



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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January 30, 2025

*Writer's direct phone # (512) 475-3907  
Email: [Christina.Thompson@tdhca.texas.gov](mailto:Christina.Thompson@tdhca.texas.gov)*

Lisa Guerrero  
American Communities  
Plano, Texas  
[lisag@americancommunities.com](mailto:lisag@americancommunities.com)

RE: Bel Air Oaks

Dear Ms. Guerrero

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Auxano Development LLC on December 16, 2024. This review was performed as required by Section 303.042 (c) of Chapter 303, the Texas Administrative Code Chapter 10, Subchapter I, and the Regulatory Agreement/Deed Restriction for Bel Air Oaks.

Events of noncompliance have been identified and corrective action is required. The attached Findings Report details the event(s) of noncompliance and the required corrective action. This notice begins the corrective action period. Please supply all requested documentation no later than **March 31, 2025**, the last day of the corrective action period.

If clarification is necessary to complete the corrective action, contact us as soon as possible. If it is not possible to provide the requested documentation by the corrective action period, correct as much as you can and submit a corrective action plan detailing how and when the remaining issue(s) of noncompliance will be corrected.

The Department recommends submitting a cover letter explaining the documentation submitted to address each event of noncompliance. Submit corrective action to [pfc.monitoring@tdhca.texas.gov](mailto:pfc.monitoring@tdhca.texas.gov).



If you have any questions about this monitoring report, please contact Christina Thompson toll free in Texas at (800) 643-8204, directly at (512) 475-3907, or email: [christina.thompson@tdhca.texas.gov](mailto:christina.thompson@tdhca.texas.gov).

Sincerely,

A handwritten signature in black ink, appearing to be 'CT' followed by a long horizontal flourish.

Christina Thompson  
PFC Monitor

CC: [darren.smith@auxanodevelopment.com](mailto:darren.smith@auxanodevelopment.com)

**Audit Report**  
Bel Air Oaks| Air Oaks

The Texas Department of Housing and Community Affairs provides the following Technical Assistance:

- A renewal Income Certification must be completed on each anniversary of the Low-Income Tenant's occupancy, but no less than once every 12 months, and if needed, due to changes in family size or income, as required by Section 3(c).
- Development is required to obtain, complete and maintain on file Income Certifications or Income Information Evidence from each Low-Income Tenant, including (i) an initial Income Certification dated immediately prior to occupancy of a Low-Income Unit.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION  
PFC PROGRAM

PFC User: American Communities  
Property Name: Bel Air Oaks  
Address: 700 W Plano Parkway, Plano, Texas 75075  
RA Date: November 19, 2021

Audit Report Date: 12/16/2024  
Program: PFC

Corrective Action Due Date: 3/31/2025

Audit Report Review Date: 1/28/2025

PROGRAM: PFC

PROPERTY FINDINGS

Unit # 356

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement  
Noncompliance Date 6/29/2023 Correction Date:  
Reason In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 356 moved in 6/29/2017, and a new Income Certification with verifications has not been completed as required.

Corrective Action To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 204

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement  
Noncompliance Date 3/27/2023 Correction Date:  
Reason In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 204 moved in 3/27/2021, and a new Income Certification with verifications has not been completed as required.

Corrective Action To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 124

Finding

Noncompliance Date

Failure to comply with the Public Facility Corporation Regulatory Agreement

3/27/2023

Correction Date:

Reason

In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 124 moved in 3/27/2021, and a new Income Certification with verifications has not been completed as required.

Corrective Action

To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.