

Jeff Brooks

From: Jessica Paul <jessica@sdhda.org>
Sent: Friday, August 8, 2025 4:46 PM
To: Jeff Brooks
Cc: Michele Richter; Jacob Macks; Teri Rubino; Jacque Selby
Subject: Riverview MOR
Attachments: 13 HDS Summary Review.PDF; 14 Report .pdf; 15 Letter to Owner.pdf

Good Afternoon,

Attached is the Report, HDS Summary Review, and letter to Owner. There are no findings so the MOR is closed.

Thanks,

Jessica Paul

Jessica Paul - Housing Management Officer
Rental Housing Management
South Dakota Housing Development Authority
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August 8, 2025

Riverview Townhomes, LLC.
7409 S. Bitterroot Place
Sioux Falls, SD 57108

RE: Riverview Townhomes
SD99-H000-1074
Philip, SD

Dear Mr. Brooks:

On July 14, I conducted a management review of the above-referenced property. The review focused primarily on Section 8 activities. Issues discovered during the review were discussed with Teri Rubino and Michele Richter and are noted in the enclosed summary report of findings along with the required corrective action(s) and target completion date(s).

Based on the areas reviewed, the report reflects an overall rating of: Above Average. The specific deficiencies that resulted in the rating as well as the corrective actions required, and target completion date are detailed in the enclosed report. For any findings noted in the report, please advise this office within 30 days from the date of this letter of the corrective actions planned or taken on these items. If you disagree with any of the corrective actions required, your response should explain why you disagree and contain your proposed corrective actions.

You have the right to appeal a "Below Average or "Unsatisfactory" overall rating assigned to this review. All appeals must be sent to Tasha Jones, Director of Rental Housing Management (tasha@sdhda.org) and postmarked/dated (if by email) within 30 days of the date of this letter. For additional Appeals Procedures, please refer to HUD Handbook 4350.1 Rev-1, Paragraph 6-14.

If you are not submitting an appeal, please submit your written response to the corrective action(s) by the target completion date as noted in the Summary Report. Your response should be on company letterhead and in letter format. Responses may be submitted via email or regular mail, however, please black out any personal information (SSN, DOB, etc.) for your residents appearing on any documents sent via email. Preferably one full submission for all findings.

There are no findings for this MOR, therefore there is no response needed. The MOR is closed.

Any correspondence concerning this review, should be submitted to our office at jessica@sdhda.org. Please let us know if you have any questions or concerns.

Sincerely,

Jessica Paul
Housing Management Officer

cc: Michele Richter, Jacob Macks, Teri Rubino; Costello Company via email.



Management Review for Multi-Family U.S. Department of Housing and Urban Development Housing Projects

Office of Housing - Federal Housing Commissioner

OMB Approval No. 2502-0178

Exp. 04/30/2018

SUMMARY

Date of On-site Review: 7/14/2025	Date of Report: 8/8/2025	Project Number:	Contract Number: SD99H001074
Section of the Act Section 8	Name of Owner: Jeff Brooks	Project Name: RIVERVIEW TOWNHOUSES	Project Address: 302 E Pine Street Philip, SD 57567
Loan Status: ☐ Insured ☐ HUD-Held ☒ Non-Insured ☐ Co-Insured	Contract Administrator: ☐ HUD ☒ CA ☐ PBCA	Type of Subsidy: ☒ Section 8 ☐ PAC ☐ Section 236 ☐ Section 221(d)(3) BMIR ☐ Rent Supplement ☐ RAP ☐ PRAC ☐ Unsubsidized	Type of Housing: ☒ Family ☐ Disabled ☐ Elderly ☐ Elderly/Disabled ☐ Other (Specify)

For each applicable category, assess the overall performance by checking the appropriate column. Indicate A (Acceptable) or C (Corrective action required). Include target completion dates (TCD) for all corrective action items. For those items not applicable, place N/A in the TCD column.

	A	C	TCD	
A. General Appearance and Security				Enter a score between 1 and 100 for the General Appearance and Security Rating. If this Section was not reviewed, enter 0. 79 is 10% of the overall score. This category is rated Satisfactory
1. General Appearance	☒	☐		
2. Security	☒	☐		
B. Follow-up and Monitoring of Project Inspections				Enter a score between 1 and 100 for the Follow-up and Monitoring of Project Inspections Rating. If this Section was not reviewed, enter 0. 78 is 10% of the overall score. This category is rated Satisfactory
3. Follow-up and Monitoring of Last Physical Inspection and Observations	☒	☐		
4. Follow-Up and Monitoring of Lead-Based Paint Inspection	☒	☐		
C. Maintenance and Standard Operating Procedures				Enter a score between 1 and 100 for the Maintenance and Standard Operating Procedures Rating. If this Section was not reviewed, enter 0. 75 is 10% of the overall score. This category is rated Satisfactory
5. Maintenance	☒	☐		
6. Vacancy and Turnover	☒	☐		
7. Energy Conservation	☒	☐		
D. Financial Management/Procurement				Enter a score between 1 and 100 for the Financial Management/Procurement Rating If this Section was not reviewed, enter 0. is 25% of the overall score. This category is rated Not Available
8. Budget Management	☐	☐		
9. Cash Controls	☐	☐		
10. Cost Controls	☐	☐		
11. Procurement Controls	☐	☐		
12. Accounts Receivable/Payable	☐	☐		
13. Accounting and Bookkeeping	☐	☐		
E. Leasing and Occupancy				Enter a score between 1 and 100 for the Leasing and Occupancy Rating If this Section was not reviewed, enter 0. 82 is 25% of the overall score. This category is rated Above Average
14. Application Processing/ Tenant Selection	☒	☐		
15. Leases and Deposits	☒	☐		
16. Eviction/Termination of Assistance Procedures	☒	☐		
17. Enterprise Income Verification (EIV) System Access and Security Compliance	☒	☐		
18. Compliance with using EIV Data and Reports	☒	☐		
19. Tenant Rental Assistance Certification System (TRACS) Monitoring and Compliance	☒	☐		
20. TRACS/EIV Security Requirements	☒	☐		
21. Tenant File Security	☒	☐		
22. Summary of Tenant File Review	☒	☐		
F. Tenant/Management Relations				Enter a score between 1 and 100 for the Tenant Services Rating If this Section was not reviewed, enter 0. 80 is 10% of the overall score. This category is rated Above Average
23. Tenant Concerns	☒	☐		
24. Provision of Tenant Services	☒	☐		
G. General Management Practices				General Management Practices Rating If this Section was not reviewed, enter 0. 80 is 10% of the overall score. This category is rated Above Average
25. General Management Operations	☒	☐		
26. Owner/Agent Participation	☐	☐		
27. Staffing and personnel Practices	☒	☐		
Overall Rating: ☐ Superior ☒ Above Average ☐ Satisfactory ☐ Below Average ☐ Unsatisfactory <u>80</u> Overall Score. To calculate the overall score: multiply the derived performance value by the assigned percentage of the overall rating for each category. Once all tested categories have been calculated based on the performance indicator and performance indicator values, the total calculated points is divided by the total percentage of overall rating and rounded to the nearest whole number. For convenience, a utility is included with this form which will perform all the necessary calculations.				

Name and Title of Person Preparing this Report (Please type or print)

Signature: Jessica Paul, Housing Management Officer

Date: 8/8/2025

Name and Title of Person Approving this Report (Please type or print)

Signature: Tasha Jones, Director, Rental Housing Management

Date: 8/8/2025

NOTE: If this review is conducted by a CA or PBCA as indicated above, the overall rating reflects a review as it relates to compliance with the Housing Assistance Payment Contract (HAP) only

**Management Review for Multi-Family U.S. Department of Housing and Urban Development
Housing Projects**

Office of Housing - Federal Housing Commissioner

OMB Approval No. 2502-0178
Exp. 04/30/2018

SUMMARY REPORT - FINDINGS

For each "C" item checked on the summary report, reference the appropriate citing, and target completion date. Findings must include the condition, criteria, cause, effect and required corrective action:

- The condition describes the problem or deficiency
- The criteria cites the statutory, regulatory or administrative requirements that were not met
- The cause explains why the condition occurred
- The effect describes what happened because of the condition

Corrective actions are required for all findings.

Item Number	Finding	Target Completion Date

MOR Summary

Property: 01483 RIVERVIEW TOWNHOUSES
Review Year: 2025

A. GENERAL APPEARANCE & SECURITY

1. General Appearance ☒ A ☐ C TCD	Actual Date	Notes Riverview Townhouses is a 10 unit family project located in Philip, SD. All 10 units are covered under HAP contract SD99H0001074. There are one 1 bdr, eight 2 bdr and one 3 bdr homes. There was no graffiti or debris observed during the MOR. Project appears to be in relatively good physical condition. All of the screen doors are deteriorating from the inside out, they were all replaced at the same time and this appears to be a manufacturer's defect, as the damage is very similar on all of them. All units are equipped with A/C. Siding was replaced in 2012. Roofs were replaced in 2013.
2. Security ☒ A ☐ C TCD	Actual Date	Notes

B. FOLLOW-UP & MONITORING OF PROJECT INSPECTIONS

3. Follow-Up and Monitoring of Last Physical Inspection and Observations ☒ A ☐ C TCD	Actual Date	Notes Last REAC inspection conducted 6/17/25 Score: 92 Follow-up performed during 2025 MOR. Sampling indicated all deficiencies had been corrected.
4. Follow-Up and Monitoring of Lead Based Paint Inspection ☒ A ☐ C TCD	Actual Date	Notes N/A - Built in 1980.

C. MAINTENANCE & STANDARD OPERATING PROCEDURES

5. Maintenance ☒ A ☐ C TCD	Actual Date	Notes There is a preventative maintenance schedule in place for the HVAC systems and water heaters. Replacement of appliances/building components are done on an as-needed basis.
6. Vacancy and Turnover ☒ A ☐ C TCD	Actual Date	Notes 4 of the 10 units vacant. Owner did transfer 4 units out of the program
7. Energy Conservation ☒ A ☐ C TCD	Actual Date	Notes Utility usage is evaluated on an annual basis. Residents pay for their own utilities here.

D. FINANCIAL MANAGEMENT/ PROCUREMENT

8. Budget Management ☐ A ☐ C TCD	Actual Date	Notes This area is not reviewed by SDHDA.
9. Cash Controls ☐ A ☐ C TCD	Actual Date	Notes This area is not reviewed by SDHDA.
10. Cost Controls ☐ A ☐ C TCD	Actual Date	Notes This area is not reviewed by SDHDA.

MOR Summary

Property: 01483 RIVERVIEW TOWNHOUSES
Review Year: 2025

11. Procurement Controls	☐ A ☐ C ☐ TCD	Actual Date	Notes
12. Accounts Receivable / Payable	☐ A ☐ C ☐ TCD	Actual Date	Notes
13. Accounting and Bookkeeping	☐ A ☐ C ☐ TCD	Actual Date	Notes

E. LEASING AND OCCUPANCY

14. Application Processing / Tenant Selection	☒ A ☐ C ☐ TCD	Actual Date	Notes
15. Leases and Deposits	☒ A ☐ C ☐ TCD	Actual Date	Notes
16. Eviction/Termination of Assistance Procedures	☒ A ☐ C ☐ TCD	Actual Date	Notes
17. Enterprise Income Verification (EIV) System access	☒ A ☐ C ☐ TCD	Actual Date	Notes
18. Compliance with using EIV Data and Reports	☒ A ☐ C ☐ TCD	Actual Date	Notes
19. Tenant Rental Assistance Certification Systems (TRACS)	☒ A ☐ C ☐ TCD	Actual Date	Notes
20. TRACS/EIV Security Requirements	☒ A ☐ C ☐ TCD	Actual Date	Notes
21. Tenant File Security	☒ A ☐ C ☐ TCD	Actual Date	Notes

MOR Summary

Property: 01483 RIVERVIEW TOWNHOUSES
Review Year: 2025

22. Summary of Tenant File Security	Actual Date	Notes
☒ A ☐ C ☐ TCD		Riverview Townhouses Erica Williams Unit 3 5/1/25 AR File Complete with all Verifications Quintin Teppo Unit 2 6/1/25 File Complete with all Verifications Daesha Moos Unit 1 7/1/24 AR File Complete with all Verifications Megan Antim Unit 10 8/1/25 AR File Complete with all Verifications Marlow Quilt Unit 9 7/1/25 AR File Complete with all Verifications Applicant Rejection File Complete with all Verifications

F. TENANT/MANAGEMENT RELATIONS

23. Tenant Concerns	Actual Date	Notes
☒ A ☐ C ☐ TCD		SDHDA has not received any correspondence from residents with concerns or complaints about this project during the past year.
24. Provision of Tenant Services	Actual Date	Notes
☒ A ☐ C ☐ TCD		There are no services provided by the owner or management, however information regarding local agencies that do provide services is given to residents when needs are identified.

G. GENERAL MANAGEMENT RELATIONS

25. General Management Operations	Actual Date	Notes
☒ A ☐ C ☐ TCD		Regional Manager is Michele Richter. Kim Deuter is now working as on-site contact for tenants. Nicole Graziano is still considered on-site, but works in Rapid and travels to Philip when needed.
26. Owner/Agent Participation	Actual Date	Notes
☐ A ☐ C ☐ TCD		This area is not reviewed by SDHDA.
27. Staffing and Personnel Practices	Actual Date	Notes
☒ A ☐ C ☐ TCD		Site Manager - Kim Deuter (State Farm agent in the Senechal building) also handles tenant questions/concerns, and shows available units. HUD Compliance staff in Rapid City office handles 50059 and voucher processing. Staff training is very adequate - Management company almost always has at least one representative present at all relative training sessions in the area. They participate in the quarterly webinars offered by SDHDA, all staff members attend Fair Housing training at least annually, in addition to any job-specific training that may be offered or needed. Internal memos and other communication is implemented to keep staff informed of any procedural or policy changes. Office staff appear to have good working relationships with the on-site staff and there seems to be open communication between all levels of management, both on-site and at the main office.