

Texas State Affordable Housing Corporation Compliance Review Observation Report

Saddlewood Apartments	
3625 Wellborn Rd., Bryan, Texas 77801	
Owner: Dalcor Affordable Housing I, LLC	Date Built: 1995
Management Company: Dalcor Management	Property Manager: Lee Ann Rodgers
Inspection Date & Time: November 19, 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: 0
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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?			
a) No more than 60% of the set-aside requirements consist of one unit type?			
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
Unit 1706	60%	
Unit 1411	60%	
Unit 914	60%	
Unit 713	60%	

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 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 102 – Management needed to add FT on the Income Certification (IC) form for one occupant and the Lease Contract had one occupant's name spelled wrong.
- Unit 103 – A clarification form was needed to clarify why the paystubs were not consecutive.
- Unit 104 – Child Support income needed to be counted on the IC form and the Annual Eligibility Certification (AEC) form effective date needed to match the move in date.
- Unit 108 – Previous landlord information needed to be completed.
- Unit 113 – Page 3 of the IC form needed to be completed by the resident and the AEC form effective date needed to match the move in date.
- Unit 309 – Paystub 5/28/2021 was missing from the file.
- Unit 312 – Management needed to change the annual income on the calculation sheet and the IC form.
- Unit 504 – The IC, Tenant Release/Consent, TSAHC Health/Safety forms and the Affordable Housing Program Addendum needed to be signed and dated by one resident. The Unemployed Affidavit and the Certification of Zero income forms needed to be completed by one resident.
- Unit 509 – The AEC form effective date needed to match the move in date.
- Unit 901 – Management needed to verify and/or clarify if the resident owned a property since the application it was marked "own" instead of "rent" under the current landlord information.
- Unit 908 - TSAHC Health and Safety form needed to be signed by one resident.

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- Unit 1008 - Page 3 of the IC form needed to be completed by the resident. In addition, a clarification was needed to determine why the Employment Verification form was sent using a different email than the employer's listed email address.

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
1008	TSAHC Health and Safety form is missing one signature from one occupant.	<ul style="list-style-type: none"> • One resident needs to sign and date the Health and Safety form and submit to TSAHC for review.

COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations.

There is one Finding noted in the chart above. All requested documentation must be submitted to TSHAC no later February 4, 2022.