

# Texas State Affordable Housing Corporation Compliance Review Observation Report

## Cove Village Apartments

1102 Golf Course Rd., Copperas Cove, Texas 76522

**Owner:** RHAC – Cove Village, LLC

**Date Built:** 1983

**Management Company:** Capstone Real Estate Services

**Property Manager:** Jeff Burton

**Inspection Date & Time:** February 15, 2017 at 1:30 p.m.

**Inspector's Name:** Celina Mizcles Stubbs

Number of Units:	50	Number of required LI units:	50	Number of required VLI units:	N/A	
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 Recertification requirements?				X		
7) Is additional monitoring by TSAHC recommended?					X	

**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?				X		
2) 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
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?					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

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Unit #	USR Designation	New Designation	Comments
2	60	N/A	
11	60	N/A	
25	60	N/A	
42	60	N/A	

**COMMENTS:**

RESIDENT SERVICES				YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?				X		
2) Do the resident services appear to be effective? Discuss your observations in the comments section below.				X		

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3) 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	X		
b) Frequency of service provided	X		
c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	X		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) Did TSAHC provide any Technical Assistance regarding Resident Services?		X	
<b>COMMENTS:</b>			

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		
<b>COMMENTS:</b>			

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

*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 1<sup>st</sup> page of the lease for the new household occupying the unit.*

Unit	Finding	Corrective Action Requirement
<b>COMMENTS:</b>		

SUMMARY OF FINDINGS AND OBSERVATIONS
<b>No Findings or Observations.</b>