

Texas State Affordable Housing Corporation

River Park Apartments 1309 Central Expressway, Lampasas, Texas 76550

Owner: RHAC – River Park, LLC

Date Built: 1983

Management Company: J. Allen Management Co.

Property Manager: Jeff Burton

Inspection Date & Time: September 26, 2022 at 9:00 a.m.

Inspector's Name: Celina Mizcles Stubbs

Occupancy at Time of Report:	100%	Average Occupancy Over Last 12 Months:	99%
Number of Units: 50			
Number of One Bedrooms:	N/A	Number of Two Bedrooms:	30
Number of Three Bedrooms:	20	Number of Four Bedrooms:	N/A

PHYSICAL INSPECTION	YES	NO	N/A
1) Are the access gates in operable condition?			X
2) Is the community monument sign in acceptable condition?	X		
3) Is the perimeter fence surrounding the property in acceptable condition?	X		
4) Are the grounds and landscaping in acceptable condition?	X		
5) Are trees and shrubs properly trimmed?	X		
6) Are the grounds free of erosion, foot paths and tree root elevation?	X		
7) Are sidewalks clean and in good repair?	X		
8) Is parking lot clean and in good repair with handicap parking clearly marked?	X		
9) Are recreational/common areas clean, maintained and accessible?	X		
10) Are laundry facilities clean, maintained and accessible?	X		
11) Is facility equipment operable and in acceptable condition?	X		
12) Is the area around the waste receptacles clean and are the enclosures in good repair?	X		
13) Is the exterior of the buildings in acceptable condition?	X		
14) Are hallways clean and maintained?			X
15) Are storage/maintenance areas clean, maintained and organized?	X		
16) Are building foundations in good repair?	X		
17) Are the gutters, downspouts and fascia boards on the buildings in good repair?	X		
18) Do the building roofs appear to be in good condition?	X		
19) Do balconies and upper-level walkways appear to be in good condition?			X
20) Do windows, blinds, doors, and trim appear to be in good condition?	X		
21) Is Management addressing all health, fire or safety concerns on the property?	X		
22) Have repairs or corrections recommended or required from the last physical inspection been satisfactorily completed?			X

COMMENTS: The property appears to be in overall good condition.

SECURITY PROGRAM Part I				
1) After review of the prior 3 months of police reports, the following incidents were noted and includes the number of times incidents occurred:				
Incident Type	# of Occurrences	Comments:		
Burglary				
Theft				
Criminal Mischief				
Personal Assault	1	Assault		
Drug Related Activity				
Gun Related Activity				
Domestic Violence				
Disturbance				
Other	1	Harassment		
		YES	NO	N/A

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2) Does the property utilize a crime prevention agreement?	X		
3) Does the property take pro-active measures to address crime on property? If so, add comment	X		
4) Are light checks conducted by management staff on a weekly basis? If not, add comment.	X		

COMMENTS: Police calls logs dated 1/26/2022 through 3/22/2022 were submitted for review. Two of the 14 total calls are listed in the chart above.

SECURITY PROGRAM Part II	YES	NO	N/A
1) Is the Staff trained to address crime on the property?	X		
2) Is the property free of graffiti and/or vandalism?	X		
3) Are criminal background checks being conducted on all residents over 18 years of age?	X		
➤ Are criminal background checks being conducted on residents as they age to be 18 while living in the unit?	X		
4) Has a risk assessment been conducted to determine risk liabilities at the property? If yes, when?	X		

COMMENTS: The risk assessment was conducted in April 2021.

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are emergency phone numbers posted?	X		
4) Are the EHO logos clearly posted?	X		
5) Are the following displayed in full view in the leasing office?			
➤ Fair Housing Poster	X		
➤ Occupancy Qualifications	X		
6) Is there a compliance department that ensures the set aside and eligibility requirements are being maintained?	X		
7) Does the property require licenses or permits?		X	
➤ (Describe)			
8) Are property licenses and permits renewed as required?			X
9) Are vendor insurance records/binders properly maintained?	X		
10) Are vendors properly screened to ensure proper insurance documents are being maintained?	X		
11) Which of the following community amenities are provided for resident use?			
➤ Playground	X		
➤ Community Room			X
➤ BBQ/Picnic Area	X		
➤ Laundry Facility	X		
➤ Business Center	X		
➤ Pool			X
➤ Other (describe)			X

COMMENTS:

KEY CONTROL	YES	NO	N/A
1) Does the property use an electronic key tracking system? If not, answer questions 2-5.		X	
2) Are all property keys properly coded?	X		
3) Is key box locked and secured?	X		
4) Is the key code list kept separate from the key box?	X		
5) Are locks being changed during unit turnovers?	X		

COMMENTS:

MAINTENANCE PROGRAM	YES	NO	N/A
1) Does the property have a preventative maintenance program?	X		
2) Is the preventative maintenance schedule being implemented?	X		
3) Is the maintenance shop clean and organized?	X		
4) Does the maintenance area have properly documented MSDS material and chemicals labeled properly?	X		
5) How often are Pest Control services provided?			
➤ Interior and exterior services are provided monthly.			

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6) What is the policy for following up on completed service requests? ➢ Management follows up on all completed work order to ensure tenant satisfaction.
7) What is the property's after-hours emergency policy? ➢ The after-hours emergency number calls the on-call maintenance staff directly.
8) What capital improvements have been scheduled or completed for this budget year? ➢ The following capital improvements are scheduled to be completed, annual tree trimming and removal.

Detail of Ongoing Repairs and Replacements Completed in Last Budget Year

9) Unit Interior and Appliance upgrades ➢ Unit interior and appliance upgrades were completed as needed.
10) Building Exterior and Curb Appeal repairs ➢ None were completed in the last budget year.
11) Amenity upgrades ➢ None were completed in the last budget year.
12) Other repairs or replacements ➢ A French drain was installed, and several repairs and replacements were completed as part of the REAC preparation.

Number of service requests received:	15		
Number of requests open from prior periods:	0		
Number of service requests completed:	15		
Number of service requests completed within 24 hours:	15		
Number of outstanding service requests:	0		

13) On average, how many days does it take to complete a work order? ➢ On average, maintenance completes work orders within 1 day.

COMMENTS:

MARKETING

1) Complete the table below with the most recent information available.			
SOURCE	COST	# of Prospects	# of Leases
Drive-By/Word of Mouth			
Flyers			
Resident Referral	\$0	1	1
Locator Service			
Printed/Internet Advertising			
Other Source: (AffordableHousing.com about \$5 monthly)	\$5	25	17
TOTAL	\$5	26	18

The rental activity reflected in the above table was for the month of: April 1, 2021 through April 1, 2022

	YES	NO	N/A
2) Is the property doing bilingual advertising?	X		
3) Does the property have any competitors nearby?		X	
4) Does the property "shop" their competitors?			X
5) Does the property complete a market survey at least monthly?			X

COMMENTS:

LEASE RENEWAL	YES	NO	N/A
1) Does it appear that an effective lease renewal program is in place? If no, please comment below.	X		
2) What percentage of residents renewed last month, past 6 months, and past 12 months?	Current: N/A	6 months: N/A	12 months: 80%
3) What percentage of move-outs in the last 12 months were due to eviction/non-payment of rent or "skip"?			0%
4) Are lease renewal/rent increase notices sent to residents at the 120-day, 90-day, 60-day and 30-day timeframes prior the end of the lease contract? If not, comment below.	X		
5) Are rent increase notices sent to residents at least 30-days prior to the rent increase implementation?	X		
6) Are individual files being reviewed to determine renewal/non-renewal status?	X		
7) Are renewals and re-certifications tracked and monitored with property management software? I.e., Yadri, Onesite, or Owner/Agent created software?	X		

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8) Are rent increases being implemented?	X		
9) When was the last rent increase implemented? What was the average rent increase? > A \$24 rent increase was implemented across all unit sizes on March, 1, 2022.			
10) How many households are currently on month-to-month leases? > N/A			
11) What is the charge for month-to-month leases? > N/A			
COMMENTS:			

VACANT/MAKE READY UNITS	
1) Number of vacant units at time of activity report:	0
2) Number of completed made ready units at time of activity report:	0
3) Number of completed one bedroom units at time of activity report:	0
4) Number of completed two bedroom units at time of activity report:	0
5) Number of completed three bedroom units at time of activity report:	0
6) Number of uncompleted made ready units at time of activity report:	0
7) Number of uncompleted one bedroom units at time of activity report:	0
8) Number of uncompleted two bedroom units at time of activity report:	0
9) Number of uncompleted three bedroom units at time of activity report:	0

Units Walked	
Unit #	Brief Description
N/A	There were no vacant units as this time.

Down Units Walked (units vacant and unready for extended period of time and all down units)	
Unit #	Brief Description
N/A	

	YES	NO	N/A
1) Does the Unit Availability Report match the make ready board?	X		
2) Are units being turned in a timely manner?	X		
3) Are there any down units?		X	
4) Are there vacant units that have been vacant for an extended period of time? If so, please comment below.		X	
5) Is management utilizing property software (i.e., Yardi, Onesite, or an owner/agent created) to monitor the timely preparation of units? If not, comment.	X		
6) How often are occupied units inspected? > Occupied units are inspected: Quarterly			
7) How often are vacant units inspected? > Vacant units are inspected: Daily			
8) How many vacant units are in progress of being made ready? > N/A			
9) What is the company policy on the number of days to turn vacant units? > Units are required to be made-ready withing 3-5 business days.			

COMMENTS:

BUDGET MANAGEMENT	YES	NO	N/A
1) Are three bids solicited in order to obtain materials, supplies, and services? > Three bids are required.			
2) Have there been any large, unexpected repairs or purchases that have negatively affected the current budget? > There were no unexpected repairs or purchases in this current budget.			
3) Explain YTD variances of 10% or greater.			

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Expense Items that Varied by 10% or Greater from the Budget for Year-to-Date Operations Ending

(Please note that a positive variance is under budget and a negative variance is over budget.)

EXPENSE ITEM	ACTUAL	BUDGET	VARIANCE	%	EXPLANATION
Maintenance Expenses	\$1,078	\$610	(\$468)	(76%)	HVAC and Doors/Locks
Repairs/Replacements Under \$5k	\$2,207	\$18,889	\$16,681	88%	Other
Salary & Benefits	\$9,310	\$11,713	\$2,403	20%	Salaries and Workmen's Comp
Administrative Expenses	\$4,037	\$2,445	(\$1,593)	(65%)	Personal Ad, Professional Fees, Travel/Hotel

COMMENTS:

REVENUE

FOR THE MONTH ENDING: February 2022		YEAR TO DATE AS OF: February 2022	
Gross Potential	\$33,300	Gross Potential	\$66,600
Budgeted Rental Income	\$32,467	Budgeted Rental Income	\$65,767
Actual Rental Income Collected	\$32,519	Actual Rental Income Collected	\$64,978
Variance + (-)	\$52	Variance + (-)	(\$789)
Other Revenue	\$167	Other Revenue	\$512
Total Collected	\$32,686	Total Collected	\$65,490
Budgeted	\$33,141	Budgeted	\$66,490
Variance + (-)	(\$455)	Variance + (-)	(\$1,337)

COMMENTS:

ACCOUNTS PAYABLE

	YES	NO	N/A
1) Is the payable report up to date?	X		
2) Is the property in good standing with all vendors?	X		
3) Are invoices processed weekly?	X		
COMMENTS: The Vendor Aging Report dated 4/4/2022 was used to complete this section.	0-30 Days:		(\$7)
	30-60 Days:		(\$319)
	60 Days and Over:		(\$120)
	TOTAL		(\$446)

DELINQUENCIES

	YES	NO	N/A
1) Is the delinquency report up to date?	X		
2) What is the rent collection policy? ➤ Rent is due on the 1 st of each month. On the 6 th day, a \$5 late rent fee is assessed followed by a \$1 daily late fee until rent is paid in full.			
3) When is legal action taken against delinquent accounts? ➤ Management takes legal action on delinquent accounts around the 20 th of the month.			
4) Does the property currently have any resident(s) under eviction?		X	
5) Does Housing have any outstanding balances?	X		
COMMENTS: The Delinquent and Prepaid Report dated 4/2/2022 was used to complete this section. The current balance is high due the tenant paying rent	0-30 Days:		\$7,731
	30-60 Days:		(\$1,223)
	60 Days and Over:		(\$2,246)
	TOTAL		\$4,262

RETURNED CHECKS

	YES	NO	N/A
1) Total number of returned checks in the past 3 months:		0	
2) Has the manager collected and deposited all returned checks?			X
3) Is the manager following company policy on returned checks?			X

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COMMENTS:

PERSONNEL	YES	NO	N/A
1) Does owner/agent have a system/procedure for providing field supervision of on-site personnel?	X		
2) Does the property appear to be adequately staffed?	X		
3) Is overtime being controlled?	X		
4) Were requested pre-audit reports submitted on time?	X		
5) Does it appear that personnel are team oriented?	X		
6) Are name tags/photo IDs being worn by the maintenance personnel?			X
7) Was management staff prepared for the site visit?	X		
8) Has staff turnover occurred since the last site review?		X	
9) Are weekly staff meetings held?	X		
10) Have personnel been trained in Fair Housing?	X		
11) List training staff has received in the past year. ➤ Staff is required to attend Grace Hill trainings.			

COMMENTS:

OWNER PARTICIPATION	YES	NO	N/A
1) Does the owner have access to the software system utilized to manage the property?	X		
2) How often are reports submitted to the owner? ➤ The owner pulls property reports, as needed.			
3) What is the dollar amount of an unbudgeted or over budget expense that requires owner approval for the release of funds? ➤ Owner approval is required for items over the amount \$1,500.			
4) Are the funds for needed capital improvement items, turning of units, and marketing campaigns released by the owner according to what has been budgeted?	X		

COMMENTS:

SUMMARY OF OBSERVATIONS AND FINDINGS

No Observation and Findings.

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