Texas State Affordable Housing Corporation Compliance Review Observation Report

Windwood Apartments

100 Windwood Dr., Kingsland, Texas 78639

Owner: HVM BP Kingsland, LLC Date Built: 1989

Management Company: Hamilton Valley Management, Inc Property Manager: John Heskett

Nui	Number of Units: 68 Number of required LI units: 28 Number of		of required VLI units:		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)	3) Is the income to rent ratio for Section 8 households less than 2.5?				X			
4)	4) Are the rent increases smaller than 5%?					X		
5) b	5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear be discriminatory?			at may appear to	Х			
6)	Does the lease o Recertification re		eement inform the resident of Very Low Ir ?	ncome/Low Inc	come	х		
7)	Is additional mon	itoring by T	SAHC recommended?				х	

COMMENTS: This is the last Compliance on-site review for Windwood Apartments.

	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?	Х		
	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?		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	
СОМІ	MENTS:			

UNITS WALKED

Unit #	USR Designation	Comments
202	60%	
215	60%	

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?			
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?	х			
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?	Х			
b) Fair Housing Poster?				
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?	х		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?			
3) Does the file audit establish that residents are being recertified on an annual basis?	Х		
4) 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: Overall the tenant files were maintained in a consistent order, however, there was one file that had one verification missing from the file. See the finding below.

• Unit #228 – The Mortgage Statement 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
COMMENTS: N/A		

	SUMMARY OF FINDINGS AND OBSERVATIONS
No Observations.	
No Findings.	