SANTA FE COUNTY
HOUSING AUTHORITY BOARD
RESOLUTION NO. 2022 - 7 -HB

A RESOLUTION APPROVING THE WRITE-OFF OF UNCOLLECTABLE TENANT ACCOUNTS RECEIVABLE FOR THE SANTA FE COUNTY HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM AND HOUSING CHOICE VOUCHER PROGRAM

SFC CLERK RECORDED 06/30/2022

WHEREAS, by Housing Authority Board ("HAB") Resolution No. 2011-07, the HAB adopted policies and procedures to write-off Uncollectable Tenant Accounts Receivable; and

WHEREAS, HAB Resolution No. 2011-07 defines "Uncollectible Tenant Account Receivables" to mean the "outstanding amount left over when a tenant moves out and terminates his/her lease leaving an unpaid balance owed to the Housing Authority after all debits and credits have been entered to his/her account (rent, charges for damages and other fees, credits for unearned rent, security deposit)"; and

WHEREAS, HAB Resolution No. 2011-07 defines "Write-Off" to mean "the account process used to adjust the accounting system by removing uncollectible tenant account receivables which will be reflected on the financial statements"; and

WHEREAS, under HAB Resolution No. 2011-07, "any balance or amount owed by a tenant that is outstanding for greater than one calendar year ... with unsuccessful collection efforts, will be deemed an Uncollectible Tenant Account Receivable"; and

WHEREAS, Attachment A to this Resolution is a list of unpaid accounts of former tenants of the Santa Fe County Housing Authority ("Housing Authority") as of the end of Fiscal Year 2022; and

WHEREAS, the Housing Authority's efforts to collect the amounts shown on Attachment A were unsuccessful, and therefore, these amounts are deemed Uncollectible Tenant Accounts Receivable under HAB Resolution No. 2011-07; and

WHEREAS, pursuant to HAB 2011-07, Housing Authority staff recommends that the HAB approve the write-off of all accounts shown on Attachment A as Uncollectible Tenant Accounts Receivable.

NOW, THEREFORE, BE IT RESOLVED that the Santa Fe County Housing Authority Board approves the write-off of all accounts shown on Attachment A of this Resolution as Uncollectible Accounts Receivable.

PASSED, APPROVED, AND ADOPTED THIS 28th **DAY OF** June **, 2022.**

SANTA FE COUNTY HOUSING AUTHORITY BOARD

By: ______________________
Anna T. Hamilton, Chair

ATTEST:

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Katharine E Clark, Santa Fe County Clerk

Date: 6/30/22

APPROVED AS TO FORM:

______________________ For
Rachel Brown, Interim Santa Fe County Attorney

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COUNTY OF SANTA FE        )          HOUSING RESOLUTION
STATE OF NEW MEXICO       ) ss       PAGES: 8

I Hereby Certify That This Instrument Was Filed for
Record On The 30TH Day Of June, 2022 at 10:12:59 AM
And Was Duly Recorded as Instrument # 1992021
Of The Records Of Santa Fe County

                    Witness My Hand And Seal Of Office
                                    Katharine E. Clark
Deputy ______________ County Clerk, Santa Fe, NM
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Attachment A

Housing Authority

Write-Off Totals (FY22)

Public Housing	**Site Totals**
Camino de Jacobo	$ 39,663.08
Santa Cruz	$ 35,990.79
Valle Vista I	$ 17,799.99
Valle Vista II	$ 7,384.70
Public Housing Total	**$ 100,838.56**

Housing Choice Voucher	**Program Total**
Section 8	$ 3,809.75
HCV Total	**$ 3,809.75**

FY23 Write Off Total	**$ 104,648.31**

CAMINO DE JACOBO - WRITE OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400 balance	Security Deposit	Final Balance
7369	Bell, Marla	CJ	8/25/2016	$ 137.00		$ 137.00
8639	Kavanaugh, Desarey	CJ	5/3/2021	$ 60.00		$ 60.00
8158	Melvin, Angel	CJ	10/30/2019	$ 1,984.21		$ 1,984.21
7327	Marquez, Patrick	CJ	10/1/2019	$ 383.00		$ 383.00
7570	McCarty, Shannon	CJ	8/31/2017	$ 7,938.87		$ 7,938.87
1419	Ong, Frances	CJ	7/31/2016	$ 25,385.93		$ 25,385.93
3989	Romero, Susie	CJ	5/31/2017	$ 335.00		$ 335.00
8436	Talavera, Jose	CJ	11/1/2019	$ 1,770.00		$ 1,770.00
1416	Thompson, Kurt	CJ	8/31/2016	$ 519.80		$ 519.80
7294	Trujillo, Kaitlyn	CJ	8/31/2013	$ 779.00		$ 779.00
8304	Valladares, Jessie	CJ	4/8/2021	$ 236.10	$ 127.00	$ 109.10
7552	Vigil, Jessica	CJ	6/15/2016	$ 261.17		$ 261.17
					TOTAL	**$ 39,663.08**

SANTA CRUZ - WRITE OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400 balance	Security Deposit	Final Balance
6271	Archuleta, Evangeline	SC	4/30/2017	$ 256.65		$ 256.65
7415	Archuleta, Bernadette	SC	4/30/2017	$ 1,634.00		$ 1,634.00
7305	Archuleta, Rudy	SC	8/21/2017	$ 2,496.90		$ 2,496.90
7967	Avila, Belinda	SC	4/30/2017	$ 10,891.51		$ 10,891.51
7583	Batista, Patricia	SC	9/30/2018	$ 508.20	$ 245.00	$ 263.20
8420	Campos, Teresa	SC	11/15/2019	$ 451.40		$ 451.40
6488	Harris, James	SC	10/30/2020	$ 1,052.60	$ 100.00	$ 952.60
7926	Herrera, Leila	SC	12/31/2017	$ 3,019.10		$ 3,019.10
8427	Hesch, Emily	SC	2/28/2019	$ 934.00	$ 300.00	$ 634.00
6179	Marquez, Eloisa	SC	1/31/2018	$ 556.00		$ 556.00
8188	Marquez, Sammy	SC	5/31/2019	$ 82.00		$ 82.00
8407	Madrid, Edgar	SC	12/1/2019	$ 143.00		$ 143.00
5556	Maestas, Guillerma	SC	2/28/2018	$ 359.00		$ 359.00
7599	Marquez, Theresa	SC	8/1/2021	$ 756.98	$ 108.00	$ 648.98
8042	Montano, Laray	SC	9/30/2017	$ 3,936.76		$ 3,936.76
8160	Pena, Laura	SC	3/8/2019	$ 663.60		$ 663.60
8215	Quintana, Denisha	SC	2/1/2018	$ 92.00		$ 92.00
5949	Salazar, Romanita	SC	3/31/2021	$ 604.00	$ 128.00	$ 476.00
7503	Serna, Yvette	SC	4/12/2019	$ 2,391.00		$ 2,391.00
8288	Tafoya, Jacob	SC	8/31/2018	$ 927.00		$ 927.00
7958	Trujillo, Gloria	SC	4/1/2018	$ 638.51		$ 638.51
8574	Trujillo, Victoria	SC	5/31/2020	$ 2,397.00		$ 2,397.00
4444	War Tommy	SC	1/31/2017	$ 1,467.48		$ 1,467.48
7875	Yingling, Gillian	SC	6/30/2017	$ 613.10		$ 613.10
					TOTAL	$ 35,990.79

VALLE VISTA 1 - WRITE OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400 balance	Security Deposit	Final Balance
7483	C de Baca, Elizabeth	V1	12/31/2018	$ 574.00		$ 574.00
5842	Erives, Edna	V1	3/31/2019	$ 1,668.00		$ 1,668.00
7553	Gonzales, Markita	V1	6/30/2018	$ 2,111.00		$ 2,111.00
8047	Maes, Eddy	V1	11/30/2017	$ 969.80		$ 969.80
7937	Martinez, Aliesha	V1	1/31/2019	$ 206.70		$ 206.70
7371	Pena, Linda	V1	2/28/2017	$ 8,841.00	$ 150.00	$ 8,691.00
8135	Pena, Pricilla	V1	3/11/2021	$ 415.00	$ 50.00	$ 365.00
8135	Ruiz, Megan	V1	9/10/2019	$ 331.50		$ 331.50
7941	Torres, Jacklyn	V1	1/31/2018	$ 2,595.40		$ 2,595.40
8064	Watson, Angeline	V1	1/31/2017	$ 287.59		$ 287.59
					TOTAL	**$ 17,799.99**

VALLE VISTA II - WRITE-OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400 balance	Security Deposit	Final Balance
6624	Chimsuk, Supaporn	V2	4/24/2017	$ 1,266.00	$ 238.00	$ 1,028.00
8222	Endito, Edwina	V2	2/28/2018	$ 336.95		$ 336.95
4791	Lopez, Andrea	V2	12/31/2016	$ 165.00		$ 165.00
7811	Lopez, Kalen	V2	12/31/2016	$ 611.00		$ 611.00
7569	Lujan, Angelque	V2	8/31/2018	$ 1,718.00		$ 1,718.00
8457	Mares, Tommy	V2	5/15/2019	$ 279.00		$ 279.00
7452	Martinez, Nicolette	V2	4/30/2020	$ 439.00		$ 439.00
1606	Melton, Priscilla	V2	8/31/2018	$ 697.70	$ 125.00	$ 572.70
8093	Ordonez, Gladys	V2	10/15/2020	$ 1,693.17	$ 280.00	$ 1,413.17
6188	Romero, Angela	V2	1/31/2017	$ 92.88		$ 92.88
7486	Romero, Esperanza	V2	12/31/2017	$ 729.00		$ 729.00
					TOTAL	**$ 7,384.70**

HOUSING CHOICE VOUCHER - WRITE-OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400/Total Balance
8691	Chism, Latoya	S8 Voucher	7/20/2020	$ 312.00
8360	Garcia, Catrina	S8 Voucher	10/31/2018	$ 352.00
8201	Garduno, Kathy	S8 Voucher	7/31/2017	$ 46.00
8841	Garcia, Carlos	S8 Voucher	4/30/2018	$ 259.00
8451	Rivera, Denise	S8 Voucher	8/31/2018	$ 1.80
8289	Romero, Angel	S8 Voucher	8/31/2020	$ 247.00
9134	Sutton, Deborah	S8 Voucher	8/30/2017	$ 629.95
8351	Velasquez, Erica	S8 Voucher	3/9/2018	$ 1,738.00
9926	Webber, Christina	S8 Voucher	7/31/2016	$ 224.00
			Total	$ 3,809.75