Texas State Affordable Housing Corporation Compliance Review Observation Report

Palladium Glenn Heights

2400 S Hampton Rd, Glenn Heights, Texas 75154

Owner: Palladium Glenn Heights, LTD. Date Built: 2019

Management Company: Omnium Management Property Manager: Tisha Johnson

Inspection Date & Time: July 20, 2022, at 8:30 AM Inspector's Name: James Matias

msh	ection Date &	Time. J	ury 20, 2022, at 6.30 ANI	inspector s iv	ame, Jam	es ivialias		
Nui	Number of Units: 270 Number of required LI units: 108 Number of		r of required VLI units:		N/A			
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requirem	ents and rent require	ements	х		
2)	Is the property a	ccepting Sec	ction 8 households?			Х		
3)	Is the income to	rent ratio for	Section 8 households less than 2.5?			X		
4)	Are the rent incr	eases smalle	er than 5%?			X		
5) b	Does the Applic e discriminatory?	ation for Ter	nancy or Occupancy Qualifications excl	ude language that m	ay appear to	Х		
6)	Does the lease Recertification re		eement inform the resident of Very Low?	Income/Low Income)	х		
7)	Is additional mo	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?	Χ		
	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?		x	
	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	
OMN	MENTS:			

UNITS WALKED

		Civil William
Unit #	USR	Comments
	Designation	
	60%	
	60%	
	60%	

COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
Do the resident services appear to cater to the resident profile of the property?			
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	X		
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.			
COMMENTS:			

OFFICE		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?			
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		
Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	х		
3) Does the file audit establish that residents are being recertified on an annual basis?	Х		
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, the fill audit went very well; the files were well put together and much of the information was correct. Twenty units were selected for review during the compliance portion of the site visit. During the tenant file review, the reviewer noticed a few discrepancies between the Unit Status Report (USR) and the Tenant Income Certification (TIC). The discrepancies included incorrect move in and effective dates for units 4208 and 8310. In addition, units 2101 and 3101 had annual income on TIC (Part III) that was designate din the incorrect column or for the wrong household member. Last, unit 3105 did not have a TSAHC Health and Safety form in the file. All items above were corrected prior the submission of this report, and household eligibility was not affected.

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 verifications, the executed Income Certification, and the 1st page of the lease for the new household occupying the unit.

Unit	Finding/Observation	Corrective Action Requirement/Notes				
COMMENTS:						

	SUMMARY OF FINDINGS AND OBSERVATIONS	
No Findings or Observations.		

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