

Texas State Affordable Housing Corporation Compliance Review Observation Report

Raintree Apartments 650 Raintree, Alamo, Texas 78516

Owner: HVM BP Alamo I, LLC

Date Built: 1983

Management Company: Hamilton Valley Management, Inc

Property Manager: Michelle Rogers

Inspection Date & Time: May 7, 2021 at 1:30 p.m.

Inspector's Name: Celina Mizcles Stubbs

Number of Units:	32	Number of required LI units:	13	Number of required VLI units:	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 – see comment	
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 Raintree Apartments. According to management, RRHA previously approved a significant rent increase of \$165 for 1-bedroom and \$160 for 2-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?			X		
	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
6	60%	
13	60%	
15	60%	
28	60%	

COMMENTS:

RESIDENT SERVICES				YES	NO	N/A
1)	Do the resident services appear to cater to the resident profile of the property?			X		

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2) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
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 properly providing 4 resident services per month as required. Some of the services were postponed or cancelled due to covid. We encourage management to continue to adhere to federal, state, and local guidance regarding common areas and amenities. Resident services involving crowds of more than 10 people are suspended until further notice. Management is advised to take good health and safety precautions for resident services such as book club meetings and crime watch meetings. We encourage each property to increase the cleaning of all common areas, restrooms, doorknobs, and handrails. Please continue to submit the Resident Services you provide. TSAHC will take these 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: The tenant files were well organized and contained clarification forms when appropriate. This property is layered with HOME funds which requires management to obtain and verify 2 months of income. For TSAHC purposes, the most recent 6 paystubs were used to calculate household income (when applicable).

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		

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COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS
No Observations or Findings.