Texas State Affordable Housing Corporation Compliance Review Observation Report

Chaparral Village Apartments 1411 S. Grant Avenue, Odessa, Texas 79761							
Own	er: RHAC – C	Chaparra	l, LLC	Date Built: 1981			
Man	agement Com	pany: J.	Allen Management Co., Inc.	Property Manage	r: Nichole Lev	vis	
Insp	ection Date &	Time: O	ctober 22, 2020 at 10:00 a.m.	Inspector's Name	: James Mati	as	
Nu	mber of Units:	80	Number of required LI units:	80 Numl	ber of required VL	I units:	0
			COMPLIANCE AUDIT		YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requireme	nts and rent requirements	x		
2)	2) Is the property accepting Section 8 households? X						
3)	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?							
6)	6) Does the lease or rental agreement inform the resident of Very Low Income/Low Income X						
7)	7) Is additional monitoring by TSAHC recommended? X						
соми	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?					
2)	Are th	e 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 eithe	er 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			
12	60%				
18	60%				
35	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?			
3) Is management monitoring the following:			

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a)	Resident attendance	x		
b)	Frequency of service provided	х		
c)	Notification to residents of services	x		
d)	Number or type of services	х		
e)	Survey of residents	х		
4) Did TSAI the onsite visi	HC provide any assistance regarding Resident Services based on the review conducted during		x	
5) Is mar System?	agement properly submitting monthly Resident Service reports through the Compliance	x		
	last 12 months, has TSAHC provided any assistance regarding the monthly Resident Service ubmitted through the Compliance System? If so, comment below.		x	
COMMENT	S:			
5) Is mar System? 6) In the	agement properly submitting monthly Resident Service reports through the Compliance last 12 months, has TSAHC provided any assistance regarding the monthly Resident Service ubmitted through the Compliance System? If so, comment below.	x	x	

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?			
2) Are accurate office hours posted?			
3) Are the following displayed in full view:			
a) Occupancy Qualifications?			
b) Fair Housing Poster?			
COMMENTS			-

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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?	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 Unit Rule Violations?			x
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 two discrepancies between the Tenant Income Certification (TIC) and the USR. Rent on the USR was incorrectly entered for unit 32 and the number of household members needed to be edited for unit 65.

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:		

SUM	IMARY OF FINDINGS AND OBSERVATIONS
No observations or findings.	