

# Texas State Affordable Housing Corporation

## Compliance Review Observation Report

### Seagraves Gardens Apartments

1100 12<sup>th</sup> Street, Seagraves, Texas 79359

**Owner:** HVM BP Seagraves, LLC

**Date Built:** 1974

**Management Company:** Hamilton Valley Management, Inc. **Property Manager:** Tammy McClearn

**Inspection Date & Time:** May 31, 2022, at 8:00am

**Inspector's Name:** Estefania Linares

<b>Number of Units:</b>	32	<b>Number of required LI units:</b>	13	<b>Number of required VLI units:</b>	N/A	
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			
<b>COMMENTS:</b>						

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			
<b>COMMENTS:</b>						

UNITS WALKED		
Unit #	USR Designation	Comments
5	60%	
17	60%	
30	60%	
<b>COMMENTS:</b>		

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				
	b) Frequency of service provided	X				

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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	
<b>COMMENTS:</b> Overall the tenant files were maintained in a consistent order, however, none of the files had the TSAHC Tax-Exempt Bond Lease Addendum form. See the finding below.			
<ul style="list-style-type: none"> <li>Units 7, 13, 21, 27, and 31 – None of the files had the required TSAHC Tax-Exempt Bond Lease Addendum form. Management submitted the missing executed documents prior to finalizing the report. No further action is necessary.</li> </ul>			

*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		
<b>COMMENTS:</b>		

SUMMARY OF FINDINGS AND OBSERVATIONS
<b>No Observations.</b>
<b>No Findings.</b>