Texas State Affordable Housing Corporation Compliance Review Observation Report

Chaparral Apartments

1411 S Grant Ave, Odessa, Texas 79761

Owner: RHAC – Chaparral, LLC Date Built: 1981

Management Company: J. Allen Management Property Manager: Belkys Sanabria

Inspection Date & Time: December 28, 2023 at 9:00 am Inspector's Name: Mercedes Dunmore

Nur	mber of Units:	80	Number of required LI units:	80	Number o	of required VI	_I 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 a	ccepting Se	ction 8 households?			Х		
3)	Is the income to	rent ratio for	Section 8 households less than 2.5?			X		
4)	Are the rent incr	eases smalle	er than 5%?			X		
5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?				may appear to	х			
6) Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?			ne	х				
7)	Is additional mo	nitoring by T	SAHC 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) 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?		X	
COMMENTS:			

UNITS WALKED

Unit #	USR Designation	Comments
5	60%	
23	60%	
80	60%	

COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
Do the resident services appear to cater to the resident profile of the property?	х		
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	х		
d) Number or type of services	х		
e) Survey of residents	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.		х	
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:

YES	NO	N/A
х		
Х		
Х		
		х
	Х	
	x	x x

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
5	The reviewer is unable to determine the annual income.	The tenant file is missing income listed on the TIC. Management must submit all income verifications for review.
9	The initial Tenant Income Certification (TIC) was not submitted for review and the USR reflects inaccurate information.	 Submit the initial move-in TIC and supporting documentation for review. The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount.
10	The initial TIC was not submitted for review and the USR reflects inaccurate information	 Submit the initial move-in TIC and supporting documentation for review. The rent on the rent roll and USR do not match. Management must

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		update the USR to reflect the correct income amount.
		- Submit the initial move-in TIC and supporting documentation for
10	The initial TIC was not submitted for review and	review.
12	the USR reflects inaccurate information	 Submit the initial move-in TIC and supporting documentation for review.
14	The USR reflects inaccurate information.	 The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount.
22	The initial TIC was not submitted for review.	 Submit the initial move-in TIC and supporting documentation for review.
39	The reviewer is unable to determine the annual income. The USR reflects inaccurate information.	 The tenant file is missing the child support income. Management musubmit child support verification for review. The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount.
44	The initial TIC was not submitted for review.	 Submit the initial move-in TIC and supporting documentation for review. The.
		 Submit the initial move-in TIC and supporting documentation for review.
45	The initial TIC was not submitted for review and the USR reflects inaccurate information.	The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount. -
48	The initial TIC was not submitted for review	 Submit the initial move-in TIC and supporting documentation for review.
		 The 2023 AEC is signed with a 2019 date. Management must subm revised AEC.
54	The initial TIC was not submitted for review, the tenant file reflects inaccurate information, and the AEC is outdated.	 Submit the initial move-in TIC and supporting documentation for review, including the executed move-in application
60	The initial TIC was not submitted for review.	 Submit the initial move-in TIC and supporting documentation for review.
70	The initial TIC was not submitted for review	 Submit the initial move-in TIC and supporting documentation for review.
76	The USR reflects inaccurate information.	 The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount.

SUMMARY OF FINDINGS AND OBSERVATIONS

Findings in the chart above are due to TSAHC no later than 02/22/2024.