Texas State Affordable Housing Corporation Compliance Review Observation Report

Brooks Manor Apartments

444 E. Jefferson Street, West Columbia, Texas 77486

Owner: Monroe Group LTD Date Built: 1983

Management Company: Monroe Group Property Manager: De'Airon Hill Inspection Date & Time: March 18, 2021 at 1:30 P.M. Inspector's Name: James Matias

Number of Units: 50		50	Number of required LI units:	20	Number o	of required VL	.l units:	3	
			COMPLIANCE AUDIT			YES	NO	N/A	
1)	Are procedures effective?	that ensure	compliance with the set aside requirement	ents and rent req	uirements	X			
2)	Is the property a	ccepting Se	ction 8 households?			Х			
3)	Is the income to	rent ratio fo	r Section 8 households less than 2.5?			х			
4)	Are the rent incr	eases small	er than 5%?			Х			
5) b	Does the Applic	ation for Te	nancy or Occupancy Qualifications exclu	de language tha	t may appear to	х			
6)	Does the lease of Recertification re		eement inform the resident of Very Low I ?	ncome/Low Inco	me	х			
7)	Is additional mor	nitoring by T	SAHC recommended?				х		

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?	Х		
2)	Are the 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 either 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?		х	
	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	

UNITS WALKED

Unit #	USR Designation	Comments
24F	60%	
32G	60%	

COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	Х		
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:			
a) Resident attendance	Х		

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b) Frequency of service provided			
c) Notification to residents of services	Х		
d) Number or type of services	Х		
e) Survey of residents		х	
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		х	
5) Is management properly submitting monthly Resident Service reports through the Compliance System?			
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.		х	
COMMENTS:			

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

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?	х		
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?			Х
5) Does the file audit indicate that staff needs additional training?		Х	

COMMENTS: The tenant files were well maintained; the documents were in order; the information was legible, and it was all well-organized. There was one observation noted and one topic of conversation regarding the recertification documents (see below). Four files (Units 6B, 9C, 11C, and 23F) had information on the Unit Status Report (USR) for rent that was not up to date. Prior to the completion of this report management amended the USR to reflect the most recent on the rent roll.

Observation:

Three of the new move-in tenant files (units 9C, 11C, and 32I) contained an Annual Eligibility Certification form. This form was found in the file in addition to the initial Tenant Income Certification (TIC) which is used at the time of move-in. Management confirmed this was an accident and removed the forms. Management confirmed they fully understand the form is not to be used at initial move in and is for annual recertification only.

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
CC	MMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings.

Observation:

Three of the new move-in tenant files (units 9C, 11C, and 32l) contained an Annual Eligibility Certification form. This form was found in the file in addition to the initial Tenant Income Certification (TIC) which is used at the time of move-in. Management confirmed

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