

Property Management

Designated Property Management Entity has documented track record of success managing income-restricted properties of similar size and/or similar unit counts and has the capacity to take on management of the proposed project.

DDC Merritt Cornerstone, Ltd.

The following pages contain the findings of file audits and physical site inspections conducted by the Texas Department of Housing and Community Affairs on the affordable communities managed by Veritee Property Solutions. This evidence is provided to establish Veritee's experience and track record in successfully managing income-restricted properties of similar size and/or unit counts as the proposed Merritt Cornerstone. When Veritee Property Solutions was founded on June 1, 2014, the on-site property personnel and executive team did not change. The employees all transferred from the previous management company EPML, a Bayside company, where key personnel were employed since 2010. The resumes of key personnel are provided.

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TDHCA Inspections of
Existing LIHTC Properties managed
by Veritee Property Solutions



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January 16, 2013

(512) 284.4667

justin.merrill@tdhca.state.tx.us

Colby Denison
DDC Stratton Oaks, Ltd.
1904 W. 35th St.
Austin, TX 78703

RE: Stratton Oaks
716 Stratton Ave.
Seguin, TX 78155
Onsite Monitoring Review December 2012

HTC File: 04047/07014
CMTS ID: 4110

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs has completed an onsite monitoring review of Stratton Oaks. The review was performed to determine if the property is in compliance the requirements of the Housing Tax Credit (HTC) program.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance property wide.

A Uniform Physical Condition Standards inspection will be conducted by the Department in conjunction with this monitoring review. A letter describing any findings generated and a copy of the inspection report will be provided to the owner under separate cover.

Stratton Oaks has a current noncompliance score of zero (0) for the HTC program. HTC properties with a noncompliance score of thirty (30) or more are considered to be in material noncompliance with the Texas Department of Housing and Community Affairs.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Justin Merrill by telephone at (512) 284.4667 or by email at justin.merrill@tdhca.state.tx.us.

Sincerely,

Justin L. Merrill
Compliance Monitor

Cc: Jackie Weissmiller, Evans Property Management Co, Inc. Enc.: Monitoring Report
Darlene Duncan, Stratton Oaks Office Issues of Noncompliance Report
File



Monitoring Report
Hyatt Manor Apartments
HTC File: 04047/07014
CMTS ID: 4110

The Texas Department of Housing and Community Affairs completed an onsite monitoring review of Hyatt Manor Apartments on December 20, 2012. Justin Merrill represented the Department. Jackie Weissmiller and Darlene Duncan represented the property.

During the exit interview, the following Technical Assistance was provided:

- **Texas Administrative Code:** The Texas Administrative Code for compliance monitoring section has been updated and moved to 10 TAC §10. Please visit the Manuals and Rules section of the Department's website here: <http://www.tdhca.state.tx.us/pmcomp/manuals-rules-htc.htm>.

To determine if the property is in compliance, the following steps were completed:

- A review of the Land Use Restriction Agreements,
- Analysis of the Unit Status Report dated November 30, 2012,
- A review of the *Entrance Interview Questionnaire* and other documents submitted,
- An exit interview, and
- An in-depth review of twenty (20) units listed below:

Files Reviewed:

200	320	332	404	440	504	520
600	620	712	736	808	900	916
1008	1012	1108	1128	1216	1228	



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512-771-4524
christopher.reynolds@tdhca.state.tx.us

March 26, 2013

Colby Denison
DDC Stratton Oaks, Ltd.
2520 Longview, Suite 310
Austin TX 78705

RE: Stratton Oaks

HTC File: 07014

ID: 4110

Dear Colby Denison:

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by the Department's contractor on March 18, 2013, has been completed. A copy of the report is enclosed for your review.

Treasury Regulation 1.42-5 and the Internal Revenue Service's *Guide for Completing Form 8823* require the Department to report all UPCS violations, whether or not corrected. Accordingly, within 45 days after the end of the corrective action period, the Department will submit Forms 8823 reporting the deficiencies identified during the inspection. Because the property scored 90 or above and all exigent and fire safety hazards observed were corrected and reported corrected timely, deficiencies identified are not considered noncompliance under Compliance Monitoring Rules at 10 TAC §10.616. The Forms 8823 will be noted in the Department's Compliance Status System as an administrative reporting of UPCS violations; this reporting adds no points to the development's noncompliance score.

When all deficiencies listed in the List of Deficiencies Found section of the report are corrected, please provide documentation of work completed. Acceptable documentation includes: copies of work orders (listing the deficiency, action taken or repairs made to correct the deficiency, date of corrective action, and signature of the person responsible for the correction), invoices (from vendors, etc.), or other proof of correction. Photographs are not required but may be submitted if labeled and only in support of a work order or invoice.

A limited accessibility review of construction requirements of the Fair Housing Act was conducted. It appears the property has not fully complied. The following item must be corrected:

- 1. Trash Disposal facilities:** UFAS 4.34.2(1), FH 2.16: (at least one) is provided on an accessible route with hardware that does not require tight grasping, pinching, twisting of the wrist to operate and is no higher than 54" for a side approach or 48" if only a front approach is possible.

For the above item, please provide a copy of the completed work order as well as photographic evidence of the correction



Provide accurate, detailed documentation of Corrective Action no later than ***June 26, 2013*** (the Corrective Action deadline). The Department will determine whether or not the submitted materials sufficiently document correction of noncompliance.

Failure to submit complete and satisfactory corrections on or before the corrective action deadline will result in a referral to the Department's Administrative Penalties Committee with a recommended penalty amount up to \$50.00 per unit or other deficiency per day. 10 TAC §60.307 details specific penalty amounts.

The current noncompliance score for Stratton Oaks is 0. For Housing Tax Credit developments, a score of 30 or more indicates the development is in Material Noncompliance and is subject to sanctions and other actions by the Department as defined in 10 TAC §1.14. A copy of the *Issues of Noncompliance Report* is enclosed for your review.

If you have any questions about this inspection, please contact me toll free in Texas at (800) 643-8204, directly at (512) 771-4524, or email: christopher.reynolds@tdhca.state.tx.us

Sincerely,



Chris Reynolds
Inspection Specialist

CR

cc. with deficiency list only:

Jackie Anne Weissmiller, Evans Property Management Co Inc , via email jweissmiller@afevans.com,
jweissmiller@epmi-co.com, colby@denisondevelopment.com



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Physical Assessment of:

Name of Property

Property Number

Inspection Date

Property Profile	
Building Type	
Building Occupancy	
Total number of units	
Number of units offline, vacant or locked	
Total number of units inspected	
Total number of buildings	
Number of buildings offline or vacant	
Total number of buildings inspected	

Certificates	
Boilers	
Elevator	
Fire Alarm	
Lead Based Paint Disclosure Form	
Lead Based Paint Inspection Report	
Sprinkler System	
Dimensional Take-offs for Site	
Total ² ft of parking lots / driveways	
Total ² ft of pedestrian walkways/stairs	



440 Polaris Pkwy, suite 170

Westerville Ohio 43082

Voice: (614) 891 - 3606

Fax: (614) 891 - 4626

email:

TDHCA@TheInspectionGroup.com

The Inspection Group, Inc.

**REAC Exigent and Fire Safety Hazards (Life Threatening Only) Observed for
CMTS 4110 Stratton Oaks**

716 Stratton Ave Sequin, TX 78155

Printed on: March 18, 2013

Page 1

Units

728 / Bldg 7

Level	Deficiency	Notes
Life Threatening	Health & Safety - Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	br3 dresser blocking egress - repaired

Inspected By : Pete Martins Date 3-18-2013

The Inspection Group, Inc.
REAC Scoring for CMTS 4110 Stratton Oaks
 716 Stratton Ave Sequin, TX 78155

Printed on: March 18, 2013

Page 1

Scoring Summary			
Areas	Possible Points	Points Scored	Score
Site	20.8	15.6	75.0 %
Building Exteriors	18.5	18.2	98.4 %
Building Systems	16.4	16.4	100.0 %
Building Common Areas	2.6	2.6	100.0 %
Units	41.6	38.3	91.9 %
Inspection Total	100	91	91 %

Site

Deductable Points	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
14.1		Grounds	Overgrown/Penetrating Vegetation	12.5%	2.25	0.5
14.1		Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage	12.5%	2.25	0.5

Bldg Exterior

Deductable Points	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
18.0	9	Roofs	Missing/Damaged Components from Downspout/Gutter	16%	2.25	0.5

Units

Deductable Points	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
75.0	7 / 728	Health & Safety	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	15%	5	1
16.9	3 / 320	Kitchen	Range/Stove - Missing/Damaged/Inoperable	15%	2.25	0.5
10.1	10 / 1028	Doors	Damaged Hardware/Locks	4.5%	2.25	1
10.1	8 / 820	Doors	Damaged Hardware/Locks	4.5%	2.25	1
9.4	5 / 504	Kitchen	Dishwasher/Garbage Disposal - Damaged/Inoperable	15%	1.25	0.5
8.4	10 / 1028	Bathroom	Lavatory Sink - Damaged/Missing	15%	2.25	0.25
5.1	11 / 1108	Doors	Damaged Hardware/Locks	4.5%	2.25	0.5
5.1	5 / 504	Doors	Damaged Hardware/Locks	4.5%	2.25	0.5
2.5	3 / 320	Doors	Damaged Hardware/Locks	4.5%	2.25	0.25
2.5	4 / 412	Doors	Damaged Hardware/Locks	4.5%	2.25	0.25
2.5	6 / 600	Doors	Damaged Hardware/Locks	4.5%	2.25	0.25
2.5	8 / 816	Doors	Damaged Hardware/Locks	4.5%	2.25	0.25
2.3	2 / 200	Walls	Damaged	4%	2.25	0.25
1.5	10 / 1004	Lighting	Missing/Inoperable Fixture	2%	3	0.25
1.5	8 / 820	Lighting	Missing/Inoperable Fixture	2%	3	0.25



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May 13, 2011

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Colby Denison
DDC San Gabriel Senior Village, Ltd.
3701 North Lamar, Ste 206
Austin, Texas 78705

RE: San Gabriel Senior Village
2101 Railroad Street
Georgetown, Texas 78626

HTC File : 05195
CMTS ID: 4289

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs has completed a review of San Gabriel Senior Village. The review was performed to determine if the property is in compliance with the requirements of the Housing Tax Credit program.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance property wide.

A Uniform Physical Condition Standards inspection will be conducted by the Department in conjunction with this monitoring review. A report of the inspection will be supplied to, and reviewed by, the Department. The development owner will then receive a letter describing any findings generated and a copy of the inspection reports.

San Gabriel Senior Village has a current noncompliance score of zero (0) for the Housing Tax Credit program. *Please be advised that this does not include any noncompliance found during this review.* Housing Tax Credit Properties with a noncompliance score of 30 or more are considered to be in material noncompliance with the Texas Department of Housing and Community Affairs.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Stephanie Naquin toll free in Texas at (800) 643-8204, directly at (512)657-5528, or email: stephanie.naquin@tdhca.state.tx.us.

Sincerely,

Stephanie Naquin
Team Leader, Onsite Monitoring

Monitoring Report
San Gabriel Senior Village
HTC File: 05195
ID: 4289

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of San Gabriel Senior Village on May 11, 2011. Stephanie Naquin represented the Department. Jackie Weissmiller and Maria Rios represented the property.

During the exit interview, the following Technical Assistance was provided:

- When a household transfers to a unit within the same building, the newly occupied unit adopts the status of the vacated unit and the household's certification date remains the date they originally moved into the building. The household in unit 1208 originally moved into unit 1206 March 11, 2008 and transferred to 1208 on March 11, 2011. These units are in the same building and, as a result, for the household now in unit 1208, their initial certification date is March 11, 2008, the date they moved into the building. Although the household was certified at the time of transfer, which was not necessary, the Annual Eligibility Certification (AEC) is still due by December 31, 2011.
- The property is an Elderly development. Often, households applying for occupancy are downsizing from a home that they own. The Department recommends that a screening tool be implemented to help better identify, for those household that own homes, their intent for the home after they move in (i.e. rent, sale, third party living in home and paying mortgage). Based on the household's intent, verify accordingly to determine if the household will be receiving income from the asset.

To determine if the property is in compliance the following steps were completed:

- A review of the Land Use Restriction Agreement,
- Analysis of the Unit Status Report (USR) dated April 29, 2011,
- A review of the entrance interview and other documents submitted,
- A limited accessibility inspection,
- An exit interview,
- An in depth review of 20 resident files listed below:

Files reviewed: (as listed on the USR)

3104	3105	3205	3207	2201
3210	3215	3314	3315	1107
1109	1205	1206	1208	1209
1309	1103	1115	1213	1302



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June 3, 2014

Writer's direct phone # (512) 475-1971
Email: Brett.Price@tdhca.state.tx.us

Colby Denison
DDC San Gabriel Senior Village, Ltd.
Austin, TX
colby@denisondevelopment.com

RE: San Gabriel Senior Village

CMTS ID: 4289

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs (Department) has completed a review of San Gabriel Senior Village. The review was performed to determine if the development is in compliance with the requirements of the Housing Tax Credit (HTC) program.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Brett Price toll free in Texas at (800) 643-8204, directly at (512) 475-1971, or email: Brett.Price@tdhca.state.tx.us.

Sincerely,

Digitally signed by
Brett Price
Date: 2014.06.04
12:05:47 -05'00'

Brett Price
Compliance Monitor

Reviewed By,

Digitally signed by Virginia Tucker-Vasterling
Date: 2014.06.04
12:11:20 -05'00'

Virginia Tucker-Vasterling
Compliance Monitor



Monitoring Report
San Gabriel Senior Village
HTC File: 05195
CMTS ID: 4289

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of San Gabriel Senior Village on April 17, 2014. Brett Price and Jacqueline Kawas represented the Department. Jacki Weissmiller, Darlen Duncan and Amy Lucas represented the development.

No findings of noncompliance were cited during the review. The files were in good order, well documented and easy for staff to review.

To determine if the development is in compliance, the following steps were completed:

- A review of the Land Use Restriction Agreement,
- Analysis of the Unit Status Report (USR) dated March 17, 2014,
- A review of the entrance interview and other documents submitted,
- An exit interview,
- An in depth review of 20 resident files and spot checked 2 resident files listed below:

Files reviewed:

Bldg 1, Unit 3106	Bldg 1, Unit 3108	Bldg 1, Unit 3204	Bldg 3, Unit 3101	Bldg 3, Unit 3203
Bldg 3, Unit 3210	Bldg 3, Unit 3211	Bldg 3, Unit 3215	Bldg 3, Unit 3310	Bldg 3, Unit 3313
Bldg 4, Unit 1109	Bldg 4, Unit 1204	Bldg 4, Unit 1209	Bldg 4, Unit 1306	Bldg 4, Unit 1309
Bldg 5, Unit 1111	Bldg 5, Unit 1116	Bldg 5, Unit 1201	Bldg 5, Unit 1216	Bldg 5, Unit 1312

Files spot checked:

Bldg 2, Unit 2202 Bldg 3, Unit 3312



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512-475-0458

christopher.reynolds@tdhca.state.tx.us

November 15, 2011

Colby Denison
DDC San Gabriel Senior Village, Ltd.
2520 Longview St, #310
Austin TX 78705

RE: San Gabriel Senior Village

LIHTC File: 05195

ID: 4289

Dear Colby Denison:

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by the Department's contractor on October 25, 2011, has been completed. A copy of the report is enclosed for your review.

Treasury Regulation 1.42-5 and the Internal Revenue Service's *Guide for Completing Form 8823* require the Department to report all UPCS violations, whether or not corrected. Accordingly, within 45 days after the end of the corrective action period, the Department will submit Forms 8823 reporting the deficiencies identified during the inspection. However, because the property **scored above 90** fire safety hazards observed were corrected and reported corrected timely, deficiencies identified are not considered noncompliance under Compliance Monitoring Rules at 10 TAC Chapter 60. The 8823s will be noted in the Department's Compliance Status System as an administrative reporting of UPCS violations; this reporting adds no points to the development's noncompliance score.

The current compliance score for San Gabriel Senior Village is 0. Housing Tax Credit developments with a score of 30 or higher are in Material Noncompliance and subject to penalties, including sanctions and other actions by the Department, as prescribed in 10TAC Chapter 60, Subchapter C.

When all deficiencies listed in the List of Deficiencies Found section of the report are corrected, please provide documentation of work completed. Acceptable documentation includes: copies of work orders (listing the deficiency, action taken or repairs made to correct the deficiency, date of corrective action, and signature of the person responsible for the correction), invoices (from vendors, etc.), photographs (labeled and only in support of a work order or invoice), or other proof of correction.

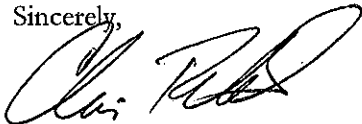
Please provide accurate, detailed documentation of Corrective Action no later than **February 15, 2012** (the Corrective Action deadline). The Department will then determine whether or not the submitted materials sufficiently document correction of noncompliance.

Failure to respond to the corrective action deadline may result in a referral to the Department's Administrative Penalties Committee with a recommended penalty amount up to \$50.00 per unit or other deficiency per day. Title 10 of the Texas Administrative Code §60.307 details specific penalty amounts.

Additional information about physical inspections, in a question and answer format, is on the Department's website at: <http://www.tdhca.state.tx.us/pmcomp/#pi>. Links to other websites with pertinent information, including HUD's *Final Dictionary of Deficiency Definitions (PASS) Version 2.3*, are also available on the website.

If you have any questions about this inspection, please contact me toll free in Texas at (800) 643-8204, directly at (512) 475-0458, or email: christopher.reynolds@tdhca.state.tx.us

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Reynolds", written over a horizontal line.

Chris Reynolds
Inspection Specialist

CR

cc. with deficiency list only:
Jackie Anne Weissmiller, Evans Property Management Co Inc



www.tdhca.state.tx.us

Physical Assessment of:

Name of Property San Gabriel Senior Village

Property Number CMTS 4289

Inspection Date October 25, 2011

Property Profile	
Building Type	Mid Rise
Building Occupancy	97%
Total number of units	100
Number of units offline, vacant or locked	4
Total number of units inspected	20
Total number of buildings	5
Number of buildings offline or vacant	0
Total number of buildings inspected	5

Certificates	
Boilers	N/A
Elevator	YES
Fire Alarm	YES
Lead Based Paint Disclosure Form	N/A
Lead Based Paint Inspection Report	N/A
Sprinkler System	YES
Dimensional Take-offs for Site	Estimate
Total ² ft of parking lots / driveways	225,000
Total ² ft of pedestrian walkways/stairs	40,000



440 Polaris Pkwy ste 170
 Westerville Ohio 43082
 Voice: (614) 891 - 3606
 Fax: (614) 891 - 4626
 email:

TDHCA@TheInspectionGroup.com

REAC Scoring for CMTS 4289 San Gabriel Senior Village

2101 Railroad St. Georgetown, Tx 78626

Printed on: October 25, 2011

Page 1

Scoring Summary			
Areas	Possible Points	Points Scored	Score
Site	18.4	18.4	100.0 %
Building Exteriors	18.4	18.4	100.0 %
Building Systems	16.9	16.9	100.0 %
Building Common Areas	5.1	5.1	100.0 %
Units	41.2	40.0	97.0 %
Inspection Total	100	99	98 %

Units

Deductable Points	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
50.0	3 / 3315	Electrical	GFI Inoperable	10%	5	1
8.4	3 / 3314	Kitchen	Refrigerator-Missing/Damaged/Inoperable	15%	2.25	0.25



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J. Mark McWatters

October 3, 2014

(512) 475-3695
cherie.shearfield@tdhca.state.tx.us

Colby Denison
DDC San Gabriel Senior Village, Ltd.
Austin, TX
colby@denisondevelopment.com

RE: San Gabriel Senior Village

CMTS ID: 4289

Dear Mr. Denison:

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by Department staff on August 29, 2014, has been completed. A copy of the report is included for your review. The inspection resulted in violations of UPCS protocols (referred to in the Department's Rules 10TAC §10.621).

When all deficiencies listed in the List of Deficiencies Found section of the report are corrected, provide documentation of work completed. Acceptable documentation includes: copies of work orders (listing the deficiency, action taken or repairs made to correct the deficiency, date of corrective action, and signature of the person responsible for the correction), invoices (from vendors, etc.), or other proof of correction. Photographs are not required but may be submitted if labeled and only in support of a work order or invoice.

Please upload all requested items to the Electronic Document Attachment system through the property's Compliance Monitoring and Tracking System (CMTS) account no later than **January 2, 2015** (the Corrective Action deadline). For instructions on how to use the attachment system, please see *Attaching Documents to CMTS* found on the Department's website. To access, on the home page, select "Support and Services" tab; then select "Compliance". From the submenu, select "Online Reporting". The Department will then determine whether or not the submitted materials sufficiently correct the noncompliance. Partial corrections are unacceptable and the Owner is responsible for ensuring that submissions are complete and satisfactorily address all findings.

Failure to submit complete and satisfactory corrections on or before the corrective action deadline will result in a referral to the Department's Administrative Penalties Committee. Please see 10TAC §60.307 for a listing of specific penalty amounts.


If you have any questions about this inspection, please contact me toll free in Texas at (800) 643-8204, directly at (512) 475-3695, or email: cherie.shearfield@tdhca.state.tx.us.

Sincerely,

Reviewed by:


Digitally signed by C.M. Shearfield
DN: cn=C.M. Shearfield, o, ou,
email=cherie.shearfield@tdhca.state.tx.us, c=US
Date: 2014.10.01 16:39:56 -0500

C.M. Shearfield
Inspection Specialist


Stephen Jung
2014.10.03
08:34:51 -05'00'

Stephen Jung
Manager, Physical Inspections



Texas Department of Housing And Community Affairs
REAC Scoring for San Gabriel Senior Village
 2101 Railroad St. Georgetown, TX 78626

Printed on: October 01, 2014

Page 1

Scoring Summary		
Areas	Possible Points	Points Scored
Site	16.0	16.0
Building Exteriors	17.1	15.4
Building Systems	21.9	18.2
Building Common Areas	3.7	3.7
Units	41.2	37.2
Inspection Total	100	91

Bldg Exterior

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.298	Bldg 1	Walls	Stained/Peeling/Needs Paint	14.9%	2.25	0.25
0.298	Bldg 3	Walls	Stained/Peeling/Needs Paint	14.9%	2.25	0.25
0.794	Bldg 5	Walls	Missing Pieces/Holes/Spalling	14.9%	3	0.5
0.298	Bldg 5	Walls	Stained/Peeling/Needs Paint	14.9%	2.25	0.25

Bldg Systems

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.428	Bldg 2	Emergency Power	Auxiliary Lighting Inoperable	2%	5	1
3.318	Bldg 5	Electrical System	Missing Breakers/Fuses	15.5%	5	1

Units

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
1.240	Bldg 1 / Unit 3309	Smoke Detector	Missing/Inoperable	0%	5	1
1.240	Bldg 2 / Unit 2204	Windows	Security Bars Prevent Egress	4.5%	5	1
0.827	Bldg 3 / Unit 3215	Electrical	GFI Inoperable	10%	5	1
0.372	Bldg 3 / Unit 3215	Bathroom	Ventilation/Exhaust System - Inoperable	15%	3	0.5
0.155	Bldg 4 / Unit 1105	Kitchen	Dishwasher/Garbage Disposal - Inoperable	15%	1.25	0.5
0.037	Bldg 5 / Unit 1112	Walls	Damaged	4%	2.25	0.25
0.140	Bldg 5 / Unit 1116	Kitchen	Plumbing - Leaking Faucet/Pipes	15%	2.25	0.25
0.021	Bldg 5 / Unit 1310	Ceiling	Mold/Mildew/Water Stains/Water Damage	4%	1.25	0.25



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April 30, 2012

512-475-4925
amy.hammond@tdhca.state.tx.us

Colby Denison
DDC RRTC, Ltd.
2520 Longview St
#310
Austin, TX 78705

RE: Bluffs Landing Senior Village
3201 Bluffs Landing Way
Round Rock, TX 78665

HTC File : 07249
HOME File: 1000884
CMTS ID: 4494

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs has completed a review of Bluffs Landing Senior Village. The review was performed to determine if the property is in compliance with the requirements of the Housing Tax Credit and HOME programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance property wide.

A Uniform Physical Condition Standards inspection will be conducted by the Department in conjunction with this monitoring review. A report of the inspection will be supplied to, and reviewed by, the Department. The development owner will then receive a letter describing any findings generated and a copy of the inspection reports.

Bluffs Landing Senior Village has a current noncompliance score of 10 (ten) for the Housing Tax Credit program and 7 (seven) for the HOME Program. *Please be advised that this does not include any noncompliance found during this review.* Housing Tax Credit Properties with a noncompliance score of 30 or more are considered to be in material noncompliance with the Texas Department of Housing and Community Affairs. Non Housing Tax Credit Properties with fifty-one to two hundred Low Income Units with a noncompliance score of 50 or more are considered to be in material noncompliance with the Texas Department of Housing and Community Affairs

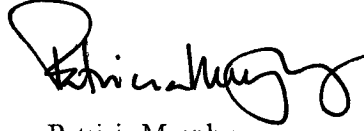
Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Amy Hammond toll free in Texas at (800) 643-8204, directly at 512-475-4925, or email: amy.hammond@tdhca.state.tx.us.

Sincerely,

Reviewed By,



Amy Hammond
Compliance Monitor



Patricia Murphy
Chief of Compliance and Asset Oversight

cc: Michele Jorgensen; Onsite Manager
Jackie Anne Weissmiller; Evans Property Management Co. Inc.

Monitoring Report
Bluffs Landing Senior Village
HTC File: 07249
HOME File: 1000884
CMTS ID: 4494

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of Bluffs Landing Senior Village on April 25, 2012. Amy Hammond represented the Department. Michele Jorgensen and Jackie Anne Weissmiller represented the property.

During the exit interview, the following Technical Assistance was provided:

- The gift affidavit that is being utilized by the Development does not indicate the frequency of the gift received.
- Applications should be completed by the household to gather information relevant to establishing all aspects of eligibility. Do not use correction fluid. **During the review it was noted that unit 7316 application had correction fluid and had been recompleted by staff due to errors.**

To determine if the property is in compliance the following steps were completed:

- A review of the Land Use Restriction Agreement,
- Analysis of the Unit Status Report (USR) dated April 2, 2012,
- A review of the entrance interview and other documents submitted,
- A limited accessibility inspection,
- An exit interview,
- An in depth review of 29 resident files listed below:

Files reviewed:

1102	1202	1303	2107	2111
2113	2209	2214	2305	2306
2310	3116	3120	4224	4321
4322	4324	5101	5201	6111
6307	6309	7115	7216	7316
8123	8221	8224	8321	



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J. Mark McWatters

April 19, 2013

(512) 475-4603
Patricia.Hensley@tdhca.state.tx.us

Colby Dension
DDR RRTC, Ltd.
Austin, TX
colby@denisondevelopment.com

RE: BLUFF'S LANDING SENIOR VILLAGE

CMTS ID: 4494

Dear Mr. Colby Dension:

The Texas Department of Housing and Community Affairs (Department) has completed a review of Bluffs Landing Senior Village. The review was performed to determine if the development is in compliance with the requirements of the Housing Tax Credit (HTC) and HOME programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance.

A Uniform Physical Condition Standards inspection will be conducted by the Department in conjunction with this monitoring review. A report of the inspection will be supplied to, and reviewed by, the Department. The development owner will then receive a letter describing any findings generated and a copy of the inspection reports.

Bluffs Landing Senior Village has a current noncompliance score of 5 for the Housing Tax Credit (HTC) and HOME programs. See the attached *Issues of Noncompliance Report* which lists the development's compliance history and current score. HTC developments with a noncompliance score of 30 or more are considered to be in material noncompliance with the Department. HOME developments with fifty-one to two hundred low income units with a noncompliance score of 50 or more are considered to be in material noncompliance with the Department.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Patricia Hensley toll free in Texas at (800) 643-8204, directly at (512) 475-4603, or email: Patricia.Hensley@tdhca.state.tx.us.

Sincerely,

Reviewed By,

Digitally signed by
Patricia Hensley
Date: 2013.04.19
15:12:50 -05'00'

Patricia Hensley
Compliance Monitor

Digitally signed by
Wendy Quackenbush
Date: 2013.04.19
15:11:16 -05'00'

Wendy Quackenbush
Manager, Compliance Monitoring



Monitoring Report
Bluffs Landing Senior Village
HTC File: 07249
HOME File: 1000884
CMTS ID: 4494

To determine if the development is in compliance, the following steps were completed:

- A review of the Land Use Restriction Agreement,
- Analysis of the Unit Status Report (USR) dated 3/15/2013,
- A review of the entrance interview and other documents submitted,
- An exit interview,
- An in depth review of 29 resident files listed below:

Files reviewed:

1103	1104	1202	1203	1303
2106	2108	2210	2213	2310
2312	3216	3315	3320	4121
4224	4322	5104	5202	5301
6106	6111	6213	6307	6314
7118	7120	8223	8321	



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J. Mark McWatters

June 6, 2014

Writer's direct phone # (512) 475-1971
Email: Brett.Price@tdhca.state.tx.us

Colby Denison
DDC RRTC, Ltd.
Austin, TX
colby@denisondevelopment.com

RE: Bluffs Landing Senior Village

CMTS ID: 4494

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs (Department) has completed a review of Bluffs Landing Senior Village. The review was performed to determine if the development is in compliance with the requirements of the Housing Tax Credit (HTC) and HOME Investment Partnership (HOME) programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Brett Price toll free in Texas at (800) 643-8204, directly at (512) 475-1971, or email: Brett.Price@tdhca.state.tx.us.

Sincerely,

Digitally signed by
Brett Price
Date: 2014.06.05
13:23:53 -05'00'

Brett Price
Compliance Monitor

Reviewed By,

Virginia Tucker-
Vasterling
2014.06.06
16:22:15 -05'00'

Virginia Tucker- Vasterling
Compliance Monitor



Monitoring Report
Bluffs Landing Senior Village
HTC File: 07249
HOME File: 10000884
CMTS ID: 4494

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of Bluffs Landing Senior Village on April 17, 2014. Brett Price and Jacqueline Kawas represented the Department. Jacki Weissmiller, Marcia Lewis and Amy Lucas represented the development.

No findings of noncompliance were cited during the review. The files were in good order, well documented and easy for staff to review.

To determine if the development is in compliance, the following steps were completed:

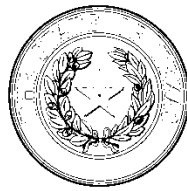
- A review of the Land Use Restriction Agreements,
- Analysis of the Unit Status Report (USR) dated March 17, 2014,
- A review of the entrance interview and other documents submitted,
- An exit interview,
- An in depth review of 29 resident files and spot checked 2 resident files listed below:

Files reviewed:

1104	1202	1301	2108	2114
2207	2208	2312	3315	3318
3320	4121	4222	4224	4322
4323	5102	5104	5204	6107
6108	6205	6306	6313	7118
8223	8224	8322	8323	

Files spot checked:

2106	8321
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512.475.4618

skip.beaird@tdhca.state.tx.us

June 3, 2014

Colby Denison
DDC RRTC, Ltd.
1904 W 35th St
Austin, TX 78703

RE: Bluffs Landing Senior Village CMTS: 4494 HTC: 07249

colby@denisondevelopment.com

Dear Mr. Denison:

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by Department staff on May 23, 2014, has been completed. A copy of the report is included for your review.

The inspection resulted in violations of UPCS protocols (referred to in the Department's Rules 10TAC §10.621).

When all deficiencies listed in the List of Deficiencies Found section of the report are corrected, provide documentation of work completed. Acceptable documentation includes: copies of work orders (listing the deficiency, action taken or repairs made to correct the deficiency, date of corrective action, and signature of the person responsible for the correction), invoices (from vendors, etc.), or other proof of correction. Photographs are not required but may be submitted if labeled and only in support of a work order or invoice.

Please upload all requested items to the Electronic Document Attachment system through the property's Compliance Monitoring and Tracking System (CMTS) account no later than **September 1, 2014** (the Corrective Action deadline). For instructions on how to use the attachment system, please see *Attaching Documents to CMTS* found on the Department's website. To access, on the home page, select "Support and Services" tab; then select "Compliance". From the submenu, select "Online Reporting". The Department will then determine whether or not the submitted materials sufficiently correct the noncompliance. Partial corrections are unacceptable and the Owner is responsible for ensuring that submissions are complete and satisfactorily address all findings.

Failure to submit complete and satisfactory corrections on or before the corrective action deadline will result in a referral to the Department's Administrative Penalties Committee. Please see 10TAC §60.307 for a listing of specific penalty amounts.



Bluffs Landing Senior Village

June 3, 2014

Page 2

If you have any questions about this inspection, please contact me toll free in Texas at (800) 643-8204, directly at (512) 475-4618, or email: skip.beaird@tdhca.state.tx.us.

Sincerely:

Reviewed by:

Skip Beaird
Inspection Specialist

Stephen Jung
Manager, CMPI



TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS

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Physical Assessment of: Bluffs Landing

Programs:*HTC*

Program Numbers: 07249

CMTS Number: 4494

Inspection Date: May 23, 2014

Property Profile	
Building Type	MF
Original Construction Date	2007
Total number of units/ LI units	144
Number of units offline, vacant or locked	0
Total number of units inspected	29
Total number of Low Income buildings	8
Number of buildings offline or vacant	0
Total number of buildings inspected	8

Certificates	
Boilers	N/A
Elevator	Yes-Current
Fire Alarm	Yes-Current
Lead Based Paint Disclosure Form	N/A
Lead Based Paint Inspection Report	N/A
Sprinkler System	Yes-Current
Dimensional Take-offs for Site:	estimate
Total sq. ft. of pedestrian walkways/stairs	3,250
Total sq. ft. of parking lots / driveways	8,800

Texas Department of Housing And Community Affairs
REAC Scoring for Bluffs Landing Senior Village
 3201 Bluffs Landing Way Round Rock, TX

Printed on: June 03, 2014

Page 1

Scoring Summary		
Areas	Possible Points	Points Scored
Site	16.6	16.6
Building Exteriors	17.7	17.2
Building Systems	22.8	22.8
Building Common Areas	.1	.0
Units	42.8	41.4
Inspection Total	100	98

Bldg Exterior

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.527	Bldg 6-724906	Walls	Cracks/Gaps	14.9%	5	0.5

Basement/Garage/Carport

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.092	Bldg 1-724901	Doors	Damaged Hardware/Locks	5%	2.25	1

Units

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.164	Bldg 2-724902 / Unit 2314	Doors	Deteriorated/Missing Seals (Entry Only)	4.5%	3	1
0.607	Bldg 7-724907 / Unit 7217	Electrical	GFI Inoperable	10%	5	1
0.607	Bldg 8-724908 / Unit 8214	Electrical	GFI Inoperable	10%	5	1



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May 14, 2012

(512) 475-1971
Brett.price@tdhca.state.tx.us

Jackie Anne Weissmiller
DDC Creekside Villas, Ltd.
2520 Longview Street, #310
Austin, TX 78705

RE: Creekside Villas Senior Village
590 FM 967
Buda, TX 78610

EXCH File : 15090009930
HOME File: 1000986
CMTS ID: 4542

Dear Ms. Weissmiller:

The Texas Department of Housing and Community Affairs has completed a review of Creeksdie Villas Senior Village. The review was performed to determine if the property is in compliance with the requirements of the Tax Credit Exchange Program(EXCH) and HOME Investment Partnerships (HOME) programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance property wide.

A Uniform Physical Condition Standards inspection will be conducted by the Department in conjunction with this monitoring review. A report of the inspection will be supplied to, and reviewed by, the Department. The development owner will then receive a letter describing any findings generated and a copy of the inspection reports.

Creekside Villas Senior Village has a current noncompliance score of eight (8) for both the Housing Tax Credit and HOME programs. Housing Tax Credit properties are considered to be in material noncompliance if their score exceeds 30 points. Non-Housing Tax Credit properties with fifty-one (51) to two hundred (200) low income units are considered to be in material noncompliance if their score exceeds fifty (50) points. Owners of properties in Material Noncompliance are not eligible for additional funding from TDHCA and are subject to sanctions, penalties, and other enforcement actions.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Brett Price toll free in Texas at (800) 643-8204, directly at (512) 475-1971, or email: brett.price@tdhca.state.tx.us.

Sincerely,

Brett Price
Compliance Monitor

Reviewed by,

Stephanie Givens
Senior Compliance Monitor

Monitoring Report
Creekside Villas Senior Village
EXCH File: 15090009930
HOME File: 1000986
ID: 4542

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of Creekside Villas Senior Village on May 11, 2012. Brett Price represented the Department. Jackie Anne Weissmiller represented the property.

No findings of Non-Compliance and the files were in good order and well documented.

To determine if the property is in compliance the following steps were completed:

- A review of the Land Use Restriction Agreement,
- Analysis of the Unit Status Report (USR) dated April 6, 2012,
- A review of the entrance interview and other documents submitted,
- A limited accessibility inspection,
- An exit interview,
- An in depth review of 29 resident files listed below:

Files reviewed:

1202	1204	1205	1303	1402
1503	2203	2205	2301	2306
2404	2405	2505	3202	3401
3502	3504	4201	4202	4303
4401	4502	4506	5203	5404
6203	6304	6401	6403	



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J. Mark McWatters

April 30, 2013

(512) 475-3969

carolyn.magill@tdhca.state.tx.us

Colby Denison
DDC Creekside villas, Ltd
Austin, TX
colby@denisondevelopment.com

RE: CREEKSIDE VILLAS SENIOR VILLAGE

CMTS ID: 4542

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs (Department) has completed a review of Creekside Villas Senior Village. The review was performed to determine if the development is in compliance with the requirements of the HTC Exchange and HOME programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance.

A Uniform Physical Condition Standards inspection will be conducted by the Department in conjunction with this monitoring review. A report of the inspection will be supplied to, and reviewed by, the Department. The development owner will then receive a letter describing any findings generated and a copy of the inspection reports.

Creekside Villas Senior Village has a current noncompliance score of 0 for the HTC Exchange and HOME programs. See the attached *Issues of Noncompliance Report* which lists the development's compliance history and current score. HTC developments with a noncompliance score of 30 or more are considered to be in material noncompliance with the Department. HOME developments with one to fifty low income units with a noncompliance score of 30 or more are considered to be in material noncompliance with the Department.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Carolyn Magill toll free in Texas at (800) 643-8204, directly at (512) 475-3969, or email: carolyn.magill@tdhca.state.tx.us.

Sincerely,

 Carolyn Magill
2013.04.30
09:33:45 -05'00'

Carolyn Magill
Compliance Monitor



Monitoring Report
Creeside Villas Senior Village
Exchange File: 15090009930
HOME File: 1000986
CMTS ID: 4542

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of Creekside Villas Senior Village on April 26, 2013. Carolyn Magill represented the Department. Jackie Weissmiller and Loren Williams represented the development.

During the exit interview, the following Technical Assistance was provided:

- 10TAC §10.609(m) specifies that if a development is required to perform an annual income recertification of a low-income household for a TDHCA program, the Annual Eligibility Certification (AEC) is not also required. Units layered with HOME funds from the Department must complete the Income Certification on each anniversary date (source documentation for a full recertification is only required every 6th year of the affordability period) no longer need to also complete an AEC to satisfy the annual recertification and student requirements for the Exchange program. Please ensure student status is completed on the Income Certification obtained.

To determine if the development is in compliance, the following steps were completed:

- A review of the Land Use Restriction Agreements,
- Analysis of the Unit Status Report (USR) dated March 28, 2013,
- A review of the entrance interview and other documents submitted,
- An exit interview,
- An in depth review of 29 resident files listed below:

Files reviewed:

1302	1306	1403	1405	1504
2204	2206	2302	2502	2504
3204	3205	3402	3406	4203
4402	4406	4506	5202	5205
5403	5502	5504	6301	6302
6405	6406	6504	6506	



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(512)-475-2299
enrique.trejo@tdhca.state.tx.us

June 9, 2014

Colby Denison
DDC Creekside Villas, Ltd.
Austin, TX 78703
colby@denisondevelopment.com

RE: **Creekside Villas Senior Village**
590 FM 967
Buda, TX 78610

LIHTC Ex: **15090009930**
HOME: **1000986**

CMTS: **4542**

Dear Mr. Denison:

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by Department staff on May 28, 2014 has been completed. A copy of the report has been uploaded to the property's CMTS folder for your review.

Treasury Regulation 1.42-5 and the Internal Revenue Service's *Guide for Completing Form 8823* require the Department to report all UPCS violations, whether or not corrected. Accordingly, within 45 days after the end of the corrective action period, the Department will submit Forms 8823 reporting the deficiencies identified during the inspection.

When all deficiencies listed in the List of Deficiencies Found section of the report are corrected, provide documentation of work completed. Acceptable documentation includes: copies of work orders (listing the deficiency, action taken or repairs made to correct the deficiency, date of corrective action, and signature of the person responsible for the correction), invoices (from vendors, etc.), or other proof of correction. Photographs are not required but may be submitted if labeled and only in support of a work order or invoice.

Please upload all requested items to the Electronic Document Attachment system through the property's Compliance Monitoring and Tracking System (CMTS) account no later than **September 7, 2014** (the Corrective Action deadline). For instructions on how to use the attachment system, please see *Attaching Documents to CMTS* found on the Department's website. To access, on the home page, select "Support and Services" tab; then select "Compliance". From the submenu, select "Online Reporting".

The Department will then determine whether or not the submitted materials sufficiently correct the noncompliance. Partial corrections are unacceptable and the Owner is responsible for ensuring that submissions are complete and satisfactorily address all findings. If there are questions, the Department urges you to ask them before the deadline so that a complete submission can be made.



Creekside Villas Senior Village

June 9, 2014

Page 2

Failure to submit complete and satisfactory corrections on or before the corrective action deadline will result in a referral to the Department's Administrative Penalties Committee. Please see 10 TAC §60.307 for a listing of specific penalty amounts.

If you have any questions about this inspection, please contact me toll free at (800) 643-8204, directly at (512) 475-2299, or email: enrique.trejo@tdhca.state.tx.us.

Sincerely,

Reviewed by:

Enrique H. Trejo
Inspection Specialist

Stephen Jung
Inspection Manager

[EHT]

cc: Jackie Anne Weissmiller, Evans Property Management Co Inc
jweissmiller@afevans.com





TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS

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Physical Assessment of: Creekside Villas Senior Village

Program: LIHTC Exchange
Program: HOME

Program Number: 15090009930
Program Number: 1000986

CMTS Number: 4542

Inspection Date: May 28, 2014

Property Profile	
Building Type	mid/high rise
Building Occupancy	99%
Total number of units/ LI units	144 144
Number of units offline, vacant or locked	1
Total number of units inspected	29
Total number of buildings	8
Number of buildings offline or vacant	0
Total number of buildings inspected	8

Certificates	
Boilers	N/A
Elevator	Yes
Fire Alarm	N/A
Lead Based Paint Disclosure Form	N/A
Lead Based Paint Inspection	N/A
Sprinkler System	Yes
Dimensional Take-offs for Site:	supplied by site
Total sq. ft. of pedestrian walkways/stairs	10,666
Total sq. ft. of parking lots/driveways	35,873

Texas Department of Housing And Community Affairs
REAC Scoring for Creekside Villas
 590 FM 967 Buda , TX 78610

Printed on: June 09, 2014

Page 1

Scoring Summary		
Areas	Possible Points	Points Scored
Site	16.6	16.6
Building Exteriors	17.7	17.4
Building Systems	22.8	18.0
Building Common Areas	.0	.0
Units	42.8	42.8
Inspection Total	100	95

Bldg Exterior

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.344	Bldg 2	Roofs	Missing/Damaged Components from Downspout/Gutter	18.4%	2.25	0.5

Bldg Systems

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.958	Bldg 4	Fire Protection	Missing/Damaged/Expired Extinguishers	15.5%	5	0.5
1.916	Community Room	Fire Protection	Missing/Damaged/Expired Extinguishers	15.5%	5	1
1.916	Maintenance Shop	Fire Protection	Missing/Damaged/Expired Extinguishers	15.5%	5	1



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512-771-4524
christopher.reynolds@tdhca.state.tx.us

July 9, 2012

Colby Denison
DDC Creekside Villas, Ltd.
2520 Longview St, #310
Austin TX 78705

RE: Creekside Villas Senior Village Exchange/HOME File: 15090009930/1000986 ID: 4542

Dear Colby Denison:

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by Department staff on June 28, 2012, has been completed. A copy of the report is enclosed for your review.

Because the property scored above 90 and all exigent and fire safety hazards observed were corrected and reported corrected timely, deficiencies identified are not considered noncompliance under Compliance Monitoring Rules at 10 TAC, Chapter 60.

The current compliance score for Creekside Villas Senior Village is 8 under the Housing Tax Credit (HTC) program and 8 under the HOME program. Housing Tax Credit developments with a score of 30 or higher and non-HTC developments with 51-200 units with a score of 50 or higher are in Material Noncompliance and subject to penalties, including sanctions, financial penalties, and other actions by the Department, as prescribed in 10TAC Chapter 60, Subchapter C. A copy of the *Issues of Noncompliance Report* is enclosed for your review.

Failure to respond to the corrective action deadline may result in a referral to the Department's Administrative Penalties Committee with a recommended penalty amount up to \$50.00 per unit or other deficiency per day. Title 10 of the Texas Administrative Code §60.307 details specific penalty amounts.

When all deficiencies listed in the List of Deficiencies Found section of the report are corrected, please provide documentation of work completed. Acceptable documentation includes: copies of work orders (listing the deficiency, action taken or repairs made to correct the deficiency, date of corrective action, and signature of the person responsible for the correction), invoices (from vendors, etc.), photographs (labeled and only in support of a work order or invoice), or other proof of correction.

Please provide accurate, detailed documentation of Corrective Action no later than **October 9, 2012** (the Corrective Action deadline). The Department will then determine whether or not the submitted materials sufficiently document correction of noncompliance.



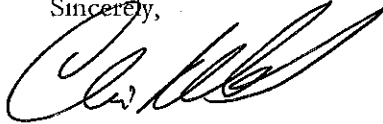
July 9, 2012

Page 2

Additional information about physical inspections, in a question and answer format, is on the Department's website at: <http://www.tdhca.state.tx.us/pmcomp/#pi>. Links to other websites with pertinent information, including HUD's *Final Dictionary of Deficiency Definitions (PASS) Version 2.3*, are also available on the website.

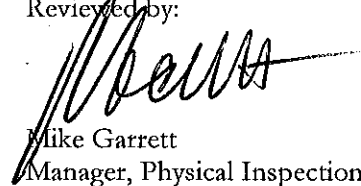
If you have any questions about this inspection, please contact me toll free in Texas at (800) 643-8204, directly at (512) 771-4524, or email: christopher.reynolds@tdhca.state.tx.us

Sincerely,



Chris Reynolds
Inspection Specialist

Reviewed by:

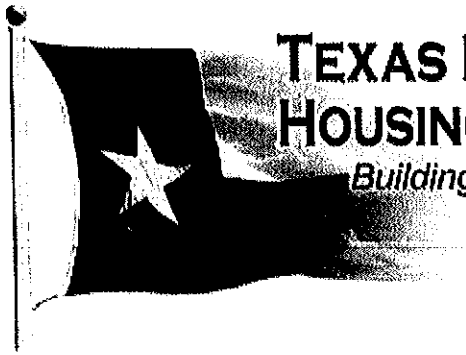


Mike Garrett
Manager, Physical Inspections

CR

cc. with deficiency list only:

Jackie Weissmiller, Evans Property Management Co Inc ; jweissmiller@afevans.com



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Physical Assessment of:
Creekside Senior Villas

Programs: **HOME**

Program Numbers: **08253**

CMTS Number: **4542**

Inspection Date: **June 28, 2012**

Property Profile	
Building Type	low rise/garden
Original Construction Date	2011
Total number of units/ LI units	144 / 144
Number of units offline, vacant or locked	13 Vacant
Total number of units inspected	29 Units
Total number of Low Income buildings	7
Number of buildings offline or vacant	0
Total number of buildings inspected	7

Certificates	
Boilers	N/A
Elevator	yes
Fire Alarm	yes
Lead Based Paint Disclosure Form	N/A
Lead Based Paint Inspection Report	N/A
Sprinkler System	yes
Dimensional Take-offs for Site:	supplied by site
Total sq. ft. of pedestrian walkways/stairs	10666
Total sq. ft of parking lots / driveways	35873

Texas Department of Housing and Community Affairs
REAC Exigent and Fire Safety Hazards (Life Threatening Only) Observed for
Creekside Senior Villas
590 FM 967 Buda, TX 78610

Printed on: July 09, 2012

Page 1

Units

Unit 6402 / Bldg Bldg 6

Level	Deficiency	Notes
Life Threatening	Health & Safety - Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	Master Bedroom window blocked by furniture

Unit 2303 / Bldg Bldg 2

Level	Deficiency	Notes
Life Threatening	Electrical - Missing Covers	Missing knock out a tbreakr panel. Exposed wires.

Inspected By : _____ Date _____

Texas Department of Housing and Community Affairs
REAC Scoring for Creekside Senior Villas
590 FM 967 Buda, TX 78610

Printed on: July 09, 2012

Page 1

Scoring Summary		
Areas	Possible Points	Points Scored
Site	17.6	17.6
Building Exteriors	17.6	17.6
Building Systems	23.5	23.5
Building Common Areas	.0	.0
Units	41.2	36.6
Inspection Total	100	95

Units

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.715	Bldg 1 / Unit 1204	Electrical	GFI Inoperable	10%	5	1
0.536	Bldg 1 / Unit 1204	Bathroom	Water Closet - Damaged/Clogged/Missing	15%	5	0.5
0.536	Bldg 1 / Unit 1205	Bathroom	Water Closet - Damaged/Clogged/Missing	15%	5	0.5
0.715	Bldg 2 / Unit 2303	Electrical	Missing Covers	10%	5	1
0.145	Bldg 2 / Unit 2303	Doors	Damaged Hardware/Locks	4.5%	2.25	1
0.429	Bldg 3 / Unit 3202	Hot Water Heater	Leaking Valves/Tanks/Pipes	10%	3	1
0.429	Bldg 4 / Unit 4201	Hot Water Heater	Leaking Valves/Tanks/Pipes	10%	3	1
0.021	Bldg 6 / Unit 6202	Lighting	Missing/Inoperable Fixture	2%	3	0.25
1.073	Bldg 6 / Unit 6402	Health & Safety	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	15%	5	1



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January 29, 2013

512-657-5232

Stephanie.givens@tdhca.state.tx.us

Colby Denison
DDC Belmont, Ltd.
2520 Longview Street, #310
Austin, TX 78705

RE: Leander Station Senior Village
11450 Old 2243 West
Leander, TX 78641

TCAP File: 13090009793
HTC File: 09138

HOME File: 1001143
CMTS ID: 4665

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs has completed a review of **Leander Station Senior Village**. The review was performed to determine if the property is in compliance with the requirements of the Housing Tax Credit (HTC), HOME, and TCAP programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance property wide.

A Uniform Physical Condition Standards inspection will be conducted by the Department in conjunction with this monitoring review. A report of the inspection will be supplied to, and reviewed by, the Department. The development owner will then receive a letter describing any findings generated and a copy of the inspection reports.

Leander Station Senior Village has a current noncompliance score of **0** for the HTC, HOME and TCAP Programs. Non-Housing Tax Credit properties with more than 50 and less than 200 low income units are considered to be in material noncompliance with a score of 50. HTC properties are considered to be in material noncompliance with a score of 30. Failure to correct noncompliance can result in administrative penalties as indicated in the Texas Administrative Code, Chapter 60, Subchapter C.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Stephanie Givens toll free in Texas at (800) 643-8204, directly at 512-657-5232, or email: stephanie.givens@tdhca.state.tx.us.

Sincerely,

Stephanie Givens
Senior Compliance Monitor



MONITORING REPORT

LEANDER STATION SENIOR VILLAGE

TCAP FILE: 13090009793 / HTC FILE: 09138 / HOME FILE: 1001143

CMTS ID: 4665

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of Leander Station Senior Village on January 18, 2013. Stephanie Givens and Erika Meier represented the Department. Amy Lucas Doyle and Jackie Weissmiller represented the property.

During the exit interview, the following Technical Assistance was provided:

- Office personnel are doing a remarkable job with the tenant files, HQS inspections, supportive services and affirmative marketing. The tenant files were well maintained, neatly organized, and contained clear and concise documentation.

To determine if the property is in compliance the following steps were completed:

- A review of the Land Use Restriction Agreements,
- Analysis of the Unit Status Report (USR) dated **January 3, 2013**,
- A review of the entrance interview and other documents submitted,
- An exit interview,
- An in depth review of **35** resident files listed below:

1138	1141	1330	1510	1513	1601	1602
1603	2136	2137	2140	2324	2329	2331
2416	2603	2604	3138	3142	3144	3417
3419	3508	3511	3514	4136	4140	4232
4327	4417	4420	4509	4512	4514	5211



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J. Mark McWatters

March 24, 2014

Writer's direct phone # (512) 475 -4273
Email: matt.embry@tdhca.state.tx.us

Colby Denison
DDC Belmont, Ltd
Austin, Texas
colby@denisondevelopment.com

RE: Leander Station Senior Village

CMTS ID: 4665

Dear Mr. Denison:


The Texas Department of Housing and Community Affairs (Department) has completed a review of Leander Station Senior Village. The review was performed to determine if the development is in compliance with the requirements of the Housing Tax Credit (HTC), Tax Credit Assistance Program (TCAP) and HOME programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Matt Embry toll free in Texas at (800) 643-8204, directly at (512) 475-4273, or email: matt.embry@tdhca.state.tx.us.

Sincerely,

Reviewed By,


Digitally signed
by Matt Embry
Date:
2014.03.24
10:53:03 -05'00'


Digitally signed
by Justin L. Merrill
Date: 2014.03.24
10:40:18 -05'00'

Matt Embry
Compliance Monitor

Justin Merrill
Compliance Monitor



Monitoring Report

Leander Station Senior Village

HTC File: 09138

TCAP File: 13090009793

HOME File: 1001143

CMTS ID: 4665

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of Leander Station Senior Village on January 31, 2014. Matt Embry represented the Department. Jackie Weissmiller represented the development.

To determine if the development is in compliance, the following steps were completed:

- A review of the Land Use Restriction Agreements,
- Analysis of the Unit Status Report (USR) dated January 14, 2014,
- A review of the entrance interview and other documents submitted,
- An exit interview,
- An in depth review of 34 resident files listed below:

Files reviewed:

1002	1003	1104	1139	1201
1422	1510	1602	1605	2140
2142	2143	2324	2415	2421
2508	2511	2513	3138	3141
3142	3235	3328	3416	3512
3602	4137	4138	4140	4235
4417	4422	4509	4602	



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October 31, 2014

Writer's direct phone # (512) 475-0208
E-mail: christopher.reynolds@tdhca.state.tx.us

Colby Denison
DDC Belmont, Ltd
Austin, TX
colby@denisondevelopment.com

RE: Leander Station Senior Village

CMTS ID: 4665

Dear Colby Denison :

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by Department staff on October 29, 2014, has been completed. A copy of the report is included for your review.

The inspection resulted in violations of UPCS protocols (referred to in the Department's Rules 10TAC §10.621).

When all deficiencies listed in the List of Deficiencies Found section of the report are corrected, provide documentation of work completed. Acceptable documentation includes: copies of work orders (listing the deficiency, action taken or repairs made to correct the deficiency, date of corrective action, and signature of the person responsible for the correction), invoices (from vendors, etc.), or other proof of correction. Photographs are not required but may be submitted if labeled and only in support of a work order or invoice.

Please upload all requested items to the Electronic Document Attachment system through the property's Compliance Monitoring and Tracking System (CMTS) account no later than **January 31, 2015** (the Corrective Action deadline). For instructions on how to use the attachment system, please see *Attaching Documents to CMTS* found on the Department's website. To access, on the home page, select "Support and Services" tab; then select "Compliance". From the submenu, select "Online Reporting". The Department will then determine whether or not the submitted materials sufficiently correct the noncompliance. Partial corrections are unacceptable and the Owner is responsible for ensuring that submissions are complete and satisfactorily address all findings.

Failure to submit complete and satisfactory corrections on or before the corrective action deadline will result in a referral to the Department's Administrative Penalties Committee. Please see 10TAC §60.307 for a listing of specific penalty amounts.

If you have any questions about this inspection, please contact me toll free in Texas at (800) 643-8204, directly at (512) 475-0208, or email: christopher.reynolds@tdhca.state.tx.us.

Sincerely,

Chris Reynolds
2014.10.29
22:39:48 -05'00'

Chris Reynolds
Inspection Specialist

Reviewed by:

Stephen Jung
2014.10.30
07:31:19 -05'00'

Stephen Jung
Manager- Physical Inspection





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Physical Assessment of:

Leander Station Senior Village

Programs: *HOME/HTC*

Program Numbers: 09138/1001143

CMTS Number: 4665

Inspection Date: *October 29, 2014*

Property Profile	
Building Type	mid/high rise
Original Construction Date	1997
Total number of units/ LI units	192/168
Number of units offline, vacant or locked	1 Vacant
Total number of units inspected	34 Units
Total number of Low Income buildings	7
Number of buildings offline or vacant	0
Total number of buildings inspected	7

Certificates	
Boilers	N/A
Elevator	yes
Fire Alarm	N/A
Lead Based Paint Disclosure Form	N/A
Lead Based Paint Inspection Report	N/A
Sprinkler System	yes
Dimensional Take-offs for Site:	supplied by site
Total sq. ft. of pedestrian walkways/stairs	24470
Total sq. ft of parking lots / driveways	110422

Texas Department of Housing And Community Affairs
REAC Scoring for Leander Station Senior Village
 11450 Old 2243 West Leander, TX 78641

Printed on: October 29, 2014

Page 1

Scoring Summary		
Areas	Possible Points	Points Scored
Site	16.6	16.6
Building Exteriors	17.7	16.5
Building Systems	22.7	22.7
Building Common Areas	.2	.2
Units	42.7	41.2
Inspection Total	100	97

Bldg Exterior

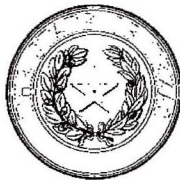
Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.153	Bldg 1	Walls	Stained/Peeling/Needs Paint	14.9%	2.25	0.25
0.153	Bldg 2	Walls	Stained/Peeling/Needs Paint	14.9%	2.25	0.25
0.153	Bldg 3	Walls	Stained/Peeling/Needs Paint	14.9%	2.25	0.25
0.753	Bldg 5	Doors	Damaged Hardware/Locks	18.4%	2.25	1

Other Community Spaces

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
-0.01 5	Bldg 3	Doors	Damaged Hardware/Locks	5%	2.25	0.25

Units

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.230	Bldg 1 / Unit 1143	Electrical	Blocked Access to Electrical Panel	10%	2.25	1
0.767	Bldg 3 / Unit 2328	Health & Safety	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	15%	5	1
0.031	Bldg 6 / Unit 1603	Lighting	Missing/Inoperable Fixture	2%	3	0.5
0.511	Bldg 9 / Unit 902	Electrical	GFI Inoperable	10%	5	1



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August 26, 2013

Direct phone # (512) 475-3995
Email: jacqueline.kawas@tdhca.state.tx.us

Colby Denison
DDC Ashton, Ltd
Austin, Texas
colby@denisondevelopment.com

RE: Merritt Lakeside Senior Village

CMTS ID: 4732

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs (Department) has completed a review of Merritt Lakeside Senior Village. The review was performed to determine if the development is in compliance with the requirements of the Housing Tax Credit (HTC) and HOME programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance.

Merritt Lakeside Senior Village has a current noncompliance score of 0 for the Housing Tax Credit (HTC) and HOME programs. See the attached *Issues of Noncompliance Report* which lists the development's compliance history and current score. HTC developments with a noncompliance score of 30 or more are considered to be in material noncompliance with the Department. HOME developments with fifty-one to two hundred low income units are considered to be in material noncompliance with a noncompliance score of 50 or more.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Jacqueline Kawas toll free in Texas at (800) 643-8204, directly at (512) 475-3995, or email: jacqueline.kawas@tdhca.state.tx.us.

Sincerely,

Digitally signed by
Jacqueline Kawas
Date: 2013.08.26
11:50:23 -05'00'

Jacqueline Kawas
Compliance Monitor

Reviewed By,

Digitally signed by
Amy Hammond
Date: 2013.08.26
11:25:33 -05'00'

Amy Hammond
Compliance Monitor



Monitoring Report (continued)

Merritt Lakeside Senior Village

HTC File: 10040

HOME File: 1001306

CMTS ID: 4732

To determine if the development is in compliance, the following steps were completed:

- A review of the Land Use Restriction Agreements,
- Analysis of the Unit Status Report (USR) dated August 1, 2013,
- A review of the entrance interview and other documents submitted,
- An exit interview,
- An in depth review of 36 resident files listed below:

Files reviewed:

2146	2148	3148	1243	2235
2236	3236	3240	1331	2331
3334	1425	2425	3428	1521
2524	3524	1611	2611	2618
3616	3617	1708	2707	3705
2801	3802	904	908	1003
1007	1102	1106	1107	1202
1207				
Spot check:	1145	1146	1147	1148
	1427	2145	2147	2427
	3521	3522		



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September 23, 2014

Writer's direct phone # (512) 475 -4515

Email: renee.norred@tdhca.state.tx.us

Colby Denison
DDC Ashton, Ltd
Austin, Texas
listserve@propertysolutions.com

RE: Merritt Lakeside Senior Village

CMTS ID: 4732

Dear Mr. Denison:

The Texas Department of Housing and Community Affairs (Department) has completed a review of Merritt Lakeside Senior Village. The review was performed to determine if the development is in compliance with the requirements of the Housing Tax Credit (HTC) and HOME programs.

Based on the limited scope of the review, **no findings of noncompliance** were identified during the file review. Please note that although there were no findings, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the owner's responsibility to maintain compliance.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during our monitoring visit. If you have any questions about this monitoring report, please contact Renee Norred toll free in Texas at (800) 643-8204, directly at (512) 475-4515, or email: renee.norred@tdhca.state.tx.us.

Sincerely,

Renee Norred

Digitally signed by
Renee Norred
Date: 2014.09.23
08:26:53 -05'00'

Renee Norred
Compliance Monitor



Monitoring Report
Merritt Lakeside Senior Village
HTC File: 10040
HOME File: 1001306
CMTS ID: 4732

The Texas Department of Housing and Community Affairs completed an on-site monitoring review of Merritt Lakeside Senior Village on August 13, 2014. Stephanie Givens and Renee Norred represented the Department. Amy M. Lucas, Delfina Martinez, Jackie Weismiller and Veronica Tate represented the development.

To determine if the development is in compliance, the following steps were completed:

- A review of the Land Use Restriction Agreement,
- Analysis of the Unit Status Report (USR) dated July 24, 2014,
- A review of the entrance interview and other documents submitted,
- An exit interview,
- An in depth review of 40 resident files listed below:

Files reviewed:

901	903	1105	1202	1208
1236	1332	1616	1618	1706
1709	1803	2146	2239	2330
2331	2425	2428	2521	2522
2615	2618	2619	2703	2708
2804	3145	3237	3239	3242
3329	3330	3521	3522	3619
3708				



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Executive Director

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(512)-475-2299
enrique.trejo@tdhca.state.tx.us

October 15, 2012

Colby Denison
DDC Ashton, Ltd
2520 Longview St. #310
Austin, TX 78705

RE: **Merritt Lakeside Senior Village**

LIHTC: 10040

HOME: 1001306

CMTS: 4732

Dear Mr. Denison:

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by Department staff on September 28, 2012 has been completed. A copy of the report is enclosed for your review.

The property scored 90 or above and no exigent or fire safety deficiencies were identified. This reporting adds no points to the development's noncompliance score. No deficiencies were identified during the inspection requiring Corrective Action. The Department will not submit Forms 8823 since deficiencies were not identified during the inspection.

This **UPCS Inspection** is considered closed. This letter does not pertain to the Final Construction Inspection and the required corrective action for that inspection.

The current compliance score for **Merritt Lakeside Senior Village** is **0** under the Housing Tax Credit (HTC) program and **0** under the HOME program. Housing Tax Credit developments with a score of 30 or higher and non-HTC developments with 51-200 units with a score of 50 or higher are in Material Noncompliance and subject to penalties, including sanctions, financial penalties, and other actions by the Department, as prescribed in 10TAC Chapter 60, Subchapter C.

If you have any questions about this inspection, please contact me directly at (512) 475-2299, or email: enrique.trejo@tdhca.state.tx.us.

Sincerely,


Enrique H. Trejo
Inspection Specialist

Reviewed by:


Michael Garrett
Inspection Manager

Merritt Lakeside Senior Village

October 15, 2012

Page 2

EHT

cc. via email

Darren Lewis, Area Maintenance Manager, EPMI



TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS

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Physical Assessment of: Merritt Lakeside Senior Village

Program: **LIHTC/ HOME**
CMTS Number: 4732

Program Number: 10040 / 1001306

Inspection Date: *September 28, 2012*

Property Profile	
Building Type	mid/high rise
Building Occupancy	86%
Total number of units/ LI units	176 176
Number of units offline, vacant or locked	25
Total number of units inspected	36
Total number of buildings	14
Number of buildings offline or vacant	0
Total number of buildings inspected	14

Certificates	
Boilers	N/A
Elevator	N/A
Fire Alarm	yes
Lead Based Paint Disclosure Form	N/A
Lead Based Paint Inspection Report	N/A
Sprinkler System	N/A
Dimensional Take-offs for Site:	estimate
Total sq. ft. of pedestrian walkways/stairs	21028
Total sq. ft of parking lots / driveways	129529

Texas Department of Housing and Community Affairs
REAC Scoring for Merritt Lakeside Senior Village
1222 Borgfeld Rd Schertz, TX 78154

Printed on: October 12, 2012

Page 1

Scoring Summary		
Areas	Possible Points	Points Scored
Site	17.6	17.6
Building Exteriors	17.6	17.6
Building Systems	23.5	23.5
Building Common Areas	.0	.0
Units	41.2	41.2
Inspection Total	100	100

Field2

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
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Veritee Property Solutions Team Resumes

JACKIE WEISSMILLER

306 Saddletree Lane
Austin, Texas 78620
925-788-1930 cell
jackie.weissmiller@yahoo.com

Employment	<i>Veritee Property Solutions – Austin, TX</i> Vice President	2014 - Current
	<ul style="list-style-type: none">• Oversee operations and compliance for seven low income housing tax credit communities in central Texas.• Budget forecasting, preparation, and review.• Provide monthly operating reports measuring occupancy, NOI, capital expenditures, and overall financial performance in collaboration with the owner.• Supervise a portfolio of seven property managers, maintenance staff, and properties in day-to-day and strategic operations.• Oversee lease-ups, brand marketing efforts, and achieve targeted occupancy levels on schedule.• Update operating procedures for all functional roles from Housekeeper to Community Manager.• Develop and propose company capital expenditure planning priorities and ongoing maintenance programs in partnership with the Facilities Department.• Prepare staff and facilities to meet requirements of TDHCA and investor inspection standards.• Visually inspect grounds, buildings, and apartment units on a regular basis to ensure that all physical aspects of the property are fully functional, safe, and attractive.	
	<i>EPMI, A Bayside Company (formerly know as A. F. Evans Company, Inc). – Oakland, CA</i> Regional Vice President/Portfolio Manager	2003 - 2014
	<ul style="list-style-type: none">• Supervise daily operations of properties located in South/East/North Bay and Sacramento, CA areas till 2009 (conventional, tax credit - garden, mid-rise and mixed use sites). In Jan 2010 began to oversee Senior/Multi Family, tax credit communities in Greater Austin area, TX (7 communities).• Prepare annual budgets and reforecast projections.• Negotiate and secure commercial leases. Allocate CAM charges• Conduct regular property site inspections and audits.• Maintain professional levels of communication with both on site and owner/investor relationships.• Implement successful marketing plans to increase occupancies above that of competitors.• Maintain a high level of employee retention through positive communication and constant motivation.• Ensure compliance of LIHTC programs. Maintained excellent relationships with TCAC and TDHCA.	
	<i>Equity Residential Properties – Seattle, WA</i> General Manager/Area Manager	1998 - 2003
	<ul style="list-style-type: none">• May 2002 to March 2003 as District Manager, supervise daily operations of 6 properties with a total of 1350 conventional units. (Fremont, Hayward and San Jose area)• October 2001 to May 2002 was trainer/mentor/trouble-shooter for San Francisco and Bay Area portfolio of 6441 units.• Working as acting Regional Manager (Portland, OR) from January 2001 to June 2001 overseeing 2100 units in addition to managing local portfolio.• September 1998 to October 2001 as General Manager of 3 properties (922 units) in Kent, WA.	

EPT Management Company – El Paso, TX
Regional Manager

1993 - 1998

- Supervised up to 4492 units (18 properties) in six states.
- Prepared annual budgets and quarterly reforecast projections.
- Created innovative marketing campaigns.
- Instructing leasing, marketing and customer service seminars.
- Conducted regular property site inspections and audits.
- Instrumental in developing company policies and procedures.
- Negotiated vital company contracts.
- Exceeded portfolio budgeted NOI by aggressively raising rent and ancillary income and reducing maintenance and make ready expenses.
- Continued a high level of employee retention through positive communication and constant motivation.
- Maintained professional levels of communication with both on site and owner relationships.
- Directed and supervised due diligence and takeover teams on new property acquisitions.

Capstone Real Estate Services – Austin, TX
Leasing Consultant- Assistant Manager -
Property Manager - District Manager

1983 - 1993

- Supervised daily operations of 1170 units between 1989 and 1993.
- Property assignments included five successful lease ups of new properties between 1984 and 1991.

**Professional
Memberships**

- Certified Apartment Manager (CAM- Lapsed).
- Licensed Real Estate Agent (State of Texas – Inactive).
- Over 30 Years' Experience in Property Management.
- Annual TDHCA training for LIHTC, HOME and UPCS.
- Multiple Fair Housing Certificates with Grace Hill, CAA and TAA.
- Leadership Award (1999 and 2000).
- HCCP Designated (2005).
- IMAGINE Award (2009 and 2011).
- El Paso Apartment Association Committee Member (1991 to 1993).
- El Paso Apartment Association Board of Directors (1992 and 1993).

Profile

Leadership skills with the ability to learn quickly and train others effectively. Excellent organizational, decision making and creativity skills.
Diligent... Resourceful... Stable... Dedicated and Committed to Excellence!

Amy M. Lucas HCCP, COS, NCP-E

Amlucas2000@aol.com • 3100 Meadow Lane * Taylor, TX 76574 • 512-412-0471

Objectives

Successfully utilize my knowledge and drive to reach the goals of the company while maintaining my professional ethics.

Experience

Veritee Property Solutions | Leander Station Sr. Village

Senior Community & Compliance Manager *June 1, 2014 – Current*

- ~ Maintained an occupancy level of 97.5 or higher since stabilization while exceeding NOI quarterly.
- ~ Obtained HCCP (Housing Credit Certified Professional) designation.
- ~ Successfully overseen TDHCA file audits all resulting in 0 findings.
- ~ Review all move/in files to ensure compliance with IRS codes for all (7) communities in our portfolio.
- ~ Train/mentor staff on policy as well as LIHTC procedures.

EPMI, A Bayside Company | Leander Station Sr. Village/Creekside Villas Senior Village

Senior Community Manager *November 2010 – Current*

- ~ Have successfully completed (2) lease ups - Creekside Villas Buda, TX 144 units, 55 plus affordable housing; Leander Station Senior Village Leander, TX 192 units, 55 plus mixed rate housing.
- ~ Maintained an occupancy level of 97.5 or higher since stabilization while exceeding NOI quarterly.
- ~ Promoted from Property Manager to Senior Manager in October 2011. Have had two Assistant Managers promoted to Community Manager, a Leasing agent promoted to Assistant Manager as well as a Porter promoted to Lead Maintenance positions while I have been supervisor.
- ~ Successfully overseen (13) TDHCA file audits – 0 findings on all audits.
- ~ Review all move/in files to ensure compliance with IRS codes for all (7) communities in our portfolio.
- ~ Train/mentor staff on policy as well as LIHTC procedures.

Capstone Real Estate Services | Cambridge Villas

Community Manager *November 2009 - November 2010*

- ~ Stabilized property within 2 months to complete the permanent loan conversion
- ~ Overcame 28 vacant units to become 99.56% occupied in 60 days
- ~ Mentor for Community Managers new to position or to Tax Credit
- ~ Assist sister properties with audits, compliance and daily operations.

United Apartment Group | Cypress Creek at River Bend

Community Manager *March 2008 - October 2009*

- ~ Promoted from Assistant Manager at Mariposa to Community Manager of Cypress Creek at River Bend with 4 months of being with UAG.
- ~ Completed the 100% tagging of all 180 units 1 month before end of the specified time frame.
- ~ Reduced expenses by \$31,000 within first 3 months of operation.
- ~ Stabilized property at 94% meeting budget and completing DCR.



United Apartment Group | Mariposa at River Bend

Assistant Manager *November 2007 - March 2008*

- ~ Executed new accounting software; Obtained 4 of 4 perfect Month End closeouts.
- ~ Nominated and became a Mentor for employees in need of training for UAG.
- ~ Assisted in the formation of new documents and procedures for Tax Credit Income and Asset Verification.
- ~ Maintained \$0 delinquency monthly over tenure

Capstone Property Management | Mariposa at River Bend

LIHTC Compliance/Leasing; Assistant Manager *October 2005 - November 2007*

- ~ Initial lease up on 55 and above Active Adult community totaling 201 units
- ~ Collect rent, coordinate move-ins, and execute leases
- ~ Received promotion to Assistant Manager through diligent work.
- ~ Maintain zero delinquent rent payments and increase owner revenue.
- ~ Collect rent, coordinate move-ins and execute leases
- ~ Evaluate and review applications for full compliance within the LIHTC program.
- ~ Conduct on site audits of communities in Capstone's LIHTC portfolio
- ~ Evaluate and review applications for full compliance within the LIHTC program

Skills

- ~ Multitasking; project management
- ~ Able to successfully meet deadlines
- ~ Obtain designations imperative to LIHTC program: Certified Occupational Specialist, National Compliance Specialist, Site Compliance Specialist, Section 504 Certified and achieved Elizabeth Moreland's Compliance Diploma Program.

Education

Stratford College

2001 Paralegal Studies

- Completed 2 year program in 1 year
- Completed program with Honors

University at Buffalo

2000 Sociology

- Majored in Social Gerontology with minor in Health and Business Administration
- Completed Health Care Administration Certification while obtaining BA.

Darren R Lewis

9 Valley Trl ■ Round Rock, TX 78664 ■ 512-573-7348 ■ lewis.texas9@live.com

Facilities Management

Maintenance | Operations | Environmental | Health

Energetic and quality focused Facilities Manager, expert in management of multiple site locations. Diverse experience and expertise in:

- | | | |
|----------------------------|--------------------------------|------------------------------|
| ■ Building Management | ■ Training and development | ■ New Construction turn over |
| ■ Safety Compliance | ■ Procedure Development | ■ Lease up |
| ■ Preventative Maintenance | ■ Vendor control and contracts | ■ TDHCA physical inspections |
| ■ Project planning | ■ Budget development | ■ LURA requirements |

Operational/Trade Expertise

- | | | |
|-----------------------------|---------------------------|--------------------------|
| ■ Insulation & drywall work | ■ Heat and Air (EPA Cert) | ■ Pools (cpo) |
| ■ Painting & finishing | ■ Structural framing | ■ Computers and networks |
| ■ Plumbing | ■ Finish/trim carpentry | ■ Security systems |
| ■ Electrical | ■ Cabinets & appliances | ■ Phone and data |

Work Experience

Veritee Property Solutions- Regional Facilities Director- Bluffs Landing Senior Village | San Gabriel Senior Village | Stratton Oaks Apt. Homes | Creekside Senior Village | Leander Station | Merritt Lakeside | Merritt Legacy,

EPMI- Texas Area- Regional Maintenance Manager- Bluffs Landing Senior Village | San Gabriel Senior Village | Stratton Oaks Apt. Homes | Creekside Senior Village, (New construction turn over and lease up) | Leander Station, (New construction turn over and lease up) | Merritt Lakeside , (New construction turn over and lease up) | Merritt Legacy, (New construction turn over and lease up)

EPMI-Round Rock, TX- Bluffs Landing-Maintenance (I was hired, as the owner changed management companies from UAH. During the conversion brief times were held with UAH, Capstone and finally the EPMI.)

RELATED MANAGEMENT – Austin, TX- Maintenance- Mountain Ranch Apts. 12/08 to 04/10

SOUTHERN CALIFORNIA CUSTOM– Ramona, CA- Owner/ General Contractor 07/95 to 11/08

Education/Licenses

THE NATIONAL APARTMENT ASSOCIATION EDUCATIONAL INSTITUTE ■ CAMT, 2012

THE HOUSING CREDIT COLLEGE OF ELIZABETH MORELAND. ■ Site Compliance Specialist 04/10/2011

NATIONAL SWIMMING POOL FOUNDATION ■ CPO registration no. 78-279798, 06/2010

ESCO INSTITUTE PROGRAM EPA, AUSTIN, TX ■ Universal A/C Certified #52719825298, 06/2009

GOLDEN STATE CONTRACTORS SCHOOL, SAN MARCOS, CA ■ General Contractors License #709880, 1995

RAMONA HIGH SCHOOL, RAMONA, CA ■ Diploma

Michele L. Jorgensen
3100 Taku Road
Cedar Park, TX 78613

512-825-1274 (c)
mlj1009@gmail.com

OBJECTIVE:

To bring my knowledge, business ethics & experience to a company where I can continue to gain the experience needed to grow within the company.

RELATED SKILLS:

Capable of running a multi-million dollar business/community, Proficient in OneSite, RentRoll, Yardi, OneSite Tax Credit Program, MRI, Proficient in Windows XP, Microsoft Office, Word, Excel, Outlook, PowerPoint, Publisher & PhotoShop, Motivated and Energetic, Knowledgeable in Tax Credit/Affordable Housing/HOME Program and all related reporting, Exceptional Customer Service and Multi Tasking Ability

EXPERIENCE:

EMPI, A BAYSIDE COMPANY/VERITEE PROPERTY SOLUTIONS (new owner as of 6/1/2014)

Merritt Legacy Apartments

October 2013 - Present

Leander, TX

Community Manager

- Leased up community in 6 months, received first 2 buildings on 4/2014 and had community occupied 100% by 9/26/2014
- Marketing & advertising per LIHTC guidelines & LURA, resident application approvals, file reviews, reporting requirements for TDHCA on line, file audits, apartment audits to ensure Low Income Household requirements required by TDHCA
- Responsible for weekly reports, mid-month pre-close & month end closeout,
- Handle resident concerns & requests on a timely basis to ensure resident satisfaction w/management,
- Consistently use successful techniques & company directives to screen, hire, orient & train new personnel,
- Represent the company in a professional manner at all times,
- Possess strong attention to detail & sales ability
- Passed TDHCA physical inspection with a score of 98%

EMPI, A BAYSIDE COMPANY

Bluffs Landing Senior Village

October 2011 – October 2013

Round Rock, TX

Community Manager

- Increased occupancy to a steady 99% - 100% while increasing rents & maintaining resident retention,
- Marketing & advertising per LIHTC guidelines & LURA, resident application approvals, file reviews, reporting requirements for TDHCA on line, file audits, apartment audits to ensure Low Income Household requirements required by TDHCA,
- Renewals, new leases, compliance & ensure that rents & late fees/checks are collected, posted & deposited in a timely manner,
- Responsible for weekly reports, mid month pre-close & month end closeout,
- Handle resident concerns & requests on a timely basis to ensure resident satisfaction w/management,
- Consistently use successful techniques & company directives to screen, hire, orient & train new personnel,
- Represent the company in a professional manner at all times,
- Effectively convey ideas, images & goals to a diverse group of personalities,
- Prepare annual budgets & income projections in a timely and accurate manner,
- Possess strong attention to detail & sales ability
- Passed TDHCA file audit with zero findings (score – 100)

INTERGRATED PROPERTY MANAGEMENT

HomeTowne @ Picadilly Active Senior Living

March 2010 – October 2011

Pflugerville, TX

Assistant Community Manager

- Marketing & advertising per LIHTC guidelines & LURA,
- Record monies collected & prepare bank deposit slips on an on-going basis & make notes regarding delinquencies
- Quickly write up & complete service requests & inform the maintenance team of requests. follow up on service requests with residents to ensure request was handled to residents satisfaction,
- Toured community with future residents & answered questions about community, repairs, rent, rules, etc.,
- Responsible for Monthly Activities Calendar for senior residents,
- Assume Community Manager's duties/authority in absence of immediate supervisor in accordance with company & community guidelines
- Possess strong attention to detail & sales ability

SUNRIDGE MANAGEMENT

Limestone Canyon Apartment Homes

March 2009 – December 2009

Austin, TX

Community Manager

- Trained staff on OneSite software,
- Increased renewal percentage from 40% to 75%, decreased expenses to come in under budget in 2009,
- Passed HUD inspection with a 99 score (highest in company),
- Represent the company in a professional manner at all times,
- Effectively convey ideas, images & goals to a diverse group of personalities,
- Prepare annual budgets & income projections in a timely and accurate manner.

AMP

The Park @ Summer's Grove Apartment Homes

August 2008 – February 2009 (Temporary Position)

Austin, TX

Community Manager

- Trained staff & set up office to comply with TDHCA policies & procedures & guidelines,
- Responsible for new advertisement for takeover of community, implement new marketing program with local businesses, local housing programs, locators and resident retention,
- Established new community policies & procedures for residents
- Decreased delinquency & increased occupancy while raising income
- Set up new vendors to ensure proper payment & coding of invoices, set up contracts to ensure services are being met.

ASPEN SQUARE MANAGEMENT

Forest Park Apartments & Silver Springs Apartments

Austin, TX

January 2005 – August 2008

Community Manager

- Marketing & advertising per LIHTC guidelines & LURA, resident application approvals, file reviews, reporting requirements for TDHCA on line, file audits, apartment audits to ensure Low Income Household requirements required by TDHCA,
- Handle resident concerns & requests on a timely basis to ensure resident satisfaction w/management,
- Consistently use successful techniques & company directives to screen, hire, orient & train new personnel,
- Represent the company in a professional manner at all times,
- Effectively convey ideas, images & goals to a diverse group of personalities,
- Prepare annual budgets & income projections in a timely and accurate manner.
- Increased cash flow, increased occupancy while decreasing delinquency collecting over \$60, 000 in 2 months,
- Weekly and monthly reports, month end,
- Trained staff & set up office to comply with TDHCA policies & procedures & guidelines,
- Oversaw all aspects of maintenance, daily inspection of community, inspections of apartments before & after make readies,

EDUCATION:

WATERTOWN HIGH SCHOOL

1986 – 1990 – Graduated Diploma – 3.75 GPA

Watertown, CT

BERKELEY COLLEGE

1990 – 1992 - Business Management Courses in Micro-Accounting – Associates Degree – 3.5 GPA

White Plains, NY

RECOGNITION'S:

6/2007 – Manager of the Quarter – Aspen Square Management

2003 – Manager of the Quarter in Austin – Picerne Management

1/2001 & 4/2001 – Bookkeeper of the Quarter – Fairfield Residential

1998 – Solt Scholarship Winner by the Austin Apartment Association

8/1997, 9/1995 – Leasing Agent of the Month

2011 100% Internet Shop (Bluffs Landing Senior Village)

2012 EPMI – Property of the Year (Bluffs Landing Senior Village)

2012 Highest Physical Inspection REAC Score (Bluffs Landing Senior Village)

2012 Highest File Audit Tax Credit Score (Bluffs Landing Senior Village)

2012 Satisfacts Awards Exceptional Scores (Bluffs Landing Senior Village)

WORK EXPERIENCE

VERITEE PROPERTY SOLUTIONS, LLC, AUSTIN, TX

3/14 to Present

\$91.9M in assets, \$8.4M in revenue, 1,064 units

SENIOR ACCOUNTANT

Perform month end close process for 9 legal entities. Prepare monthly and quarterly financial packages for owner & investors.

- Set up the OneSite Accounting and OneSite Leasing & Rents software for all legal entities
- Enter invoices for 2 legal entities
- Cut checks 2 times a week
- Monitor the cash for 9 legal entities daily
- Monitor and track vendor insurance certificates
- Process 1099/1096 annually
- Assist with replacement reserve requests annually
- Supervise, train, and guide 1 accounts payable specialist
- Create and improve policies and procedures for the accounting department
- Assist with annual budgets for 9 entities and upload into OneSite Accounting
- Communicate with outside auditors for preparation of the annual audited financial statements
- Assist with bi-weekly payroll processing (transfer of funds, posting into financials)
- Assist in enrolling new employees into our benefits program
- Assist other departments as needed

ABHOW, PLEASANTON, CA

10/12 to 2/14

\$520.3M in assets, \$11.4M in revenue (Affordable Housing Dept), 2,423 units

SENIOR ACCOUNTING ANALYST

Perform month end close process for 8 properties (affordable housing, multi-family, tax credit, public housing, development).

Prepare monthly and quarterly financial packages for board members.

- Convert the accounting system from Great Plains to OneSite Accounting for 15 communities
- Enhance existing procedures, accounting processes, and financial reporting systems
- Provide training for team members on software, financials, accounting processes, etc.
- Provide variance explanations for monthly financials
- Assist with annual budgets for 13 properties and upload 32 budgets into Great Plains/OneSite Accounting
- Communicate with outside auditors for preparation of the annual audited financial statements
- Periodically attend board meetings
- Serve as a backup for team members during department absences

EPMI, A BAYSIDE COMPANY (formerly A.F. EVANS COMPANY, INC.), OAKLAND, CA

12/08 to 10/12

\$186.9M in assets, \$319.3M in managed properties, 7,713 units

PORTFOLIO ACCOUNTANT

Performed month end close process for 19 multi-family properties. Prepared monthly and quarterly financial packages for owners and investors.

- Managed the cash daily for 19 legal entities through an online banking system
- Reviewed variance explanations for accounting accuracy and reasonableness prepared by upper management
- Cash flow forecast for 6 legal entities
- Assisted with annual budgets for 19 legal entities
- Communicated with outside auditors for preparation of the annual audited financial statements
- Approved check runs twice a week
- Performed book transfers/monthly recurring wire transfers through an online banking system
- Served as a backup for team members during department absences

EMG PROPERTIES, INC., OAKLAND, CA (DISSOLVED)**8/05 to 11/08**

CONSTRUCTION ACCOUNTING SUPERVISOR (7/06 – 11/08)

SENIOR ACCOUNTANT (8/05 – 7/06)

Supervised, trained, and guided 1 staff accountant. Responsible for all the accounting of 12 properties, which included 1 17-acre project under construction and 1 60-acre project in the entitlement phase. Prepared monthly financials for 2 projects to outside lenders. Audited general contractor's payment applications on a monthly basis. Traveled monthly to construction sites and monitored their progress.

- Prepared and sent 2 loan draws to outside lenders monthly
- Assembled tax work papers for 12 properties
- Monitored annual/project budgets
- Cash flow analysis for 1 property weekly
- Approved invoices for 12 properties weekly
- Approved check runs for 2 properties weekly
- Provided analysis for property managers when needed

ACTUS LEND LEASE LLC, NAPA, CA**12/03 to 8/05***\$98.7M in development, 5,912 homes*

FINANCIAL ANALYST & TREASURY ANALYST (2/04 – 8/05)

Prepared monthly cash flow package for senior management and parent company. Package consisted of detailed analysis for 18 projects, variance analysis, and reforecasting. Performed daily banking activities and monitored the company's cash.

- Processed approx 20 outgoing wires (domestic & int'l) & 4 book transfers monthly
- Cash flow analysis and forecast
- Monitored positive pays daily
- Performed a thorough credit check on new vendors
- Maintained and monitored Dunn and Bradstreet transactions against our contract
- Printed approx 300 A/P checks and approx 500 payroll checks weekly
- Weekly payroll audit for approx 500 employees
- Assisted auditors when needed

PROJECT ACCOUNTANT (12/03 – 2/04)

Reviewed and processed approximately 100 payment applications on a monthly basis for 7 projects. Review process consisted of checking for payment accuracy, correct waivers, and validate certified payroll and insurance. Entered payment applications in the accounting system for payment and prepared for check run.

- Assisted accounts payable department when needed

JONES LANG LASALLE, SAN FRANCISCO, CA**9/02 to 12/03***\$813M in assets, 735M square feet*

ACCOUNTANT

Performed monthly financial review package for the client's 3.5M square foot (7 properties) Critical Facilities portfolio, which included financial reporting, variance analysis, and reforecasting. Prepared high-level analysis to senior management and detailed reporting and analysis to client finance and facility managers. Tracked potential risks and opportunities within the budget. Assisted and prepared budgets for the Critical Facilities portfolio.

- Prepared budgets for 7 properties
- Cash flow forecast
- Bank reconciliations when needed

EDUCATION

12/00 University of California, Riverside, Riverside, CA

Degree: Bachelors of Science in Business Administration, emphasis in Accounting

11/11 Income Tax Training School of H&R Block, 45 Federal CTEC hours and 15 State CTEC hours

SKILLS

Microsoft Office (Outlook, Excel, Word, Power Point), OneSite Accounting, OneSite Leasing & Rents, Great Plains, SAP, FRX, CTI Real Estate System, JD Edwards, Yardi Enterprises, MRI.