

Texas State Affordable Housing Corporation

Los Ebanos Apartments
 2133 Barnard Rd., Brownsville, Texas 78520

Owner: RHAC – Los Ebanos, LLC **Date Built:** 1981
Management Company: J Allen Management Co. **Property Manager:** Erika Gomez
Inspection Date & Time: March 10, 2023 at 1:30 p.m. **Inspector's Name:** Celina Mizcles Stubbs

Occupancy at Time of Report:	100%	Average Occupancy Over Last 12 Months:	99.6%
Number of Units: 65			
Number of One Bedrooms:	4	Number of Two Bedrooms:	32
Number of Three Bedrooms:	23	Number of Four Bedrooms:	6

PHYSICAL INSPECTION	YES	NO	N/A
1) Are the access gates in operable condition?			X
2) Is the community monument sign in acceptable condition?	X		
3) Is the perimeter fence surrounding the property in acceptable condition?	X		
4) Are the grounds and landscaping in acceptable condition?	X		
5) Are trees and shrubs properly trimmed?	X		
6) Are the grounds free of erosion, foot paths and tree root elevation?	X		
7) Are sidewalks clean and in good repair?	X		
8) Are parking lots clean, in good repair with handicap parking spaces clearly marked?	X		
9) Are all recreational, common areas and amenity areas clean, maintained, an-d accessible?	X		
10) Is facility equipment operable and in acceptable condition?	X		
11) Is the area around the waste receptacles clean and are the enclosures in good repair?	X		
12) Is the exterior of the buildings in acceptable condition?	X		
14) Are hallways/breezeways clean and maintained?			X
15) Are storage/maintenance areas clean, maintained and organized?	X		
16) Are building foundations in good repair?	X		
17) Are the gutters, downspouts, and fascia boards on the buildings in good repair?	X		
18) Do the building roofs appear to be in good condition?	X		
19) Do balconies and upper-level walkways appear to be in good condition?	X		
20) Do windows, blinds, doors, and trim appear to be in good condition?	X		
21) Is Management addressing all health, fire, or safety concerns on the property?	X		
22) Have repairs or corrections recommended or required from the last physical inspection been satisfactorily completed?			X

COMMENTS: The property appears to be in overall good condition. The parking lot was paved, coated and striped last year.

SECURITY PROGRAM Part I				
1) After review of the prior 3 months of police reports, the following incidents were noted and includes the number of times incidents occurred:				
Incident Type	# of Occurrences	Comments:		
Burglary				
Theft				
Criminal Mischief				
Personal Assault				
Drug Related Activity				
Gun Related Activity				
Domestic Violence	1	Domestic Dispute		
Disturbance				
Other				
		YES	NO	N/A

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2) Does the property utilize a crime prevention agreement?	X		
3) Does the property take pro-active measures to address crime on property? If so, add comment	X		
4) Are light checks conducted by management staff on a weekly basis? If not, add comment.	X		

COMMENTS: The information on the chart above is reflective of the Brownsville Police Department; call logs dated November 2022 – January 2023.

SECURITY PROGRAM Part II	YES	NO	N/A
1) Is the Staff trained to address crime on the property?	X		
2) Is the property free of graffiti and/or vandalism?	X		
3) Are criminal background checks being conducted on all residents over 18 years of age?	X		
4) Are criminal background checks being conducted on residents as they age to be 18 while living in the unit		X	
5) Has a risk assessment been conducted to determine risk liabilities at the property? If yes, when?	X		

COMMENTS: Risk assessment are completed monthly. The last assessment was completed on February 12, 2023.

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are emergency phone numbers posted?	X		
4) Are the EHO logos clearly posted?	X		
5) Are the following displayed in full view in the leasing office?			
➤ Fair Housing Poster	X		
➤ Occupancy Qualifications	X		
6) Is there a compliance department that ensures the set aside and eligibility requirements are being maintained?	X		
7) Does the property require licenses or permits?		X	
➤ N/A			
8) Are property licenses and permits renewed as required?			X
9) Are vendor insurance records/binders properly maintained?	X		
10) Are vendors properly screened to ensure proper insurance documents are being maintained?	X		
11) Which of the following community amenities are provided for resident use?			
➤ Playground	X		
➤ Community Room	X		
➤ BBQ/Picnic Area	X		
➤ Laundry Facility			X
➤ Business Center	X		
➤ Pool			X
➤ Other (describe): N/A			X

COMMENTS:

KEY CONTROL	YES	NO	N/A
1) Does the property use an electronic key tracking system? If not, answer questions 2-5.	X		
2) Are all property keys properly coded?			X
3) Is key box locked and secured?			X
4) Is the key code list kept separate from the key box?			X
5) Are locks being changed during unit turnovers?	X		

COMMENTS:

MAINTENANCE PROGRAM	YES	NO	N/A
1) Does the property have a preventative maintenance program that is being followed?	X		
2) Is the maintenance shop clean and organized?	X		
3) Does the maintenance area have properly documented MSDS material and chemicals labeled properly?	X		
4) How often are Pest Control services provided?			
➤ Pest control services are offered monthly.			

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5) What is the policy for following up on completed service requests? ➢ Management conducts call-backs on reoccurring work orders.			
6) What is the property's after-hours emergency policy? ➢ The Property Manager receives all after-hours emergency calls.			
7) What capital improvements have been scheduled or completed for this budget year? ➢ According to management, there were unexpected plumbing issues (i.e., hot water heater leaks that led to corroded pipes, a main water pipe busted and some electrical issues).			
Detail of Ongoing Repairs and Replacements Completed in Last Budget Year			
8) Unit Interior and Appliance upgrades ➢ Appliances were upgraded if needed.			
9) Building Exterior and Curb Appeal repairs ➢ None.			
10) Amenity upgrades ➢ None.			
11) Other repairs or replacements ➢ Hot water heaters were replaced when needed.			
Number of service requests received:	41		
Number of requests open from prior periods:	0		
Number of service requests completed:	41		
Number of service requests completed within 24 hours:	24		
Number of outstanding service requests:	0		
12) On average, how many days does it take to complete a work order? ➢ It takes maintenance staff 2 days on average to complete work orders.			
COMMENTS: Management verbally confirmed they maintain a MSDS binder.			

MARKETING			
1) Complete the table below with the most recent information available.			
SOURCE	COST	# of Prospects	# of Leases
Drive-By/Word of Mouth	\$0	1	1
Resident Referral (Current/Prior)			
Locator Service			
Printed/Internet Advertising			
Other Source: Daycare/School	\$0	9	7
TOTAL	\$0	10	8
The rental activity reflected in the above table was for the month of: February 2022 – February 2023			
	YES	NO	N/A
2) Is the property doing bilingual advertising?		X	
3) Does the property have any competitors nearby?	X		
4) Does the property "shop" their competitors?		X	
5) Does the property complete a market survey at least monthly?		X	
COMMENTS: The marketing source report reflects a source type as "Other." The Property manager confirmed the "Other" to be calls from Daycare/School referrals. Management was advised to update the report to create "Daycare/School" as a marketing source.			

LEASE RENEWAL	YES	NO	N/A
1) Does it appear that an effective lease renewal program is in place? If no, please comment below.	X		
2) What percentage of residents renewed last month, past 6 months, and past 12 months?	Current: N/A	6 months: 99%	12 months: 96%
3) What percentage of move-outs in the last 12 months were due to eviction for non-payment of rent or "skip"?			0%
4) Are lease renewal notices sent to residents at the 120-day, 90-day, 60-day and 30-day timeframes prior the end of the lease contract? If not, comment below.	X		
5) Are rent increase notices sent to residents at least 30-days prior to the rent increase implementation?	X		
6) Are individual files being reviewed to determine renewal/non-renewal status?	X		

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7) Are renewals and re-certifications tracked and monitored with property management software? I.e., Yardi, Onesite, or Owner/Agent created software?	X		
8) When was the last rent increase implemented? What was the average rent increase? ➢ The last rent increase was implemented in May 2022 for an average of \$35 dollars.			
9) How many households are currently on month-to-month leases? ➢ The property utilizes HUD lease.			
10) What is the charge for month-to-month leases? ➢ N/A			

COMMENTS:

VACANT/MAKE READY UNITS			
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1) Number of vacant units at time of activity report:	0
2) Number of completed made ready units at time of activity report:	0
3) Number of completed one-bedroom units at time of activity report:	0
4) Number of completed two-bedroom units at time of activity report:	0
5) Number of completed three-bedroom units at time of activity report:	0
6) Number of uncompleted made ready units at time of activity report:	0
7) Number of uncompleted one-bedroom units at time of activity report:	0
8) Number of uncompleted two-bedroom units at time of activity report:	0
9) Number of uncompleted three-bedroom units at time of activity report:	0

Units Walked

Unit #	Brief Description
1	(3-bedroom, occupied) Good condition
16	(2-bedroom, occupied) Good condition
24	(2-bedroom, occupied) Good condition

Down Units Walked (units vacant and unready for extended period and all down units)

Unit #	Brief Description
N/A	

	YES	NO	N/A
1) Does the Unit Availability Report match the make ready board?			X
2) Are units being turned in a timely manner?	X		
3) Are there any down units?		X	
4) Are there vacant units that have been vacant for an extended period? If so, please comment below.		X	
5) Is management utilizing property software (i.e., Yardi, Onesite, or an owner/agent created) to monitor the timely preparation of units? If not, comment.	X		
6) How often are occupied units inspected? ➢ Occupied units are inspected: Quarterly			
7) How often are vacant units inspected? ➢ Vacant units are inspected: Daily			
8) How many vacant units are in progress of being made ready? ➢ There are no vacant units at this time.			
9) What is the company policy on the number of days to turn vacant units? ➢ Units are to be turned within 3-5 business days.			

COMMENTS:

BUDGET MANAGEMENT			
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	YES	NO	N/A
1) Are three bids solicited to obtain materials, supplies, and services?	X		
2) Have there been any large, unexpected repairs or purchases that have negatively affected the current budget? If so, comment below.	X – see comment		
3) Explain YTD variances of 10% of greater in the charet below.			

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Expense Items that Varied by 10% or Greater from the Budget for Year-to-Date Operations Ending

(Please note that a positive variance is under budget and a negative variance is over budget.)

EXPENSE ITEM	ACTUAL	BUDGET	VARIANCE	%	EXPLANATION
Administrative Expenses	\$1,080	\$1,319	\$238	18%	RealPage Products
Leasing Expenses	\$88	\$78	-\$10	-12%	Promotions & Entertainment
Maintenance Expenses	\$593	\$510	-\$82	-16%	HVAC and Tools/Equipment
Turnover Expenses	\$884	\$350	-\$534	-152%	Materials-Repairs
Repairs/Replacements Under \$5K	\$0	\$500	\$500	100%	All line items attributed to this variance.

COMMENTS:

REVENUE

FOR THE MONTH ENDING: January 2023		YEAR TO DATE AS OF: January 2023	
Gross Potential	\$50,888	Gross Potential	\$50,888
Budgeted Rental Income	\$50,888	Budgeted Rental Income	\$50,888
Actual Rental Income Collected	\$51,042	Actual Rental Income Collected	\$51,042
Variance + (-)	\$154	Variance + (-)	\$154
Other Revenue	\$79	Other Revenue	\$79
Total Budgeted	\$51,121	Total Budgeted	\$51,121
Total Collected	\$51,083	Total Collected	\$51,083
Variance + (-)	\$37	Variance + (-)	\$37

COMMENTS:

ACCOUNTS PAYABLE

	YES	NO	N/A
1) Is the payable report up to date?	X		
2) Is the property in good standing with all vendors?	X		
3) Are invoices processed weekly?	X		
COMMENTS: Vendor Aging Report dated 2/15/2023 was reviewed.	0-30 Days:		\$406
	30-60 Days:		\$0
	60 Days and Over:		-\$133
	TOTAL		\$273

DELINQUENCIES

	YES	NO	N/A
1) Is the delinquency report up to date?	X		
2) What is the rent collection policy? ➤ Rent is due on the 1 st and late on the 6 th . An initial late fee of \$5 and daily late fee of #1 are assessed.			
3) When is legal action taken against delinquent accounts? ➤ Management takes action around the 29 th of each month.			
4) Does the property currently have any resident(s) under eviction?		X	
5) Does Housing have any outstanding balances?		X	
COMMENTS: The Delinquent and Prepaid Report dated 3/10/2023 was reviewed.	0-30 Days:		\$2,319
	30-60 Days:		-\$32
	60 Days and Over:		-\$89
	TOTAL		\$2,198

RETURNED CHECKS

	YES	NO	N/A
1) Total number of returned checks in the past 3 months:		0	
2) Has the manager collected and deposited all returned checks?			X

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3) Is the manager following company policy on returned checks?			X
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COMMENTS:

PERSONNEL	YES	NO	N/A
1) Does owner/agent have a system/procedure for providing field supervision of on-site personnel?	X		
2) Does the property appear to be adequately staffed?	X		
3) Is overtime being controlled?	X		
4) Were requested pre-audit reports submitted on time?	X		
5) Does it appear that personnel are team oriented?	X		
6) Was management staff prepared for the site visit?	X		
7) Has staff turnover occurred since the last site review?	X		
8) Are weekly staff meetings held?		X	
9) Have personnel been trained in Fair Housing?	X		
10) List training staff has received in the past year. ➤ Staff is required to take in-house training via J Allen Management and Grace Hill trainings..			

COMMENTS: The property is fully staffed.

OWNER PARTICIPATION	YES	NO	N/A
1) Does the owner have access to the software system utilized to manage the property?	X		
2) Are reports submitted to the owner?	X		
3) Are the funds for needed capital improvement items, turning of units, and marketing campaigns released by the owner according to what has been budgeted?	X		
4) What is the dollar amount of an unbudgeted or over budget expense that requires owner approval for the release of funds? ➤ Any amount over \$1,000 required owners' approval.			

COMMENTS: The Property Manager submits weekly financials, delinquent and availability reports.

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

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