Minutes of the AHA Housing Development Corporation Board of Directors

Regular Meeting
December 17, 2025 at 12:00 p.m. (MT)
Manuel Cordova Conference Room (#186) & Zoom Video Conference
Special Procedures were used for joining this meeting

1. Call to Order

The meeting was called to order at 12:57 p.m. (MT) on December 17, 2025. Chairperson Smith presided. The Board met in person and via Zoom and in Open Session.

2. Roll Call

AHAHDC MEMBERS PRESENT

Ms. Rayellen Smith, Chairperson
Ms. Maurreen Skowran, Vice Chairperson
Ms. Rebecca Robinson, Resident Commissioner
Ms. Lovie McGee, Commissioner at Large
Ms. Sharla Parsons, Commissioner at Large

STAFF PRESENT

Mr. Matthew Archuleta, Asset Management Division Manager
Ms. Linda Bridge, Executive Director
Ms. Tabitha Cain, Accountant
Ms. Barbara D'Onofrio, Finance Director
Mr. Brian Eagan, Attorney
Mr. John Gauthier, Housing Services Director
Mr. Joe Horejs, Accounting Manager
Ms. Mundy Petroff, Executive Assistant
Ms. Rocio Solis Sinche, Procurement Officer
Ms. Valerie Steichen, Housing Development Director
Mr. Chanse Trujillo, Housing Quality Compliance Inspector Supervisor
Ms. Shawn Watson, Housing Development Associate

VISITORS PRESENT

Ms. Cecilia Webb, CABQ Mayor's Office

3. Approval of Minutes

Board of Directors Special Meeting November 19, 2025

Member Robinson moved to approve the minutes; seconded by Member McGee. The motion carried by a 5-0 roll call vote.

Board of Directors Special Meeting December 12, 2025

Member Robinson moved to approve the minutes; seconded by Member Parsons. The motion carried by a 5-0 roll call vote.

4. Resolutions and Communications

a) Resolution 2025-04 Notice Requirements for Meetings of the Board in 2026 (Attorney Brian Eagan)

Mr. Eagan presented the 'Resolution 2025-04 Notice Requirements for Meetings of the Board in 2026' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2025-04 Notice Requirements for Meetings of the Board in 2026'; seconded by Member McGee. The motion was carried by a 5-0 roll call vote.

b) Resolution 2025-05 Setting the Official List of Regular Meeting Dates of the Board for 2026 (Attorney Brian Eagan)

Mr. Eagan presented the 'Resolution 2025-05 Setting the Official List of Regular Meeting Dates of the Board for 2026' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2025-05 Setting the Official List of Regular Meeting Dates of the Board for 2026'; seconded by Member McGee. The motion was carried by a 5-0 roll call vote.

c) Resolution 2025-06 Write-Off of Uncollectible Accounts Receivable (Asset Management Division Manager Matthew Archuleta)

Mr. Archuleta presented the 'Resolution 2025-06 Write-Off of Uncollectible Accounts Receivable' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2025-06 Write-Off of Uncollectible Accounts Receivable'; seconded by Member McGee. The motion was carried by a 5-0 roll call vote.

5. New Business

a) Election of Board Chairperson for 1-year term (December 2025 to December 2026)

Member Smith nominated Member Skowran to be Chairperson for 2026; seconded by Member Parsons. There were no other nominations. Member Skowran was then elected unanimously as Chairperson by a 5-0 vote.

b) Election of Board Vice-Chairperson for 1-year term (December 2025 to December 2026)

Member Skowran nominated Member Smith to be Vice-Chairperson for 2026; seconded by Member Parsons. There were no other nominations. Member Smith was then elected unanimously as Vice-Chairperson by a 5-0 vote.

6. Announcements

AHA offices will be closed from December 25, 2025 to January 1, 2026 for winter break.

AHA offices will be closed on January 19, 2026 to celebrate the birthday of Dr. Martin Luther King, Jr.

The next scheduled Regular Meeting of the Board of Directors of the AHA Housing Development Corporation (HDC) will be on Wednesday, June 17, 2026, at 12:00 p.m. The HDC meeting will be held in person at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM, and the public will have the option to attend in person or by video conference.

7. Adjournment

There being no further business to be brought before the Board, Member Robinson moved to adjourn the meeting at 1:10 p.m.; seconded by Member McGee. The motion was carried by a 5-0 vote.

SUBMITTED:

/s/ Linda Bridge
Linda Bridge, Secretary to the Board
Date: June 17, 2026

READ AND APPROVED:

/s/ Rayellen Smith
Rayellen Smith, Vice Chairperson of the Board