

Texas State Affordable Housing Corporation Compliance Review Observation Report

Woodglen Apartment
6800 Cockrell Hill Dr., Dallas, Texas 75236

Owner: Woodglen Apartments LP **Date Built: 2004**
Management Company: Allied Orion Group **Property Manager: Primera Sanchez**
Inspection Date & Time: July 28, 2023 at 9:00 am **Inspector's Name: Celina Mizcles Stubbs**

Number of Units: 232 **Number of required LI units:** 93 **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
908	60%	
1802	60%	
1804	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:	X		

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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 – see comment		
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: There was an ownership and management change in May 2023. Resident services were not submitted in April and May 2023 due to online compliance onboarding delays. The new management agent was provided with resident service requirement. The June 2023 resident service report was submitted timely and accurately.

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 and TSAHC required forms?	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: The tenant files were well maintained however discrepancies were noted with the Unit Status Report (USR). Based on the USR, there appeared to be annual recertification that were expired and the USR did not properly identify "Exempt Units." Prior to the issuance of this report, management provided TSAHC with copies of the annual recertifications and updated the USR.

Observation:

- The USR is a snapshot on each unit's household composition that is required to be submitted monthly to ensure overall program eligibility. If the USR is inaccurate, TSAHC is unable to ensure program compliance. The owner/management agent/site management is required to submit accurate USR report moving forward.

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

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COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS	
Observation:	<ul style="list-style-type: none">The USR is a snapshot on each unit's household composition that is required to be submitted monthly to ensure overall program eligibility. If the USR is inaccurate, TSAHC is unable to ensure program compliance. The owner/management agent/site management is required to submit accurate USR report moving forward.
No Findings.	