

Texas State Affordable Housing Corporation

Silver Trails Apartments

403 Mesquite, Menard, Texas 76859

Owner: HVM BP Menard Ret, LLC

Date Built: 1991

Management Company: Hamilton Valley Management, Inc. **Property Manager:** Susan Anderson

Inspection Date & Time: March 22, 2022, at 10:30 am

Inspector's Name: Estefania Linares

Occupancy at Time of Report:	87.50%	Average Occupancy Over Last 12 Months:	87.24%
Number of Units: 24			
Number of One Bedrooms:	22	Number of Two Bedrooms:	2
Number of Three Bedrooms:	N/A	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: This is the last on-site Asset Oversight review for Silver Trails Apartments. This property is completing a full property rehab, and at the time of the on-site review, the property still has a few minor repairs pending. Management confirmed that these remaining items will be completed within 30 days. The property is overall in good condition. The property monument sign is visible, the parking lot was clean and free of any potholes, and all the building's exterior appears to be in 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		
Drug Related Activity		
Gun Related Activity		
Domestic Violence		
Disturbance		
Other		

Texas State Affordable Housing Corporation

	YES	NO	N/A
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: According to the Menard County Sheriff's Office calls between 12/01/2021 and 2/28/2022 there were only 3 calls, none of which were crime related. Lights checks are conducted by maintenance every week.

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: Risk assessments are conducted by the Regional Manager every quarter.

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	
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 (Library, Pantry, and Music Room)	X		

COMMENTS: All the amenities are in great condition and available for all residents.

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: Management stated they have a 5-lock system, where an individual needs keys to open 5 locks to access the key lockbox.

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		

Texas State Affordable Housing Corporation

5) How often are Pest Control services provided? ➤ Pest control services are provided once every other month.			
6) What is the policy for following up on completed service requests? ➤ The property manager follows up with tenants within 24 hours of completed service requests.			
7) What is the property's after-hours emergency policy? ➤ The after-hours emergency number is posted in the management office and is provided to all tenants. The tenants call the Property Manager directly and the Property Manager notifies maintenance for emergencies.			
8) What capital improvements have been scheduled or completed for this budget year? ➤ No capital improvements have been scheduled for this budget year.			
Detail of Ongoing Repairs and Replacements Completed in Last Budget Year			
9) Unit Interior and Appliance upgrades ➤ N/A - The property went through a full rehab last year.			
10) Building Exterior and Curb Appeal repairs ➤ N/A - The property went through a full rehab last year.			
11) Amenity upgrades ➤ N/A - The property went through a full rehab last year.			
12) Other repairs or replacements ➤ N/A - The property went through a full rehab last year.			
Number of service requests received:	20		
Number of requests open from prior periods:	0		
Number of service requests completed:	20		
Number of service requests completed within 24 hours:	2		
Number of outstanding service requests:	0		
13) On average, how many days does it take to complete a work order? ➤ On average, it takes 24 hours to complete a work order.			
COMMENTS: This section was completed using the Work Order report dated from 12/01/2021 – 03/23/2022.			

MARKETING			
1) Complete the table below with the most recent information available.			
SOURCE	COST	# of Prospects	# of Leases
Drive-By/Word of Mouth	\$0	-	-
Flyers – Newspaper	\$300	-	-
Resident Referral	\$0	-	-
Locator Service	\$0	-	-
Printed/Internet Advertising	\$0	-	-
Other Source	\$0	-	-
TOTAL	\$300	11	Unable to Determine
The rental activity reflected in the above table was for the month of: 02/09/2022 – 03/16/2022			
	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: This section was completed using the Weekly Traffic Log report from 2/9/2022 – 3/16/2022. The report does not have the traffic source type completed and/or if they leased the unit; therefore, the reviewer is unable to complete the traffic source and the number of leases section above. Management is encouraged to keep track of the traffic source types and if they lease the unit, moving forward.			

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: 66.67%	6 months: 80%	12 months: 91.67%
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 to the end of the lease contract? If not, comment below.	X		

Texas State Affordable Housing Corporation

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., Yardi, Onesite, or Owner/Agent created software?	X		
8) Are rent increases being implemented?	X		
9) When was the last rent increase implemented? What was the average rent increase? ➤ The last rent increase was implemented on January 1, 2022. There was an increase of \$126 for the 1-bedrooms and \$125 for the 2-bedrooms.			
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:			3
2)	Number of completed made ready units at time of activity report:			3
3)	Number of completed one bedroom units at time of activity report:			2
4)	Number of completed two bedroom units at time of activity report:			1
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			
5	(Vacant 1x1) Made Ready			
14	(Vacant 2x1) Made Ready			
18	(Vacant 1x1) Made Ready			
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: Monthly			
7)	How often are vacant units inspected? ➤ Vacant units are inspected: Weekly			
8)	How many vacant units are in progress of being made ready? ➤ All three vacant units are made ready.			
9)	What is the company policy on the number of days to turn vacant units? ➤ Per company policy, units should be made-ready in 3-5 business days.			
COMMENTS: Unit #14 has been vacant for more than 120 days. Management stated that is difficult to qualify tenants for the two-bedroom units due to the occupancy requirements. Management is advised to further market this unit and prioritize leasing this unit as soon as possible.				

BUDGET MANAGEMENT	YES	NO	N/A
1) Are three bids solicited in order to obtain materials, supplies, and services? ➤ Yes, three bids solicited in order to obtain materials, supplies, and services.			
2) Have there been any large unexpected repairs or purchases that have negatively affected the current budget?			

Texas State Affordable Housing Corporation

➤ No large, unexpected repairs or purchases have negatively affected the current budget.

3) Explain YTD variances of 10% or greater.

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
Operating Expenses	\$918	\$1,784	\$865	48.53%	Maintenance & Repairs Payroll, Supply and Contracts
Administrative Expenses	\$2,504	\$3,279	\$774	23.60%	Manager's Salary
Other Expenses	\$428	\$354	\$74	-20.90%	Advertising

COMMENTS:

REVENUE

FOR THE MONTH ENDING: January 2022		YEAR TO DATE AS OF: January 2022	
Gross Potential	\$14,322	Gross Potential	\$14,322
Budgeted Rental Income	\$14,322	Budgeted Rental Income	\$14,322
Actual Rental Income Collected	\$14,322	Actual Rental Income Collected	\$14,322
Variance + (-)	\$0	Variance + (-)	\$0
Other Revenue	-\$1,230.75	Other Revenue	-\$1,230.75
Total Collected	\$13,091.25	Total Collected	\$13,091.25
Budgeted	\$13,518.25	Budgeted	\$13,518.25
Variance + (-)	\$427	Variance + (-)	\$427

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: This report was completed using the Summary Aged Payables as of January 2022.	0-30 Days:		\$1,100.50
	30-60 Days:		\$0
	60 Days and Over:		\$0
	TOTAL		\$1,100.50

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 1st and late on the 10th. On the 11th of the month a lease violation for nonpayment of rent is posted. On the 15th a 3-day Notice to Vacate is posted.			
3) When is legal action taken against delinquent accounts?			
➤ Management issues a notice of termination on the 10th day of the month followed by a 30-Day Notice to Vacate.			
4) Does the property currently have any resident(s) under eviction?		X	
5) Does Housing have any outstanding balances?		X	
COMMENTS: This section was completed using the Delinquency report dated January 31, 2022.	0-30 Days:		-\$679
	30-60 Days:		\$313
	60 Days and Over:		-\$291
	TOTAL		-\$657

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

Texas State Affordable Housing Corporation

3) Is the manager following company policy on returned checks?			X
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. ➤ Grace Hill and Fair Housing 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? ➤ Reports are submitted to the owners every month. The reports include the Financial, Occupancy, and Delinquency reports.			
3) What is the dollar amount of an unbudgeted or over budget expense that requires owner approval for the release of funds? ➤ The Property Manager and the Regional Manager seek approval for anything over \$200			
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 Observations.
No Findings.

Texas State Affordable Housing Corporation



Texas State Affordable Housing Corporation



Texas State Affordable Housing Corporation



Texas State Affordable Housing Corporation



Texas State Affordable Housing Corporation



Texas State Affordable Housing Corporation



Texas State Affordable Housing Corporation

