

Texas State Affordable Housing Corporation
Compliance Review Observation Report

Salem Village				
5201 John Stockbauer, Victoria, TX 77904				
Owner: RHAC-Salem Village, LLC		Date Built: 1981		
Management Company: J. Allen Management Co.		Property Manager: Shannon Codeway		
Inspection Date & Time: June 24, 2022, at 8:30 A.M.		Inspector's Name: James Matias		
Number of Units: 105	Number of required LI units: 105	Number of required VLI units: NA		
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) Are the set-aside units evenly distributed?				
a) No more than 60% of the set-aside requirements consist of one unit type?				X
b) No less than 20% of the set aside requirements consist of any particular unit type?				X
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?			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
12B	60%	
14A	60%	
COMMENTS:		

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:				
a) Resident attendance		X		

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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		
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		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: Management did a great job correcting inconsistencies prior to the issuance of the Compliance Report. During the tenant file review, the reviewer noticed a few discrepancies regarding rents entered on the Tenant Income Certification (TIC) and Unit Status Report (USR). Corrections regarding rents were completed for units 9B, 16C, 19C, 22C, 23A, and 28B. In addition, unit 19C needed recertification checked on the USR. Management made all corrections prior to the submission of the report, and household's eligibility was not affected by the corrections.

A few other observations are noted below. They have also been corrected.

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 (s)	Observations	Corrective Action Requirement
16D & 19C	The Annual Eligibility Certification (AEC) did not have the student status answered.	Management had the tenants correct the AEC and submitted an updated version to TSAHC. Management is encouraged to be diligent on making sure this area of the AEC is fully completed.
26A	The interest for the retirement account was not added in the asset portion of the TIC.	Management corrected the TIC and sent a new copy to TSAHC. The income change did not affect the household's eligibility.
16C	The child support for a 2 nd child was not calculated or added to the TIC.	Management made the calculations, updated the TIC and sent a copy to TSAHC. The income change did not affect the household's eligibility.

COMMENTS:

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SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings or Observations.