



**MINUTES**

**GENERAL MONTHLY MEETING  
MALB BOARD OF DIRECTORS  
Thursday, October 30, 2025**

Type of Meeting: Regular Monthly Meeting

Location: Marquis II Conference Room, Marriott Marquis Complex, 285 Peachtree Center Ave. NE, Atlanta, GA 30303. Zoom Conference Call access was also provided.

| Board of Directors             |  |                |             |
|--------------------------------|--|----------------|-------------|
| Name:                          | Title:   | Attendance:    |             |
|                                |  | Present        | Not Present |
| Janis Ware                     | MALB Board Chairperson                         | P              |             |
| Michelle Nelson                | MALB Board Treasurer                           |                | NP          |
| Steven Parker                  | MALB Board Vice Chairperson                    | P              |             |
| Petrina Howard                 | MALB Board Secretary                           | P              |             |
| Edith Ladipo                   | MALB Board Member                              |                | NP          |
| Joan Arkins                    | MALB Board Member                              | P              |             |
| Kenneth "Chris" Haider-Bardill | MALB Board Member                              | P              |             |
| Charles "Chuck" Shultz         | Advisory Member - Atlanta Public Schools (APS) | P<br>(Virtual) |             |

| Staff and Counsel      |   |                |             |
|------------------------|---|----------------|-------------|
| Name:                  | Title:  | Attendance:    |             |
|                        |   | Present        | Not Present |
| Christopher Norman     | Executive Director                            | P              |             |
| Elizabeth Roberts      | Internal General Counsel/Sr. Program Director | P              |             |
| Terica B. Bashir       | Program Director                              |                | NP          |
| Kimberly White         | Vacant Property Manager                       | P              |             |
| Malik Bells            | Real Estate Data Analyst                      |                | NP          |
| Rhonda Corporal        | Office Manager                                | P              |             |
| Atty. Rodney Strong    | MALB External General Counsel                 |                | NP          |
| Atty. David Maher      | MALB External General Counsel                 | P<br>(Virtual) |             |
| Atty. Tres Dye         | MALB Real Estate Counsel                      | P<br>(Virtual) |             |
| Atty. Patrick O'Connor | City of Atlanta Law                           |                | NP          |
| TBD                    | Office of Fulton County Attorney              |                |             |

1. **Call to Order:** Chairperson Janis Ware called the meeting to order at 12:03 P.M.

2. **Adopt Agenda:** Agenda was adopted without changes:

Vice Chairperson Steven Parker made a motion to:

*Adopt the Agenda without any changes.*

Secretary Petrina Howard seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

3. **Ratify Minutes:**

Secretary Petrina Howard made a motion to:

*Ratify Minutes as submitted for the meeting on September 23, 2025.*

Vice Chairperson Steven Parker seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

**Action Items:**

**4. Approve Finalists for Qualified Vendor Pool from Request for Qualifications for Asset Maintenance Services**

Kimberly White, Vacant Property Manager, stated that the submissions to the Request for Qualifications (RFQ) for Asset Maintenance Services was reviewed by an evaluation committee of four members. The committee consisted of MALB staff and one Board Member. Four proposals were received in response to the RFQ. She stated that the contract for the approved vendors would be for two years with a one-year extension option. The submissions recommended for the Qualified Vendor Pool are:

- Executive Realty Solutions - (current MALB vendor)
- Synergy Real Estate – (current MALB vendor)
- Integrity Home Solutions - (current Westside Future Fund vendor)

Secretary Petrina Howard made a motion to:

***Approve Finalists for Qualified Vendor Pool from Request for Qualifications for Asset Maintenance Services.***

Board Member Joan Arkins seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

**5. Approve Tax Extinguishment for Multiple Properties for Acquisition by the City of Atlanta Department of Parks and Recreation**

Attorney Elizabeth Roberts stated that MALB and the City of Atlanta (COA) purchased a portfolio of properties from the Dan West estate as part of its Housing Affordability Action Plan. The COA is requesting tax extinguishment on these properties in support of their desire to put them back into production. Attorney Roberts informed the Board that the total amount of extinguishment for the properties is approximately \$96,103.24.

Attorney Roberts also explained that the property located at 1020 Bolton Road was previously approved for tax extinguishment by the Board; however, the Tax Commissioner denied the extinguishment because the City had not cleared its sanitation fees. The MALB is re-requesting tax extinguishment for 1020 Bolton Road in the amount of approximately \$130,979.63 as the COA is in the process of passing an ordinance to clear the sanitation fees for 1020 Bolton Road and allow the tax extinguishment request to move forward with the Tax Commissioner.

Vice Chairperson Steven Parker made a motion to:

***Approve Tax Extinguishment for Multiple Properties Acquired by MALB for disposition by and to the City of Atlanta.***

Board Member Kenneth "Chris" Haider-Bardill seconded the motion.  
**MOTION APPROVED UNANIMOUSLY.**

**6. Approve Revised MALB Employee Policy Manual**

Executive Director Christopher Norman explained to the Board that the Employee Policy Manual had not been updated since 2010. He stated that there were only a few significant changes from the original Employee Policy Manual. The format has been updated since the old version. It also had to be updated based on the impact of COVID on the workplace. Another notable change was that all employee performance reviews will be scheduled in nine-month intervals.

Vice Chairperson Steven Parker made a motion to:

***Approve Revised MALB Employee Policy Manual.***

Board Member Joan Arkins seconded the motion.  
**MOTION APPROVED UNANIMOUSLY.**

**Information Items**

**7. Framework Agreement for Property Acquisition and Development with Atlanta Public Schools**

Executive Director Christopher Norman explained that a Framework Agreement needed to be created between the Atlanta Independent School System, a/k/a Atlanta Public Schools (APS), and Fulton County/City of Atlanta Land Bank Authority, Inc. d/b/a Metro Atlanta Land Bank for future partnership opportunities. APS owns real properties and has declared certain properties to be surplus. Their goal is to dispose of their surplus properties for affordable housing through potentially a land trust model, ensuring long-term affordability. Executive Director Norman noted that the goal is for 100% of the residential units to be reserved for sale to households whose incomes are at or below the 80% to 120% range of the Area Median Income (AMI) for the City of Atlanta HUD Metro Areas.

Chairperson Janis Ware stated that she supports APS employees receiving homes under this Agreement; however, she also believes that the COA and Fulton County employees should be considered for home ownership through this process as well.

Board Member Joan Arkins questioned whether the MALB will be the developer on the project and who will oversee the application process for APS and COA employees.

Executive Director Norman replied that the MALB would not be the developer but that the other details have not been ironed out yet. These items will be discussed with APS and the item will come back to the Board for additional discussion before a vote.

Vice Chairperson Steven Parker made a motion to:

*Adjourn to Executive Session*

Secretary Petrina Howard seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

**Adjourned to Executive Session**

**Executive Session**

**8. Real Estate Transaction A**

A real estate transaction was discussed in Executive Session.

**9. Real Estate Transaction B**

A real estate transaction was discussed in Executive Session.

Board Member Joan Arkins made a motion to:

*Adjourn and Exit from Executive Session.*

Board Member Kenneth "Chris" Haider-Bardill seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

**Adjourned and Exited from Executive Session.**

**10. Update - Barge Road Request for Qualifications (0 Barge Road, Atlanta, GA 30331, Parcel # 14-02510001337)**

Executive Director Christopher Norman informed the Board that the RFQ for developers to submit development proposals for 0 Barge Road was published, and responses have been received. AUD is taking the lead for the publication of the RFQ and review for proposals.

**11. Real Estate Services Request for Qualifications**

Executive Director Christopher Norman stated that the MALB received eighteen submissions for the Real Estate Services RFQ. Staff is waiting for the completion of the evaluations before presenting them to the Board for review and approval.

**12. Update -- Economic Impact Study**

Mr. Nigel G. Griswold, Griswold Consultant Group, reported to the Board the following update:

- Quantify the cumulative and annual property tax revenue effect of properties MALB has put back on the tax rolls (70% completed).
- Quantify the estimated economic impact of annual MALB budget expenditure on the regional economy (95% completed).
- Quantify the estimated economic impact of economic development projects on the regional economy attributable to MALB due to their key role of delivering property (55% completed).
- Quantify the estimated economic impact on nearby residential property values resulting from MALB/partner's demolition/rehabilitation/new construction activity (15% completed).

**13. Engagement of the Starkey Law Group to assist with City of South Fulton MALB Membership**

Attorney Elizabeth Roberts stated that the MALB would like to have a limited engagement with Attorney Vincent Hyman to assist, contact, facilitate, coordinate, and consult on the final draft of the proposed new membership agreement between the MALB and the City of South Fulton. Attorney Roberts stated that the cost to MALB for the engagement will be recouped from the proposed budget contribution from the City of South Fulton.

**14. Fannie Mae Demonstration Project Proposal Submission**

Executive Director Christopher Norman informed the Board that Fannie Mae informed the MALB that they will not be moving forward with the Fannie Mae Demonstration project proposal that was submitted. It may be reconsidered in the future.

**15. Update - Conley Road Project**

Executive Christopher Norman informed the Board that the developer had a Code Enforcement court hearing but did not appear. He stated that there have not been any additional updates since the last Board meeting.

**16. Update -- Annual Report**

Executive Director Christopher Norman stated that the final version of the 2024 Annual Report had been published and printed. The report will be distributed to all strategic stakeholders identified by staff.

**17. GALBA Summit – Atlanta, GA, October 28-29, 2025**

Executive Director Christopher Norman stated that the 2025 Georgia Association of Land Bank Authorities, Inc. Summit was held on October 28-29<sup>th</sup> in Atlanta at the offices of the Georgia Municipal Association. all MALB staff attended the summit.

**18. Financial Update**

Executive Director Norman informed the Board that he submitted the FY2026 budget request to Fulton County. He stated that the request was for an allocation of \$ 300,000 versus the \$113,223 received in FY2025. A response from Fulton County is pending. The MALB is also continuing to move forward with the sale of surplus properties which would generate additional revenue for operations

**19. Public Comments**

NONE.

**20. New Business**

NONE.

**21. Adjourn**

**Adjourned meeting at 1:43 P.M.**

A handwritten signature in blue ink that reads "Peter Howard". The signature is written in a cursive style with a large initial "P".