

Texas State Affordable Housing Corporation Compliance Review Observation Report

Woodglenn Apartment			
6800 S. Crockrell Hill Road Dallas, Texas 75236			
Owner: Elizabeth Property Group		Date Built: 2004	
Management Company: AOG Living		Property Manager: Sarah Tagg	
Inspection Date & Time: July 30, 2024, at 8:30 AM		Inspector's Name: Mercedes Dunmore	

Number of Units: 232	Number of required LI units: 93	Number of required VLI units: N/A	
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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
1006	60%	
111102	60%	
151512	60%	
202004	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?	X		
3) Is management monitoring the following:			

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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		
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:

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 organized. It is apparent that the HOTMA changes have been successfully implemented. Management is reminded to update the USR as outlined in the observation below.

Observation:

- **Unit Status Report (USR):** Management is reminded to update all household changes to include income, tenant rent, housing assistance payments, household composition, and recertification effective dates. Management must also make sure to submit the USR on or before the 10th of each month. It is imperative the report is accurate and submitted timely because the system is used as a tool to monitor properties compliance requirements as outlined in the Asset Oversight and Compliance agreement.

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: No findings.		

SUMMARY OF FINDINGS AND OBSERVATIONS
<p>Observation:</p> <ul style="list-style-type: none">Unit Status Report (USR): Management is reminded to update all household changes to include income, tenant rent, housing assistance payments, household composition, and recertification effective dates. Management must also make sure to submit the USR on or before the 10th of each month. It is imperative the report is accurate and submitted timely because the system is used as a tool to monitor properties compliance requirements as outlined in the Asset Oversight and Compliance agreement.
No Findings.