Texas State Affordable Housing Corporation Compliance Review Observation Report

Willow Green Apartments

9301 Willow Place Drive, Houston, Texas 77070

Owner: Dalcor Affordable Housing I, LLC Date Built: 1995

Management Company: Dalcor Management, LLC Property Manager: Terra London Inspection Date & Time: September 13, 2021, at 12:00 p.m. Inspector's Name: Estefania Linares

Nur	Number of Units: 336 Number of required LI units: 336 Number of		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 a	ccepting Se	ction 8 households?			Х		
3)	3) Is the income to rent ratio for Section 8 households less than 2.5?			X				
4)	4) Are the rent increases smaller than 5%?			X				
5) b	5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?			Х				
6)	Does the lease of Recertification re		eement inform the resident of Very Low In?	come/Low Inc	come	Х		
7)	Is additional mor	nitoring by T	SAHC recommended?	<u>-</u>	`		х	

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?	х		
2)	Are the set-aside units evenly distributed?			
	a) No more than 60% of the set-aside requirements consist of one unit type?			Х
	b) No less than 20% of the set aside requirements consist of any particular unit type?			Х
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?		Х	
	b) Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?		х	
	c) Leased to a corporation, business, or university?		Х	
	d) Owned by a cooperative housing corporation?		Х	
	e) Not available for rental on a continuous basis to members of the general public?		Х	

UNITS WALKED

Unit #	USR Designation	Comments
205	60%	
512	60%	
2511	60%	

COMMENTS:

RESIDENT SERVICES		NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	Х		
2) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?			
3) Is management monitoring the following:			

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a) Resident attendance	Х		
b) Frequency of service provided	х		
c) Notification to residents of services	х		
d) Number or type of services	х		
e) Survey of residents	Х		
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		х	
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	Х		
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.		х	
COMMENTS:			

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?			
2) Are accurate office hours posted?			
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	Х		
b) Fair Housing Poster?	Х		
COMMENTS.	•	•	•

COMMENTS:

RESIDENT FILE REVIEW	YES	NO	N/A
Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation?	х		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	х		
Does the file audit establish that residents are being recertified on an annual basis?	Х		
4) For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?			х
5) Does the file audit indicate that staff needs additional training?		Х	

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

- Unit 109 A clarification was needed for some items listed in the paystub, a Child Support/Alimony Verification form was needed for two occupants, and a clarification form was needed for 2 deposits listed in the bank statements.
- Unit 306 Income Certification needed to have one occupant marked as full-time student, a clarification is needed for the unemployment benefits, and an asset needed to be added on the Income Certification.
- Unit 404 Supplemental Rental Application needed to be corrected to say N/A for student status instead of full-time and a verification to support the additional unemployment amount management used on the Income Certification was needed.
- Unit 405 Management needed to correct the amount on the Income Certification.
- Unit 406 Management needed to correct the date of birth from one of the occupants on the Income Certification.
- Unit 1105 Management needed to remove the COLA increase from the Social Security Award letter and in the Income Certification.
- Unit 1107 Management needs to add full-time on the student status for one occupant.
- Unit 1109 Application previous landlord section needs to be completed by the resident.

Of the 27 files requested for review, 8 of them (30%) required additional clarification and/or corrections. While management corrected the findings timely and accurately prior to the issuance of this report, management is reminded to thoroughly review each file to ensure accuracy.

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

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verifications, the executed Income Certification, and the I^{st} page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement
N/A		
COMMENTS:		

	SUMMARY OF FINDINGS AND OBSERVATIONS	
No Observations or Findings.		

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