

# Texas State Affordable Housing Corporation

## Jose Antonio Escajeda Apartments 204 Alicia Dr., El Paso, Texas 79905

**Owner:** RHAC – JAE, LLC

**Date Built:** 1951

**Management Company:** J Allen Management

**Property Manager:** Juana Pineda

**Inspection Date & Time:** May 29, 2024 at 8:30 a.m.

**Inspector's Name:** Celina Mizcles Stubbs

<b>Occupancy at Time of Report:</b>	100%	<b>Average Occupancy Over Last 12 Months:</b>	98.9%
<b>Number of Units: 88</b>			
<b>Number of One Bedrooms:</b>	12	<b>Number of Two Bedrooms:</b>	26
<b>Number of Three Bedrooms:</b>	34	<b>Number of Four Bedrooms:</b>	16

PHYSICAL INSPECTION	YES	NO	N/A
1) Are the access gates in operable condition?			X
2) Is the community monument sign in acceptable condition?	X		
3) Is the perimeter fence surrounding the property in acceptable condition?			X
4) Are the grounds and landscaping in acceptable condition?	X		
5) Are trees and shrubs properly trimmed?	X		
6) Are the grounds free of erosion, foot paths and tree root elevation?	X		
7) Are sidewalks clean and in good repair?	X		
8) Are parking lots clean, in good repair with handicap parking spaces clearly marked?	X		
9) Are all recreational, common areas and amenity areas clean, maintained, and accessible?	X		
10) Is facility equipment operable and in acceptable condition?			X
11) Is the area around the waste receptacles clean and are the enclosures in good repair?	X		
12) Is the exterior of the buildings in acceptable condition?	X		
14) Are hallways/breezeways clean and maintained?			X
15) Are storage/maintenance areas clean, maintained and organized?	X		
16) Are building foundations in good repair?	X		
17) Are the gutters, downspouts, and fascia boards on the buildings in good repair?	X		
18) Do the building roofs appear to be in good condition?	X		
19) Do balconies and upper-level walkways appear to be in good condition?	X		
20) Do windows, blinds, doors, and trim appear to be in good condition?	X		
21) Is Management addressing all health, fire, or safety concerns on the property?	X		
22) Have repairs or corrections recommended or required from the last physical inspection been satisfactorily completed?			X

**COMMENTS:** On the day of the review, the property's scattered sites were all in overall good condition. Most of the scattered sites are xeriscape however a few areas have pea gravel landscaping.

SECURITY PROGRAM Part I			
1) After review of the prior 3 months of police reports, the following incidents were noted and includes the number of times incidents occurred:			
Incident Type	# of Occurrences	Comments:	
Burglary			
Theft			
Criminal Mischief			
Personal Assault			
Drug Related Activity			
Gun Related Activity			
Domestic Violence	3	Family violence - 3	
Disturbance			
Other	3	Suspicious activity – 2 and Threat calls -1	
			YES NO N/A

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2) Does the property utilize a crime prevention agreement?	X		
3) Does the property take pro-active measures to address crime on property? If so, add comment	X		
4) Are light checks conducted by management staff on a weekly basis? If not, add comment.	X		

**COMMENTS:** El Paso Police Department 911 call logs for the February - April 2024 period were submitted for review. Six of the 10 calls are noted above.

SECURITY PROGRAM Part II	YES	NO	N/A
1) Is the Staff trained to address crime on the property?	X		
2) Is the property free of graffiti and/or vandalism?	X		
3) Are criminal background checks being conducted on all residents over 18 years of age?	X		
4) Are criminal background checks being conducted on residents as they age to be 18 while living in the unit?	X		
5) Has a risk assessment been conducted to determine risk liabilities at the property? If yes, when?	X		

**COMMENTS:** The site manager and maintenance team walk the property monthly to determine any risk factors. The last walk was conducted on 5/20/2024.

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are emergency phone numbers posted?	X		
4) Are the EHO logos clearly posted?	X		
5) Are the following displayed in full view in the leasing office?			
➤ Fair Housing Poster	X		
➤ Occupancy Qualifications	X		
6) Is there a compliance department that ensures the set aside and eligibility requirements are being maintained?	X		
7) Does the property require licenses or permits? ➤ (Describe)		X	
8) Are property licenses and permits renewed as required?			X
9) Are vendor insurance records/binders properly maintained?	X		
10) Are vendors properly screened to ensure proper insurance documents are being maintained?	X		
11) Which of the following community amenities are provided for resident use?			
➤ Playground			X
➤ Community Room			X
➤ BBQ/Picnic Area	X		
➤ Laundry Facility			X
➤ Business Center			X
➤ Pool			X
➤ Other			X

**COMMENTS:**

KEY CONTROL	YES	NO	N/A
1) Does the property use an electronic key tracking system? If not, answer questions 2-5.		X	
2) Are all property keys properly coded?	X		
3) Is key box locked and secured?	X		
4) Is the key code list kept separate from the key box?	X		
5) Are locks being changed during unit turnovers?	X		

**COMMENTS:**

MAINTENANCE PROGRAM	YES	NO	N/A
1) Does the property have a preventative maintenance program that is being followed?	X		
2) Is the maintenance shop clean and organized?	X		
3) Does the maintenance area have properly documented MSDS material and chemicals labeled	X		

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properly?			
4) How often are Pest Control services provided? ➢ Per management, pest control services are provided semi-monthly.			
5) What is the policy for following up on completed service requests? ➢ The Assistant Manager conducted call-backs at random to ensure the repair or replacement was completed.			
6) What is the property's after-hours emergency policy? ➢ A cell phone is shared with the on-call maintenance staff member. This member is responsible for contacting the appropriate parties for emergencies.			
7) What capital improvements have been scheduled or completed for this budget year? ➢ N/A – Capital improvements have not been scheduled or completed during the current budget year.			
<b>Detail of Ongoing Repairs and Replacements Completed in Last Budget Year</b>			
8) Unit Interior and Appliance upgrades ➢ Interior flooring and unit appliances are upgraded when needed.			
9) Building Exterior and Curb Appeal repairs ➢ None			
10) Amenity upgrades ➢ None			
11) Other repairs or replacements ➢ None			
Number of service requests received:	22		
Number of requests open from prior periods:	0		
Number of service requests completed:	19		
Number of service requests completed within 24 hours:	13		
Number of outstanding service requests:	3		
12) On average, how many days does it take to complete a work order? ➢ Maintenance staff completes work orders within 2 days.			
<b>COMMENTS:</b>			

MARKETING			
1) Complete the table below with the most recent information available.			
SOURCE	COST	# of Prospects	# of Leases
Drive-By/Word of Mouth			
Resident Referral (Current/Prior)			
Locator Service			
Printed/Internet Advertising			
Other Source	\$0	4	3
<b>TOTAL</b>	<b>\$0</b>	<b>4</b>	<b>3</b>
<b>The rental activity reflected in the above table was for the month of: 4/28/2024 – 5/28/2024</b>			
	YES	NO	N/A
2) Is the property doing bilingual advertising?	X		
3) Does the property have any competitors nearby?		X	
4) Does the property "shop" their competitors?		X	
5) Does the property complete a market survey at least monthly?		X	
<b>COMMENTS:</b> The property utilized a wait list to fill vacancies.			

LEASE RENEWAL	YES	NO	N/A
1) Does it appear that an effective lease renewal program is in place? If no, please comment below.			
2) What percentage of residents renewed last month, past 6 months, and past 12 months?	Current: 100%	6 months: 95.4%	12 months: 96.5%
3) What percentage of move-outs in the last 12 months were due to eviction for non-payment of rent or "skip"?			0%
4) Are lease renewal notices sent to residents at the 120-day, 90-day, 60-day and 30-day timeframes prior the end of the lease contract? If not, comment below.	X		

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5) Are rent increase notices sent to residents at least 30-days prior to the rent increase implementation?	X		
6) Are individual files being reviewed to determine renewal/non-renewal status?	X		
7) Are renewals and re-certifications tracked and monitored with property management software? I.e., Yardi, Onesite, or Owner/Agent created software?	X		
8) When was the last rent increase implemented? What was the average rent increase? > The last rent increase was implemented in November 2023, with an average rent increase of \$90.			
9) How many households are currently on month-to-month leases? > N/A			
10) What is the charge for month-to-month leases? > N/A			
<b>COMMENTS:</b>			

VACANT/MAKE READY UNITS	
1) Number of vacant units at time of activity report:	0
2) Number of completed made ready units at time of activity report:	0
3) Number of completed one-bedroom units at time of activity report:	0
4) Number of completed two-bedroom units at time of activity report:	0
5) Number of completed three-bedroom units at time of activity report:	0
6) Number of uncompleted made ready units at time of activity report:	0
7) Number of uncompleted one-bedroom units at time of activity report:	0
8) Number of uncompleted two-bedroom units at time of activity report:	0
9) Number of uncompleted three-bedroom units at time of activity report:	0

Units Walked	
Unit #	Brief Description
48	(4x2) Occupied - good condition
51	(3x1) Occupied - good condition
54	(3x1) Occupied - good condition

Down Units Walked (units vacant and unready for extended period and all down units)	
Unit #	Brief Description
N/A	

	YES	NO	N/A
1) Does the Unit Availability Report match the make ready board?			X
2) Are units being turned in a timely manner?	X		
3) Are there any down units?		X	
4) Are there vacant units that have been vacant for an extended period? If so, please comment below.		X	
5) Is management utilizing property software (i.e., Yardi, Onesite, or an owner/agent created) to monitor the timely preparation of units? If not, comment.	X		
6) How often are occupied units inspected? > Occupied units are inspected: Annually			
7) How often are vacant units inspected? > Vacant units are inspected: Twice; at the time the unit become vacant and prior to the move-in date.			
8) How many vacant units are in progress of being made ready? > There are no vacant units.			
9) What is the company policy on the number of days to turn vacant units? > Management is required to turn units within 3-5 business days.			

**COMMENTS:**

BUDGET MANAGEMENT		YES	NO	N/A
1) Are three bids solicited to obtain materials, supplies, and services?	X			
2) Have there been any large, unexpected repairs or purchases that have negatively affected the current budget? If so, comment below.			X	

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3) Explain YTD variances of 10% or greater in the chart below.

### Expense Items that Varied by 10% or Greater from the Budget for Year-to-Date Operations Ending

(Please note that a positive variance is under budget and a negative variance is over budget.)

EXPENSE ITEM	ACTUAL	BUDGET	VARIANCE	%	EXPLANATION
Repairs/Replacements Under \$5K	\$19,342	\$22,526	\$3,184	14%	Water Heaters, Countertop/Sinks/Resurfacing, Cabinets, and Plumbing

**COMMENTS:**

### REVENUE

FOR THE MONTH ENDING: APRIL 2024		YEAR TO DATE AS OF: APRIL 2024	
Gross Potential	\$79,998	Gross Potential	\$319,992
Budgeted Rental Income	\$79,998	Budgeted Rental Income	\$319,992
Actual Rental Income Collected	\$86,610	Actual Rental Income Collected	\$345,172
Variance + (-)	\$6,654	Variance + (-)	\$25,348
Other Revenue	\$8	Other Revenue	\$8,115
Total Budgeted	\$81,179	Total Budgeted	\$324,713
Total Collected	\$90,663	Total Collected	\$353,287
Variance + (-)	\$9,485	Variance + (-)	\$28,574

**COMMENTS:**

### ACCOUNTS PAYABLE

	YES	NO	N/A
1) Is the payable report up to date?	X		
2) Is the property in good standing with all vendors?	X		
3) Are invoices processed weekly?	X		
<b>COMMENTS:</b> The Vendor Aging report dated 6/24/2024 was utilized to complete this section.	0-30 Days:		\$2,169
	30-60 Days:		\$0.00
	60 Days and Over:		(\$399)
	<b>TOTAL</b>		<b>\$1,770</b>

### DELINQUENCIES

	YES	NO	N/A
1) Is the delinquency report up to date?	X		
2) What is the rent collection policy?			
➤ Rent is due on the first of each month, a \$5.00 late fee is assessed on the sixth and \$1.00 is charged everyday up to \$30.00.			
3) When is legal action taken against delinquent accounts?			
➤ Legal action is taken on the 17 <sup>th</sup> of the month.			
4) Does the property currently have any resident(s) under eviction?		X	
5) Does Housing have any outstanding balances?		X	
<b>COMMENTS:</b> The Delinquent and Prepaid Report dated 5/28/2024. According to management, there was a Utility Allowance (UA) increase which resulted in several tenant ledgers credits.	0-30 Days:		(\$8,703)
	30-60 Days:		(\$2,551)
	60 Days and Over:		(\$1,774)
	<b>TOTAL</b>		<b>(\$13,028)</b>

### RETURNED CHECKS

	YES	NO	N/A
1) Total number of returned checks in the past 3 months:		0	
2) Has the manager collected and deposited all returned checks?	X		
3) Is the manager following company policy on returned checks?	X		

**COMMENTS:**

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<b>PERSONNEL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1) Does owner/agent have a system/procedure for providing field supervision of on-site personnel?	X		
2) Does the property appear to be adequately staffed?	X		
3) Is overtime being controlled?	X		
4) Were requested pre-audit reports submitted on time?	X		
5) Does it appear that personnel are team oriented?	X		
6) Was management staff prepared for the site visit?	X		
7) Has staff turnover occurred since the last site review?	X		
8) Are weekly staff meetings held?	X		
9) Have personnel been trained in Fair Housing?	X		
10) List training staff has received in the past year. ➤ Management and maintenance staff are required to attend various Grace Hill trainings.			

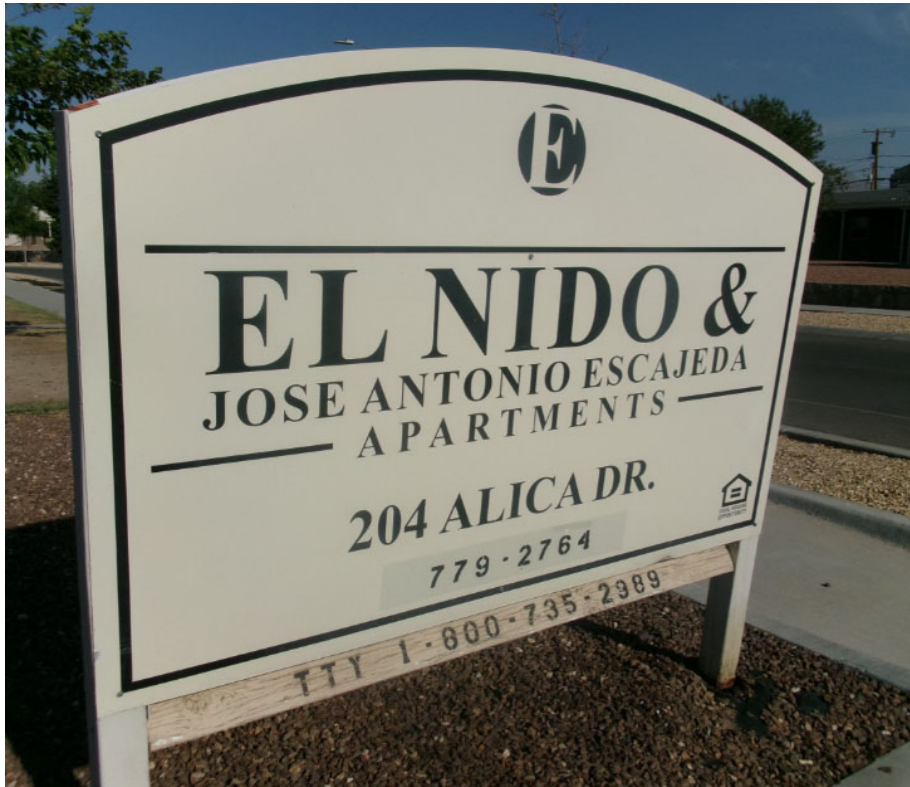
**COMMENTS:**

<b>OWNER PARTICIPATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1) Does the owner have access to the software system utilized to manage the property?	X		
2) Is site management required to submit weekly reports to the owner?	X		
3) Are the funds for needed capital improvement items, turning of units, and marketing campaigns released by the owner according to what has been budgeted?	X		
4) What is the dollar amount of an unbudgeted or over budget expense that requires owner approval for the release of funds? ➤ Management is required to obtain owner approval for amounts over \$500.			

**COMMENTS:**

<b>SUMMARY OF OBSERVATIONS AND FINDINGS</b>
<p><b>No Observation and no Findings.</b></p>

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