Texas State Affordable Housing Corporation Compliance Review Observation Report

Woodglen Apartments

6800 Cockrell Hill Dr., Dallas, Texas 75236

Owner: Dalcor Woodgeln LLC Date Built: 2004

Management Company: Dalcor Management, LLC Property Manager: Primera Sanchez

Inspection Date & Time: August 30, 2017 at 8:30 a.m. Inspector's Name: Celina Stubbs/James Matias

Nu	Number of Units: Number of required LI units: Number		Number of	required VL	l units:	
	COMPLIANCE A	UDIT		YES	NO	N/A
1)	Are procedures that ensure compliance with the set a effective?	aside requirements and rent requ	iirements	x		
2)	Is the property accepting Section 8 households?			Х		
3)	Is the income to rent ratio for Section 8 households le	ss than 2.5?		X		
4)	Are the rent increases smaller than 5%?			Х		
5)	Is there any discriminatory language on the Application	on for Tenancy or Occupancy Qu	ualifications?		х	
6)	Does the lease or rental agreement inform the resider Recertification requirements?	nt of Very Low Income/Low Incom	ne	X		
7)	Is additional monitoring by TSAHC recommended?	Is additional monitoring by TSAHC recommended?			x	
			•		l.	

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?	Х		
	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
701	60%	60%	
1001	60%	60%	
161614	60%	60%	
202006	60%	60%	

COMMENTS: In addition to the units above, the reviewer also waked the model unit (206) and building 8. The model unit is in great condition and would be ready for occupancy should the need arise. Building 8 suffered a kitchen fire on August 17, 2017; management confirmed no one was injured.

According to management a total of 8 units were affected by the fire. The 8 households were displaced and provided with a hotel for the night. Management quickly determined that 3 units (units 811, 812, and 814) were down units (those households have been relocated) and that 5 units were habitable after they repaired/replaced the damages areas (those households moved back into their unit).

Revised January 2015

Texas State Affordable Housing Corporation Compliance Review Observation Report

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		
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	х		
b) Frequency of service provided	х		
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?	x		
Did TSAHC provide any Technical Assistance regarding Resident Services?		x	
COMMENTS:		1	L

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?				
b) Fair Housing Poster?	Х			
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		
Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate	х		
Does the file audit establish that residents are being recertified on an annual basis?	Х		
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: All of the tenant files reviews were in good condition, well organized, and contained the required verification. The reviewer did note that a few verified amounts were missing from the Income Certification form and that a few rent amounts (both tenant rent and housing assistance payment) needed to be updated on the property Unit Status Report. All forms were submitted to TSAHC and all updates were made to the unit status report prior to the issuance 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
N/A		
COMMENTS:		

Revised January 2015

Texas State Affordable Housing Corporation Compliance Review Observation Report

CHARARADY	OF EINIDINICS	AND OBSERVATIONS
SUIVIVIARY	OF FINITINGS	AND OBSERVATIONS

No Findings or Observations.