

# Texas State Affordable Housing Corporation Compliance Review Observation Report

<b>White Rock</b>	
3110 Thousand Oaks Drive, San Antonio, Texas 78247	
<b>Owner: Commonwealth Multifamily</b>	<b>Date Built: 2003</b>
<b>Management Company: Orion Real Estate, Inc.</b>	<b>Property Manager: Donna Carraghan</b>
<b>Inspection Date &amp; Time: August 27, 2020 at 10:00 a.m.</b>	<b>Inspector's Name: James Matias</b>

**Number of Units:** 336      **Number of required LI units:** 252      **Number of required VLI units:**

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) 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:**

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		

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3) Does the file audit establish that residents are being recertified on an annual basis?	<b>X</b>		
4) For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?		<b>X</b>	
5) Does the file audit indicate that staff needs additional training?		<b>X</b>	

**COMMENTS:**

*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.*

Unit	Finding	Corrective Action Requirement
N/A		

**COMMENTS:** The tenant files, including the required tenant documentation, were kept and maintained in an organized manner. There were a few discrepancies on three units regarding the income and rent on the Tenant Income Certification (TIC) and Unit Status Report (USR). Management corrected all discrepancies prior to the submission of this report.

### SUMMARY OF FINDINGS AND OBSERVATIONS

**No Observations or Findings.**