

Texas State Affordable Housing Corporation Compliance Review Observation Report

Ridgewood West Apartments				
2830 Lake Rd., Huntsville, Texas 77340				
Owner: Ridgewood West Apartments LP		Date Built: 1996		
Management Company: Allied Orion Group		Property Manager: Ridiya Wright		
Inspection Date & Time: June 29, 2023 at 8:00 a.m.		Inspector's Name: Mercedes Dunmore		
Number of Units: 232	Number of required LI units: 232	Number 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) 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:				

UNITS WALKED		
Unit #	USR Designation	Comments
818	60%	53 days vacant
905	60%	29 days vacant
501	60%	53 days vacant
COMMENTS:		
Finding:		
The USR reflects the incorrect move-out dates for the units walked. Management must update the USR to reflect the most recent move-out dates as reflected on the Available Unit Report dated 6/29/2023 no later than 9/25/2023.		

Texas State Affordable Housing Corporation

Compliance Review Observation Report

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		
3) Is management monitoring the following:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	X		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
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.		X	
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:			

RESIDENT FILE REVIEW	YES	NO	N/A
1) Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation?	X		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	X		
3) Does the file audit establish that residents are being recertified on an annual basis?	X		
4) For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?			X
5) Does the file audit indicate that staff needs additional training?		X	

COMMENTS: On the day of review 19 files were reviewed. Overall, the files were well maintained. However, the following minor infractions were noted and require the following corrective actions, see chart below.

Observation:

- Management advised there are significant issues leasing the third-floor units. Management confirms leasing specials such as free or reduced rental rates have been offered for the first month or have been offered as an incentive to have extended vacant units rented. It is strongly recommended that management keep a leasing log for units vacant longer than 30 days to document its leasing and marketing efforts to determine which method works best.

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.

Texas State Affordable Housing Corporation

Compliance Review Observation Report

Unit	Finding	Corrective Action Requirement
111	Tenant Income Certification (TIC) is incomplete.	Management must complete page 2, section 6 of the TIC. No further correction needed.
116	The Unit Status Report (USR) reflects incorrect information.	Management must update the USR to reflect the correct household composition. No further correction needed.
218	The TIC is incomplete.	Management must complete page 2, section 6 of the TIC. No further correction needed.
315	The TIC is incomplete.	Management must update the TIC to reflect the checking and savings account listed on the application and Under \$5,000 Asset Certification. No further correction needed. Clarification is needed explaining why the child support payments were included since not been received in the past 12 months. No further correction needed.
401	The TIC and additional forms are incomplete.	Management must complete page 2, section 6 of the TIC. No further correction needed. Management must have the resident sign the Full-Time Student Self Affidavit. No further correction needed.
506	The tenant file needs further clarification.	Management must clarify why there are six paystubs in the file and only four were used to calculate the income. No further correction needed.
622	The TIC is incomplete and additional forms are incomplete.	Management must complete page 2, section 6 of the TIC and enter the effective date on the Tenant Rights and Resource Guide. No further correction needed.
801	Household member's signatures are missing from the most recent Annual Eligibility Certification (AEC) and additional forms in the tenant file.	Management must obtain the tenant's signature on all AEC forms for the 2023 certification. No further correction needed.
803	USR doesn't reflect the correct information.	Management must update the USR to reflect the correct rent amount. No further correction needed.
913	The tenant file has incomplete forms and missing signatures.	The first page of the Recertification Questionnaire is missing from the file. No further correction needed. Spouse signature missing on several forms within the 2023 certification. No further correction needed.
1013	Income miscalculated.	Management must recalculate the social security income. The income should reflect $\$911.50 \times 12 = \$10,938$. Once corrected management must update the TIC and the USR. No further correction needed.
1110	The TIC is incomplete.	Management must complete and sign page 2, section 6 of the TIC. No further correction needed. Management must recalculate the self-employment income. The income should reflect $\$208 \times 12 = \$2,496$. Once corrected management must update the TIC and the USR. No further correction needed.

Texas State Affordable Housing Corporation

Compliance Review Observation Report

1124	The TIC and additional forms are incomplete.	Management must have the tenant complete the relationships and the employment information on the recertification questionnaire. No further correction needed. Management must complete page 2 section 6 of the TIC. No further correction needed.
1208	The reviewer is unable to determine household income.	Management must calculate and include the most recent child support payments. No further correction needed. Once calculated management must update the TIC and the USR. No further correction needed.
COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS

Observation:

- Management advised there are significant issues leasing the third-floor units. Management confirms leasing specials such as free or reduced rental rates have been offered for the first month or have been offered as an incentive to have extended vacant units rented. It is strongly recommended that management keep a leasing log for units vacant longer than 30 days to document its leasing and marketing efforts to determine which method works best.

Finding:

- The USR reflects the incorrect move-out dates for the units walked. Management must update the USR to reflect the most recent move-out dates as reflected on the Available Unit Report dated 6/29/2023 no later than 9/25/2023.