Texas State Affordable Housing Corporation Compliance Review Observation Report

Willowick Apartments

1501 Newland, Gainesville, Texas 76240

Owner: HVM BP Gainesville, LLC Date Built: 1977

Management Company: Hamilton Valley Management, Inc Property Manager: Sarah Chilcoat Inspection Date & Time: February 17, 2022, at 8:30AM Inspector's Name: Estefania Linares

Nu	mber of Units:	16	Number of required LI units:	24	Number of	of required VL	_I units:	N/A
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requireme	ents and rent re	quirements	x		
2) Is the property accepting Section 8 households?					Х			
3)	3) Is the income to rent ratio for Section 8 households less than 2.5?				X			
4)	Are the rent incre	eases small	er than 5%?			х		
5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?			at may appear to	х				
Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?			ome	х				
7)	7) Is additional monitoring by TSAHC recommended?					Х		
COMMENTS:								

SET-ASIDES	YES	NO	N/A
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?			Х
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?		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	
COMMENTS:		•	

UNITS WALKED				
Unit #	USR Designation	Comments		
27	60%	Vacant (2-bedroom) Made-ready		
COMMENT	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?			
3) Is management monitoring the following:			
a) Resident attendance	Х		

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b) Frequency of service provided	х			
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?				
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 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

COMMENTS:

b)

Fair Housing Poster?

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		
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: There was one finding identified during the tenant files review.

• Unit #23 – Final Divorce Decree was missing from the tenant file. Management submitted the missing document prior to finalizing the report. No further action is necessary.

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 Observations.

The Finding noted above was corrected prior to issuing this report. No further action it necessary.

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