

Texas State Affordable Housing Corporation Compliance Review Observation Report

Brooks Manor			
444 E. Jefferson Street, West Columbia, TX, 77486			
Owner: Monroe Group LTD		Date Built: 1983	
Management Company: Monroe Group		Property Manager: Danielle Bennet	
Inspection Date & Time: July 20, 2018 at 8:00 AM		Inspector's Name: James Matias	

Number of Units:	50	Number of required LI units:	20	Number of required VLI units:	3	
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)	Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?	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: This is the first Compliance Review for Brooks Manor. The reviewer was unable to determine rent increase percentages as this is the first year in review. It will be reviewed in the following onsite reviews.

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	Comments
F-24	60%	
I-40	60%	
I-43	60%	
G-32	60%	

COMMENTS:

RESIDENT SERVICES				YES	NO	N/A
1)	Do the resident services appear to cater to the resident profile of the property?	X				
2)	Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X				

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3) 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	
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		X	
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) In the last 12 months, has TSAHC provided any assistance regarding the monthly Resident Service reports submitted through the Compliance System? If so, comment below.		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: Seven files were reviewed during the initial site visit. Very few corrections were identified and the files were found to be in great condition, uniformed, and organized. Management did a great job correcting the following items prior to the submission of this report.

Unit 19E: No Health and Safety form was found in the file.

Unit 33H: The income on the Unit Status Report (USR) needs to match the income on the initial Tenant Income Certification (TIC). The USR needs to have the tenant and housing rents updated.

Unit 35H: The asset section of the TIC does not match the Under \$5,000 form completed in the file.

Unit 49J: The USR needs to be updated with the correct housing portion of the rent.

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
COMMENTS:		

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SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings or Observations.