Texas State Affordable Housing Corporation Compliance Review Observation Report

El Nido Apartments

204 Alicia Dr., El Paso, Texas 79905

Owner: RHAC – El Nido, LCC 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

Nu	Number of Units: 104 Number of required LI units: 104 Number			r of required VLI units:		N/A		
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requirement	nts and rent red	quirements	X		
2)	2) Is the property accepting Section 8 households?					Х		
3)	3) Is the income to rent ratio for Section 8 households less than 2.5?				Х			
4)	4) Are the rent increases smaller than 5%?					X		
5) b	5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?			at may appear to	х			
6)	Does the lease of Recertification re		eement inform the resident of Very Low Ir ?	come/Low Inco	ome	х		
7)	Is additional mon	itoring by T	SAHC recommended?				х	

COMMENTS:

	SET-ASIDES	YES	NO	N/A
	s 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)	f 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?		x	
	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			
N/A					
COMMENT	COMMENTS:				

RESIDENT SERVICES 1) Do the resident services appear to cater to the resident profile of the property? 2) 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:

Texas State Affordable Housing Corporation

Compliance Review Observation Report

a) Resident attendance	X			
b) Frequency of service provided	X			
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?				
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.				
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?				
b) Fair Housing Poster?	х			
COMMENTO.				

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?	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 files were well maintained; however, there were three findings noted (see below).

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/Observation	Corrective Action Requirement
228AA	1/8/2021 however the Income Certification	Management must submit the Income Certification dated 1/8/2021 with all supporting documentation for review. Documents must be dated withing 120 days from the move-in date. Management can also recertify the household under current circumstance to ensure program eligibility. The documents are due to TSAHC no later than 9/3/2021.
219AD	12/15/2020 however the Income Certification and supporting documentation was not	Management must submit the Income Certification dated 12/15/2020 with all supporting documentation for review. Documents must be dated withing 120 days from the move-in date. Management can also recertify the household under current circumstance to ensure program eligibility. The documents are due to TSAHC no later than 9/3/2021.

Texas State Affordable Housing Corporation

Compliance Review Observation Report

	5300C Several deposits were noted in the bank account statements found in the tenant files. Mai add \$5,0	Inagement must verify deposits made on the following back tements to determine whether the amounts below are undisclosed ome for the household: September: \$\$400, \$302, \$400, and \$100 July: \$300 and \$1,000 June: \$283, \$244, \$244 May: \$523 April: \$688 and \$525 Inagement must submit clarification forms for these amounts. In dition, if the amounts are deemed to be household income, the Under 000 Asset Form and Income Certification must be updated and omitted for review to TSAHC no later than 9/3/2021
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SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations

The Findings noted in the chart above must be responded to no later than September 3, 2021.