## Texas State Affordable Housing Corporation Compliance Review Observation Report

White Rock Apartments				
3110 Thousand Oaks Drive, San Antonio, Texas	78247			
vner: Commonwealth Multifamily Date Built: 2003				
anagement Company: Orion Real Estate, Inc. Property Manager: Do	nna Carraghan			
spection Date & Time: April 25, 2023, at 9:00 a.m. Inspector's Name: Jan	nes Matias			
Number of Units: 336 Number of required LI units (80%): 252 Number of r	equired VLI u	nits (50%):	68	
COMPLIANCE AUDIT	YES	NO	N/A	
) Are procedures that ensure compliance with the set aside requirements and rent requirements effective?	x			
P) Is the property accepting Section 8 households?	Х			
3) Is the income to rent ratio for Section 8 households less than 2.5?				
Are the rent increases smaller than 5%?	х			
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?				
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	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)	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		
сомм	ENTS:				

# UNITS WALKED Unit # USR Designation Comments N/A N/A N/A - No units were walked.

#### COMMENTS:

RESIDENT SERVICES		NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?			
2) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement nd Asset Oversight and Compliance Agreement?			
3) Is management monitoring the following:			
a) Resident attendance	X		
b) Frequency of service provided	x		

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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 X				
6) In the last 12 months, has TSAHC provided any assistance regarding the monthly Resident Service <b>X</b>				
COMMENTS:				

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?			
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		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?	Х		
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?		Х	

**COMMENTS:** Overall, the tenant files were in good order. The Unit Status Report (USR) needed the income updated for units 137 and 236. In addition, unit 427 had an incomplete Under \$5,000 Asset Certification Form and unit 1326 had the assets left off the Tenant Income Certification (TIC) for household member number one. Management made the updates and corrections prior to the issuance of this report. None of the changes affected the eligibility of the households. No further actions are required.

# 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:		

#### SUMMARY OF FINDINGS AND OBSERVATIONS

No Observation or Findings.