Texas State Affordable Housing Corporation **Compliance Review Observation Report**

Salem Village			
5201 John Stockbauer, Victoria	a, TX 77904		
wner: RHAC-Salem Village, LLC Date Built:	1981		
Canagement Company:J. Allen Management Co.Property M	lanager: Shannon Codew	ay	
spection Date & Time: May 15, 2023, at 1:00 P.M. Inspector'	s Name: James Matias		
Number of Units: 105 Number of required LI units: 105	Number of required VL	l units:	NA
COMPLIANCE AUDIT	YES	NO	N/A
 Are procedures that ensure compliance with the set aside requirements and rent re effective? 	equirements 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?			
6) Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?			
7) Is additional monitoring by TSAHC recommended?		х	

	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)	Are the set-aside units evenly distributed?			
	a) No more than 60% of the set-aside requirements consist of one unit type?			Х
	b) No less than 20% of the set aside requirements consist of any particular unit type?			Х
3)	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	

COMMENTS:

UNITS WALKED **USR Designation** Unit # Comments 60% 11A 23D 60% 27A 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?			
3) Is management monitoring the following:			

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a) Resident attendance	x		
b) Frequency of service provided	х		
c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	х		
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		x	
 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.		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:

RESIDENT FILE REVIEW	YES	NO	N/A
 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: Management did a great job correcting inconsistencies prior to the issuance of the Compliance Report. During the tenant file review, the reviewer noticed a few discrepancies regarding rents entered on the Tenant Income Certification (TIC) and Unit Status Report (USR). Corrections regarding rents were completed for units 14C and 15B. In addition, unit 23B needed the household size adjusted on the USR. Management made all corrections prior to the submission of the report, and household's eligibility was not affected by the corrections.

A few other observations are noted below. They have also been corrected.

If a new household moves into 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 (s)	Observations	Corrective Action Requirement
12C	ne Annual Eligibility Certification (AEC) did	Management had the tenants correct the AEC and submitted an updated version to TSAHC. Management is encouraged to be diligent on making sure this area of the AEC is fully competed.
16D		Management adjusted the Student Eligibility form by having the tenant select the correct exception.
COMMENTS:		

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SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings or Observations.