

Texas State Affordable Housing Corporation Compliance Review Observation Report

Villa Rodriguez Apartments
3270 Nacogdoches, San Antonio, Texas 78217

Owner: San Antonio Low Income Housing, LLC **Date Built: 1982**
Management Company: Cesar Chavez Foundation **Property Manager: Lorraine Plata**
Inspection Date & Time: May 18, 2022 at 8:30 a.m. **Inspector's Name: Celina Mizcles Stubbs**

| | | | | | |
|-------------------------|------------------------------|--|-----|---|----|
| Number of Units: | 346 (302 with 44 down units) | Number of required LI units (80% from 302): | 227 | Number of required VLI units (50% from 302 units): | 61 |
|-------------------------|------------------------------|--|-----|---|----|

| 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 |
|--------|-----------------|-------------------------|
| 20201 | 80% | Vacant (1x1): Not ready |
| 20207 | 80% | Vacant (1x1): Ready |
| 20303 | 80% | Vacant (1x1): Ready |
| 20310 | 80% | Vacant (1x1): Ready |
| 20703 | 80% | Vacant (1x1): Ready |
| 20920 | 80% | Vacant (1x1): Ready |

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: | | | |

Texas State Affordable Housing Corporation

Compliance Review Observation Report

| | | | |
|---|---|---|--|
| 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 files were in excellent order and well maintained. There were a few corrections to the Unit Status Report (USR) specific to updating the number of household members, rent, and bedroom size for units 1-1021, 1-1106, and 1-1206. Management submitted corrections prior to the issuance of this report. 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 |
|------|---------|-------------------------------|
| N/A | | |

COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

No Observation or Findings.