

Texas State Affordable Housing Corporation Compliance Review Observation Report

Vista Verde Apartments			
404 Medina Street, Cotulla, Texas 78014			
Owner: HVM BP Cotulla, LLC		Date Built: 1999	
Management Company: Hamilton Valley Management, Inc.		Property Manager: Maria Sada	
Inspection Date & Time: April 22, 2021 at 1:30 PM		Inspector's Name: James Matias	

Number of Units:	36	Number of required LI units:	15	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 Vista Verde Apartments. According to management, a substantial rent increase of around 20% was approved for the property by Rural Development. According to management, RRHA previously approved a significant rent increase of \$100 for 1-bedroom and \$130 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?				
	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
19	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: 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: This annual review was conducted virtually. While the Inspector did not physically see the Occupancy Qualification and Fair Housing Poster, the Property Manager confirmed that it was posted in the management office and provided photos.

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: A thorough review was completed on 5 tenant files that were submitted for review. The files were well put together and all necessary documentation was easy to find. Management corrected the Unit Status Report (USR) with the proper rent amount for units 15 and 23 prior to the submission of this report. Initially the rent on the USR did not match the rent on the Tenant Income Certification (TIC) or lease.

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
8	The Tenant Income Certification is not dated by the tenant.	Have the tenant date and initial the current TIC. Provide TSAHC with the corrected document no later than 6/17/2021.
15	The affidavit of unemployment is incomplete.	Have the tenant complete the affidavit and initial next to the missing item. Provide TSAHC with the corrected document no later than 6/17/2021.

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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 than June 17, 2021.