

# Texas State Affordable Housing Corporation Compliance Review Observation Report

<b>Willow Green Apartments</b>	
8301 Willow Place Drive, Houston, Texas 77070	
<b>Owner:</b> Dalcor Affordable Housing I, LLC	<b>Date Built:</b> 1995
<b>Management Company:</b> Dalcor Management, LLC	<b>Property Manager:</b> Gayle Harris
<b>Inspection Date &amp; Time:</b> October 27, 2020 @ 9:30 a.m.	<b>Inspector's Name:</b> Celina Mizcles Stubbs

<b>Number of Units:</b> 336	<b>Number of required LI units:</b> 336	<b>Number of required VLI units:</b> N/A
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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:**

<b>UNITS WALKED</b>
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Unit #	USR Designation	Comments
103	60%	
716	60%	
1112	60%	
1503	60%	
2115	60%	
2501	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) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
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:** Based on the tenant files submitted for review, management request and maintains documents needed to ensure program eligibility. The reviewer found discrepancies with rent amount (units 101, 2002 and 1101) and the number of household members (unit 701 and 2701) listed on the Unit Status Report (USR). In addition, two Income Certification (IC) forms needed to be revised. More specifically, unit 1012 needed to complete page 3 of the IC and unit 2701 needed to revise the IC to include household assets. All corrections were made and verified within 24 hours of the review date. The discrepancies noted above did not have an effect on tenant or program eligibility.

*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:**

### SUMMARY OF FINDINGS AND OBSERVATIONS

**No Findings or Observations.**