Texas State Affordable Housing Corporation Compliance Review Observation Report

High Plains Apartments

1607 Iola Avenue, Lubbock, Texas 79419

Owner: RHAC – High Plains, LLC Date Built: 1981

Management Company: J. Allen Management Property Manager: Larry Mendez

Inspection Date & Time: August 20, 2021 at 9:300 AM

Inspector's Name: Celina Mizcles Stubbs

Nur	nber of Units:	50	Number of required LI units:	50	Number o	f required VL	l units:	N/A
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requirement	ents and rent requi	rements	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?			X		
4)	Are the rent increases smaller than 5%?				Х			
5) b	Does the Applic e discriminatory?	ation for Te	nancy or Occupancy Qualifications exclu	de language that n	nay appear to	х		
6)	Does the lease of Recertification re		eement inform the resident of Very Low I ?	ncome/Low Incom	е	X		
7)	ls additional mor	nitoring by T	SAHC recommended?					X

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) I	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	

COMMENTS:

Unit # USR Designation Comments N/A N/A There were no vacant units at this time.

COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
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?			
3) Is management monitoring the following:			
a) Resident attendance	X		

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b) Frequency of service provided	х			
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.				
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:

b) Fair Housing Poster?

Occupancy Qualifications?

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		
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; however, the following items were noted and corrected prior to the issuance of this report.

- <u>Unit 4</u>: The applicant disclosed she is a student, yet the file did not verify student status and the student status on the Income Certifications is incorrect. Management must verify student status and update the forms accordingly. In addition, the supplemental verification to the Employment Verification form disclosed the applicants' hours went from 20 hours to 29.5 hours yet the increased hours was not calculated. Management must recalculate income and correct the Income Certification form and update the Unit Status Report (USR). Corrections received; no further action required.
- <u>Unit 13</u>: The child support amount verified by the Attorney General's Office must be used. In addition, the checking account statements appear
 to show a different account (Shares 001 and 009). Management must clarify the accounts and verify, if needed. Corrections received; no
 further action required.

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			
N/A					
COMMENTS:					

Revised January 2018

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SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations or Findings.