

Texas State Affordable Housing Corporation Compliance Review Observation Report

Saddlewood Apartments
3625 Wellburn Rd., Bryan, Texas 77801

Owner: Dalcor Affordable Housing I, LLC **Date Built: 1995**
Management Company: Dalcor Management **Property Manager: Nina Sanders**
Inspection Date & Time: August 2, 2022 at 8:30 a.m. **Inspector's Name: Celina Mizcles Stubbs**

Number of Units: 232	Number of required LI units: 232	Number of required VLI units:	N/A
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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?	X		
2) Is the property accepting Section 8 households?	X		
3) Is the income to rent ratio for Section 8 households less than 2.5?	X		
4) Are the rent increases smaller than 5%?	X		
5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?	X		
6) Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?	X		
7) Is additional monitoring by TSAHC recommended?		X	

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?	X		
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?		X	
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?		X	
d) Owned by a cooperative housing corporation?		X	
e) Not available for rental on a continuous basis to members of the general public?		X	

COMMENTS:

UNITS WALKED

Unit #	USR Designation	Comments
1301	60%	Determined to be a Down Unit
1316	60%	Maintains unit designation
1407	60%	Determined to be a Down Unit
1504	60%	Determined to be a Down Unit
1608	60%	Determined to be a Down Unit
1814	60%	Determined to be a Down Unit

COMMENTS: Units 1301, 1407, 1504, 1608 and 1814 are considered Down Units uninhabitable and not made-ready for over 180 calendar days. Please refer to the Finding in the Asset Oversight Report.

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

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a) Resident attendance	X		
b) Frequency of service provided	X		
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	
COMMENTS:			

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		
COMMENTS:			

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 tenant files were well maintained however two finding were identified.

Findings:

- **Unit 513: Page 3 of the Tenant Income Certification (TIC) was not completed.**
- **Unit 1501: Page 3 of the Tenant Income Certification (TIC) was not completed, and the TIC was not signed and dated by the household members.**

Prior to the issuance of this report, management submitted corrective action that cleared the Findings 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 1st page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement

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COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations.

Findings noted above. Prior to the issuance of this report, management submitted corrective action that cleared the Findings noted above. No further action is required.