

Texas State Affordable Housing Corporation Compliance Review Observation Report

Valley View Apartments
513 North Pecan Creek Trail, Valley View, TX 76272

Owner: HVM BP Valley View, LLC **Date Built:** 1979
Management Company: Hamilton Valley Management **Property Manager:** Giovanni Pacini
Inspection Date & Time: 04/09/2021 at 9:30am **Inspector's Name:** Estefania Linares

Number of Units: 24 **Number of required LI units:** 10 **Number of required VLI units:** 0

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 Valley View Apartments. According to management, RRHA previously approved a significant rent increase of \$135 per unit and management confirmed that rent will be increasing \$135 starting 4/14/21.

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
505B	60%	
505C	60%	
521C	50%	

COMMENTS: All units are made ready.

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		
3) Is management monitoring the following:			

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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: Overall the tenant files were maintained in a consistent order, however there were missing documents and or missing signatures. See findings below.

If a new household moves into 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
Unit 501B	The initial Certification and supporting documents are missing from the file and the asset certification form is missing from the re-certification.	Initial Income Certification and all supporting documents needs to be submitted for review, including the divorce degree (if applicable). In addition, please submit the asset certification form from the recertification.
Unit 501C	The initial Certification and supporting documents are missing from the file, signatures from the Initial Certification and for the Re-Certification are missing,	The initial Income Certification and all supporting documents needs to be submitted for review. The resident needs to sign the initial Tenant Selection Plan as well for the re-certification application. Need a clarification for all deposits that are showing on the bank statements,

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	clarification for the bank statements deposits are needed for review and the asset certification form from the re-certification is missing from the file.	asset certification needs to be completed and submitted for review and the Health and Safety form from TSAHC needs to be completed by both residents.
Unit 505B	Initial application's last page is incomplete, Income Certification part V is incomplete, asset certification form and TSAHC forms are missing from the file.	The last page of the initial application needs to be completed by resident, Income Certification part V needs to be completed by management, the forms asset certification form and the TSAHC forms needs to be completed and be submitted for review.
Unit 521A	The Income Certification, Tenant Release and Consent and the TSAHC Health and Safety forms are missing the applicant's signature date. The asset certification form is missing from the file and a clarification on income is required for verification.	The Income Certification, Tenant Release and Consent and the TSAHC Health and Safety forms are missing the applicant's signature date, the Income Certification form part V needs to be completed by management, asset certification form needs to be completed by resident and a clarification for the deposits for Merrill Lynch and Walmart needs to be submitted for review.
Unit 521B	Income Certification part V is incomplete, the "student status" section of the initial application is incomplete, application is dated 04/2019 is over 120 days from move in (4/2020) and the 6-month asset average needs to be re-calculated and updated it to the income certification.	Income Certification part V needs to be completed by management, the "student status" section of the initial application needs to be completed by resident, application is dated 04/2019 is over 120 days from move in (4/2020) and the 6-month asset average needs to be re-calculated and updated it to the income certification.

COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations.

Findings listed above. All corrective action must be submitted to TSAHC for review no later than **June 6, 2021** (30 day from the date the report was issued).