

# Texas State Affordable Housing Corporation Compliance Review Observation Report

**Woodside Village**  
2029 MLK Jr. Blvd., Palestine, TX 75803

**Owner:** DHI Woodside Apartments LLC      **Date Built:** 1975  
**Management Company:** Capstone Real Estate Services, Inc.      **Property Manager:** Kristi Shaffer  
**Inspection Date & Time:** August 22, 2019 at 11:30 a.m.      **Inspector's Name:** Celina Mizcles Stubbs

<b>Number of Units:</b>	<b>92</b>	<b>Number of required LI units:</b>	<b>37</b>	<b>Number of required VLI units:</b>	<b>0</b>
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) Is there any discriminatory language on the Application for Tenancy or Occupancy Qualifications?				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			
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Unit #	USR Designation	New Designation	Comments
6C	60%		
7G	60%		
9B	60%		
11F	60%		
14F	60%		

**COMMENTS:**

RESIDENT SERVICES			YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?			X		

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2) Do the resident services appear to be effective?	X		
3) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?		X – see comment	
4) 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	
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) Did TSAHC provide any Technical Assistance regarding Resident Services?	X – see comment		
<p><b>COMMENTS:</b> The Borrower must provide a minimum of six (6) resident services for each calendar year quarter for the Property. Based on the monthly resident service reports, the Property failed to meet this restriction during the 1<sup>st</sup> calendar quarter. During the onsite visit, the reviewer provided management with an approved list of resident services and suggested that management take a proactive approach in scheduled services ahead of time to ensure 6 are provided quarterly. In addition, management should conduct annual resident services surveys to ensure that the services provided are meeting the needs of the residents.</p>			

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		
<b>COMMENTS:</b>			

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	
<p><b>COMMENTS:</b> The files were found to be in much better order this year. Files were well organized by program and documents were properly bounded in the files. There were a couple notes taken:</p> <ul style="list-style-type: none"> <li>• <b>TSAHC Health and Safety Form:</b> This required form was missing in two files (unit 5A and 7F). On 8/22/19 the forms for these two households were executed and copies were provided to TSAHC. No further action is required.</li> <li>• <b>Unit Status Report (USR) Updates:</b> The number of household members needs to be updated for unit 13B, and the move-in date needs to be updated for unit 8F. On 8/26/19, the USR updates were completed. No further action is required.</li> </ul>			

*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 1<sup>st</sup> page of the lease for the new household occupying the unit.*

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Unit	Finding	Corrective Action Requirement
N/A		
COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS
No Findings or Observations.