

**Pueblo of Acoma Housing Authority - Board of Commissioner's Meeting**  
**PAHA Conference Room**  
**September 29, 1998**  
**6:30 p.m.**

**MINUTES**

I. Call to Order

The Board of Commissioner's Meeting was called to order at 7:40 p.m. by Marvis Aragon, Jr., Chairman of the Board of Commissioner's.

II. Invocation

Invocation was done by Marvis Aragon, Jr., Chairman.

III. Roll Call

Roll call was done by Harold Felipe, BOC Secretary. There was a full quorum present.

IV. Approve Agenda

The agenda was read by Chairman Aragon. Motion to approve agenda with additions under New Business: Item 6 - Resolution to nominate Board of Commissioner, Harold Felipe was made by Carleen Chino, seconded by Timothy Chavez.

V. Old Business

1. Due Process Flow Chart

Chairman Aragon left it up to Maria Mirabal, Homeownership Counselor to explain the policies. Ms. Mirabal then turned it over to Derek Valdo, Development Specialist to explain the Due Process Flow Chart. Chairman Aragon mentioned to the board that they can after the presentation review and make changes, if necessary. He also requested for the boards comments or inputs regarding the flow chart. The BOC felt that this chart is good and explains itself well. Chairman Aragon made recommendations to the flow chart. Ms. Mirabal, HOC II will make the adjustments to the flow chart for the BOC's per recommendations. Chairman Aragon stated that with changes to the flow chart, this will be sufficient for the homebuyers (under negotiating agreement).

2. Collection & Eviction Policy Review

Ms. Mirabal stated that drafts were shared and feedbacks were given by Trish Roberts and Denise Chee. The board asked if the Collections/Evictions Policy will be applied to the Low Rent Units? No, this will not be applied to them. These policies only apply to the

Mutual Help Program. Chairman Aragon had a question on Chapter 1 - Admissions and Occupancy, Line 20. He asked if this was misleading? He requested that we define this more better. He also stated that line 34 is subjective. He just wants more justification and on line 34, does this include individuals off the premises. Ms. Jackie Torivio, Vice-Chairman of the BOC made a recommendation to make footnotes regarding alcohol/drug abuse. In order to not get PAHA in trouble, we need to get this definition clear. She also asked why these policies are in two little sections, why is it not included together. She also stated that there is a lot of duplications. Ms. Mirabal replied that we have to separate the two policies because they are different policies and they will have almost the same duplications. Mr. Concho stated that once it is finalized, we can group them together, but we need to make it a clear definition of what a controlled substance is. Chairman Aragon recommended that we bold the definitions in the policies. The BOC also had a question in regards to Debt Service Amount. Ms. Mirabal stated that this refers to the actual amortized payment, but will need to have another word for it. The only other item added into the policies is the \$25.00 service fee. Chairman Aragon mentioned that the policies should match up with the flow chart. Ms. Torivio made a recommendation to the due process flow chart that the red be placed at the bottom instead of the left hand side. Ms. Mirabal stated that she can do several drafts of the flow chart and then the BOC can choose one. The board asked if there is a standard calculation for re-payment? It was done by HUD and is in the CFR. We can put this definition into the policy, but it is explained in the applications that the participants submit.

Sub-Item 2, Section 5 - under Old Business - Admissions and Occupancy Policy to be tabled. Motion to table Admissions & Occupancy Policies and to place on the next meeting agenda was made by Timothy Chavez, seconded by Carleen Chino.

## VI. New Business

### 1. Resolution Nominating Board of Commissioner

Chairman Aragon stated that this appointment is effective October 1, 1998 and ends September 30, 2002. Mr. Harold Felipe explained his feelings at the last meeting and that with the Board of Commissioner's approval he has agreed to accept this appointment for another four (4) years. Chairman Aragon then had Secretary Felipe read the PAHA Resolution to re-appoint Mr. Felipe. Motion to accept the Resolution Nominating Mr. Felipe as Board of Commissioner was made by Carleen Chino, seconded by Jackie Torivio. In favor to approve Resolution with a quorum being present and that 4 voted for; 0 opposed and 1 abstained. This does not guarantee appointment, but just approves his acceptance and BOC By-laws still require him to be present until a replacement is selected.

## VII. Schedule Next Board of Commissioner's Meeting

Regular scheduled meeting is October 13, 1998 at 6:30 p.m. at the PAHA Conference Room.

Mr. Concho stated that Mr. Chris Boesen from NAIHC (National American Indian Housing Council) will be here the week of October 12, 1998 and would like for him to be present at the board meeting to make a presentation.

Chairman Aragon recommended that we (PAHA) start drafting the Collections & Evictions Policies and have them sent out to the BOC via mail, fax or federal express.

Motion made to adjourn the meeting was made by Timothy Chavez, seconded by Harold Felipe.

VIII. Adjourn

The Board of Commissioner's Meeting was adjourned at 10:45 p.m.

(7:45pm) HOUSING - BOARD OF COMMISSIONERS

9/29/98

I. INVOCATION

II. ROLL CALL      • MARVIS      • HAROLD  
                         • CARLEEN      • TIMOTHY

PAHA STAFF

• DEREK      • ROSE  
• MARIE      • RAYMOND C.  
• MARIA      (LATE)

III. APPROVE AGENDA (CARLEEN & TIM 2<sup>ND</sup>)

IV. OLD BUSINESS

A) ITEM 1 - COLLECTIONS & EVICTIONS

B) ITEM 2 - ADMISSIONS & OCCUPANCIES

V. NEW BUSINESS - NOMINATE BOARD OF COMMISSION  
- FELIPE'S TERM ENDS 9/30/98

VI. SCHEDULE NEXT MTG

VII. ADJOURN

PAHA STAFF PUT INFO TOGETHER

• DEREK - "DUE PROCESS FLOW CHART"

→ REVIEW - "COLLECTION AND EVICTIONS"

→ TABLE - ADMISSIONS & OCCUPANCY

→ PUSH FOR MEPA POLICY TO PUT IN DRAFT FORM.

FELIPE'S RESPONSE ON HIS ENDING TERM → WILLING TO SERVE (4) MORE YEARS  
- SIGNED THE RESOLUTION  
NEXT MTG: 10/01/98 - 9/30/02

FINISH COLLECTION/EVICTION

START ADMISSIONS/OCCUPANCY

MEETING DATE: OCT 13 - TUESDAY (6:30PM)

**Pueblo of Acoma Housing Authority - Board of Commissioner's Meeting**  
**PAHA Conference Room**  
**September 29, 1998**  
**6:30 p.m.**

**MINUTES**

I. Call to Order

The Board of Commissioner's Meeting was called to order at 7:40 p.m. by Marvis Aragon, Jr., Chairman, ~~of the Board of Commissioner's.~~

II. Invocation

Invocation was done by Marvis Aragon, Jr., Chairman.

III. Roll Call

Roll call was done by Harold Felipe, BOC Secretary. There was a full quorum present.

IV. Approve Agenda

The agenda was read by Chairman Aragon. Motion to approve agenda with additions under New Business: Item 6 - Resolution to nominate Board of Commissioner, Harold Felipe was made by Carleen Chino, seconded by Timothy Chavez.

V. Old Business

1. Due Process Flow Chart

Chairman Aragon left it up to Maria Mirabal, Homeownership Counselor to explain the policies. Ms. Mirabal then turned it over to Derek Valdo, Development Specialist to explain the Due Process Flow Chart. Chairman Aragon mentioned to the board that they can after the presentation review and make changes, if necessary. He also requested for the boards comments ~~or inputs~~ regarding the flow chart. The BOC felt that this chart is good and explains itself well. Chairman Aragon made recommendations to the flow chart. Ms. Mirabal, HOC II will make the adjustments to the flow chart ~~for the BOC's per~~ recommendations. Chairman Aragon stated that with changes to the flow chart, this will be sufficient for the homebuyers, ~~(under negotiating agreement)~~.

2. Collection & Eviction Policy Review

Ms. Mirabal stated that drafts were shared and feedback <sup>was</sup> were given by Trish Roberts and Denise Chee. The board asked if the Collections/Evictions Policy will be applied to the Low Rent Units? No, this will not be applied to them. These policies only apply to the

Mutual Help Program. Chairman Aragon had a question on Chapter 1 - Admissions and Occupancy, Line 20. He asked if this was misleading? He requested that we define this more better. He also stated that line 34 is subjective. He just wants more justification and on line 34, does this include individuals off the premises. Ms. Jackie Torivio, Vice-Chairman of the BOC made a recommendation to make footnotes regarding alcohol/drug abuse. ~~In order to not get PAHA in trouble, we need to get this definition clear.~~ She also asked why these policies are in two little sections, why is it not included together. She also stated that there is a lot of duplications. Ms. Mirabal replied that we have to separate the two policies because they are different policies and they will have almost the same duplications. Mr. Concho stated that once it is finalized, we can group them together, but we need to make it a clear definition of what a controlled substance is. Chairman Aragon recommended that we bold the definitions in the policies. The BOC also had a question in regards to Debt Service Amount. Ms. Mirabal stated that this refers to the actual amortized payment, but will need to have another word for it. The only other item added into the policies is the \$25.00 service fee. Chairman Aragon mentioned that the policies should match up with the flow chart. Ms. Torivio made a recommendation to the due process flow chart that the red be placed at the bottom instead of the left hand side. Ms. Mirabal stated that she can do several drafts of the flow chart and then the BOC can choose one. The board asked if there is a standard calculation for re-payment? It was done by HUD and is in the CFR. We can put this definition into the policy, but it is explained in the applications that the participants submit.

To avoid legal implications we need to clarify this definition

Sub-Item 2, Section 5 - under Old Business - Admissions and Occupancy Policy to be tabled. Motion to table Admissions & Occupancy Policies and to place on the next meeting agenda was made by Timothy Chavez, seconded by Carleen Chino.

## VI. New Business

### 1. Resolution Nominating Board of Commissioner

Chairman Aragon stated that this appointment is effective October 1, 1998 and ends September 30, 2002. Mr. Harold Felipe explained his feelings at the last meeting and that with the Board of Commissioner's approval he has agreed to accept this appointment for another four (4) years. Chairman Aragon then had Secretary Felipe read the PAHA Resolution to re-appoint Mr. Felipe. Motion to <sup>VOTE ON</sup> accept the Resolution <sup>RE-APPOINTING</sup> Nominating Mr. Felipe as Board of Commissioner was made by Carleen Chino, seconded by Jackie Torivio. In favor to approve Resolution with a quorum being present and that 4 voted for; 0 opposed and 1 abstained. This does not guarantee <sup>RE-</sup> appointment, but just approves his acceptance and BOC By-laws still require him to be present until a replacement is selected.

## VII. Schedule Next Board of Commissioner's Meeting

Regular scheduled meeting is October 13, 1998 at 6:30 p.m. at the PAHA Conference Room.

Mr. Concho stated that Mr. Chris Boesen from NAIHC (National American Indian Housing Council) will be here the week of October 12, 1998 and would like for him to be present at the board meeting to make a presentation.

Chairman Aragon recommended that we (PAHA) start drafting the Collections & Evictions Policies and have them sent out to the BOC via mail, fax or federal express.

Motion made to adjourn the meeting was made by Timothy Chavez, seconded by Harold Felipe.

VIII. Adjourn

The Board of Commissioner's Meeting was adjourned at 10:45 p.m.