

# Texas State Affordable Housing Corporation Compliance Review Observation Report

<b>Pythian Manor Apartments</b>			
2719 Illinois Ave., Dallas, Texas 75216			
Owner: Steele Pythian LP		Date Built: 1968	
Management Company: Nonroe Group Ltd.		Property Manager: Karla Davis	
Inspection Date & Time: October 26, 2023 at 10:00 am		Inspector's Name: Celina Mizcles Stubbs	

Number of Units:	76	Number of required LI units (60%AMI):	31	Number of required VLI units (30% AMI):	4
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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) Is the income to rent ratio for Section 8 households less than 2.5?	X		
4) Are the rent increases smaller than 5%?	X		
5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?	X		
6) Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?	X		
7) Is additional monitoring by TSAHC recommended?		X	

**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?	X		
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?		X	
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?		X	
d) Owned by a cooperative housing corporation?		X	
e) Not available for rental on a continuous basis to members of the general public?		X	

**COMMENTS:**

<b>UNITS WALKED</b>
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Unit #	USR Designation	Comments
1	60%	
6	60%	
24	60%	
123	60%	

**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?	X – see comment		
3) Is management monitoring the following:			

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a) Resident attendance	<b>X</b>		
b) Frequency of service provided	<b>X</b>		
c) Notification to residents of services	<b>X</b>		
d) Number or type of services	<b>X</b>		
e) Survey of residents	<b>X</b>		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	<b>X</b>		
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.	<b>X – see comment</b>		

**COMMENTS:** The property is required to provide at least 4 resident services per month (12 per calendar quarter). The property did not meet these requirements in Q1 (January, February, and March 2023) and Q2 (April, May, and June 2023). The property did meet the Q3 requirements (July, August, and September 2023) and has provided 10 of 12 services for Q4 (October, November, and December 2023). The property previously paid a non-compliance penalty fee and is reminded that non-compliance may result in a \$500 penalty fee each time resident services are not being met moving forward.

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	<b>X</b>		
2) Are accurate office hours posted?	<b>X</b>		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	<b>X</b>		
b) Fair Housing Poster?	<b>X</b>		

**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 and TSAHC required forms?	<b>X</b>		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	<b>X</b>		
3) Does the file audit establish that residents are being recertified on an annual basis?	<b>X</b>		
4) For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?			<b>X</b>
5) Does the file audit indicate that staff needs additional training?		<b>X</b>	

**COMMENTS:** The tenant files were in good order. During the review, it was determined that the 2023 Annual Eligibility Certification (AEC) was not in the tenant files for units 4, 127, 206, and 218. Prior to the issue of this report, management provided all completed AECs. No further action is needed.

***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 1<sup>st</sup> page of the lease for the new household occupying the unit.***

Unit	Finding	Corrective Action Requirement
N/A		

**COMMENTS:**

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## SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations no Findings.