

# Texas State Affordable Housing Corporation

## Compliance Review Observation Report

<b>Marshall Meadows</b>	
1803 Marshall Cross, San Antonio, TX 78214	
<b>Owner:</b> Chicory Court XXV, L.P.	<b>Date Built:</b> 2000
<b>Management Company:</b> The Lynd Company	<b>Property Manager:</b> Jessica Ramos
<b>Inspection Date &amp; Time:</b> June 6, 2017 at 10:30 a.m.	<b>Inspector's Name:</b> James Matias/Celina Stubbs

<b>Number of Units:</b> 250	<b>Number of required LI units:</b> 100	<b>Number of required VLI units:</b> N/A
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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 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

Unit #	USR Designation	New Designation	Comments
334	60%	N/A	
427	MKT	N/A	
627	60%	N/A	
712	60%	N/A	
825	MKT	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		

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2) Do the resident services appear to be effective? Discuss your observations in the comments section below.	X		
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	

**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) 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	

**COMMENTS:** The files were well organized. The following issue was noted during the tenant file review. For the annual recertification for unit 922, management used net income amounts to calculation household income. See Finding below. Prior to the issuance of this report, management submitted corrective action of the issues noted above.

*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
922	Net income amounts were used to determine annual household income at the time of recertification, dated 3/5/2017.	Obtain gross incomes for both adult household members to support the annual recertification dated 3/5/2017, recalculate annual household income, update and execute the annual recertification and submit to TSAHC.

**COMMENTS:**

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### SUMMARY OF FINDINGS AND OBSERVATIONS

Findings:

- Unit 922: Net income amounts were used to determine household annual income at the time of recertification, dated 3/5/2017. Obtain gross incomes for both adult household members to support the annual recertification dated 3/5/2017, recalculate annual household income, update and execute the annual recertification and submit to TSAHC.

No Observations.