Texas State Affordable Housing Corporation Compliance Review Observation Report

Windmill Apartments

550 N. Montgomery Street, Giddings, Texas 78942

Owner: HVM BP Giddings, LLC Date Built: 2003

Management Company: Hamilton Valley Management, Inc. Property Manager: Samantha Tobar

Inspection Date & Time: March 23, 2022 at 9:30 a.m. Inspector's Name: Celina Mizcles Stubbs

Nui	mber of Units:	28	Number of required LI units:	12	Number	of required VL	I units:	N/A
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requiremen	nts and rent re	equirements	х		
2)	Is the property a	ccepting Se	ction 8 households?			Х		
3)	Is the income to	rent ratio fo	r Section 8 households less than 2.5?			x		
4)	Are the rent incre	eases small	er than 5%?			х		
5) b	Does the Applicate discriminatory?	ation for Te	nancy or Occupancy Qualifications exclude	e language th	nat may appear to	х		
6)	Does the lease of Recertification re		eement inform the resident of Very Low Inc ?	come/Low In	come	х		
7)	Is additional mor	nitoring by T	SAHC recommended?				Х	

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?	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?			Х
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?		х	
	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	

UNITS WALKED

Unit # USR Designation Comments		Comments
N/A	N/A	There were no vacant units on the day of the site visit.

COMMENTS:

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

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a) Resident attendance	х			
b) Frequency of service provided	х			
c) Notification to residents of services	X			
d) Number or type of services	Х			
e) Survey of residents	X			
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?	Х				
2) Are accurate office hours posted?	Х				
3) Are the following displayed in full view:					
a) Occupancy Qualifications?					
b) Fair Housing Poster?	х				
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COMMENTS:

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		
3) 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: The files reviewed were in a good and organized manner. Of the five tenant files that were reviewed, four of them had discrepancies between the household income, tenant paid rent and housing assistance payment amounts that were listed on the Income Certification form versus the monthly Unit Status Report dated February 2022.

Observation:

The Unit Status Report (USR) serves as a snapshot of the property's household composition. The USR is a tool used to ensure
program eligibility, therefore it must report accurate information. Management is advised to ensure accurate reporting via the USR
moving forward.

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	Finding	Corrective Action Requirement
Property-wide	income, tenant rent, and housing assistance	Submit a written certification that management will submit accurate reports via the USR, specifically the household income, tenant paid rent and housing assistance payment amounts, moving forward.

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Unit 15 Unit 15 Unit 15 Unit 15		Management must review the tenant file to determine the household income at the time of the certification. Management must provide TSAHC with the calculation tape determining income along with income verifications and an updated Income Certifications, if needed.			
COMMENTS:					

SUMMARY OF FINDINGS AND OBSERVATIONS

Observation:

The Unit Status Report (USR) serves as a snapshot of the property's household composition. The USR is a tool used to ensure
program eligibility, therefore it must report accurate information. Management is advised to ensure accurate reporting via the USR
moving forward.

Finding:

• See Findings listed above. Corrective Action must be submitted to TSAHC no later than 5/7/2022.