Texas State Affordable Housing Corporation

Compliance Review Observation Report

Woodglen Apartments

6800 Cockrell Hill Dr., Dallas, Texas 75236

Owner: Dalcor Woodglen LLC Date Built: 2004

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

Inspection Date & Time: August 10, 2018 at 8:00 a.m. **Inspector's Name:** James Matias

Nui	mber of Units:	148	Number of required LI units:	148	Number	of required VL	I units:	N/A
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requirement	nts and rent req	uirements	х		
2)	Is the property a	ccepting Se	ction 8 households?			Х		
3)	Is the income to	rent ratio for	Section 8 households less than 2.5?			Х		
4)	Are the rent incr	eases small	er than 5%?			Х		
5) b	Does the Applic e discriminatory?	ation for Te	nancy or Occupancy Qualifications exclud	le language that	t may appear to		х	
6)	Does the lease of Recertification re		eement inform the resident of Very Low In?	come/Low Inco	me	Х		
7)	Is additional mo	nitoring by T	SAHC recommended?				х	
	4ENTO						<u> </u>	

COMMENTS:

e property meeting all occupancy restrictions required by the property's Regulatory Agreement Asset Oversight and Compliance Agreement? he set-aside units evenly distributed? No more than 60% of the set-aside requirements consist of one unit type? No less than 20% of the set aside requirements consist of any particular unit type?	X X		Х
No more than 60% of the set-aside requirements consist of one unit type? No less than 20% of the set aside requirements consist of any particular unit type?	Х		Х
No less than 20% of the set aside requirements consist of any particular unit type?			Х
		1	Х
ner of the set asides have not been met, are any units:			
Rented for less than 30 days, not including month-to-month?		Х	
Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?		х	
Leased to a corporation, business or university?		Х	
Owned by a cooperative housing corporation?		Х	
Not available for rental on a continuous basis to members of the general public?		Х	
	nursing home, hospital, sanitarium, rest home, or trailer court or park? Leased to a corporation, business or university? Owned by a cooperative housing corporation? Not available for rental on a continuous basis to members of the general public?	nursing home, hospital, sanitarium, rest home, or trailer court or park? Leased to a corporation, business or university? Owned by a cooperative housing corporation? Not available for rental on a continuous basis to members of the general public?	nursing home, hospital, sanitarium, rest home, or trailer court or park? Leased to a corporation, business or university? Owned by a cooperative housing corporation? X

UNITS WALKED

Unit #	USR Designation	Comments
303	60%	
306	60%	
1113	60%	
1307	60%	
1404	60%	

COMMENTS:

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

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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.				
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
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		
3) 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: Management did a great job correcting Unit Status Report (USR) inconstancies prior to the issuance of the Compliance Report. During the tenant file review, the reviewer noticed a few discrepancies between the move-in dates, effective dates, tenant paid rent, and assistance payment amounts listed on the Tenant Income Certification (TIC) and the USR. The discrepancies were noted for units 204, 412, 613, 705, 1212, 1407, and 1601. It was apparent this was an oversight as management is aware of updating these amounts and dates as they change. Management was instructed to update the USR each time a rent change occurs or a certification is completed.

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

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No Findings or Observations.		