Texas State Affordable Housing Corporation Compliance Review Observation Report

River Park Apartments

1309 Central Expressway, Lampasas, Texas 76550

Owner: RHAC – River Park, LLC Date Built: 1983

Management Company: J. Allen Management Co. Property Manager: Jeff Burton

Inspection Date & Time: March 21, 2023 @ 9:30 am Inspector's Name: Mercedes Dunmore

Nu	mber of Units:	50	Number of required LI units:	50	Number of	of required VL	.l units:	N/A
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requirement	nts and rent re	equirements	x		
2)	Is the property a	ccepting Se	ction 8 households?			Х		
3)	Is the income to	rent ratio fo	Section 8 households less than 2.5?			Х		
4)	Are the rent incre	eases small	er than 5%?			х		
5) b	Does the Applic e discriminatory?	ation for Te	nancy or Occupancy Qualifications exclud	e language th	at may appear to	х		
6)	Does the lease of Recertification re		eement inform the resident of Very Low In?	come/Low Inc	ome	х		
7)	Is additional mor	nitoring by T	SAHC recommended?				х	

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?	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?		Х	
COMM	IENTS:			

UNITS WALKED

Unit #	USR Designation	Comments				
N/A	N/A	There are no vacant units at this time.				

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?	х		
3) 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?	Х		
2) Are accurate office hours posted?	Х		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	Х		
b) Fair Housing Poster?	Х		
COMMENTS:	•	•	

RESIDENT FILE REVIEW	YES	NO	N/A
 Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation and TSAHC required forms? 	х		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	х		
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 are maintained in a neat and organized manner. There were a few issues noted in the chart below.

Observation:

During the tenant file review, the reviewer noted the tenant rent (tenant paid amount and the housing assistance payment amount) are not
reflected on the Unit Status Report (USR). Management is advised to update the tenant rent amounts on the USR home screen prior to the
March USR submission due to TSAHC on or before April 10, 2023.

The findings can be found in the chart below:

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
	The tenant file missing clarification record to clarify the use of pay stubs.	 Management needs to provide a clarification stating why only four pay stubs were used to calculate income instead of using six for biweekly earnings.

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	- The tenant must circle the relationship to the "other parent" on the Child Support Certification Form.
Tenant file has an incomplete form and tenant income miscalculated.	 The child support income calculated incorrectly. Management needs recalculate the income by: Adding all payments starting 2/14/22 through 04/25/22 the sum will be \$1,617.53. Next annualize by dividing the sum of \$1,617.53 by three and multiplying by 12. The total child support income should be \$6470.16. Once the tenant income has been corrected management must update the initial move in Tenant Income Certification and the USR.

Corrective action to the findings must be submitted to TSAHC by May 11, 2023.

SUMMARY OF FINDINGS AND OBSERVATIONS

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