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: J. Allen Management Co. Property Manager: Jeff Burton

Inspection Date & Time: February 14, 2018 at 1:30 p.m. Inspector's Name: Celina Mizcles Stubbs

Nui	mber of Units:	50	Number of required LI units:	50	Number o	of required VL	I units:	N/A
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requireme	nts and rent requ	uirements	x		
2)	Is the property a	ccepting Sec	ction 8 households?			Х		
3)	Is the income to	rent ratio for	Section 8 households less than 2.5?			Х		
4)	Are the rent incre	eases smalle	er than 5%?			х		
5) b	Does the Applic e discriminatory?	ation for Ter	nancy or Occupancy Qualifications exclu	de language that	may appear to	Х		
6)	Does the lease of Recertification re		eement inform the resident of Very Low I ?	ncome/Low Incor	me	х		
7)	ls additional mor	nitoring by T	SAHC 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	

COMMENTS:

UNITS WALKED

Unit #	USR Designation	Comments
14	60%	
30	60%	
35	60%	
47	60%	

COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
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?	х		

Revised January 2018

Texas State Affordable Housing Corporation Compliance Review Observation Report

3) Is management monitoring the following:			
a) Resident attendance	х		
b) Frequency of service provided	х		
c) Notification to residents of services	х		
d) Number or type of services	Х		
e) Survey of residents	Х		
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		х	
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	х		
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.		х	
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?			
b) Fair Housing Poster?			
COMMENTS:	·		

RESIDENT FILE REVIEW	YES	NO	N/A
 Does the owner maintain all records relating to initial resident income certifications, toge supporting documentation? 	ether with X		
2) Does the Owner/Agent make an effort to determine that the income certification provide resident is accurate?	ed by the X		
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 U Violations?	Init Rule		х
5) Does the file audit indicate that staff needs additional training?		Х	

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:		

	SUMMARY OF FINDINGS AND OBSERVATIONS
No Findings or Observations.	