

Texas State Affordable Housing Corporation

Windmill Apartments

550 N. Montgomery Street, Giddings, Texas 78942

Owner: HVM BP Giddings, LLC

Date Built: 2003

Management Company: Hamilton Valley Management, Inc.

Property Manager: Samantha Tobar

Inspection Date & Time: March 23, 2022 at 9:30 a.m.

Inspector's Name: Celina Mizcles Stubbs

Occupancy at Time of Report:	100%	Average Occupancy Over Last 12 Months:	94.1%
Number of Units: 28			
Number of One Bedrooms:	8	Number of Two Bedrooms:	20
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: The property is in overall great condition. The property grounds and amenity were clean and free of debris. The landscaping needed to be mowed, however management disclosed the vendor is scheduled to mow the lawn within a week.

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		

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	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: The call sheets from the Giddings Police Department were submitted from January - March 2022 for review. None of the 5 calls were criminal events. Management confirmed they utilize the lease contract to discuss consequences of criminal activity on the property.

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: Hamilton Valley regional staff conducts risk assessments of the property every 90 days.

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	X		

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property?			
5) How often are Pest Control services provided?			
➢ At this time, pest controls services are provided for all building exteriors. Unit interiors are serviced upon request.			
6) What is the policy for following up on completed service requests?			
➢ The property manager is new, therefore has not followed up on completed work orders. However, she plans to do so within the next month.			
7) What is the property's after-hours emergency policy?			
➢ After-hour emergency calls go directly to the property manager. The manager will take appropriate action based on the emergency.			
8) What capital improvements have been scheduled or completed for this budget year?			
➢ N/A – A full property rehab was completed last year. Management submitted documentation to support a completion date of October 27, 2021. Management must submit the detailed rehab construction summary with associated construction costs as soon as its completed.			
Detail of Ongoing Repairs and Replacements Completed in Last Budget Year			
9) Unit Interior and Appliance upgrades			
➢ N/A			
10) Building Exterior and Curb Appeal repairs			
➢ N/A			
11) Amenity upgrades			
➢ N/A			
12) Other repairs or replacements			
➢ N/A			
Number of service requests received:	22		
Number of requests open from prior periods:	0		
Number of service requests completed:	22		
Number of service requests completed within 24 hours:	21		
Number of outstanding service requests:	0		
13) On average, how many days does it take to complete a work order?			
➢ Based on a review of the work order folder, it takes maintenance about 1.5 days to complete work orders.			
COMMENTS: On the day of the onsite review, the reviewer was provided with a work order folder. The top page was the Work Order Summary report followed by each work order. The reviewer was able to calculate the work order close time by reviewing each work order and not by using the summary report. Management should update the summary report to include the "date completed" moving forward.			

MARKETING			
1) Complete the table below with the most recent information available.			
SOURCE	COST	# of Prospects	# of Leases
Drive-By/Word of Mouth: Call - 2 and Visit - 3		5	3
Flyers			
Resident Referral			
Locator Service			
Printed/Internet Advertising			
Other Source: Facebook Market - 2 and Wait List - 27	\$0	29	0
TOTAL	\$0	34	3
The rental activity reflected in the above table was for the month of: Weekly Traffic Log for March 14 - 18, 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.			
2) What percentage of residents renewed last month, past 6 months, and past 12 months?	Current: N/A	6 months: N/A	12 months: 78.5%
3) What percentage of move-outs in the last 12 months were due to eviction/non-payment of rent or "skip"?			0%

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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., 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? > A rent increase of \$40 was implemented on January 1, 2022.			
10) How many households are currently on month-to-month leases? > N/A – there are not month-to-month leases.			
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 on the day of the onsite visit.		
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? > N/A – there were no vacant units on the day of the onsite visit.			
9) What is the company policy on the number of days to turn vacant units? > N/A			
COMMENTS:			

BUDGET MANAGEMENT	YES	NO	N/A
1) Are three bids solicited in order to obtain materials, supplies, and services? > Materials, supplies, and services over \$1,500 require the property manager to obtain three bids.			
2) Have there been any large, unexpected repairs or purchases that have negatively affected the current budget?			

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➤ Nothing 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
Administrative Expense	\$2,463	\$4,694	\$2,230		Manager Salary, Accounting, and Auditing
Other Expenses	\$1,369	\$600	-\$769		Advertising and Travel/Seminars

COMMENTS:

REVENUE

FOR THE MONTH ENDING: January 2022

YEAR TO DATE AS OF: January 2022

Gross Potential	\$20,120	Gross Potential	\$20,120
Budgeted Rental Income	\$20,120	Budgeted Rental Income	\$20,120
Actual Rental Income Collected	\$17,235	Actual Rental Income Collected	\$17,235
Variance + (-)	\$2,885	Variance + (-)	\$2,885
Other Revenue	\$88	Other Revenue	\$88
Total Collected	\$17,323	Total Collected	\$17,323
Budgeted	\$19,810	Budgeted	\$19,810
Variance + (-)	\$2,486	Variance + (-)	\$2,486

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:

0-30 Days:

\$0

30-60 Days:

\$90

60 Days and Over:

\$0

TOTAL

\$90

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 or before the 1st of each month. On the 11th day, rent is considered late and a \$10 late fee is assessed.

3) When is legal action taken against delinquent accounts?

➤ Management issues a 10-day notice to vacant on the 14th for those that have not paid rent.

4) Does the property currently have any resident(s) under eviction?

X

5) Does Housing have any outstanding balances?

X

COMMENTS:

0-30 Days:

\$ 1.00

30-60 Days:

\$0

60 Days and Over:

\$0

TOTAL

\$1.00

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. ➤ Site staff is required to complete Grace Hill training courses.			

COMMENTS: The Property Manager was hired two months ago.

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? ➤ Weekly reports (i.e., property financial, occupancy and delinquency reports) are submitted to the owner weekly.			
3) What is the dollar amount of an unbudgeted or over budget expense that requires owner approval for the release of funds? ➤ Any amount over \$300 requires owner approval for the release of funds.			
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 no Findings.

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