

# Texas State Affordable Housing Corporation Compliance Review Observation Report

<b>Chaparral Apartments</b>	
1411 S. Grant Avenue, Odessa, Texas 79761	
<b>Owner: RHAC – Chaparral, LLC</b>	<b>Date Built: 1981</b>
<b>Management Company: J. Allen Management</b>	<b>Property Manager: Belkys Sanabria</b>
<b>Inspection Date &amp; Time: September 30, 2022 at 9:00 am</b>	<b>Inspector's Name: Celina Mizcles Stubbs</b>

<b>Number of Units:</b>	80	<b>Number of required LI units:</b>	80	<b>Number of required VLI units:</b>	NA
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COMPLIANCE AUDIT	YES	NO	N/A
1) Are procedures that ensure compliance with the set aside requirements and rent requirements effective?	<b>X</b>		
2) Is the property accepting Section 8 households?	<b>X</b>		
3) Is the income to rent ratio for Section 8 households less than 2.5?	<b>X</b>		
4) Are the rent increases smaller than 5%?	<b>X</b>		
5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?	<b>X</b>		
6) Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?	<b>X</b>		
7) Is additional monitoring by TSAHC recommended?		<b>X</b>	

**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?	<b>X</b>		
2) 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?		<b>X</b>	
b) Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?		<b>X</b>	
c) Leased to a corporation, business or university?		<b>X</b>	
d) Owned by a cooperative housing corporation?		<b>X</b>	
e) Not available for rental on a continuous basis to members of the general public?		<b>X</b>	

**COMMENTS:**

UNITS WALKED
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Unit #	USR Designation	Comments
N/A	N/A	No vacant units at the time of this review.

**COMMENTS:**

RESIDENT SERVICES	YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	<b>X</b>		
2) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	<b>X</b>		
3) Is management monitoring the following:			
a) Resident attendance	<b>X</b>		
b) Frequency of service provided	<b>X</b>		

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c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	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	
<b>COMMENTS:</b>			

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		
<b>COMMENTS:</b>			

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:** The file were maintained in overall good condition; however, the following issues were discussed during the virtual close out interview.

- Unit Status Report (USR) updates needed:
  - The number of household members was noted incorrectly on the USR for units 4, 27, 55, 57, 62, 64, and 65. Management updated the household information for these units prior to the issuance of this report.
- Unit 31: Page 3 of the Annual Eligibility Certification was not completed. Corrective action was submitted for this file.
- Unit 33: The household income was calculated using the wrong pay frequency and bank statement cash deposits need to be clarified. Corrective action was submitted for this unit, including a corrected Income Certification form.
- Unit 57: The household income was calculated incorrectly. Corrective action was submitted for this unit, including a corrected Income Certification form.

The required corrective action was submitted for the units noted above. No further action is required.

***If a new household moves in to 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 1<sup>st</sup> page of the lease for the new household occupying the unit.***

Unit	Finding	Corrective Action Requirement
N/A		

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COMMENTS:

## SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations and Findings.