

Texas State Affordable Housing Corporation Compliance Review Observation Report

Ridgewood Apartments
2830 Lake Rd., Huntsville, Texas 77340

Owner: Dalcor Affordable Housing I, LLC **Date Built:** 1996
Management Company: Dalcor Management **Property Manager:** Lee Ann Rodgers
Inspection Date & Time: November 1, 2021, at 2:00 p.m. **Inspector's Name:** Estefania Linares

Number of Units: 232	Number of required LI units: 232	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		
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:

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:			X	
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
107	60%	(Vacant – 2 bedroom) Made ready - Moved out 2-28-2021
313	60%	(Vacant – 2 bedroom) Made ready - Moved out 6-30-2021
614	60%	(Vacant – 2 bedroom) Made ready - Moved out 6-30-2021
1017	60%	(Vacant – 2 bedroom) Made ready - Moved out 3-07-2021

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:			

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, all the files were organized and very consistent; however, some files needed additional clarification and/or corrections. All issues noted below were corrected prior to finalizing this report. No further action is necessary.

- Unit 301 – The last four digits of the social security number were missing from one of the occupants on the Income Certification form.
- Unit 405 – There are missing initials and signatures from two occupants on the lease agreement, and the student status needs to be updated for one occupant.
- Unit 607 – The Full Time Student Self Affidavit form is dated more than 120 days from the effective date.
- Unit 1013 – The Savings account needs to be added to the Income Certification.
- Unit 1303 – The Savings account needs to be added to the Income Certification.
- Unit 1308 – A marital separation form is needed for review.

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.

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Unit	Finding	Corrective Action Requirement
604	There are missing pages from the bank statements that management provided.	The following bank statements are missing from the file: <ul style="list-style-type: none">- Nov-Dec 2020 Page 2- Dec-Jan 2021 Page 2- Jan-Feb 2021 Page 2- Feb-March 2021 Page 3- March-April 2021 Page 2- April-May 2021 Page 2

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 January 6, 2022.