



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

[www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

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July 17, 2017

*Writer's direct phone # 512-475-3859*  
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Charles Turner  
T/A Conroe Apartments, Ltd.  
Sugar Land, TX  
[cturner@terramarktx.com](mailto:cturner@terramarktx.com)

RE: Havenwood Place

CMTS ID: 1360

Dear Mr. Turner:

A review of the Uniform Physical Condition Standards (UPCS) inspection, performed by the Department's contractor on June 28, 2017, 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).

**Deadline:** This notice begins the corrective action period. You must supply all requested documentation no later than **October 15, 2017**, the last day of the corrective action period. The attached List of Deficiencies Found has been prepared to explain the Department's finding(s) of noncompliance and to detail required corrective action. A response to this letter and report must be provided to and received by the Department prior to **October 15, 2017**.

**How you must respond:** As a result of the UPCS Score of 76 or higher, 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.), *are not* required at this time.

**When all deficiencies are corrected, update the Deficiency Report with the date that each deficiency was corrected and the party responsible for correcting; and, complete the attached Owner Certification of Corrected Noncompliance.** Upload the completed Deficiency Report and Certification to the Electronic Document Attachment system using the development's Compliance Monitoring and Tracking System ("CMTS") account no later than **October 15, 2017**.

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". Unless specifically directed by the Compliance Monitor indicated below, TDHCA will not accept submissions via email, fax, or mail.



If you do not understand how to complete the corrective action, please contact us as soon as possible so that you can correct matters before the deadline; staff can refer you to resources for additional training and technical assistance. If it is not possible to provide the requested documentation by the corrective action deadline, correct as much as you can and submit a corrective action plan detailing how and when the remaining issues will be resolved.

**How TDHCA will review:** It is critical that you understand that this process requires each party, you and the Department, to perform its role timely and independently. The Department provides its inspection results, you respond prior to the end of the corrective action date and include in your response documentation to support the appropriateness and completeness of the corrective actions taken. *After the corrective action date*, the Department's Compliance staff reviews your response and supportive materials. We do not provide interim reviews or feedback because it is an important part of your responsibility to ensure that the response and supporting materials are submitted complete and on time.

Your submission will be reviewed one time, after the end of the corrective action period, at which time the Department will determine whether or not the submitted materials sufficiently document that you have corrected the cited instances of noncompliance. Noncompliance not corrected and documented as such during the corrective action period will be taken into consideration prior to any future funding or awards from the Department. To be considered corrected within the corrective action period, documentation evidencing the correction must be received by **October 15, 2017**, the end of the corrective action period.

**If your response is incomplete: Failure to submit complete and satisfactory corrections on or before the corrective action deadline will result in a referral to the Department's Enforcement Committee. Please see 10TAC §2.302 for a listing of specific penalty amounts.**

The development's Compliance period has ended and notice of violations is no longer supplied to the IRS. The extended use period for the development remains in effect for an additional 15 years after expiration of the compliance period. The Department will continue to monitor for compliance with all restrictions in the LURA as required in §10TAC 10.623.

Please extend our thanks to your onsite staff for their hospitality and cooperation extended during the inspection. If you have any questions about this inspection report, please contact us toll free in Texas at (800) 643-8204, directly at (512) 475-3859, or email: [brant.powell@tdhca.state.tx.us](mailto:brant.powell@tdhca.state.tx.us).

Sincerely,

Brant Powell  
Inspection Specialist



Property: CMTS 1360 - Havenwood Place - 600 Hickerson

Completion Date: **6/28/2017**

Inspector: Charles Barclay

Customer Name: Texas Department of Housing & Community Affairs

**Inspector Comments:**

Scoring Summary			
Areas	Possible Points	Points Scored	Score
Site	17.63	17.63	100.00%
Building Exteriors	20.59	20.59	100.00%
Building Systems	21.18	18.69	88.23%
Building Common Areas	1.09	1.09	100.00%
Units	39.50	39.00	98.74%
Inspection Total	100	97.01	97.01%

**Site**

Actual Points	Building/Unit Name	Inspectable Item	Deficiency	Comments
0.00	No	Observed	Deficiency	

**Building Exterior**

Actual Points	Building/Unit Name	Inspectable Item	Deficiency	Comments
0.00	No	Observed	Deficiency	



**Building Systems**

Actual Points	Building/Unit Name	Inspectable Item	Deficiency	Comments
2.49	03() / [Building Systems]	Fire Protection	Missing/Damaged/Expired Extinguishers	tags expired - repaired during inspection;

**Common Areas**

Actual Points	Building/Unit Name	Inspectable Item	Deficiency	Comments
0.00	No	Observed	Deficiency	

**Units**

Actual Points	Building/Unit Name	Inspectable Item	Deficiency	Comments
0.50	05() / [19]	Bathroom	Lavatory Sink—Damaged/Missing	stopper not functioning ;

**Completion Date:** 6/28/2017

**Inspector:** Charles Barclay

**Customer Name:** Texas Department of Housing & Community Affairs

**Inspector Comments:**

Status	Count
Occupied	7

**Defects Found**

Deficiency Area	L1	L2	L3	Deficiency	Images	Comments
<b>03:</b>						
<b>Building Systems</b>						
Fire Protection			x	Missing/Damaged/Expired Extinguishers	0	tags expired - repaired during inspection;
<b>05:</b>						
<b>19</b>						
Bathroom	x			Lavatory Sink—Damaged/Missing	0	stopper not functioning ;

**Completion Date:** 6/28/2017

**Inspector:** Charles Barclay

**Customer Name:** Texas Department of Housing & Community Affairs

**Inspector Comments:**

**[Building Systems] 03 -**

Deficiency Area	Deficiency	Comments
Life-Threatening	Missing/Damaged/Expired Extinguishers : Fire Protection	tags expired - repaired during inspection;

Inspected By: Charles Barclay

Date: 06/28/2017 16:36:54

## Common Use Checklist

Development Name: Havenwood Place

Monitor: TIG Date: 6/28/2017 **BLACK OUT or DELETE COLUMN IF NOT APPLICABLE**

CMTS #:	<b>1360</b>	6/28/2017	Check yes if feature is present	Check no if not present		FHA	Yes	No
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ACCESSIBLE ROUTE								
<b>Route</b> At least one accessible route is a continuous, unobstructed path through the development (with sufficient curb cuts).		FH 2.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Amenity Access</b> The accessible route connects all buildings containing UFAS and/or FH-covered units and <u>at least one</u> of each amenity.		FH 1.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Route Width</b> The accessible route has a minimum clear width of 36" (not reduced by obstructions, vegetation, parked cars).		FH 2.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Stair/Ramp alternative</b> Stairs that are installed along the accessible route also provide a ramp as an alternative way to get between levels.		FH 1.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
ACCESSIBLE PARKING								
<b>Minimum Parking Spaces</b> A minimum of 2% of parking spaces for covered units and/or a minimum of one parking spaces for mobility units.		FH 2.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Accessible Parking Signs</b> All accessible parking spaces are designated as reserved for the disabled with a sign showing the symbol of accessibility. The sign must not be obstructed by a vehicle parked in the space.		FH 2.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Space Width</b> All designated parking spaces are at least 96" wide and have an adjacent access aisle that is 60" wide which can be shared between two spaces.		FH 2.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Access Aisle</b> Accessible parking space aisles are part of the accessible route to the building or facility entrance.		FH 2.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Parking Space Types</b> If the development provides different types of parking (i.e. carpots, garage, surface, etc.) at least one of each type is designated as accessible.		FH 2.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Parking at amenities</b> If parking spaces are available at common and public use amenities then one space is designated as accessible.		FH 2.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
COVERED UNITS' PRIMARY ENTRY DOOR								
<b>Door handles</b> Doors requiring passage that are part of an accessible route have door hardware that is operable with a shape that is easy to grip with one hand and does not require tight grasping, pinching, or twisting of the wrist. FHA only, all entry doors on accessible route (including screen doors).		FH 3.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
COMMON USE DOORS								
<b>Door handles</b> Doors requiring passage that are part of an accessible route have door hardware that is operable with a shape that is easy to grip with one hand and does not require tight grasping, pinching, or twisting of the wrist (including screen doors).		FH 3.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
COMMON USE FACILITIES								
<b>Trash disposal facilities</b> (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.		FH 2.16	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Common-Use Laundry Facilities</b> starting 2002 and beyond (at least one) provides washing machine(s) and clothes dryer(s) that are front loading.		N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<b>Rent Collection Slots</b> slots less than 54" for side reach approach.		FH 2.12	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
A covered unit/building is any residential unit or common use amenity on the ground floor and/or served by an elevator. Townhouse or multi-story residential units with one primary entrance are NOT required to meet the Fair Housing Act.								

No rent drop slot, no common laundry



