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: September 26, 2019 at 8:00 a.m. Inspector's Name: James Matias

Nur	nber of Units:	148	Number of required LI units:	148	Number o	of required VL	.l units:	N/A
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requireme	nts and rent requir	ements	x		
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)	4) Are the rent increases smaller than 5%?					х		
5) b	5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?				ay appear to		х	
6)	Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?				•	х		
7)	Is additional mo	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?	Х		
	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?		х	
	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
313	60%	
811	60%	
1206	60%	
1613	60%	
2008	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?	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?				
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?	Х			
2) Are accurate office hours posted?	Х			
3) Are the following displayed in full view:				
a) Occupancy Qualifications?	Х			
b) Fair Housing Poster?				
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		
2) 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		
4) 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 tenant paid rent and assistance payment amounts listed on the Tenant Income Certification (TIC) and the USR. The discrepancies were noted for units 708, 811, and 906. It was apparent this was an oversight as management is aware of updating these amounts as they change. Management was instructed to update the USR each time a rent change occurs, or a re-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/Observation	Corrective Action Requirement
603	Finding: The tenant had not signed this TIC.	Prior to the completion of this report, Management had the tenant sign the TIC. No further action is needed.
705	Observation: The effective date on the Annual Eligibility Certification (AEC) needs to match the anniversary date.	Prior to the completion of this report, Management adjusted the date on the AEC. No further action is needed.
	Observation : The TIC had the tenant's cash on hand left off the Assets section. The additional asset does not affect the eligibility	Prior to the completion of the report, Management added the asset to the TIC. No further action is needed.

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	of the household.				
1904	Observation: The TIC had the tenant's credit union (savings) account left off the Assets section. The additional asset does not affect the eligibility of the household.	Prior to the completion of the report, Management added the asset to the TIC. No further action is needed.			
COMMENTS: Management is encouraged to be diligent and consistent when entering assets on the TIC.					

SUMMARY OF FINDINGS AND OBSERVATIONS See findings and observations above.