

Texas State Affordable Housing Corporation Compliance Review Observation Report

Saddlewood Apartments

3625 Welburn Rd., Bryan Texas 77801

Owner: Dalcor Saddlewood LTD

Date Built: 1995

Management Company: Allied Orion Group

Property Manager: Trisha Ellison

Inspection Date & Time: June 14, 2024, at 9:00 am

Inspector's Name: Blaire Bigelow

Number of Units:	232	Number of required LI units:	232	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
113	60%	304 days vacant ready
704	60%	324 days vacant not ready, this is a Down Unit. Affordable designation is removed. See comment below.
1413	60%	682 days vacant ready
1703	60%	821 days vacant not ready, this is a Down Unit. Affordable designation is removed. See comment below.
COMMENTS: The Unit Status Report has been updated to reflect "Down Unit" designation for all Down Units. Units 704 and 1703 are considered Down Units because they have not been available for rental on a continuous basis to members of the general public. The units will regain their affordable designation once the unit is made ready and is occupied by an eligible household. Please refer to the "Finding" in the Vacant/Make Ready Units section of the Asset Oversight Report (Down Units, page 4 & 5).		

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?		X	

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3) Is management monitoring the following:			
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		
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: In 2023, the property was not meeting the Resident Service requirements. However, beginning December 2023 through the date of this report, management has met their resident service requirement of six points per calendar quarter.			

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: This year's review was conducted virtually.			
Observation:			
<ul style="list-style-type: none"> Unit Status Report (USR): Prior to the Review, rent discrepancies (in both the tenant rent and housing assistance payment amounts) and annual income changes were noted on the USR for units 309, 501, 513, 706, 1003, 1005, 1112, 1204, 1403, 1601, 1704, and 1806. Management staff notified the reviewer that the USR has been revised and resubmitted for review. All discrepancies were corrected. TSAHC utilizes the USR as a tool to ensure the property maintains program compliance. Moving forward, management must review the USR for accuracy prior to submission. 			

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.

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Unit	Finding	Corrective Action Requirement

COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

Observation:

- **Unit Status Report (USR):** Prior to the Review, rent discrepancies (in both the tenant rent and housing assistance payment amounts) and annual income changes were noted on the USR for units 309, 501, 513, 706, 1003, 1005, 1112, 1204, 1403, 1601, 1704, and 1806. Management staff notified the reviewer that the USR has been revised and resubmitted for review. All discrepancies were corrected. TSAHC utilizes the USR as a tool to ensure the property maintains program compliance. Moving forward, management must review the USR for accuracy prior to submission.

No Findings.