

Sandusky County Land Bank

POLICIES & PROCEDURES

Table of Contents

Article I. Mission	3
Section 1.01 Mission Statement	3
Article II. Authority	3
Section 2.01 Delegated Authority	3
Section 2.02 Terminology	3
Article III. Acquisition of Properties	3
Section 3.01 General Considerations.....	3
Section 3.02 Pre-Acquisition Considerations	4
Section 3.03 Post-Acquisition Considerations	5
Section 3.04 Acquisition through Tax Foreclosure	5
Section 3.05 Acquisition through Donation or Deed-in-Lieu of Foreclosure	6
Section 3.06 Acquisition through Purchase.....	7
Article IV. Disposition of Properties	7
Section 4.01 General Considerations and Prohibitions	7
Section 4.02 Disposition of Vacant Properties	8
Section 4.03 Residential Structure Transfer Program	8
Section 4.04 Side Lot Disposition Program	9
Section 4.05 Pricing.....	9
Section 4.06 Transfer Procedure	10
Section 4.07 Disposition of Improved Property.....	10
Article V. Blight Eliminations.....	12
Section 5.01 General Demolition Procedures.....	12
Section 5.02 Property Inspection.....	12
Section 5.03 Asbestos Survey	12
Section 5.04 Selection of Demolition Contractors	12
Section 5.05 Post Demolition	13
Article VI. Rehabilitation Policy.....	13
Article VII. Maintenance.....	15
Section 7.01 Maintenance Generally	16

Article VIII. Insurance 16
 Section 8.01 Insurance Requirements 16
Article IX. Appeals 17
 Section 9.01 Appeals to the Chairman 17
 Section 9.02 Appeals to the Board of Directors 17

Article I. Mission

Section 1.01 Mission Statement

(A) The Sandusky County Land Reutilization Corporation (the "Land Bank") strengthens neighborhoods and preserves property values by strategically returning vacant, abandoned, and tax-delinquent properties to productive use through an open and equitable process.

Article II. Authority

Section 2.01 Delegated Authority

(A) Unless otherwise provided in these Policies & Procedures, the Board of Directors of the Land Bank delegates to the Land Bank Chairman or the Chairman's designee the authority:

- (i) To acquire and dispose of property on behalf of the Land Bank;
- (ii) To contract with third parties on behalf of the Land Bank;
- (iii) To determine the fair market value of a property owned by the Land Bank;
- (iv) To determine the potential for renovation of a structure; and
- (v) To expend Land Bank funds consistent with its approved annual budget.

(B) The authority provided in this Article may only be exercised consistent with these Policies and Procedures. The action of a Land Bank staff member inconsistent with these Policies and Procedures will have no effect unless ratified by the Board of Directors of the Land Bank.

(C) Exceptions to these Policies and Procedures may be approved by the Board of Directors after a complete presentation by the Land Bank staff.

Section 2.02 Terminology

(A) Unless otherwise specified, references to "the Land Bank" in these Policies & Procedures mean the Corporation or the Land Bank Chairman or the Chairman's designee, as context requires.

Article III. Acquisition of Properties

(As approved October 1, 2015)

As part of its primary mission, the Sandusky County Land Reutilization Corporation ("Land Bank") will acquire properties in order to improve the quality of neighborhoods, increase land values, create diverse housing opportunities and return properties to the tax rolls.

Section 3.01 General Considerations

A. All properties acquired must have a maintenance plan and funding in place. Initial priority will be given to properties with a designated end-user.

- B. Properties may be acquired when any of the following criteria exist:
1. Eligible for tax foreclosure or appear on the Auditor's Forfeited Land List.
 2. Deed-in-lieu of foreclosure offered by owner and no liens are attached to the property with the exception of delinquent taxes, assessments, penalty, interest and fees.
 3. Donation free and clear of all liens, including delinquent taxes, assessments, penalty, interest and fees.
 4. Requested by a qualified end-user or other entity for ultimate acquisition and redevelopment of the property
 - a. Acts as a catalyst for further development,
 - b. Is part of a comprehensive development plan,
 - c. Supports infrastructure, public and green space development, or
 - d. Reduces blight in the community.
 - e. In particular, acquisition will be prioritized where the Land Bank participation is necessary to complete the redevelopment.
 5. Located in reinvestment areas that would support strategic neighborhood stabilization and revitalization plans.
 6. Demolition will support blight elimination and neighborhood revitalization plans.
 7. Eligible to be transferred under a disposition program approved by the Land Bank Board.
 8. Available for the creation or expansion of green or community space or urban agriculture of any kind.
 9. Title issues are preventing the property from being developed to its highest and best use.
 10. Mortgaged-foreclosed or in receivership and located in a neighborhood that is an area of focus, or with the purpose of preventing the further decline of a neighborhood.
 11. Available for immediate occupancy without need for substantial rehabilitation.
 12. Part of a land assemblage development plan by either the Land Bank or partnering entities.
 13. Fulfilling the community's plan for historic preservation.
 14. May generate operating support for the functions of the Land Bank.
- C. The Land Bank must be aware of any environmental conditions for Brownfield properties. If any adverse conditions are determined, a remediation plan must be in place before acquisition.
- D. Any exception to the policies governing acquisition shall be taken to the SCLRC Board for final approval.

Section 3.02 Pre-Acquisition Considerations

- (A) The Land Bank will assess the condition, marketability, potential holding and maintenance costs, and possible end users of every property prior to acquisition. When possible, the Land Bank will conduct a complete condition assessment of all structures prior to acquisition.

- (B) Prior to acquisition, the Land Bank will ensure that it has available funds to hold and maintain the property for an extended ownership period.
- (C) The Land Bank may only acquire property that has clear and marketable title, except for delinquent property taxes which may be abated under the Ohio Revised Code.
- (D) If a property is in a local historic district, the Land Bank will endeavor to communicate with the appropriate historic commission to determine potential disposition options prior to acquisition.
- (E) Prospective end users, community stakeholders, or other interested parties may submit a Request for Property Investigation to the Land Bank. The Land Bank will assess properties brought to its attention under a Request for Investigation for potential acquisition.

Section 3.03 Post-Acquisition Considerations

- (A) Upon acquiring any property with a structure, the Land Bank will conduct a complete condition assessment (if not already conducted), secure the property, add the property to its maintenance schedule, and prepare a marketability assessment for the property.
- (B) As soon as practical, the Land Bank will move forward with property disposition, demolition, or marketing following acquisition.
- (C) Upon acquiring a property, the Land Bank will make its ownership known to the public. If the Land Bank has been in contact with a prospective end user, neighbor, community based organization, or other interested party prior to acquisition, it will communicate its ownership of the property to the interested party or parties.

Section 3.04 Acquisition through Tax Foreclosure

- (A) The Land Bank will meet regularly with the County Treasurer's and Prosecutor's offices to strategically coordinate acquisition of a property through tax foreclosure.
- (B) When a property is eligible under Ohio law and an acquisition priority for the Land Bank, the Land Bank will coordinate with the County Treasurer's and Prosecutor's offices to investigate and file an expedited tax foreclosure action through the Sandusky County Board of Revision.
- (C) When a property is ineligible for expedited tax foreclosure but an acquisition priority for the Land Bank, the Land Bank may coordinate with the County Treasurer's and Prosecutor's offices to investigate and file a judicial tax foreclosure action through the Sandusky County Court of Common Pleas.
- (D) For properties subject to tax foreclosure, the Land Bank may acquire title to properties through direct transfer following judgment. The Land Bank will provide formal notice to the County Treasurer and Prosecutor when electing to acquire a property through direct transfer following judgment.

- (ii) (E) If the Land Bank elects to acquire a property through direct transfer, it may subsequently amend or rescind its election and will promptly notify the County Prosecutor's and Treasurer's office of its decision prior to transfer.
- (iii) (F) In lieu of a direct transfer and when property conditions are unknown or direct transfer is determined not to be the best means of acquisition, the Land Bank may elect to allow properties to be auctioned through the Sandusky County Sheriff
- (iv) (G) Upon acquisition after tax foreclosure, the Land Bank will instruct the County Auditor's office to remove all existing delinquent taxes, assessments, charges, penalties, and interest, and exempt the property from future taxes and assessments for the entire period the Land Bank owns the property.

Section 3.05 Acquisitions through Donation or Deed-in-Lieu of Foreclosure

(A) Private Donation

- (i) The Land Bank may only acquire a property by private donation if clean, marketable title has been verified. The Land Bank will require prospective donors to provide at the donor's expense a competent title examination prior to acquisition and may request an owner's commitment of title at the donor's expense as a condition of donation.

The Land Bank will conduct a complete condition assessment of any property with a structure before acquiring the property through private donation.

If requested by the donor, the Land Bank, as an eligible charitable organization, will acknowledge the donation. The donor will be solely responsible for reporting and determining the value of any property donated.

Unless the property is abandoned land and eligible for deed-in-lieu of foreclosure, the Land Bank will require prospective donors to pay all delinquent taxes, assessments, charges, penalties, and interest prior to private donation.

(B) Deed-in-Lieu of Foreclosure

- (i) If a property has been certified as tax delinquent and abandoned land but is otherwise free from liens, encumbrances, and restrictions affecting title, the Land Bank may take title through deed-in-lieu of foreclosure under R.C. §5722.
- (ii) The Land Bank will offer acquisition by deed-in-lieu of foreclosure to the owner(s) of such a property if
 - 1) The owner(s) contact the Land Bank prior to judgment of foreclosure requesting a deed-in-lieu of foreclosure and the property is eligible under these Policies and Procedures;
 - 2) The owner(s) meet in-person with the Land Bank no later than 10 days after making the request to sign a purchase agreement and deed transferring all right, title, and interest to the Land Bank;
 - 3) The owner(s) at the time of the meeting with the Land Bank have made and demonstrated, or will make and demonstrate immediate following the meeting, full payment of all court

costs due; and

- 4) The Sandusky County Treasurer's and Prosecutor's offices consent to deed-in-lieu of foreclosure (as applicable) following notification and any court with jurisdiction over the matter authorizes transfer or dismissal.

Notwithstanding the foregoing, the Land Bank and Treasurer's office may elect to proceed with filing a tax foreclosure action against any delinquent property rather than accept a deed-in-lieu of foreclosure.

When accepting a deed-in-lieu of foreclosure, the Land Bank will provide written certification to the Sandusky County Auditor that the property is "abandoned land" as defined in R.C. §323.65.

Section 3.06 Acquisition through Purchase

- (A) The Land Bank may acquire a property through purchase if no other means of acquisition is available and acquiring the property is a priority.

Article IV. Disposition of Properties

(Amended July 7, 2017)

Section 4.01 General Considerations and Prohibitions

As part of its primary mission, the Sandusky County Land Reutilization Corporation ("Land Bank") will dispose of properties in a manner which will improve the quality of neighborhoods, increase land values, create diverse housing opportunities and return properties to the tax rolls.

Eligible end-users

In order to facilitate its redevelopment mission and return property to long-term productive use, the Sandusky County Land Bank will require all prospective end-users to qualify for transfers based on criteria approved by the Sandusky County Land Bank Board.

1. Individuals and entities that were the prior owners of property at the time of the tax foreclosure which transferred title to the Land Bank shall be ineligible to be the transferee of such property from the Land Bank.
2. Any property located in Sandusky County that is owned by the transferee must meet the following criteria:
 - a. Be maintained in such a manner such that it has no un-remediated citation or violation of Ohio statute or local ordinances,
 - b. Is current in real estate tax payments
 - c. Has not, as a result of tax foreclosure proceedings within the past 5 years, been transferred to a local government.
3. The subject property must not have been used by the transferee or a family member

of the transferee as his or her personal residence at any time preceding the submission of application (except in rental cases).

4. Additional criteria for the qualification of an end-user of commercial properties may include:
 - a. Identified funding sources and financial wherewithal,
 - b. Planned improvements,
 - c. Pre-lease agreements with potential tenants,
 - d. Previous experience in community redevelopment,
 - e. Development team qualifications,
 - f. Developer's equity in the project,
 - g. Timeline for completion,
 - h. Evidence of community support, and
 - i. Any other information the Land Bank may require. Qualifying criteria may vary depending on the nature of the end-user.

Section 4.02 Disposition of vacant properties

Unimproved property that the Land Bank owns or is acquiring is eligible to be purchased through the Vacant Lot Disposition Program, under the conditions listed below. The transfer of any given parcel of property in the Vacant Lot Disposition Program is subject to override by higher priorities as established by the Land Bank. Individuals interested in purchasing a vacant lot contiguous to their property may apply through the Side Lot Disposition Program.

1. Qualified Properties – parcels of property eligible for inclusion in the Vacant Lot Disposition Program shall meet the following minimum criteria
 - a. The property shall be a vacant unimproved real property.
 - b. The property shall be owned or being acquired by the Land Bank, either as an unimproved lot or with the intention of demolishing any structures that currently exists on the land.
 - c. Intended use for lot must be disclosed by the intended recipient. Use must comply with any applicable zoning and must be included in approved uses as specified by the city, village or township.
 - d. The transfer may include a deed restriction requiring the use of the property to be consistent with the stated use.

2. Section 4.03 Residential Structure Transfer Program

- a. The Land Bank will accept applications from property owners who wish to acquire a vacant lot.

- b. The Land Bank will attempt to facilitate a transfer of the vacant parcel to an end-user based on the following priorities:
 - Local governments
 - Local non-profit agencies
 - Local for-profit agencies
 - Individuals who are residents of Sandusky County
 - Other
- c. Having identified a vacant lot end user or users, the individual(s) so designated by the Board will be authorized to facilitate a transfer of the property without further Board approval.
- d. The Land Bank will prepare and provide a general warranty deed for the property and otherwise facilitate closing, which will include sharing one-half (1/2) the expenses of title costs and closing cost.

Section 4.04 Side Lot Disposition Program

1. Qualified Properties – parcels of property eligible for inclusion in the Side Lot Disposition Program shall meet the following minimum criteria:
 - a. The property shall be a vacant unimproved real property.
 - b. The property shall be owned or being acquired by the Land Bank, either as an unimproved lot or with the intention of demolishing any structures that currently exists on the land.
 - c. The property shall be physically contiguous to adjacent property with not less than a 50% common boundary line on one side.
 - d. Initial priority shall be given to the disposition of properties of insufficient size to permit independent development.
 - e. Intended use for lot must be disclosed by the intended recipient. Use must comply with any applicable zoning and must be included in approved uses as specified by the city, village or township.
 - f. The transfer may include a deed restriction requiring the use of the property to be consistent with the stated use.

2. Section 4.05 Pricing

Properties sold as a side lot to an adjacent owner shall be priced per the pricing guidelines approved by the Land Bank Board. Title examination and insurance, if desired and recording fees are the responsibility of the transferee and are not included in the sale price.

3. Section 4.06 Transfer Procedure

- a. The Land Bank will accept applications for Side Lots from contiguous property owners who wish to acquire an adjoining property.
- b. Applications from owner-occupants will take priority over applications from owners who do not occupy the contiguous property.
- c. The Land Bank will attempt to facilitate a transfer of the parcel to a single side-lot owner whenever possible.
- d. In the event that multiple adjacent property owners desire to acquire the same side lot, the property may be divided and transferred among the interested contiguous property owners. To facilitate such a transaction, the adjacent owners may be required to pay the costs of a survey of the land in order to split the parcel, in addition to the standard consideration.
 - i. If both parties do not agree to this resolution, the property will be sold based on the highest offer.
 - ii. In the event of two or more interested purchasers, a contiguous property owner who needs the parcel for a driveway or any other local code compliance issue will receive priority.
- e. Having identified a side-lot end user or users, the individual(s) so designated by the Board will be authorized to facilitate a transfer of the property without further Board approval.
- f. The Land Bank will prepare and provide a general warranty deed for the property and otherwise facilitate closing, which will include sharing one-half (1/2) the expenses of title costs and closing costs.

Section 4.07 Disposition of Improved Properties

Improved property that the Land Bank owns or is acquiring is eligible to be purchased through the Improved Property Disposition Program, under the conditions listed below. The transfer of any given parcel of property in the Improved Property Disposition Program is subject to override by higher priorities as established by the Land Bank.

1. Qualified Properties – parcels of property eligible for inclusion in the Improved Property Disposition Program shall meet the following minimum criteria:
 - a. The property includes a residential or commercial structure
 - b. The property has been inspected by the Land Bank to determine if the structure(s) has the potential for rehabilitation.
 - c. The property shall be owned or being acquired by the Land Bank.

- d. Intended use for the property must be disclosed by the intended recipient. Use must comply with any applicable zoning and must be included in approved uses as specified by the city, village or township.
 - e. The transfer may include a deed restriction requiring the use of the property to be consistent with the stated use.
2. Pricing - Properties sold as improved properties will be priced in accordance with the approved guidelines. Title examination, title insurance and recording fees are not included in the sale price. Any variation from pricing guidelines must have Board approval
3. Transfer Procedure
- a. The Land Bank will provide a list of available improved properties upon request, or shall post the list on the Land Bank's website
 - b. The Land Bank will accept applications for improved properties from individuals, companies, governments, non-profit agencies or others who wish to acquire one or more improved properties.
 - c. The Land Bank will attempt to facilitate transfer of an improved parcel to an end-user based on the following end-use priorities
 - Home ownership
 - Historic preservation
 - Mixed income development
 - Rental
 - Institutional/public use
 - Commercial
 - d. Improved properties may be transferred under one of the following scenarios:
 - i. An improved property that is available for immediate occupancy may be transferred directly to a qualified end-user
 - ii. Property in need of repair prior to occupancy may
 - 1. Be transferred directly to an approved rehabber. Criteria for approval of rehabbers will be established by the Board.
 - 2. Be transferred to a rehabber agreeing to make required repairs prior to receiving deed for the property (deed-in-escrow)
 - 3. Be transferred to an individual who will make necessary repairs and reside in the property for a specified period of time. Deed will be held in escrow

until certificate of occupancy is obtained.

- e. Having identified an end user or users, the individual(s) so designated by the Board will be authorized to facilitate a transfer of the property without further Board approval.
- f. The Land Bank will prepare and provide a general warranty deed for the property and otherwise facilitate closing, which will include sharing one-half (1/2) the expenses of title costs and closing costs.

Article V. Blight Elimination Demolition Policy

(As approved November 5, 2015)

One of the land bank's primary responsibilities is blight elimination. Demolition of vacant and abandoned structures is a key element in eliminating blight. Demolition may occur in conjunction with a transfer to a qualified end-user. Demolition may also occur while the Land Bank works to identify a side lot end-user or users who will take title to the future unimproved land, or in coordination with land assembly for future use.

Section 5.01 General Demolition Procedures

1. Section 5.02 Property Inspection

- Prior to acquisition, the Land Bank will engage a property inspector or internal staff who will evaluate the current condition of any structures on the property.
- Upon return of the inspection report, the Land Bank will coordinate its resources to make a final decision regarding demolition of the property.

2. Section 5.03 Asbestos Survey

- The Land Bank will order an asbestos survey from a qualified asbestos consultant.
- If survey results indicate abatement is necessary, Land Bank will contract with an asbestos contractor to comply with current EPA requirements.

3. Section 5.04 Selection of Demolition Contractor and Award of Contract

- The Land Bank will compile a list of qualified demolition contractors.
- The Land Bank or its agent will prepare detailed bid specs for demolition and solicit bids from pre-qualified contractors. Properties may be bundled for bid purposes.

- Contract will be awarded to the pre-qualified contractor providing the lowest and best bid.
- Executed contract will include all necessary permitting, environmental compliance, total removal of the structure, including but not limited to foundation or substructure, driveway, walkways and septic tanks, proper disposal of debris, grading of lot and planting of grass.
- Other contract requirements may be included as necessary.
- Deconstruction of the structure may be permitted to recover important historic materials or architectural details. A nonprofit or community group with experience in deconstruction may contact the Land Bank regarding a specific property scheduled for demolition. Where health and safety concerns or timely coordination of the demolition make deconstruction impractical, a request may be denied.

4. Section 5.05 Post-demolition

- Property will be inspected to ensure that contractor has fulfilled all contract requirements prior to release of final payment.
- If Land Bank continues to hold title to the property, a maintenance plan will be established in compliance with the Land Bank's Maintenance Policy.

Article VI. Rehabilitation Policy

(As approved November 5, 2015)

The Land Bank may acquire improved properties at the request of a potential end user or may elect to acquire an improved property with the intention of rehabilitating the property for future sale.

The Land Bank will work with community groups, qualified contractors, individuals and others seeking to purchase and rehab a home in order to return a property to private ownership as soon as possible.

The Land Bank's resources are best used to identify an end-user who will take title to the property and return it to productive use. An important part of this process is ensuring that properties in need of rehabilitation are brought up to code, at minimum, or to quality housing standards, as established by the Land Bank. With this in mind, the Land Bank will attempt to achieve an appropriate balance between necessary maintenance and the efficient use of its resources.

Procedures:

1. Property evaluation

- The Land Bank will utilize a building inspector, certified contractor and/or Land Bank

staff to evaluate the condition of the structure identifies required repairs and estimate the cost of the repairs.

- Minimum rehab requirements will be based on local building codes and repairs necessary to obtain a certificate of occupancy.
- The Land Bank may establish specific quality housing standards that exceed minimum building code requirements.

2. Property showing

- The Land Bank will maintain a list of homes available for rehab. The list will include basic property information, such as parcel number, address, neighborhood, square feet and availability. Such list may be displayed in a manner determined by the Land Bank (i.e. website, hard copy maintained in Land Bank office, etc.).
- Interested rehabbers and/or purchasers may submit an offer for the property along with their qualifications and rehab specifications. Rehab specifications will be reviewed for compliance with local building standards and/or the Land Bank's quality housing standards.

3. Vetting rehabbers

- The Land Bank will vet all rehabbers prior to entering into any contract or purchase agreement for a property.
- The rehabber's company and its principal officer or officers are vetted for tax delinquency, housing court problems, violent crime and lawsuits involving rehabilitation and subcontractor disputes.
- The Land Bank will review verified, previous successful rehabs and references from Community Development Corporations (CDC) or municipal officials.
- The Land Bank will consider the financial capacity of the rehabber to complete the required work.
- Results of the vetting process will determine whether a property will be sold directly to the rehabber, rehabbed and sold to another purchaser, sold through a deed-in-escrow program, or the offer rejected and the property made available to other rehabbers.
- In cases where the rehabber has a well-known reputation and proven success in rehabbing properties, the property may be transferred directly to the rehabber. When a rehabber has no negative history, but also no verifiable history, the Land Bank will take steps to ensure that all rehab work is completed to an acceptable standard, normally a certificate of occupancy.

4. Deed-in-escrow

- When working with unproven contractors, community groups or individuals, the Land Bank must ensure that the distressed property is brought up to at least minimum standards.
- The "deed-in-escrow" agreement involves the execution of a purchase agreement, but the deed is held in escrow until the rehabber secures a Certificate of Occupancy upon

completion of the work. At that time, the rehabber pays the purchase price for the property. There are several obvious benefits to the deed-in-escrow agreement.

- The Land Bank holds title to the property until the work is completed. If the rehabber fails to perform mid-stream, the rehabber forfeits all improvements and expenses made on behalf of the property;
- This process is based on a predictable and objective standard, i.e., Certificate of Occupancy;
- The property remains in a tax-free state while the rehab is being completed;
- The rehabber is not required to pay the purchase price until the work is completed thereby not tying up his/her money.
- Entry into a deed-in-escrow contract gives the buyer “equitable title” to the property (and thereby an insurable interest).
- If the rehabber’s insurance agency or lender insists on the rehabber having actual title, then a “reverse deed-in-escrow” provides yet another alternative. In this situation, the deed is transferred to the rehabber for the purpose of procuring insurance and/or financing. Simultaneously, the rehabber contingently tenders a deed directly back to the SLRC. If the rehabber fails to perform as promised, the SLRC is free to file the deed back into its name.

Article VII. Maintenance

(As approved November 5, 2015)

Section 7.01 Maintenance Generally

As a general policy, the Land Bank will work with qualified end-users, community-minded neighbors, and others to return a property to productive, private ownership as soon as possible. However, the Land Bank may acquire parcels that will require regular maintenance for extended periods of time while end-users are solicited.

The Land Bank’s resources are best used to identify an end-user who will take title to the property and return it to productive use. With this in mind, the Land Bank will attempt to achieve an appropriate balance between necessary maintenance and the efficient use of its resources.

Maintenance Procedures

1. Maintenance Property

- When the land bank acquires an improved property that will be held and/or rehabilitated or when the Land Bank acquires a vacant lot without a designated end-user, the parcel shall be considered a Maintenance Property.

2. Maintenance Generally

- The Land Bank will seek qualified vendors for all maintenance necessary on the property for the duration of the Land Bank's ownership.
 - To use resources most efficiently, the Land Bank will prioritize maintenance partnerships with public-sector vendors or not-for-profit organizations whenever possible.
 - When necessary, the Land Bank may solicit bids from private vendors in order to meet its maintenance needs. A request for proposals of this nature may include a block of properties or properties on an individual basis.

3. Maintenance Standards

For all newly acquired improved properties the Land Bank will require the vendor to:

- Remove all trash and debris
 - Change locks
 - Board up or otherwise secure the property
 - Terminate all utilities
 - Winterize (when necessary)
- For all newly acquired vacant lots the Land Bank will require the vendor to:
 - Remove all trash and debris
 - Mow grass and/or weeds
 - Ongoing maintenance will include:
 - Removing debris from porch, steps, yard and driveway
 - Re-securing the property if necessary
 - Mowing of lawn on a regular basis, as necessary

When maintenance is provided by the municipality, maintenance schedule will be coordinated with the municipality's existing maintenance schedule.

Article VIII. Insurance

Section 8.01 Insurance Requirements

- (A) Each property that the Land Bank acquires will be covered by general liability insurance for the duration of the Land Bank's ownership.
- (B) The Land Bank may purchase casualty insurance for a property on a case-by-case basis. Factors to consider regarding the purchase of casualty insurance include the proposed length of Land Bank ownership and the fair market value of the property.

- (A) Viability of the proposed future development, end user commitment, and any other relevant factors.
- (B) If a private property owner transfers a property to the Land Bank for land assembly, the Land Bank will have the right, but not the obligation, to maintain, repair, demolish, clean, and grade the property and perform all other tasks and services regarding the property that the Land Bank determines are necessary.

Article IX. Appeals

Section 9.01 Appeals to the Chairman

- (A) An interested party unsatisfied with a Land Bank staff member's decision or conclusion on a matter may request that the Land Bank's Chairman review the matter. The Land Banks

President will independently discuss the matter with the staff member and the interested party and will notify the interested party of the outcome within seven (7) days.

Section 9.02 Appeals to the Board of Directors

- (A) When an interested party is directly affected by a decision of the Land Bank, the party may file an appeal with the Land Bank's Board of Directors. The appeal must be in writing and submitted to the Land Bank no later than ten (10) days after notice of the Land Bank's decision.
- (B) The Land Bank's Board of Directors will consider each appeal on a case-by-case basis to determine whether the decision of the Land Bank followed these Policies and Procedures or the Board's resolutions.
- (C) If an interested party wishes to appeal a decision of the Land Bank regarding a side lot or vacant land transfer that is consistent with these Policies and Procedures, the appellant must describe in detail the reason for the appeal. The Land Bank's Chairman will have the discretion to dismiss an appeal under this section without further action of the Board when an interested party is aggrieved based solely on the lawful current use of a proposed end user's property or the lawful expected future use of the side lot or vacant land.
- (D) If the Board determines that the Land Bank acted in a way inconsistent with these Policies and Procedures or the Board's resolutions, the Board may take action to correct the prior decision. When feasible, the Board may instruct the Land Bank to reconsider its decision in a manner consistent with these Policies and Procedures.
- (E) Regardless of the outcome of the appeal, the Board will instruct the Land Bank to notify the party of the outcome of the appeal in writing.
- (F) If the Land Bank has decided to acquire or dispose of a property or contract for services, and if at the time of the appeal the Land Bank has contracted to acquire or dispose of property or contract for services, the appeal will not affect the ability of the Land Bank to acquire or retain title to the property, dispose of the property, or perform its contractual obligations.