

Texas State Affordable Housing Corporation Compliance Review Observation Report

<u>Ridgewood West</u>	
2830 Lake Road Huntsville, TX 77340	
Owner: Dalcour Affordable Housing I, LLC	Date Built: 1996
Management Company: Dalcour Management	Property Manager: Mandy McCain
Inspection Date & Time: April 24, 2014 at 8:30 AM	Inspector's Name: James M. Matias

Number of Units:	232	Number of Required LI units:	232	Number of Required VLI units:	NA
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COMPLIANCE AUDIT	YES	NO	N/A
1) Are procedures that ensure compliance with the set aside requirements and rent requirements effective?	X		
2) Is the property accepting Section 8 households?	X		
3) Is the income to rent ratio for Section 8 households less than 2.5?	X		
4) Are the rent increases smaller than 5%?	X		
5) Is there any discriminatory language on the Application for Tenancy or Occupancy Qualifications?		X	
6) Does the lease or rental agreement inform the resident of Very Low Income/Low Income and Recertification requirements?	X		
7) Is additional monitoring by TSAHC recommended?		X	

COMMENTS:

SET-ASIDES	YES	NO	N/A
1) Do the files reviewed establish that the property is meeting the Low Income residency requirement whereby 75 percent of the units are rented to tenants whose adjusted income is 80 percent or less of the median gross income for the Metropolitan Statistical Area where the property is located?			X
2) Do the files reviewed establish that the property is meeting the Very Low Income residency requirement?			X
3) Are the set-aside units evenly distributed?			
a) No more than 60% of the set-aside requirements consist of one unit type?			X
b) No less than 20% of the set aside requirements consist of any particular unit type?			X
4) If either of the set asides have not been met, are any units :			
a) Rented for less than 30 days, not including month-to-month?		X	
b) Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?		X	
c) Leased to a corporation, business or university?		X	
d) Owned by a cooperative housing corporation?		X	
e) Not available for rental on a continuous basis to members of the general public?		X	

COMMENTS:

UNITS WALKED (units vacant and unready for extended period of time and all down units)
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Unit #	USR Designation	New Designation	Comments
301	LI	MKT	Unit has been vacant and not made ready for more than 210 days. This unit is not being made ready for use by the general public and is considered a Down unit.
302	LI	MKT	Unit has been vacant and not made ready for more than 327 days. This unit is not being made ready for use by the general public and is considered a Down unit.
518	LI	MKT	Unit has been vacant and not made ready for more than 165 days. This unit is not being made ready for use by the general public and is considered a Down unit.
520	LI	MKT	Unit has been vacant and not made ready for more than 297 days. This unit is not being made ready for use by the general public and is considered a Down unit.

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1020	LI	MKT	Unit has been vacant and not made ready for more than 210 days. This unit is not being made ready for use by the general public and is considered a Down unit.
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COMMENTS:

Finding

- Units 301, 302, 518, 520, and 1020 are considered down because they are not available for rental on a continuous basis to members of the general public. The unit designation on the Unit Status Report must be market until a qualified household occupies the unit. In addition to the designation change, TSHAC also request that "Down Vacant" be put in the last name field on the Unit Status report for each down unit. In response to this review, in order for this unit to reverse its "down" status, the owner must submit proof to TSAHC that the units are back on-line and available for rental to the general public in the form of invoices, work orders, pictures, and/or Tenant Income Certifications. Once TSAHC has reviewed Tenant Income Certifications, invoices, work orders and/or pictures and have given Management approval, then the unit can be added back to the Unit Status Report with a market designation until a qualified household occupies the unit.

RESIDENT SERVICES	YES	NO	N/A
1) Does the programming appear to cater to the resident profile of the property?	X		
2) Does the programming appear to be effective?	X		
3) Is there a resident services notebook available to review?	X		
4) TSAHC provided Technical assistance regarding:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Transportation provided for off site services		X	
d) Notification to residents of services		X	
e) Number or type of services	X		
f) Survey of residents		X	
g) On-line reporting		X	
5) Does the property comply with the resident services requirement?	X		

COMMENTS:

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	X		
b) Fair Housing Poster?	X		

COMMENTS:

RESIDENT FILE REVIEW	YES	NO	N/A
1) Are there any Next Available Unit Rule Violations?		X	
2) Does the file audit establish that residents are being recertified on an annual basis?	X		
3) Does the owner maintain all records relating to resident income certifications, together with supporting documentation?	X		
4) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	X		
5) Does the file audit indicate that staff needs additional training?		X	

COMMENTS: The most common error found during the file review included disorganization of files and discrepancies between the Unit Status Report and Tenant Income Certification. The importance of maintaining an accurate Unit Status Report and keeping organized files without loose documents was discussed in detail with Management.

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If a new household moves in to any of the units with Findings (listed below), instead of submitting the required Corrective Action documents, submit with your response: the application for tenancy, the verifications, the Income Certification, and the 1st page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement
NA		

COMMENTS: All corrections were submitted to TSHAC prior to the completion of this report.

SUMMARY OF FINDINGS AND OBSERVATIONS

Finding:

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