if the property will be used for rental verses homeownership. Paul Scuderi confirmed it will be used for rental. Dana Miller then questioned if it was two units and will it be rented at fair market value for 10 years. He also asked what will happen after the 10-year mark. Paul Scuderi confirmed it is two units and is required to be rented for 10 years at fair market value. After the reporting period is over, the obligation will end. Dana then asked if we knew the total cost for the renovation. Paul Scuderi advised Rosario Home Improvements has estimated the cost at \$178,500 which is pretty close to the amount of our internal scope (\$180,000). The Board then discussed the details of the renovation, the importance of the timeline and of going in front of the preservation board and of keeping the Susan B. Anthony Neighborhood Group advised. Carol Wheeler asked if Rosario Home Improvements had any experience in property management and if they actually own and manage property. Martiza Mejias advised we have gone through the proposals and have researched all properties that are owned by Rosario Home Improvements they are clear of any outstanding violations. Dana then asked if there were any further questions and asked for a motion to approve **Resolution No. 5 of 2021 Authorizing the sale of 6 Madison St** to Rosario Home Improvements for the sum of \$8,000 plus the cost of recording fees and the award of \$100,000 in rehabilitation subsidy, giving the purchaser nine (9) months to complete the project. LaShay Harris moved for a motion to approve Resolution No. 5 of 2021 to Approving Sale of 6 Madison Street to Qualified Purchaser; Kurt Martin seconded. The motion was approved by the Board.

The board's next item on the agenda was discussion of **RLBC Board ABO Training and Committees**. Paul Scuderi discussed the ABO Training and reminded all new Board members are required to go through the ABO Training. Rianne Mitchell advised we are coming up to the annual meeting in September and we must prepare our annual report. The Authorities Budget Office specifically asks if all Board members have completed the training. The other part of the annual report is our audit and the Audit Committee will have to meet to approve the audit prior to the Annual meeting. Right now the Audit Committee members include Kim Jones, Kurt Martin and Condenessa Brown. We will need to coordinate a new member as Condenessa Brown has advised us that this is her last meeting. The board expressed well wishes and appreciation to Ms. Brown for her significant contribution to RLBC during her brief tenure. Dana asked how our other committees are doing and also noted there is still the need to fill the last Board member position. Rianne Mitchell advised we have adequate membership for all of the statutory Committees, but will need to fill Ms. Brown's role on the Audit Committee. Kim Jones has advised she can fulfill the role of chair for the Audit Committee.

Dana Miller brought the discussion to a close. Kim Jones made the motion to adjourn the meeting, LaShay Harris seconded, all were in favor.

The meeting was adjourned at 3:48 pm.

ATTEST:  9/13/2021
LaShay Harris – Secretary

Rochester Land Bank Corporation

Meeting Minutes

September 10, 2021

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Mary-Kate Hasselwander, and LaShay Harris

Board Members Absent: Kurt Martin

Non-Board Members Present: Paul Scuderi, Stephanie Prince, Maritza Mejias, Rianne Mitchell, Cindy Castillo

The meeting was called to order at 3:07 pm by Dana Miller.

The minutes from the last meeting were distributed. LaShay Harris moved that the minutes from the last meeting be approved; Kim Jones seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report** for the month of August. Payments were listed on the cash disbursement report: payments made to Shanita Parson, WNY Homes LLC and Rochester Housing Development Fund Corp. for the return of their deposit for the 6 Madison St RFP; payment made to RG&E for utility services for 225-227 Michigan Street; property tax payment to the City of Rochester for the first and second installments for 225-227 Michigan Street; payment to Democrat & Chronicle for the advertisement for 6 Madison St; payments to Flower City Habitat for Humanity Inc. and Rochester Housing Development Fund Corp. for rehab and environmental remediation for properties 35 Copeland St and 156 Augustine St. The Treasurer's Report lists the revenues received from NYS grants and the amount received from Rosario Home Improvements for the purchase of 6 Madison Street. The disbursements are categorized accordingly.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report** for the first part of September. Payments thus far were listed on the cash disbursement report: payments made to EMS for the security monitoring for 225-227 Michigan St and RG&E for a utility services for 225-227 Michigan Street. Treasurer's Report classified those disbursements accordingly.

Reports were distributed to all members for review.

Dana Miller asked for an update of the 225-227 Michigan Street foreclosure action. Paul Scuderi advised the application and proposed order have been prepared and understands they were submitted to the Judge by the City of Rochester Law Department. This is the final step of the foreclosure action prior to holding the auction. Rianne Mitchell confirmed and advised we would have a public auction because this action is a mortgage foreclosure. We do not think it will sell at the auction due to the total amount due and the purchase restrictions. Once the property sells back to RLBC, we will be able to list the property.

The board's first item on the agenda was the discussion of the reallocation of the **CRI IV Acquisition Funds**. Rianne Mitchell advised there are \$82,000 remaining in acquisition funds from CRI IV of which we are in the final extension. Our grant manager from Enterprise has confirmed there will be no more extensions granted for these funds. Given that we have not acquired any properties from the private market and that we are awaiting the next foreclosure auction; our

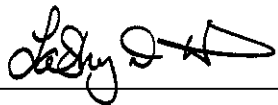
grant manager is uncomfortable us waiting to expend those funds. She has suggested that we could use those funds as a loan loss reserve for an acquisition/rehab fund that could be administered by Home Headquarters. They do this in many locations around the State. It would serve the idea of acquisition of the type of properties the RLBC is interested in purchasing, turning around and getting into the hands of owner occupants. It will also allow for some community members who are not eligible for a traditional mortgage to become an owner occupant. We have met with Home Headquarters to discuss what kind of agreement would need to be in place. Lashay Harris wanted to confirm if \$82,000 was the remaining amount and asked what was the initial amount of the grant. Rianne Mitchell confirmed the remaining amount for the category of acquisition was \$82,000 and Maritza Mejias advised that the total award for all categories of CRI IV was \$1,910,000. Paul Scuderi advised that the Home Headquarters program is a 5 to 1 match. If we hand them \$80,000, they will make available \$400,000 to RLBC partners for acquisition and rehab. We would then provide a more full-service type of a real estate service by acquiring properties, selling them and providing our buyers access to funds for rehab. They offer a very competitive interest rates and very fair terms at market rate. The program will help make RLBC sustainable and expand our range of services going forward. Lashay Harris advised 203K loans are not particularly prevalent in our local real estate market and this program will thrive in our community. Paul Scuderi agreed. Carol Wheeler then asked if we had a sense of the underwriting criteria and how flexible they will be. Paul Scuderi advised with discussing the program and looking at other land banks, the underwriting will essentially be similar to the traditional midline credit. Rianne Mitchell then advised with Home Headquarters now becoming on their own as a lender with the Federal Home Loan Bank of NY, they have more flexibility to look at other underwriting standards. We are looking into helping more individuals than the partnerships. Rianne explained it would be a loan reserve for people interested in purchasing properties from RLBC wherein they could buy the property, we would provide the scope of the rehab and if they are eligible for that amount of funds, then that would be their mortgage amount. Dana Miller then wanted more clarification as to the request for consideration for an additional \$20,000 in funds from the City of Rochester to total \$100,000. Paul Scuderi confirmed he submitted the request for the additional funds to the commissioner's office in hopes to have \$100,000 for the program and Home Headquarters would match for a total of \$500,000.

The board's next item on the agenda was discussion of **Local Funding Opportunities**. Paul Scuderi provided the Board with information that the City of Rochester will be contributing significant amounts of money to RLBC from two different sources. One being from a year end Capital Amendment in the sum of \$500,000 pending approval by City Council of which funds have been earmarked for acquisition. We are hoping we will be able to use those dollars once the foreclosure is held in obtaining properties. This will be able to help RLBC be self-sustaining going forward and will give us more flexibility and ability to acquire, hold and manage them. The second source will be from American Rescue Plan Act (ARPA) dollars. RLBC will receive the amounts in three separate disbursements of \$800,000 for three fiscal years starting fiscal year 2023 for a total of \$2.4 million. With these resources, RLBC will be able to be in good shape to be able to proceed with our goals. Paul Scuderi suggests that we should arrange for RLBC staff and the board to have a strategic planning meeting to have a further understanding of where the expected funds are coming from and develop a plan of management within the next month or two.

The board's next item on the agenda was discussion of **RLBC Board Member Self Evaluation**. Rianne Mitchell advised we have received one respondent's completed evaluation and requested that the remaining members please complete and forward the evaluation so we can add to the Annual Report. Rianne also reminded everyone the next board meeting will be the RLBC Annual meeting.

Dana Miller brought the discussion to a close. Kim Jones made the motion to adjourn the meeting, LaShay Harris seconded, all were in favor.

The meeting was adjourned at 3:44 pm.

ATTEST: 

LaShay Harris – Secretary

Rochester Land Bank Corporation
Annual Meeting
Meeting Minutes
September 21, 2021
Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Mary-Kate Hasselwander, Kurt Martin and LaShay Harris

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Stephanie Prince, Rianne Mitchell, Cindy Castillo

The annual meeting was called to order at 4:05 pm by Dana Miller.

The minutes from the last meeting were distributed. Kim Jones moved that the minutes from the last meeting be approved; Carol Wheeler seconded. Kurt Martin abstained from voting as he had not attended the meeting. The motion was approved by the rest of the board.

Kim Jones advised the **Treasurer's Report and the Cash Disbursement Report** for the first part of September distributed at the September 10, 2021 RLBC Meeting has no new updates.

The board's next item on the agenda was discussion of **Election of Officers**. Dana Miller confirmed the current board officers are Dana Miller as Board Chair; Carol Wheeler as Board Vice-Chair; Kim Jones as Board Treasurer and LaShay Harris as Board Secretary. Dana Miller asked if there are any current officers who would not be willing to stand for re-election prior to putting forward the incumbent slate of officers for a vote by the board. Mary-Kate Hasselwander made a motion to elect of the slate of officers; Kurt Martin seconded. Motion approved by the board at 4:10 pm. Officers appointed: Dana Miller as Board Chair; Carol Wheeler as Board Vice-Chair; LaShay Harris as Board Secretary and Kim Jones as Board Treasurer.

The board's next item on the agenda was **Resolution No. 6 of 2021 to re-approve the adopted policies of the Rochester Land Bank Corp.**

Rianne Mitchell shared Resolution No. 6 of 2021 to re-approve the adopted policies of the Rochester Land Bank Corp. Dana Miller advised no changes have been made to the policies and summarized that the policies are primarily procedural policies that deal with the actions or relations the RLBC Board has with other entities. Kim Jones made a motion to approve Resolution No. 6 of 2021 to re-approve the adopted policies of the Rochester Land Bank Corp.; LaShay Harris seconded. The motion was approved by the Board and the adopted policies were re-approved.

The board's next item on the agenda was the **Audited Financial Statements**.

Kim Jones shared the Audited Financial Statements and advised the audit went very well and was completed in a timely manner despite the necessity of working in a remote environment. The audit was conducted in accordance with generally accepted auditing standards and government auditing standards. The opinion was an unmodified opinion wherein the financial statements reflect the financial position of the RLBC. Kim Jones pointed out the table of contents reflection the breakdown of the audit. Kim Jones briefly went through the Independent Auditor's Report

and pointed out their opinion, "the financial statements referred to above present fairly, in all material respects, the financial position of the Corporation". Kim Jones then briefly went through the Management Discussion & Analysis portion of the audit which lists and discusses the grants, economic conditions, and contains comparative charts of which are all basic information which is required by the governmental accounting standard board.

Kim Jones then reviewed the financial statements for the year 2020-2021 starting with the Statement of Net Position which lists Current Assets, Current Liabilities and our Net Position. Kim Jones pointed out, there is a column named Restated 2020 which was a result of an invoice for an old foreclosure property which should have been paid by RLBC was incorrectly coded and paid from the general fund. The Restated 2020 column reflects the changes as a result of that correction. Kim Jones then reviewed the Statement of Revenue, Expenses and Changes in Net Position which lists the sources of revenue and operating expenses and reflects our net position for both the beginning and ending of the fiscal year. Kim Jones then reviewed the Statement of Cash Flows which provides our sources and uses of funds along with a detailed list of reconciliation of losses from operations. Kim Jones then summarized the notes to basic financial statements and reviewed the Transactions with City of Rochester wherein the revenue transferred in error is noted and reflects the changes in amounts as a result of that correction. Kim Jones noted such error was corrected as soon as discovered and prior to the Audit commencement.

Kim Jones then briefly went through the Independent Auditor's Report summarizing it was an unmodified opinion and a great audit. There were no material weaknesses and no deficiencies. Paul Scuderi then noted this was one of the best audits he has seen as the audit results were clean with no deficiencies nor negative results. He commended the work of the RLBC staff and the accounting staff. Kim Jones concurred with Paul and stated she appreciated the efforts of all parties. LaShay Harris then asked how often are we audited. Kim Jones confirmed audits are conducted yearly. LaShay Harris then asked if there is ever an event that can call for an audit. Kim Jones replied if there was an event where there was an indication of theft occurring or something illegal occurring. LaShay Harris also commended the work done by the team as reflected in the Audit.

LaShay Harris moved to approve Audited Financial Statements; Kurt Martin seconded. The motion was approved by the Board.

The board's next item on the agenda was the **Annual Report and Constituent Reports Contained within it.**

Rianne Mitchell shared the draft Annual Report and the constituent reports as of June 30, 2021. She went briefly through the Report and summarized each section including the Board of Directors, Staff and Committees within the Board; Board Meeting Attendance; Compensation Schedule (of which there are no managerial employees compensated in excess of \$100,000); Corporation Organizational Chart; Reporting to the City of Rochester; Mission Statement and Measurement Report; Corporate Purpose; Legislation that Forms the Statutory Basis of the Corporation; Bylaws; Code of Ethics; Units or Subsidiaries of the Corporation; Operations Summary; 2020-2021 Accomplishments (of which includes all grants received, all projects and programs RLBC participated and Administrative Activities); Assessment of the Effectiveness of Internal Control Structure and Procedures. Rianne Mitchell pointed out the Financial Report currently in the draft Annual Report was last year's report as the Financial Report was just provided today and will be included in the final draft prior to submission.

Rianne Mitchell then proceeded with the summarizing the Bonds (none issued); Grants and Subsidy Programs (none issued); Operation and Financial Risks (no risks); Long Term Liabilities (no long term liabilities); Real Property Schedule (Appendix attached to Report); Description of Pending Litigation (pending mortgage foreclosure); Description of the total amounts of assets, services, or both assets and services bought or sold without competitive bidding (none purchased nor sold); Procurement Report (Appendix attached to Report); and Investment Report (Appendix attached to Report). Rianne Mitchell then reviewed the summary sheet of the Board Member Evaluation Forms. Rianne Mitchell then reviewed and briefly discussed the Performance Measurement Report and went through the remaining Appendices presenting the Financial Plan, Real Property Report, Procurement Report,

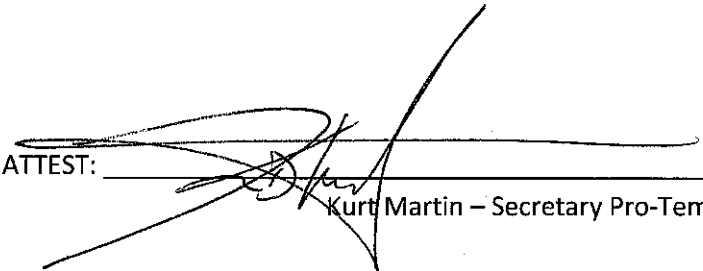
Investment Report with Investment guidelines and ending with the Audited Basic Financial Statements which will be incorporated in the final report. Dana Miller asked for confirmation that this was a draft. Rianne confirmed it was and that the final draft will include the updated financials as presented today.

Kim Jones made a motion to approve the Annual Report as amended by the addition of the updated Financial Report; LaShay Harris seconded. The motion was approved by the Board.

Dana Miller brought the discussion to a close. LaShay Harris made the motion to adjourn the meeting, Kim Jones and Kurt Martin seconded, all were in favor.

The meeting was adjourned at 4:56 pm.

ATTEST:



Kurt Martin – Secretary Pro-Tem

Rochester Land Bank Corporation
Meeting Minutes
October 21, 2021
Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Katy Hasselwander and Kurt Martin

Board Members Absent: Kim Jones and LaShay Harris

Non-Board Members Present: Stephanie Prince, Rianne Mitchell, Maritza Mejias, Cindy Castillo and Kerry Quaglia and Tanya Leonard of HOME Headquarters

The board meeting was called to order at 3:06 pm by Dana Miller.

The minutes from the last meeting were distributed. Carol Wheeler moved that the minutes from the last meeting be approved; Kurt Martin seconded. The motion was approved by the board.

Kim Jones was absent from the meeting and was not able to present the **Treasurer's Report and the Cash Disbursement Report** for the month of September. Rianne Mitchell advised the reports would be provided upon Kim's return from vacation.

Dana Miller then went to the next item on the agenda, the **presentation from HOME Headquarters**. Kerry Quaglia, CEO of HOME Headquarters, introduced himself and Tanya Leonard, Mortgage Origination Manager, and provided some background on their organization. Headquarters is a Community Development Financial Institution (CDFI). In central New York, they also do development wherein they have purchased over 100 properties from the local Land Bank in Syracuse, rehabbed them and sold them to owner occupants. In other parts of the state as well as in Central New York, they provide the financing for some Land Bank properties. Kerry Quaglia explained, since properties purchases and rehabilitated by HOME Headquarters require subsidy and much of that subsidy has limitations, they have developed an Acquisition and Rehab Fund where they are able to provide financing for acquisition and rehabilitation by an owner occupant or an investor purchasing from a Land Bank. So far they have done this for 50 Land Bank properties in Syracuse and have spread into other Land Banks in the State. Kerry Quaglia then went into the details of the program and the process of such financing. He advised since this lending is at a higher risk than the traditional financing companies, there is a loan loss reserve set in place in case there is a loss in the financing process. Kerry Quaglia then discussed briefly the process of reviewing and approving applicants. Kerry Quaglia then advised that HOME Headquarters was recently admitted into the Federal Home Loan Bank of New York which gives them unlimited access to liquidity allowing this program to be even more successful.

Dana Miller then asked if HOME Headquarters works primarily with Land Banks or would they also work with individuals. Kerry Quaglia responded they work with anyone. As their mission is for neighborhood revitalization and affordable housing and if that is the end goal, that will be fine. Carol Wheeler then asked if there was an average loan amount for each house. Kerry Quaglia responded if it is without subsidy, the average has been around \$100,000. But what decides if a project is feasible is an after rehab appraised value. Carol Wheeler then asked what is the typical interest rate. Kerry Quaglia advised the interest rate is flexible and is determined by cost of funds. He explained at the moment it is at 4.49%. He also advised they have recently won an award from Neighbor Works America that allows them to reduce the interest rate when there is a minority purchaser. They are trying to have the product be more advantageous to and to

have more minority investors and minority owner occupants. Carol Wheeler then asked what is the term of the financing. Kerry Quaglia responded they give 25 years and try to get the house done within a year. Carol Wheeler then asked if there are any income requirements. Kerry Quaglia responded that they do not have an income limitation, but if there is any sort of a subsidy involved, there will likely be income requirements. Carol Wheeler then asked how long is the application process. Tanya Leonard of HOME Headquarters responded pre-qualifications are usually completed in three days as long as all required documents are submitted. The complete process from submitting a purchase price to closing traditionally takes 45 to 60 days as long as there are no title issues. Carol Wheeler then asked who would have the specs done. Kerry Quaglia responded that it varies by organization and gave the example of Albany and Syracuse Land Banks who have Land Bank staff prepare and provide the work specifications. As far as requirements of the contractor they would have to be RRP certified but no special license is required. They just have to be a general contractors and carry workers' comp insurance, have general liability of \$1million dollars, and have an EPA license. Kurt Martin then asked if this would work with our Land Bank partners. Rianne Mitchell advised, as of now, the program we are trying to develop with HOME Headquarters currently focuses on directly owner occupants. We would have to have something separate from the program we are currently envisioning. We can certainly have them introduced for a future program to incorporate Land Bank partners. Dana Miller thanked Kerry Quaglia and Tanya Leonard from Home Headquarters joining the meeting and providing their information.

The board's next item on the agenda was the discussion of **National Land Bank Network Summit**. Rianne Mitchell advised the National Land Bank Network Summit this year is taking place of the Reclaiming Vacant Properties conference which is held approximately every 1.5 years and is sponsored by the Center for Community Progress. The summit (which is virtual) is scheduled for Wednesday, November 3rd of which the RLBC staff will be attending. Rianne Mitchell shared the link with the board in the event any of the board members wanted to attend and advised the summit is free of charge. Rianne Mitchell also shared that the next Reclaiming Vacant Properties conference has been scheduled for September 7 thru the 9th and will be held in Chicago, IL.

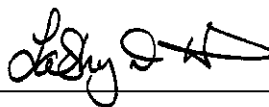
The board's next item on the agenda was discussion of **CRI Grant Update**. Maritza Mejias provided an update and advised we have spent down 83% of our grant. She also advised from the 30 rehab projects we currently have, 25 have obtained their C of O's. The remaining projects include 6 Madison, three properties with the RHDFC and one with Habitat for Humanity. Once all five are done, we will have all rehab and environmental monies spent.

The board's next item on the agenda was discussion of **N4N Update**. Maritza Mejias provided an update and advised 225-227 Michigan Street is in the final stage of the foreclosure process. Rianne Mitchell has advised we are currently waiting for the Judgment to be signed and entered.

Dana Miller brought the discussion to a close. Carol Wheeler made the motion to adjourn the meeting, Katy Hasselwander seconded, all were in favor.

The meeting was adjourned at 3:41 pm.

ATTEST: _____



LaShay Harris, Secretary

Rochester Land Bank Corporation

Meeting Minutes

November 19, 2021

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, LaShay Harris, Kim Jones, Kurt Martin and Katy Hasselwander

Non-Board Members Present: Stephanie Prince, Rianne Mitchell, Maritza Mejias, Margot Garcia and Cindy Castillo

The board meeting was called to order at 3:03 pm by Dana Miller.

The minutes from the last meeting were distributed. Kim Jones moved that the minutes from the last meeting be approved; Katy Hasselwander seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report for the month of October**. Payments were listed on the cash disbursement report. Payments made were to EMS Systems Inc. for security monitoring for 225-227 Michigan Street for the months of August and October 2021; RG&E for utility services for 225-227 Michigan Street for the months of September and October 2021; payment to Atlantic Property Management for management of 225-227 Michigan Street; payment to CCCS for HAPI program for reimbursement of home inspection of 172 Ave E; payment to Rianne A. Mitchell for reimbursement for the Daily Record Newspaper subscription; and a payment to Monroe County Broadcasting Co. LTD (WDKX) for advertisement of the HAPI program.

Treasurer's Report for the month of October classified those disbursements accordingly.

Dana Miller questioned the reimbursement to Rianne Mitchell for the Daily Record and if we were not able to pay it. Rianne Mitchell advised the Daily Record Newspaper required a credit card. Dana Miller then asked if RLBC had a credit card. Rianne Mitchell confirmed we did not.

Kim Jones then presented the **Treasurer's Report and the Cash Disbursement Report for the month of November**. Payments were listed on the cash disbursement report. Payments made were to EMS Systems Inc. for security monitoring for 225-227 Michigan Street; deposit refund sent to Michael Warfield for 6 Madison St; payment to Class Action LLC for Foreclosure process for 225-227 Michigan Street; and payment to Rosario Home Improvement for rehabilitation of 6 Madison Street (draw #1).

Treasurer's Report for the month of November classified those disbursements accordingly.

All reports were distributed to all members for review.

Dana Miller questioned how many draws there will be for 6 Madison. Maritza Mejias advised it can be an unlimited number but she usually processes four draws. Dana Miller then asked if the total amount to be disbursed was \$100,000 and Maritza Mejias confirmed such total. Maritza Mejias also provided an update of the rehabilitation work of 6 Madison Street and advised the two furnaces have been installed; stairwell has been added; roof has been installed; the plumbing and water services have been updated and turned on; the electrical work has commenced and studs have been installed. She anticipates that the next time she visits the property; walls will be added.

Dana Miller then went to the next item on the agenda, **Resolution No. 7 of 2021 to Enter into a Memorandum of Understanding with Home Headquarters to establish an Acquisition and Rehabilitation Loan Fund for Land Bank Purchasers**. Dana Miller discussed how we had a presentation from Home Headquarters at the last meeting. Within this agreement, RLBC will provide \$100,000 which Home Headquarters will match 5 to 1 and provide financing assistance to RLBC purchasers becoming owner occupants. Kurt Martin made a motion to approve Resolution No. 7 of 2021 to Enter into a Memorandum of Understanding with Home Headquarters to establish an Acquisition and Rehabilitation Loan Fund for Land Bank Purchasers; Carol Wheeler seconded. Kurt Martin commented that this will be a great turning point for RLBC in assisting individuals to become owner occupants. The motion was approved by the Board.

The board's next item on the agenda was **Resolution No. 8 of 2021 Authorizing an Agreement for Purchase of 92 Hudson Avenue from the City of Rochester**. Rianne Mitchell advised in discussions with Enterprise regarding use of the remaining Acquisition and HAPI funds for the Acquisition and Rehabilitation Loan Fund, they wanted to know how soon can the loan fund be used. In an effort to obtain inventory, we came across 92 Hudson Ave. Rianne Mitchell, advised 92 Hudson Avenue was sold back to the City of Rochester at the 2019 tax foreclosure auction and is still occupied. We have been advised the occupant is interested in purchasing the property and that while the property is in need of rehabilitation, it is not an excessive amount. The City is willing to sell the property to the RLBC to strengthen our request for the reallocation of the funds to the Acquisition and Rehabilitation Loan Fund. Rianne Mitchell also advised part of the extension agreement of the grant funds included that a plan to expend all remaining funds must be submitted to Enterprise by December 6, 2021. We have been putting all of the pieces together for the Home Headquarters Acquisition and Rehabilitation Loan Fund and whatever inventory we can obtain to make Enterprise feel confident they will have some widgets to count come the end of the grant term in March 2022. So we would take title to 92 Hudson Avenue and then work with the current occupant to transfer ownership.

Dana Miller advised 92 Hudson Avenue is immediately next to a property of which is being developed by the City. Carol Wheeler asked purchase price of the property. Rianne Mitchell advised the price is \$40,000.00. Dana Miller asked what the sale price would be to the occupant. Rianne Mitchell advised we haven't established a price. In the process for the Occupant to get a Home Headquarters Acquisition and Rehabilitation Loan, they will have an appraisal done of what the value will be after the rehabilitation according to the scope that is provided which will determine what they can loan. Then that will determine if that will be enough to cover a purchase price of \$40,000.00 and the rehabilitation or if further grants would be needed. If the loan amount is not enough, then at that point we would have to adjust the purchase price to cover both the acquisition and the rehabilitation. Carol Wheeler asked if we have reviewed if the Occupant can afford the purchase of the property. Rianne Mitchell advised they do not have \$40,000.00 in cash but may meet the income requirements for the loan and they will need to be evaluated for the loan. LaShay Harris asked what would be the outcome if the Occupant does not use nor qualify for the resources we provide to purchase the home. Rianne Mitchell advised that prior to transfer, we will need to make sure the Occupant is willing, ready and able to purchase said property and the loan is in place. If the sale cannot go through, then we will not take title. However, we cannot move forward without Board authority to purchase the property. Once we have such authority, we would then proceed to have everything in place before we would take title since we will need to hold title for at least seven (7) days prior to transferring to the Occupant. Kurt Martin asked how does the unpaid taxes get paid. Maritza Mejias advised the City taxes were taken care of by the foreclosure and no current City taxes are due. Kim Jones confirmed the same. The City has taken care of the County taxes and the water since we have taken the property over.

Kim Jones made a motion to approve Resolution No. 8 of 2021 Authorizing an Agreement for Purchase of 92 Hudson Avenue from the City of Rochester; Katy Hasselwander seconded. The motion was approved by the Board.

The board's next item on the agenda was **Resolution No. 9 of 2021 Authorizing Acquisition of Real Property at 36 Jackson Street**. Rianne Mitchell advised the Acquisition Committee met this month to discuss and authorize RLBC to participate in an auction to purchase a property prior to the meeting of the full board. Since this regular monthly meeting allows adequate time to prepare to participate in the auction in question, we are presenting the request to all members instead of just the Acquisition Committee (Acquisition Policy allows the Acquisition Committee to meet and authorize purchase of property \$25,000 or less or that were part of meeting grant requirements). At the Acquisition Committee meeting held earlier this month, RLBC was authorized to purchase at public auction 4 Brooklyn Street in the same effort to acquire inventory that would allow Enterprise to feel more comfortable with the reprogramming of the funds. (An update of the sale is to follow in the Discussion Topics portion of the meeting). Rianne Mitchell explained this resolution is to give RLBC authorization to make a bid up to a certain amount. We had an appraisal done by Michael Woodruff from the City of Rochester's Division of Real Estate and the range of value that was given was \$93,000 to \$112,000. While that is the appraised fair market value, we do not feel it is appropriate for RLBC to invest in a property at that level since there are repairs that will need to be done on the property. We are asking for authorization for RLBC to bid on the property up to \$65,000.

Dana Miller questioned what kind of foreclosure was taking place since the property seemed to be owner occupied. Rianne Mitchell explained the property was occupied but not by the owner and the auction was for a mortgage foreclosure. Cindy Castillo advised the owner of the property/holder of the mortgage was deceased and the foreclosure action is against the Estate by the mortgage company for failure to pay the note and mortgage. Dana Miller then asked what would happen to the occupants if RLBC were to acquire the property. Rianne Mitchell advised we have approached the occupants and they have expressed their interest in purchasing the property. We have not obtained any financial information but did confirm the state of the property is being kept in good standing. Kim Jones then asked how was this property on our radar. Rianne Mitchell advised this property was listed on the Daily Record in our weekly review of public auctions.

Katy Hasselwander made a motion to approve Resolution No. 9 of 2021 Authorizing Acquisition of Real Property at 36 Jackson Street; Kurt Martin seconded. The motion was approved by the Board.

The board's next item on the agenda was **Resolution No. 10 of 2021 Authorizing the Land Bank to Enter into an Agreement with The City of Rochester Related to the Coronavirus State and Local Fiscal Recovery Fund Established by American Rescue Plan Act**. Rianne Mitchell advised this is a resolution as a result of the City of Rochester receiving monies from the Recovery Fund established by the American Rescue Plan Act and committing \$2.4 Million of those funds to the RLBC (to be disbursed over three years) for the purpose of property acquisition and rehabilitation. This portion of the plan is going in front of City Council in December 2021 and we must have an agreement in place between the City of Rochester and RLBC.

Kim Jones made a motion to approve Resolution No. 10 of 2021 Authorizing to Enter into an Agreement with The City of Rochester Related to Coronavirus State and Local Fiscal Recovery Fund Established by American Rescue Plan Act; LaShay Harris seconded.

Kim Jones then asked how did the provision of 10 properties come about. Rianne Mitchell advised that the program as conceived by the Executive Director required acquisition and rehabilitation of 30 properties over three years, but as the City preferred a one-year agreement with two one-year options, 10 properties per year seemed appropriate. Kim Jones then pointed out the language in the resolution flatly states 10 and wanted to make sure we could be more flexible. Carol Wheeler then asked to confirm the amount per year which states it is \$800,000 per year for three years. Rianne Mitchell confirmed that is what was set out. Katy Hasselwander then pulled the proposed City Ordinance and confirmed the data that is set out and read the sections concerning the distribution to RLBC. Stephanie Prince suggested revising the resolution to match the information on the proposed City Council Ordinance. All board members agreed to the revisions.

The motion was approved with the agreed revisions as discussed by the Board.

The board's next item on the agenda was **CRI Grant Reallocation Request**. Rianne Mitchell advised we previously discussed the reallocation of the grant in the beginning of the meeting wherein we discussed the reallocation of the acquisition funds and the administrative HAPI funds towards the Home Headquarters loan fund.

The board's next item on the agenda was **N4N Update**. Rianne Mitchell provided an update of the foreclosure action for 225-227 Michigan Street advising a sale has been set for December 14 and the Notice of Sale has been published with the Daily Record. Rianne Mitchell confirmed Paul Scuderi will be attending the sale and bidding on behalf of RLBC. We expect to gain the property back since the amount due is so high and there are a number of restrictions.

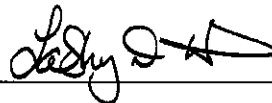
The board's next item on the agenda was **NLBN Summit Recap**. Discussion of this item has been postponed for the RLBC Monthly Meeting in December. Rianne Mitchell advised a link to information from the summit will be provided to all prior to the next meeting.

Rianne Mitchell then provided an update of the possible acquisition of 4 Brooklyn Street, Rochester, NY which was sold back to the Plaintiff/Tax Lien Holder on November 17, 2021. Rianne Mitchell advised Cindy Castillo reached out to the lien holder, Tower to see if they are interested in assigning their bid to RLBC. They expressed they did have an interest in selling the bid to us and we are in the process of making an offer which was less than the amount authorized by the Acquisition Committee. Rianne Mitchell advised we did contact the occupants who confirmed their interest in purchasing the property. Rianne Mitchell also advised there may one more foreclosure sale we may want to participate in for 236 Flower City Park. We did not bring this to the board at this time as we do not have an appraisal but if we do obtain one prior to the sale, we will bring it in front of the Acquisition Committee.

Dana Miller brought the discussion to a close. Carol Wheeler made the motion to adjourn the meeting, Kurt Martin seconded, all were in favor.

The meeting was adjourned at 3:59 pm.

ATTEST:



LaShay Harris, Secretary

Rochester Land Bank Corporation

Meeting Minutes

December 16, 2021

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, LaShay Harris, Kurt Martin and Katy Hasselwander

Board Members Absent: Kim Jones

Non-Board Members Present: Stephanie Prince, Rianne Mitchell, Maritza Mejias, Paul J. Scuderi and Cindy Castillo

The board meeting was called to order at 3:02 pm by Dana Miller.

The minutes from the last meeting were distributed. LaShay Harris moved that the minutes from the last meeting be approved; Kurt Martin seconded. The motion was approved by the board.

Kim Jones was absent from the meeting and was not able to present the **Treasurer's Report and the Cash Disbursement Report** for the month of November. Rianne Mitchell advised the reports would be provided upon Kim's return from vacation.

Dana Miller then went to the next item on the agenda, **Resolution No. 11 of 2021 Authorizing Acquisition of Real Property at 88 Rosemary Drive**. Paul Scuderi discussed that through some in-house research, we discovered 88 Rosemary Drive is available for purchase and believe it will be a great addition to our inventory. The area is very stable with not too many foreclosures and has had several projects completed by Home Rochester. Paul Scuderi also advised the property is currently vacant and no displacement will be needed. Rianne Mitchell advised we have reached out to the current owner who is the tax lien holder who obtained this property through a County tax lien foreclosure. Carol Wheeler then asked if this home will be another Home Rochester project or will it be sold to an owner occupant. Rianne Mitchell advised it could either be sold to the Partnership or sold to an owner occupant. Paul Scuderi confirmed the same and advised we could potentially sell the property for a substantial amount. Maritza Mejias confirmed, after running comparable sales of the area, the property would generate more profit through a private sale. Dana Miller asked for clarification of the amount that is necessary for the purchase. Paul Scuderi advised the amount will not exceed \$60,000 and includes paying several liens to clear title. Rianne Mitchell then explained \$15,000 is the purchase price, and the remaining costs are liens and taxes that will need to be satisfied to obtain clean title. Carol Wheeler then asked if ultimately we will be selling to an owner occupant. Rianne Mitchell responded with a yes. Dana Miller then asked if we had an idea of what remediation is needed. Rianne Mitchell advised since it is vacant, it will need some work but the property does not appear to be in bad shape. Maritza Mejias advised she assessed the outside of the property. In previous deals the Land Bank has sold vacant properties "as is", only addressing issues that are urgent (example: leaking roof). LaShay Harris then asked if the property had a garage. Kurt Martin and Dana Miller both confirmed by looking at the virtual map there is not a garage. Carol Wheeler then asked if there would be any City grants that could help the owner occupant with any of the needed repairs. Paul Scuderi advised we would coordinate with the City's Contract Services to determine what may be available in terms of monetary assistance. Dana Miller then asked how would we determine the sale price. Rianne Mitchell advised in the event we do not sell the property to one of the Partners, we would likely have the

property listed with the realtor (who is listing the N4N property). Dana Miller then asked if the sale price would be determined by the realtor. Rianne Mitchell confirmed it would and also advised we had an internal brokers price opinion for the property with a range of \$89,900 to \$109,900. This demonstrates that even with its current condition, with the current market we may be able to sell for more than what we would pay. LaShay Harris then asked if we should be concerned with the expected rise in interest rates. Paul Scuderi advised the rise in interest rates would likely be incremental and is scheduled to commence in March 2022 with a total of three for the remaining 12 months. Kurt Martin asked if we have knowledge of the interior condition of the property and expressed his concern with the level of rehabilitation that may be required. Rianne Mitchell advised the property would be purchased with grant funds provided specifically for blight removal. Accordingly, we do not necessarily have to sell it for the purchase price. In addition, we are in the position that we have alternate acquisition funds for future purchases if we were not able to recuperate all of the purchase price. The property is in a stable area, currently vacant, could possibly get into the hands of an owner occupant and meets the qualification of blight removal as per the grant requirement. Maritza Mejias advised we have purchased gutted properties in the past and have been able to resell. LaShay Harris asked if we knew how long has the property been vacant. Maritza Mejias advised she believes the property has been vacant for about 2 years.

Carol Wheeler made a motion to approve Resolution No. 11 of 2021 Authorizing Acquisition of Real Property at 88 Rosemary Drive; LaShay Harris seconded. The motion was approved by the Board at 3:21 pm.

Dana Miller asked how soon will we acquire the property. Rianne Mitchell advised it is anticipated that we will acquire the property by the end of this year. Dana Miller asked that once we have acquired and accessed the property, the board be given a report of the condition of the property. Paul Scuderi confirmed a report including pictures of the property will be provided.

The next item on the agenda was the discussion of **CRI Grant Reallocation Request and Update**. Paul Scuderi then discussed our request to reallocate the remaining funds given to us from the CRI Grant which we anticipated to spend down but, due to the current pandemic, we have not been able to use. We wanted to reallocate the funds into some more similar stabilization work and neighborhood community development work. One of the goals was to reallocate funds to establish the HOME Headquarters Acquisition Rehabilitation loan fund. We spoke to our grant provider and submitted our work plan which was approved. Paul Scuderi then briefly went through the work plan and pointed out the request to spend \$60,000 of Acquisition funds for the purchase of 88 Rosemary and the request to allocate the remainder of the grant monies to establish a loan loss reserve for the HOME Headquarters Program to do the 5 to 1 program (advising this is a very successful program which several other Land Banks have been participating along with other entities). Rianne Mitchell advised we wanted to make sure there weren't any questions as our final grant extension to March 2022 required that we submit a work plan by December 6, 2021 as the use of the funds for funds that were not expended as of that date.

The board's next item on the agenda was the discussion of **HOME Headquarters program**. Paul Scuderi advised we have a contract out for this program with HOME Headquarters which has been reviewed and approved by HOME Headquarters and is currently 95% finalized. Rianne Mitchell advised we wanted to discuss the process and the program on our end. Rianne explained HOME Headquarters is a CDFI, and as such provide funding and do their own pre-qualification. We do not anticipate needing to go through our Shared Services Agreement to have individuals go through the City's Homebuyer Program process but we will need to provide local homebuyer training for the purchasers. Given the structure of the program, it will not be huge amounts of participants as properties will be purchased from the Rochester Land Bank Corp. We would want to take advantage of our Shared Services Agreement so we do not have to establish contracts with the local providers of the HUD Homebuyer Training. We will be reaching out to the City's Housing division to discuss. We would also need staff from technical services to provide a scope of work for each project. The monitoring of the rehabilitation would be done by HOME

Headquarters. This is just an idea of the structure and how the process will work. Carol Wheeler then asked if we would be providing buyer assistance (down payment and closing cost assistance) other than the training. Rianne Mitchell advised there is no conflict with HOME Headquarters and does not see why not as long as the buyer qualifies. Carol Wheeler then advised we should discuss development of an application process that would include all available assistance so there will not be long waiting periods. Rianne Mitchell advised we could possibly prepare one application for all available assistance.

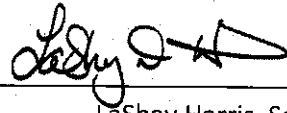
The next item on the agenda was the discussion of **Board Members & Bylaws**. Paul Scuderi advised he and the RLBC staff reviewed the Bylaws and feel there are some items we may want to address. Rianne Mitchell advised the discussion of the Bylaws was raised due to a concern about continuity as one of the appointed board member positions has been vacant for some time and there are some upcoming changes to the incumbents of the ex-officio Board member positions with the City's new administration. The current titles of the ex-officio board members they do not match those in the Bylaws. Recognizing that we will have a number of Board members who will not have experience with the Land Bank, we should discuss ways to maintain continuity and consistency. In speaking with Stephanie Prince, she also expressed concern regarding the titles not matching and the board being in compliance with the Bylaws. There has been a change in structure in the Bureau of Buildings and Zoning since the Land Bank Formation which may allow us to maintain some continuity by recognizing the Director of Inspection and Compliance Services be the role that our current Board Member, Kurt Martin, holds title of Director of Buildings and Zoning. We also looked at the number of board members and may want to discuss the ability to have more than the current seven. LaShay Harris then asked if we could consider adding community members to the Board. Rianne Mitchell advised there is no against it. It will just have to be reflected in our Bylaws and legislation. LaShay Harris recommended that if we are considering increasing the number of the Board members, we may want to consider adding some community members. Rianne Mitchell advised there are a number of Land Banks that have done so. Paul Scuderi also advised internally there have been discussions of increasing the number of Board members in the past including the possibility of expanding the areas of experience on the Board by adding a member who works directly in the trades or banking industry. Rianne Mitchell advised the primary change we will need to have done is the change in titles of the ex-officio Board members to reflect the same on the Bylaws. So if there are any other changes needed, we could take the opportunity to make any other changes the Board would like to revise. Kurt Martin asked if there was flexibility in having a backup to any of the Board member titles since we struggle to sometimes have a quorum (e.g. write in Director or Assistant Director of Buildings and Zoning). Paul Scuderi advised it would not be a favorable change due to the member attending the meeting will need to have been to the previous meeting as they will have to vote. It is good to have a backup but not for voting purposes. Rianne Mitchell then advised the Board member can assign a designee who would then be the voting member the board. Carol Wheeler then asked if the title can state two titles (example, Manager of Housing or Assistant Manager of Housing). Rianne Mitchell then advised the role must hold one title, then that Board member who holds the title could potentially assign a designee. Stephanie Prince then advised that set titles should be set in the Bylaws to not have any confusion but she will have to review this further. Dana Miller asked how do we address the issue of titles which change and no longer exist. Stephanie Prince advised that we may just want to clean up the titles to match as much as we can to avoid any possible challenges to board composition based on the Bylaws. LaShay Harris asked if we can possibly change a title to state Appointed by the Commissioner of NBD. Stephanie Prince advised that such an appointee could be an addition, but would not replace the ex-officio role. Dana Miller then advised we should work on matching the titles to the current Board members. Stephanie Prince suggested that we wait till after February 2022 to see if there are any changes during the first month. Paul Scuderi agreed to such suggestion and added that we should agree to do an annual review of the Bylaws and make any necessary changes. Stephanie Prince agreed to the annual review and stated it should be done yearly in March were in we could reflect any changes made during the first part of the year. Stephanie Prince also suggested that Rianne Mitchell and anyone else interested in participating in the discussions of the changes to the Bylaws get together in a discussion later in the month of January 2022.

The board's next item on the agenda was the discussion of **NLBN Summit Recap**. Paul Scuderi then went into the last item of discussion and advised the recap was postponed to this month from last month. He noted that there were a few members who attended the summit and wanted to give the opportunity for anyone who wanted to provide any feedback to give to the staff so we can share with the CCP and Enterprise. Rianne Mitchell also advised there is a link that is available for recordings of the seminars and that was shared in the chat area. Paul Scuderi then asked that if anyone has any feedback, please email one of the staff and expressed his hopes for returning to the physical Summit as in the past.

Stephanie Prince suggested that we continue with the current Board members as they change their roles for the next few months until we settle in and all position changes transpire. Dana Miller and Paul Scuderi both agreed.

Dana Miller brought the discussion to a close. LaShay Harris made the motion to adjourn the meeting, Kurt Martin seconded, all were in favor.

The meeting was adjourned at 3:59 pm.

ATTEST: 

LaShay Harris, Secretary