

Texas State Affordable Housing Corporation Compliance Review Observation Report

Vista Rita Blanca
701 Maynard, Dalhart, Texas 79022

Owner: Guadalupe Economic Services Corp. (GESC) **Date Built:** 2014
Management Company: JL Gray Company **Property Manager:** Rosalinda Davila
Inspection Date & Time: July 2, 2019 at 9:00 a.m. **Inspector's Name:** James Matias

| Number of Units: 28 | Number of required LI units: 28 at 80%AMI | Number of required VLI units: 6 | |
|--|--|--|----|
| COMPLIANCE AUDIT | | YES | NO |
| 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:

| 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 | Comments |
|--------|-----------------|----------|
| A1 | 80% | |
| D3 | 80% | |
| D4 | 80% | |
| F1 | 80% | |

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: Management did a great job correcting Unit Status Report (USR) inconsistencies prior to the issuance of the Compliance Report. During the tenant file review, the reviewer noticed a few discrepancies between the incomes, tenant paid rent, and assistance payment amounts listed on the Tenant Income Certification (TIC) versus the USR. The discrepancies were noted for units 1D, 3A and 2A. Management was encouraged to make sure the rents in our on-line reporting system always match the current rents. In addition for unit 4E, the income needed to be updated on the USR to reflect the correct income amount on the initial TIC.

Observation:

- Units G1, B3, C3, and D3 are units with move in and move outs that took place 3-8 months ago. It is imperative that the USR gets updated for all unit changes when your monthly USR is submitted.

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 |

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