Texas State Affordable Housing Corporation Compliance Review Observation Report

Aguila Oaks

3270Nacogdoches San Antonio, TX 78217

Owner: Cesar Chavez Foundation Date Built: 1982

Management Company: Cesar Chavez Foundation Property Manager: Rocio Marquez Inspection Date & Time: 4.22,2015 at 8:00 a.m. Inspector's Name: James Matias

Nu	Number of Units: 346 Number of required LI units: 260 Number				Number	of required VL	70	
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requireme	nts and rent rec	quirements	X		
2)	2) Is the property accepting Section 8 households?							
3)	s) Is the income to rent ratio for Section 8 households less than 2.5?					X		
4)	4) Are the rent increases smaller than 5%?					Х		
5)	Is there any discriminatory language on the Application for Tenancy or Occupancy Qualifications?			Qualifications?		х		
6)	Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?				х			
7)	Is additional monitoring by TSAHC recommended?					х		

COMMENTS:

	SET-ASIDES	YES	NO	N/A
1)	Is the property meeting all occupancy restrictions required by the property's Regulatory Agreement and Asset Oversight and Compliance Agreement?	Х		
2)	Are the set-aside units evenly distributed?			
	a) No more than 60% of the set-aside requirements consist of one unit type?	Х		
	b) No less than 20% of the set aside requirements consist of any particular unit type?	Х		
3)	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?		Х	
	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?		Х	
	d) Owned by a cooperative housing corporation?		Х	
	e) Not available for rental on a continuous basis to members of the general public?		Х	

UNITS WALKED

	USR	New	
Unit #	Designation	Designation	Comments
1-0110	80%	N/A	
1-0203	50%	N/A	
1-0213	50%	N/A	
1-0815	80%	N/A	
1-0821	MKT	N/A	
1-1402	MKT	N/A	
1-0903	80%	N/A	

COMMENTS:

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RESIDENT SERVICES	YES	NO	N/A	
Do the resident services appear to cater to the resident profile of the property?	X			
Do the resident services appear to be effective? Discuss your observations in the comments section below.	X			
Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X			
4) Is management monitoring the following:				
a) Resident attendance	Х			
b) Frequency of service provided	X			
c) Notification to residents of services	X			
d) Number or type of services	Х			
e) Survey of residents		х		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	Х			
6) Did TSAHC provide any Technical Assistance regarding Resident Services?				
COMMENTS:				

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

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

COMMENTS: The most common errors found during the file review were discrepancies between the Unit Status Report and Tenant Income Certification regarding rent, income and the number of household members. The importance of maintaining an accurate Unit Status Report was discussed with Management. Management turned in correction action for units 10616, 10806, 11016, 11103, 20219, 20220, 20315, 20919, 21006, and 20607 regarding the items mentioned above, prior to the completion of this report. The files for units 10911 and 11016 had incorrect or missing income documentation. Management provided TSAHC with corrected income calculations and Tenant Income Certifications prior to the completion of this report.

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, all income and asset verifications, the executed Income Certification, and the 1st page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement				
NA						
COMMENTS:						

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	SUMMARY OF FINDINGS AND OBSERVATIONS
No Observations or Findings.	