

# Nambé Pueblo Housing Entity

Regular Board of Directors Meeting Minutes

Wednesday, September 16, 2026, | 5:30 p.m. to 6:30

## Attendance

Board members: Michael Lujan, Chairperson; Kelly Messer, Vice Chairperson; Marie Herrera; Venus Montoya-Felter; Miranda Kitts, Secretary/Treasurer (joined remotely at approximately 5:39 p.m.).

Staff: Rachel Allen, Executive Director; Bernadette Vigil, Office Assistant.

## Opening and Agenda

Chairperson Lujan called the meeting to order. Vice Chairperson Messer gave the invocation. Venus Montoya-Felter moved to approve the agenda as presented; Kelly Messer seconded. The motion carried by voice vote.

## New Business Policy Approvals

The board reviewed policies provided on September 10, 2026. Executive Director Allen explained that the resolutions needed to be sent to HUD for the final monitoring report. She said the current revisions addressed HUD feedback, including conflict of interest language, in homebuyer and home loan programs, and that a broader policy review could follow during strategic planning.

| Policy approved by board resolution                             | Motion / second                       | Result  |
|-----------------------------------------------------------------|---------------------------------------|---------|
| Rehabilitation, Modernization, and Emergency Home Repair Policy | Venus Montoya-Felter / Kelly Messer   | Carried |
| Third Amended and Restated Maintenance Policy                   | Marie Herrera / Venus Montoya-Felter  | Carried |
| Homebuyer Program Policy                                        | Kelly Messer / Marie Herrera          | Carried |
| Homeownership Admissions and Occupancy Policy                   | Marie Herrera / Kelly Messer          | Carried |
| Home Loan Program Policy                                        | Venus Montoya-Felter / Miranda Kitts* | Carried |
| Rental Housing Policy, as presented                             | Marie Herrera / Miranda Kitts         | Carried |
| Procurement Policy                                              | Kelly Messer / Venus Montoya-Felter   | Carried |

\*The chair announced Venus Montoya-Felter as mover and Miranda Kitts as seconder for the Home Loan Program Policy; the transcript also captures Miranda saying she would move approval. Confirm the mover against the signed resolution before final adoption.

**Policy Discussion and Follow Up**

Home Loan Program Policy: The board discussed removing “governor” from section 20.4, so loan assignments refer to Tribal Council for approval, and updating the secretary and chairperson names on page 17. Members agreed that Allen would make those corrections before transmitting the signed resolution to HUD.

Rental Housing Policy: Members discussed documenting notices through certified mail or a process server, requiring a 30-day tenant notice of intent to move, conducting a move-out inspection about three days before vacancy, and addressing responsibility for damage, unpaid rent, and utilities. The board approved the policy as presented and agreed to consider these revisions through a later addendum. A possible security deposit and repayment terms were discussed without a final decision.

Strategic planning: Allen proposed a session within the next three to six months to review policies more broadly and identify revisions.

**Executive Session**

The board entered an executive session at the request of Venus Montoya-Felter; the recording was paused. No executive session discussion or action is reflected in the transcript. Upon return, Montoya-Felter moved to resume open session; Marie Herrera seconded. The motion carried by voice vote.

**Announcements**

The next regular board meeting was announced for Wednesday, October 14, 2026. Allen will attend the Southwest Tribal Housing Alliance tri-annual meeting and trainings during the last week of September 2026. Approval of August 19, 2026, meeting minutes were deferred to the next meeting.

**Adjournment**

Vice Chairperson Messer gave a closing prayer. Marie Herrera moved to adjourn; Kelly Messer seconded. The motion carried by voice vote. The meeting adjourned at 6:30 p.m.

**Action Items**

| Responsible            | Action                                                                                                                                         |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Rachel Allen           | Correct the Home Loan Program Policy names and approval reference; transmit approved resolutions to HUD.                                       |
| Rachel Allen and board | Prepare a rental housing policy addendum for later board consideration, including notice, inspection, and financial responsibility provisions. |
| Rachel Allen and board | Schedule a strategic planning session for broader policy review.                                                                               |
| Board                  | Consider the August 19, 2026, minutes at the October regular meeting.                                                                          |