

Texas State Affordable Housing Corporation

Jose Antonio Escajeda Apartments

204 Alicia Dr., El Paso, Texas 79905

Owner: RHAC – JAE, LLC

Date Built: 1951

Management Company: J. Allen Management

Property Manager: Juana Pineda

Inspection Date & Time: July 13, 2021 at 8:00 AM

Inspector's Name: Celina Mizcles Stubbs

Occupancy at Time of Report:	100%	Average Occupancy Over Last 12 Months:	100%
Number of Units: 88			
Number of One Bedrooms:	12	Number of Two Bedrooms:	26
Number of Three Bedrooms:	34	Number of Four Bedrooms:	16

PHYSICAL INSPECTION	YES	NO	N/A
1) Are the access gates in operable condition?			X
2) Is the community monument sign in acceptable condition?	X		
3) Is the perimeter fence surrounding the property in acceptable condition?			X
4) Are the grounds and landscaping in acceptable condition?	X		
5) Are trees and shrubs properly trimmed?	X		
6) Are the grounds free of erosion, foot paths and tree root elevation?	X		
7) Are sidewalks clean and in good repair?	X		
8) Is parking lot clean and in good repair with handicap parking clearly marked?	X		
9) Are recreational/common areas clean, maintained and accessible?	X		
10) Are laundry facilities clean, maintained and accessible?			X
11) Is facility equipment operable and in acceptable condition?	X		
12) Is the area around the waste receptacles clean and are the enclosures in good repair?	X		
13) Is the exterior of the buildings in acceptable condition?	X		
14) Are hallways clean and maintained?			X
15) Are storage/maintenance areas clean, maintained and organized?	X		
16) Are building foundations in good repair?	X		
17) Are the gutters, downspouts and fascia boards on the buildings in good repair?	X		
18) Do the building roofs appear to be in good condition?	X		
19) Do balconies and upper level walkways appear to be in good condition?			X
20) Do windows, blinds, doors, and trim appear to be in good condition?	X		
21) Is Management addressing all health, fire or safety concerns on the property?	X		
22) Have repairs or corrections recommended or required from the last physical inspection been satisfactorily completed?			X

COMMENTS: Based on visual observation of the scattered site, the property continues to be well maintained. There appeared to be a few areas where the roof fascia has rust on the Big Tays location. Management was advised to have the maintenance staff observe and repair/replace damaged fascia, if needed, on all JAE location but Big Tays in particular as part of the preventive maintenance measures.

SECURITY PROGRAM Part I		
1) After review of the prior 3 months of police reports, the following incidents were noted and includes the number of times incidents occurred:		
Incident Type	# of Occurrences	Comments:
Burglary		
Theft	2	
Criminal Mischief		
Personal Assault	1	
Drug Related Activity		
Gun Related Activity		
Domestic Violence		
Disturbance	2	Disturbance Noise - 1 and Drunk Subject - 1
Other	4	Family Violence

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	YES	NO	N/A
2) Does the property utilize a crime prevention agreement?	X		
3) Does the property take pro-active measures to address crime on property? If so, add comment		X	
4) Are light checks conducted by management staff on a weekly basis? If not, add comment.	X		

COMMENTS: The EL Paso Police Department's call logs dated December 2020 through May 2021 show there were a total of 34 calls made, 9 of which are noted above. The criminal activity remains low at the scattered properties.

SECURITY PROGRAM Part II	YES	NO	N/A
1) Is the Staff trained to address crime on the property?	x		
2) Is the property free of graffiti and/or vandalism?	X		
3) Are criminal background checks being conducted on all residents over 18 years of age?	X		
➤ Are criminal background checks being conducted on residents as they age to be 18 while living in the unit?	X		
4) Has a risk assessment been conducted to determine risk liabilities at the property? If yes, when?	X		

COMMENTS: The last risk assessment was completed on 12/15/2021.

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are emergency phone numbers posted?	X		
4) Are the EHO logos clearly posted?	X		
5) Are the following displayed in full view in the leasing office?			
➤ Fair Housing Poster	X		
➤ Occupancy Qualifications	X		
6) Is there a compliance department that ensures the set aside and eligibility requirements are being maintained?	X		
7) Does the property require licenses or permits? ➤ (Describe)		X	
8) Are property licenses and permits renewed as required?			X
9) Are vendor insurance records/binders properly maintained?	X		
10) Are vendors properly screened to ensure proper insurance documents are being maintained?	X		
11) Which of the following community amenities are provided for resident use?			
➤ Playground			X
➤ Community Room			X
➤ BBQ/Picnic Area (located at two of the scattered sites)	X		
➤ Laundry Facility			X
➤ Business Center			X
➤ Pool			X
➤ Other (describe)			X

COMMENTS:

KEY CONTROL	YES	NO	N/A
1) Does the property use an electronic key tracking system? If not, answer questions 2-5.		X	
2) Are all property keys properly coded?	X		
3) Is key box locked and secured?	X		
4) Is the key code list kept separate from the key box?	X		
5) Are locks being changed during unit turnovers?	X		

COMMENTS:

MAINTENANCE PROGRAM	YES	NO	N/A
1) Does the property have a preventative maintenance program?	X		
2) Is the preventative maintenance schedule being implemented?	X		
3) Is the maintenance shop clean and organized?	X		
4) Does the maintenance area have properly documented MSDS material and chemicals labeled	x		

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properly?			
5) How often are Pest Control services provided?			
➤ Up to 10 units are treated for pest control services every two weeks.			
6) What is the policy for following up on completed service requests?			
➤ At random, management follows up on completed work orders to ensure customer satisfaction.			
7) What is the property's after-hours emergency policy?			
➤ After-hour calls are answered by the on-call maintenance personal.			
8) What capital improvements have been scheduled or completed for this budget year?			
➤ The current budgets include the following scheduled capital improvements installing artificial grass around gazebo, installing a privacy fence on one of the property lines, and completing some asphalt and sidewalk work.			
Detail of Ongoing Repairs and Replacements Completed in Last Budget Year			
9) Unit Interior and Appliance upgrades			
➤ Interior upgrades were completed as needed.			
10) Building Exterior and Curb Appeal repairs			
➤ No building exterior or curb appeal repairs were made by management.			
11) Amenity upgrades			
➤ No amenity upgrades were completed.			
12) Other repairs or replacements			
➤ No other repairs or replacements were completed.			
Number of service requests received:	14		
Number of requests open from prior periods:	0		
Number of service requests completed:	14		
Number of service requests completed within 24 hours:	6		
Number of outstanding service requests:	0		
13) On average, how many days does it take to complete a work order?			
➤ On average, it takes 2 days to complete a work order.			
COMMENTS:			

MARKETING			
1) Complete the table below with the most recent information available.			
SOURCE	COST	# of Prospects	# of Leases
Drive-By/Word of Mouth			
Flyers			
Resident Referral			
Locator Service			
Printed/Internet Advertising			
Other Source			
TOTAL	\$0	0	0
The rental activity reflected in the above table was for the month of: July 2021			
	YES	NO	N/A
2) Is the property doing bilingual advertising?	X		
3) Does the property have any competitors nearby?		X	
4) Does the property "shop" their competitors?		X	
5) Does the property complete a market survey at least monthly?		X	
COMMENTS:			

LEASE RENEWAL	YES	NO	N/A
1) Does it appear that an effective lease renewal program is in place? If no, please comment below.	X		
2) What percentage of residents renewed last month, past 6 months, and past 12 months?	Current: N/A	6 months: N/A	12 months: 91%
3) What percentage of move-outs in the last 12 months were due to eviction/non-payment of rent or "skip"?			0%
4) Are lease renewal/rent increase notices sent to residents at the 120-day, 90-day, 60-day and 30-day timeframes prior the end of the lease contract? If not, comment below.	X		

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5) Are rent increase notices sent to residents at least 30-days prior to the rent increase implementation?	X		
6) Are individual files being reviewed to determine renewal/non-renewal status?	X		
7) Are renewals and re-certifications tracked and monitored with property management software? I.e., Yardi, Onesite, or Owner/Agent created software?	X		
8) Are rent increases being implemented?	X		
9) When was the last rent increase implemented? What was the average rent increase? ➢ The last rent increase, which averaged \$10, was implemented on 4/1/2021.			
10) How many households are currently on month-to-month leases? ➢ N/A			
11) What is the charge for month-to-month leases? ➢ N/A			
COMMENTS:			

VACANT/MAKE READY UNITS				
1) Number of vacant units at time of activity report:			0	
2) Number of completed made ready units at time of activity report:			0	
3) Number of completed one bedroom units at time of activity report:			0	
4) Number of completed two bedroom units at time of activity report:			0	
5) Number of completed three bedroom units at time of activity report:			0	
6) Number of uncompleted made ready units at time of activity report:			0	
7) Number of uncompleted one bedroom units at time of activity report:			0	
8) Number of uncompleted two bedroom units at time of activity report:			0	
9) Number of uncompleted three bedroom units at time of activity report:			0	
Units Walked				
Unit #	Brief Description			
N/A	There were no vacant units on the day of the onsite visit.			
Down Units Walked (units vacant and unready for extended period of time and all down units)				
Unit #	Brief Description			
NA				
		YES	NO	N/A
1) Does the Unit Availability Report match the make ready board?		X		
2) Are units being turned in a timely manner?		X		
3) Are there any down units?			X	
4) Are there vacant units that have been vacant for an extended period of time? If so, please comment below.			X	
5) Is management utilizing property software (i.e., Yardi, Onesite, or an owner/agent created) to monitor the timely preparation of units? If not, comment.		X		
6) How often are occupied units inspected? ➤ Occupied units are inspected: Semiannually				
7) How often are vacant units inspected? ➤ Vacant units are inspected: Twice, once at the time of move-out and the day prior to occupancy.				
8) How many vacant units are in progress of being made ready? ➤ There were no vacant units.				
9) What is the company policy on the number of days to turn vacant units? ➤ Unit should be turned within 5-7 business days.				
COMMENTS:				

BUDGET MANAGEMENT	YES	NO	N/A
1) Are three bids solicited in order to obtain materials, supplies, and services? ➢ Three bids are obtained for materials, supplies and services.			
2) Have there been any large unexpected repairs or purchases that have negatively affected the current budget? ➢ There were no large or unexpected repairs/purchases that negatively affected the current budget.			

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3) Explain YTD variances of 10% or greater.

Expense Items that Varied by 10% or Greater from the Budget for Year to Date Operations Ending

(Please note that a positive variance is under budget and a negative variance is over budget.)

EXPENSE ITEM	ACTUAL	BUDGET	VARIANCE	%	EXPLANATION
Salaries & Benefits	\$30,291	\$47,388	\$17,090	36%	Salaries-Manager, Salaries-Maintenance, and Group Health Insurance
Administrative Expenses	\$6,674	\$8,705	\$2,031	23%	Bank fees, Dues & Subscriptions, and Seminar/Training
Turnover Expenses	\$1,307	\$1,520	\$212	13%	Cleaning – Contract
Capital Renovations Over \$5,000	\$0	\$38,000	\$38,000	100%	Asphalt, Community Office/Office - Building

COMMENTS: Management confirmed that scheduled capital improvements have not been completed.

REVENUE

FOR THE MONTH ENDING: May 31, 2021		YEAR TO DATE AS OF: May 31, 2021	
Gross Potential	\$76,590	Gross Potential	\$382,950
Budgeted Rental Income	\$76,590	Budgeted Rental Income	\$382,979
Actual Rental Income Collected	\$76,510	Actual Rental Income Collected	\$382,131
Variance + (-)	-\$80	Variance + (-)	-\$184
Other Revenue	\$921	Other Revenue	\$2,518
Total Collected	\$77,432	Total Collected	\$384,649
Budgeted	\$76,690	Budgeted	\$383,477
Variance + (-)	\$742	Variance + (-)	\$1,172

COMMENTS:

ACCOUNTS PAYABLE

	YES	NO	N/A
1) Is the payable report up to date?	X		
2) Is the property in good standing with all vendors?	X		
3) Are invoices processed weekly?	X		
COMMENTS:	0-30 Days:		\$1,286
	30-60 Days:		-\$132
	60 Days and Over:		\$0
	TOTAL		\$1,154

DELINQUENCIES

	YES	NO	N/A
1) Is the delinquency report up to date?			
2) What is the rent collection policy?			
➤ Rent is due on the 1 st of every month and by the 6 th is declared late with a \$5 initial fee and then \$10 every day until rent is paid in full.			
3) When is legal action taken against delinquent accounts?			
➤ According to management, legal action is taken around the 11th of each month.			
4) Does the property currently have any resident(s) under eviction?		X	
5) Does Housing have any outstanding balances?		X	
COMMENTS:	0-30 Days:		\$0
	30-60 Days:		\$0
	60 Days and Over:		\$0
	TOTAL		\$0

RETURNED CHECKS

	YES	NO	N/A
1) Total number of returned checks in the past 3 months:		0	
2) Has the manager collected and deposited all returned checks?	X		

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3) Is the manager following company policy on returned checks?	X		
COMMENTS:			

PERSONNEL	YES	NO	N/A
1) Does owner/agent have a system/procedure for providing field supervision of on-site personnel?	X		
2) Does the property appear to be adequately staffed?	X		
3) Is overtime being controlled?	X		
4) Were requested pre-audit reports submitted on time?	X		
5) Does it appear that personnel are team oriented?	X		
6) Are name tags/photo IDs being worn by the maintenance personnel?			X
7) Was management staff prepared for the site visit?	X		
8) Has staff turnover occurred since the last site review?		X	
9) Are weekly staff meetings held?	X		
10) Have personnel been trained in Fair Housing?	X		
11) List training staff has received in the past year. ➤ Management continues to attend virtual Grace Hill trainings.			
COMMENTS:			

OWNER PARTICIPATION	YES	NO	N/A
1) Does the owner have access to the software system utilized to manage the property?	X		
2) How often are reports submitted to the owner? ➤ The owner has access to the system and pulls reports as needed.			
3) What is the dollar amount of an unbudgeted or over budget expense that requires owner approval for the release of funds? ➤ Any amount over the budget is require owner approval.			
4) Are the funds for needed capital improvement items, turning of units, and marketing campaigns released by the owner according to what has been budgeted?	X		
COMMENTS:			

SUMMARY OF OBSERVATIONS AND FINDINGS
No Observations and no Findings.

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