

# Texas State Affordable Housing Corporation Compliance Review Observation Report

## Chula Vista Apartments

201 Springfield Road, San Diego, Texas 78384

**Owner:** HVM BP San Diego, LLC

**Date Built:** 1995

**Management Company:** Hamilton Valley Management, Inc

**Property Manager:** Linda Tingle

**Inspection Date & Time:** July 1, 2021 at 1:30p.m.

**Inspector's Name:** Estefania Linares

<b>Number of Units:</b>	44	<b>Number of required LI units:</b>	18	<b>Number of required VLI units:</b>	N/A	
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:** This is the first Compliance Report for Chula Vista Apartments. Rent was increased on 01/01/2021. The rent increase was for \$92 for 1-bedroom, 2-bedrooms and 3 bedrooms.

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:**

### UNITS WALKED

Unit #	USR Designation	Comments
17	60%	Vacant (2-bedrooms) Unit is made-ready.

**COMMENTS:**

RESIDENT SERVICES				YES	NO	N/A
1)	Do the resident services appear to cater to the resident profile of the property?	X				
2)	Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X				

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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:** The property is required to provide 4 resident services per month as required. TSAHC intends to start monitoring services on October 1, 2021. This date is subject to change based on the pandemic conditions and CDC guidance at that time. In anticipation of the date, management is advised to stay up to date and adhere to federal, state, and local guidance and adjust resident services, as needed. Management can also refer to CDC guidance for group gatherings by visiting the cdc.gov website. Management is advised to take good health and safety precautions for current and future resident services provided. Please continue to clean all common areas, restrooms, doorknobs, and handrails. Please continue to submit the Resident Services reports for services you are currently providing, TSAHC will continue to take limitations into consideration as we review the monthly requirements.

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:** Overall, the tenant files were maintained in a consistent order however some files need income and asset updates.

***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
3	Tenant Release & Consent form is dated over 120 days from move in date, manager's signature is missing from a form and a clarification must be submitted for review.	<ul style="list-style-type: none"> <li>Tenant Release &amp; Consent form dated 05/27/2020 is over 120 days from move in date of 10/08/2020. Tenant needs to sign a new form and submit for review.</li> <li>Manager's signature is missing on the clarification dated 10/08/2020.</li> </ul>

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		<ul style="list-style-type: none"> <li>On the calculation sheet, it shows an income of \$2,150.74 coming from "father's child" but in the Child Support Self – Declaration form does not support that information. Management must correct the Child Support Self – Declaration form re-submit it to TSAHC for review.</li> </ul>
12	The asset amount listed on the Initial Income Certification form dated 01/18/2021 is incorrect and a clarification form needs to be added to the file.	<ul style="list-style-type: none"> <li>The amount for the checking account needs to be updated to \$2.27 instead of \$2.00 on the Initial Income Certification form dated 01/18/2021,</li> <li>A clarification is needed to why management is calculating the resident's income to \$8/hour for 36.25 hours a week instead of \$8/hour for 37.50 hours per week (shown on the employment verification).</li> </ul>
20	Missing signature date of the tenant on the clarification form dated 03/01/2021.	<ul style="list-style-type: none"> <li>Tenant needs to date the clarification form dated 03/01/20201.</li> </ul>
29	The income calculation sheet that was used to calculate the annual income is missing from the tenant file.	<ul style="list-style-type: none"> <li>Management needs to submit the calculation sheet that was used to calculate the annual income.</li> </ul>
41	<p>There are missing document and additional verifications needed for this tenant file.</p> <p>Initial Income Certification dated 03/18/2021 page 3 is incomplete, the calculation sheet is missing from the file, there are 5 deductions listed on the paystubs that need to be verified, and there are missing pages from the bank statements.</p>	<ul style="list-style-type: none"> <li>Initial Income Certification dated 03/18/2021 page 3 needs to be completed by tenant.</li> <li>The calculation sheet that was used to calculate the annual income needs to be submitted for review.</li> <li>There are 5 deductions/benefits showing on the paystubs (Life V, Ret A, Life B, Long and Retirement). Management needs to verify all qualifying assets and be added to the Asset Certification form and the Initial Income Certification form dated 03/08/2021.</li> <li>The following pages are missing from the file, management needs to submit the following pages for review. <ul style="list-style-type: none"> <li>- February 2021 (page 2)</li> <li>- January 2021 (page 2,4)</li> <li>- December 2020 (page 2,4)</li> <li>- November 2020 (page 2)</li> <li>- October 2020 (page 2,4)</li> <li>- September 2020 (page 2,4)</li> </ul> </li> </ul>

**COMMENTS:**

### SUMMARY OF FINDINGS AND OBSERVATIONS

**No Observations.**

**Findings are noted in the chart above. All requested documentation must be submitted to TSHAC no later than August 27, 2021.**