

Oakwood Apartments

xx MODs 8, 15, 39 Scoring summaries (Site Visit) Asset Mgr

Scheduled: 07/25/2024

Closed:

ID: 541857

Inspection Results

Site Visit

Site Location	Item	Results	Notes	Date	Fixed	WO
	General Location	Pictures		07/25/24 12:27 AM		
Occupancy / Preleased	Number Vacant	Qty 1.00 Each		07/25/24 12:28 AM		
Occupancy / Preleased	Number Vacant-Ready	Qty 1.00 Each		07/25/24 12:28 AM		
Occupancy / Preleased	Are rents at Max allowable for the set asides?	Yes		07/25/24 12:28 AM		
Occupancy / Preleased	Date of last rental increase / average increase amount?	General Comment	4/30/24 \$50	07/25/24 12:29 AM		
Occupancy / Preleased	Are there any market rate apartments? If Yes, how is the next available unit rule implemented?	No		07/25/24 12:29 AM		
Occupancy / Preleased	Reasons residents vacate the community?	General Comment	Move to new city Eviction Change in roommate	07/25/24 12:30 AM		
Occupancy / Preleased	How many residents currently in eviction?	Qty		07/25/24 12:30 AM		
Occupancy / Preleased	How many evictions have been done Y-T-D?	Qty 1.00 Each		07/25/24 12:30 AM		
Occupancy / Preleased	Any significant apartments type harder to rent?	No		07/25/24 12:30 AM		
Occupancy / Preleased	Number of apartments with Section 8 vouchers?	Qty 19.00 Each		07/25/24 12:31 AM		
Occupancy / Preleased	Does a Section 8 voucher pay max rent?	Yes		07/25/24 12:31 AM		
Occupancy / Preleased	What is the average median income for the community?	General Comment	35,600	07/25/24 12:31 AM		
Occupancy / Preleased	Is there a waiting list? If so, How many for each unit type and set-aside?	Yes		07/25/24 12:31 AM		
Occupancy / Preleased	Review the average days lost on last 12-month move-outs. What has been the average?	General Comment	14	07/25/24 12:32 AM		
Market Conditions	Does the site have a current market survey?	No		07/25/24 12:32 AM		
Market Conditions	Does it only contain LIHTC communities?	No		07/25/24 12:32 AM		
Market Conditions	Which two communities are the subject community direct LIHTC comps?	General Comment	Green meadow and Garden Terrace	07/25/24 12:33 AM		
Market Conditions	What is the Google rating online?	General Comment	4	07/25/24 12:33 AM		
Market Conditions	Last date Manager shopped the comps?	General Comment	6/14/24	07/25/24 12:33 AM		
Market Conditions	Does Manager have a written marketing plan?	Yes		07/25/24 12:33 AM		
Market Conditions	What is the current advertising media used?	General Comment	Internet- housing sites and instagram ads	07/25/24 12:34 AM		
Market Conditions	Are there any new LIHTC communities under construction in the area?	No		07/25/24 12:34 AM		
Market Conditions	Are there any new Market Rate communities under construction in the area?	Yes		07/25/24 12:34 AM		
Market Conditions	Is there one employer that the residents work at?	No		07/25/24 12:34 AM		
Market Conditions	What are the 5 largest employers in the market?	General Comment	SNHU Market Basket City of Manchester Lindt Chocolates City Fuel	07/25/24 12:36 AM		
Market Conditions	Overall economic conditions?	Good		07/25/24 12:36 AM		
Market Conditions	Sub-market economic conditions	Good		07/25/24 12:37 AM		
Compliance	Property Staff: Property Manager	General Comment	Jane Smith	07/25/24 12:37 AM		
Compliance	Property Staff: Lead Maintenance	General Comment	Carl Ankra	07/25/24 12:37 AM		
Compliance	Property Staff: Maintenance 1	General Comment	Joe King	07/25/24 12:38 AM		

Inspection Results (Continued)

Site (Continued)						
Location	Item	Results	Notes	Date	Fixed	WO
Compliance	Does any of the office staff have LIHTC certifications? If yes, provide details	No		07/25/24 12:38 AM		
Compliance	Does the management company have written policy and procedures for compliance?	Yes		07/25/24 12:38 AM		
Compliance	When was the last State Audit?	General Comment	4/30/24	07/25/24 12:38 AM		
Compliance	Were there any items noted in the audit?	No		07/25/24 12:38 AM		
Compliance	Any 8823's issued?	No		07/25/24 12:38 AM		
Compliance	Was the audit closed out with State? If so, does the Manager have that letter?	Yes		07/25/24 12:38 AM		
Compliance	How often are utility allowances verified? What is it dated.	General Comment	Quarterly- 6/30/24	07/25/24 12:39 AM		
Compliance	Are there any other reporting requirements other than LIHTC?	No		07/25/24 12:39 AM		
Compliance	Are there any compliance problems on the property today?	No		07/25/24 12:39 AM		
Financial / Insurance	Does Manager review operating statements monthly?	Yes		07/25/24 12:39 AM		
Financial / Insurance	What capital improvements have been made in the last 12 months?	General Comment	Repaved front parking area.	07/25/24 12:40 AM		
Financial / Insurance	What capital improvements have been made in the last 12 months?	Yes		07/25/24 12:40 AM		
Financial / Insurance	What capital improvements are needed in the next 12 months?	Yes		07/25/24 12:40 AM		
Financial / Insurance	What capital improvements are needed in the next 12 months?	General Comment	Outdoor painting of stair areas and railings as needed	07/25/24 12:41 AM		
Financial / Insurance	Does property have traffic control problems?	No		07/25/24 12:41 AM		
Financial / Insurance	Does property have any problems with consistent lease violations (i.e. kids playing alone outside, patio clutter, etc.)?	No		07/25/24 12:41 AM		
Financial / Insurance	Any roof leaks?	No		07/25/24 12:41 AM		
Financial / Insurance	Any problems in the past with ambient moisture in units?	No		07/25/24 12:41 AM		
Financial / Insurance	Any active problems with ambient moisture in units?	No		07/25/24 12:41 AM		
Financial / Insurance	Any lawsuits outstanding?	No		07/25/24 12:41 AM		
Financial / Insurance	Any trip and fall accidents in the last 12 months?	No		07/25/24 12:41 AM		
Financial / Insurance	Does the community staff have a master key for all units?	Yes		07/25/24 12:42 AM		
Financial / Insurance	Does the community have an emergency evacuation plan?	Yes		07/25/24 12:42 AM		
Trash Control	Dumpsters stored away from general public? Area kept clear of debris?	Yes		07/25/24 12:42 AM		
Trash Control	Recycling bins available?	Yes		07/25/24 12:42 AM		
Trash Control	Trash chutes operational? Area kept clear of debris?	Yes		07/25/24 12:42 AM		
Sidewalks and Walkways	Slip, trip, and fall hazards?	No		07/25/24 12:42 AM		
Sidewalks and Walkways	Handrails / railings secure?	Yes		07/25/24 12:42 AM		
Sidewalks and Walkways	Stairs have non-skid tread or riser tips	Yes		07/25/24 12:42 AM		
Sidewalks and Walkways	Painted with contrast striping? In good repair?	Yes		07/25/24 12:42 AM		
Sidewalks and Walkways	Adequate lighting provided and	Yes		07/25/24 12:42 AM		
Sidewalks and Walkways	functioning? Completed light log?	Yes		07/25/24 12:42 AM		
Sidewalks and Walkways	Pedestrian gates functional? In good repair?	Yes		07/25/24 12:42 AM		
Laundry Rooms	Laundry Room Count	Qty 2.00 Each		07/25/24 12:42 AM		
Laundry Rooms	Screens present?	Yes		07/25/24 12:43 AM		
Laundry Rooms	Slip, trip, and fall hazards?	No		07/25/24 12:43 AM		

Inspection Results (Continued)

Site (Continued)						
Location	Item	Results	Notes	Date	Fixed	WO
Laundry Rooms	Leaks or drainage issues?	No		07/25/24 12:43 AM		
Laundry Rooms	No Smoking and Prop 65 sign posted?	Yes		07/25/24 12:43 AM		
Laundry Rooms	Adequate lighting provided and functioning?	Yes		07/25/24 12:43 AM		
Clubhouse / Recreation Room	Controlled access?	Yes		07/25/24 12:44 AM		
Clubhouse / Recreation Room	Rules posted or written rules given to residents?	Yes		07/25/24 12:45 AM		
Clubhouse / Recreation Room	No Smoking and Prop 65 signs posted?	Yes		07/25/24 12:45 AM		
Clubhouse / Recreation Room	Furnishings in good condition?	Yes		07/25/24 12:44 AM		
Clubhouse / Recreation Room	Slip, trip, and fall hazards?	No		07/25/24 12:45 AM		
Clubhouse / Recreation Room	Office hours posted on door?	Yes		07/25/24 12:44 AM		
Clubhouse / Recreation Room	Emergency number posted on front door?	Yes		07/25/24 12:44 AM		
Clubhouse / Recreation Room	Grievance policy clearly posted and updated?	Yes		07/25/24 12:44 AM		
ADA Accessibility	ISA sign posted at leasing office?	Yes		07/25/24 12:45 AM		
ADA Accessibility	Public ADA accessible parking available and compliant for leasing office?	Yes		07/25/24 12:45 AM		
Playground	Playground Count	Qty 1.00 Each		07/25/24 12:45 AM		
Playground	Equipment in good condition?	Yes		07/25/24 12:45 AM		
Playground	Sufficient surface material beneath equipment? Is not compacted?	Yes		07/25/24 12:45 AM		
Playground	Surfaces free of foreign matter? No rough edges?	Yes		07/25/24 12:45 AM		
Playground	Rules posted, sign in good condition and easily seen?	Yes		07/25/24 12:45 AM		
Playground	Adequate lighting provided and functioning?	Yes		07/25/24 12:45 AM		
Fire Protection	Fire extinguishers serviced within the past 12 months? Service tag attached? Accessible?	Yes		07/25/24 12:45 AM		
Fire Protection	Fire sprinklers serviced within that past 12 months? Inspected annually ?	Yes		07/25/24 12:45 AM		
Fire Protection	Central station alarm tested quarterly?	Yes		07/25/24 12:46 AM		
Fire Protection	Pull Stations and Bells inspected annually?	Yes		07/25/24 12:45 AM		
Fire Protection	Post indicator valve locked in open position? 3 feet aisle clearance to main sprinkler valves?	Yes		07/25/24 12:45 AM		
Fire Protection	Knox Box Present? #	No		07/25/24 12:46 AM		
Fire Protection	Roofs checked/cleaned regularly?	Yes		07/25/24 12:45 AM		
Fire Protection	Completed Preventative Maintenance Log?	Yes		07/25/24 12:45 AM		
Site Contracts	Do all contracts have the proper insurance coverage required by the LPA?	Yes		07/25/24 12:46 AM		
Site Contracts	Any contracts over a year term?	Yes		07/25/24 12:46 AM		
Site Contracts	Are the contracts on a form contract for the management company?	Yes		07/25/24 12:46 AM		
Maintenance Shop	Chemicals stored properly? Labeled?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Flammable cabinets? Flammable placard posted?	Yes		07/25/24 12:47 AM		
Maintenance Shop	MSDS Book available and organized?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Personal protective equipment available?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Eyewash/First aid available and readily accessible? Serviced every three months?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Hand tools in good operating order?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Ladders stored securely? In good repair?	Yes		07/25/24 12:47 AM		

Inspection Results (Continued)

Site (Continued)						
Location	Item	Results	Notes	Date	Fixed	WO
Maintenance Shop	Compressed air/gas cylinders secured?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Fire Extinguisher serviced and tagged?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Rooms secured? Room organized?	Yes		07/25/24 12:47 AM		
Maintenance Shop	No Smoking, Prop 65 and Labor Law Poster/signs posted?	No		07/25/24 12:47 AM	X	
Maintenance Shop	Site utility map and emergency numbers posted?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Emergency Manual 911? Key-Trac? Key Code System in place? Key log separate from coded keys?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Emergency numbers within the [Code 911] manual complete? Available? Posted?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Site utility map within the Code 911 manual complete? Lists all utility shut-offs? Available? Posted?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Petty cash box locked and secure? How much is the fund?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Petty cash box locked and secure? How much is the fund?	General Comment	\$86	07/25/24 12:48 AM		
Leasing Office/Administrative	Fair Housing sign posted and visible? Size?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	MSDS Book available and organized?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	First Aid available? Digital Camera available?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	No Smoking, Prop 65, No Cash and Check ID signs posted? E-Verify Poster?	Yes		07/25/24 12:47 AM		
Storage Rooms	Storage Room Count	Qty 1.00 Each		07/25/24 12:48 AM		
Storage Rooms	Water Heater Count	Qty 2.00 Each		07/25/24 12:48 AM		
Storage Rooms	Boiler Rooms Count	Qty 2.00 Each		07/25/24 12:48 AM		
Storage Rooms	Storage room secured? Rooms organized? Condition?	Yes		07/25/24 12:49 AM		
Storage Rooms	Water heater / boiler rooms secured? Rooms organized?	Yes		07/25/24 12:49 AM		
Storage Rooms	Condition of Water Heaters / Boilers?	Yes		07/25/24 12:49 AM		
Furnace Room	Controlled access?	Yes		07/25/24 12:44 AM		
Furnace Room	Equipment in good operating condition?	Yes		07/25/24 12:44 AM		
Furnace Room	Equipment use instructions posted for exercise equipment?	Yes		07/25/24 12:44 AM		
Furnace Room	Fitness Room Count	Qty 1.00 Each		07/25/24 12:43 AM		
Furnace Room	No Smoking and Prop 65 signs posted?	Yes		07/25/24 12:44 AM		
Furnace Room	Rules and Regulations clearly posted?	Yes		07/25/24 12:44 AM		
Furnace Room	Use at your own risk statement?	Yes		07/25/24 12:44 AM		
Overall Inspection Comment	General Location	General Comment	Very well organized, and generally In good repair. Documentation excellent.	07/25/24 12:49 AM		
Site Contracts	General Location	General Comment	Property manager	07/25/24 12:46 AM		

Inspection Results - Two Column

Item	Result	Item	Result
Site Visit			
General Location	Pictures		
Occupancy / Preleased			
Number Vacant	Qty	Number Vacant-Ready	Qty
Are rents at Max allowable for the set asides?	Yes	Date of last rental increase / average increase amount?	General Comment
Are there any market rate apartments? If Yes, how is the next available unit rule implemented?	No	Reasons residents vacate the community?	General Comment
How many residents currently in eviction?	Qty	How many evictions have been done Y-T-D?	Qty
Any significant apartments type harder to rent?	No	Number of apartments with Section 8 vouchers?	Qty
Does a Section 8 voucher pay max rent?	Yes	What is the average median income for the community?	General Comment
Is there a waiting list? If so, How many for each unit type and set-aside?	Yes	Review the average days lost on last 12-month move-outs. What has been the average?	General Comment
Market Conditions			
Does the site have a current market survey?	No	Does it only contain LIHTC communities?	No
Which two communities are the subject community direct LIHTC comps?	General Comment	What is the Google rating online?	General Comment
Last date Manager shopped the comps?	General Comment	Does Manager have a written marketing plan?	Yes
What is the current advertising media used?	General Comment	Are there any new LIHTC communities under construction in the area?	No
Are there any new Market Rate communities under construction in the area?	Yes	Is there one employer that the residents work at?	No
What are the 5 largest employers in the market?	General Comment	Overall economic conditions?	Good
Sub-market economic conditions	Good		
Compliance			
Property Staff: Property Manager	General Comment	Property Staff: Lead Maintenance	General Comment
Property Staff: Maintenance 1	General Comment	Does any of the office staff have LIHTC certifications? If yes, provide details	No
Does the management company have written policy and procedures for compliance?	Yes	When was the last State Audit?	General Comment
Were there any items noted in the audit?	No	Any 8823's issued?	No
Was the audit closed out with State? If so, does the Manager have that letter?	Yes	How often are utility allowances verified? What is it dated.	General Comment
Are there any other reporting requirements other than LIHTC?	No	Are there any compliance problems on the property today?	No
Financial / Insurance			
Does Manager review operating statements monthly?	Yes	What capital improvements have been made in the last 12 months?	General Comment
What capital improvements have been made in the last 12 months?	Yes	What capital improvements are needed in the next 12 months?	Yes
What capital improvements are needed in the next 12 months?	General Comment	Does property have traffic control problems?	No
Does property have any problems with consistent lease violations (i.e. kids playing alone outside, patio clutter, etc.)?	No	Any roof leaks?	No
Any problems in the past with ambient moisture in units?	No	Any active problems with ambient moisture in units?	No
Any lawsuits outstanding?	No	Any trip and fall accidents in the last 12 months?	No
Does the community staff have a master key for all units?	Yes	Does the community have an emergency evacuation plan?	Yes
Trash Control			
Dumpsters stored away from general public? Area kept clear of debris?	Yes	Recycling bins available?	Yes
Trash chutes operational? Area kept clear of debris?	Yes		

Sidewalks and Walkways

Slip, trip, and fall hazards?	No	Handrails / railings secure?	Yes
Stairs have non-skid tread or riser tips	Yes	Painted with contrast striping? In good repair?	Yes
Adequate lighting provided and	Yes	functioning? Completed light log?	Yes
Pedestrian gates functional? In good repair?	Yes		

Laundry Rooms

Laundry Room Count	Qty	Screens present?	Yes
Slip, trip, and fall hazards?	No	Leaks or drainage issues?	No
No Smoking and Prop 65 sign posted?	Yes	Adequate lighting provided and functioning?	Yes

Clubhouse / Recreation Room

Controlled access?	Yes	Rules posted or written rules given to residents?	Yes
No Smoking and Prop 65 signs posted?	Yes	Furnishings in good condition?	Yes
Slip, trip, and fall hazards?	No	Office hours posted on door?	Yes
Emergency number posted on front door?	Yes	Grievance policy clearly posted and updated?	Yes

ADA Accessibility

ISA sign posted at leasing office?	Yes	Public ADA accessible parking available and compliant for leasing office?	Yes
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Playground

Playground Count	Qty	Equipment in good condition?	Yes
Sufficient surface material beneath equipment? Is not compacted?	Yes	Surfaces free of foreign matter? No rough edges?	Yes
Rules posted, sign in good condition and easily seen?	Yes	Adequate lighting provided and functioning?	Yes

Fire Protection

Fire extinguishers serviced within the past 12 months? Service tag attached? Accessible?	Yes	Fire sprinklers serviced within that past 12 months? Inspected annually?	Yes
Central station alarm tested quarterly?	Yes	Pull Stations and Bells inspected annually?	Yes
Post indicator valve locked in open position? 3 feet aisle clearance to main sprinkler valves?	Yes	Knox Box Present? #	No
Roofs checked/cleaned regularly?	Yes	Completed Preventative Maintenance Log?	Yes

Site Contracts

Do all contracts have the proper insurance coverage required by the LPA?	Yes	Any contracts over a year term?	Yes
Are the contracts on a form contract for the management company?	Yes	General Location	General Comment

Maintenance Shop

Chemicals stored properly? Labeled?	Yes	Flammable cabinets? Flammable placard posted?	Yes
MSDS Book available and organized?	Yes	Personal protective equipment available?	Yes
Eyewash/First aid available and readily accessible? Serviced every three months?	Yes	Hand tools in good operating order?	Yes
Ladders stored securely? In good repair?	Yes	Compressed air/gas cylinders secured?	Yes
Fire Extinguisher serviced and tagged?	Yes	Rooms secured? Room organized?	Yes
No Smoking, Prop 65 and Labor Law Poster/signs posted?	No	Site utility map and emergency numbers posted?	Yes

Leasing Office/Administrative

Emergency Manual 911? Key-Trac? Key Code System in place? Key log separate from coded keys?	Yes	Emergency numbers within the [Code 911] manual complete? Available? Posted?	Yes
Site utility map within the Code 911 manual complete? Lists all utility shut-offs? Available? Posted?	Yes	Petty cash box locked and secure? How much is the fund?	Yes
Petty cash box locked and secure? How much is the fund?	General Comment	Fair Housing sign posted and visible? Size?	Yes
MSDS Book available and organized?	Yes	First Aid available? Digital Camera available?	Yes
No Smoking, Prop 65, No Cash and Check ID signs posted? E-Verify Poster?	Yes		

Storage Rooms

Storage Room Count	Qty	Water Heater Count	Qty
Boiler Rooms Count	Qty	Storage room secured? Rooms organized? Condition?	Yes
Water heater / boiler rooms secured? Rooms organized?	Yes	Condition of Water Heaters / Boilers?	Yes

Furnace Room

Controlled access?	Yes	Equipment in good operating condition?	Yes
Equipment use instructions posted for exercise equipment?	Yes	Fitness Room Count	Qty
No Smoking and Prop 65 signs posted?	Yes	Rules and Regulations clearly posted?	Yes
Use at your own risk statement?	Yes		

Overall Inspection Comment

General Location	General Comment
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