



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

[www.tdhca.texas.gov](http://www.tdhca.texas.gov)

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February 28, 2025

*Writer's direct phone # (512) 475-3907  
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Steadfast Estraya, LLC  
Irvine, California  
[AnaMarie.delRio@SteadfastCo.com](mailto:AnaMarie.delRio@SteadfastCo.com)

RE: Estraya Boerne

Dear Steadfast Estraya, LLC:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Murphy HTC, LLC on January 15, 2025. 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 Estraya Boerne.

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 **April 29, 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' with a long horizontal flourish extending to the right.

Christina Thompson  
PFC Monitor

CC: [patricia@murphyhtc.com](mailto:patricia@murphyhtc.com)

**Audit Report**  
Estraya Boerne

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

- Section 3(e) of the Development's Regulatory Agreement requires the Development must maintain complete and accurate records pertaining to the Low-Income Units. Auditor reports household file for unit 4107 contained additional income listed by the tenant but the income was not verified or included in the income calculation. Please ensure all income listed by the applicant is verified and included in the household income calculation to maintain compliance with the Regulatory Agreement.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION  
PFC PROGRAM

PFC User: Steadfast Estraya, LLC  
 Property Name: Estraya Boerne  
 Address: 130 Gallant Fox, Boerne, TX 78006  
 RA Date: 4/14/2021

Audit Report Date: 12/29/2024  
 Program: PFC

Corrective Action Due Date: 4/29/2025

Audit Report Review Date: 2/24/2025

PROGRAM: PFC

PROPERTY FINDINGS

<p>Finding Noncompliance Date Reason</p>	<p>Failure to comply with the Public Facility Corporation Regulatory Agreement                  11/25/2022                  Section 2(g) of the Development's Regulatory Agreement states, each lease or rental agreement pertaining to a Low-Income Unit shall contain a provision to the effect that the Development has relied on the Income Certification and supporting information supplied by the Low Income Household in determining qualification for occupancy of the Low Income Unit and that any material misstatement in such certification (whether or not intentional) may be cause for immediate termination of such lease or rental agreement. Each lease or rental agreement shall also disclose that the tenant's income is subject to annual certification.</p>	<p>Correction Date:</p>
<p>Corrective Action</p>	<p>Submit to the Department for review an owner's statement of compliance with the Regulatory Agreement moving forward, along with a blank template of the Lease or Lease Addenda that includes the required language.</p>	
Unit # 2207		
<p>Finding Noncompliance Date Reason</p>	<p>Failure to comply with the Public Facility Corporation Regulatory Agreement                  12/3/2023                  Development submitted annual income renewal documentation with an effective date of December 3, 2023, but income documents are from September 2023. According to Section 3c of the Regulatory Agreement, paystubs must be for the most recent four (4) week period for income certifications.</p>	<p>Correction Date:</p>
<p>Corrective Action</p>	<p>To correct, submit for Department review the income from the time of initial occupancy, and an updated Income Certification, if needed. If unable to verify income from the time of initial occupancy, the household may be certified under current circumstances using current income limits. If verifying under current circumstances, please provide the following for Department review: application, verification of income/assets, and executed Income Certification. If the household remains ineligible, when the unit becomes available lease to a qualified household and submit the following for Department review: application, verification of income/assets and, executed Income Certification and the lease contract.</p>	

Unit # 7302		
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Noncompliance Date	11/25/2023	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 73002 moved in 11/25/2022, and a new Income Certification with verifications has not been completed as required.	
Corrective Action	To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease contract.	
Unit # 4111		
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Noncompliance Date	5/20/2023	Correction Date:
Reason	In accordance with Section 3(c) of the Regulatory Agreement, the following items are acceptable to determine income eligibility: (1) pay stubs for the most recent four-week period; (2) income tax returns for the most recent two tax years; (3) conduct a consumer credit search; (4) obtain an income verification from the applicant's current employer; (5) obtain an income verification from the Social Security Administration; or (6) if the applicant is unemployed, does not have income tax returns or is otherwise unable to provide other forms of verification as required above, obtain another form of independent verification.	
	Auditor reports tenant file was missing income documentation and income could not be determined.	
Corrective Action	To correct, submit for Department review the income from the time of initial occupancy, and an updated Income Certification, if needed. If unable to verify income from the time of initial occupancy, the household may be certified under current circumstances using current income limits. If verifying under current circumstances, please provide the following for Department review: application, verification of income/assets, and executed Income Certification. If the household remains ineligible, when the unit becomes available lease to a qualified household and submit the following for Department review: application, verification of income/assets and, executed Income Certification and the lease contract.	
Unit # 4207		
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Noncompliance Date	7/6/2023	Correction Date:
Reason	In Accordance with Section 3(c) of the Development's Regulatory Agreement, Income Certifications must be obtained and dated prior to initial occupancy of such Low-Income Tenant. The Development's Regulatory Agreement requires the Exhibit-D, form be completed as part of the Income Certification.	
Corrective Action	Auditor reports the Exhibit-D form was not completed for the annual income certification. To correct, have the tenant complete and execute the Exhibit-D form and submit the following for Department review: application, verification of income and assets, executed Exhibit-D form and lease contract.	
Unit # 5212		
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Noncompliance Date	10/18/2023	Correction Date:

Reason In accordance with Section 3(c) of the Regulatory Agreement, the following items are acceptable to determine income eligibility: (1) pay stubs for the most recent four-week period; (2) income tax returns for the most recent two tax years; (3) conduct a consumer credit search; (4) obtain an income verification from the applicant's current employer; (5) obtain an income verification from the Social Security Administration; or (6) if the applicant is unemployed, does not have income tax returns or is otherwise unable to provide other forms of verification as required above, obtain another form of independent verification.

Income was reported for two household members; but income from only one household member's income was verified and used in the initial income calculation. Auditor report income cannot be determined.

Corrective Action The owner may complete a retroactive income certification that completely and clearly documents the sources of income/assets for both household members that were in place at the time of initial occupancy and apply income limits that were in effect at initial occupancy. Submit a copy of the application(s), income/asset verifications and a new Income Certification form that clearly documents all sources of income/assets at the time of initial occupancy. Or the owner has the option to complete a new current certification using current income/assets sources and current income limits. Submit a copy of the application(s), income/asset verifications and a new Income Certification form that clearly documents all current sources of income/assets. If the household has moved out or is not income eligible, occupy the unit or another comparable unit on the property with a new income eligible household. Submit copies of the application(s), income/asset verifications, an Income Certification, lease contract and applicable lease addendums to the Department for review.

Unit # 7112

Finding

Noncompliance Date

Reason

Failure to comply with the Public Facility Corporation Regulatory Agreement

8/31/2023

Correction Date:

In accordance with Section 3(c) of the Regulatory Agreement, the following items are acceptable to determine income eligibility: (1) pay stubs for the most recent four-week period; (2) income tax returns for the most recent two tax years; (3) conduct a consumer credit search; (4) obtain an income verification from the applicant's current employer; (5) obtain an income verification from the Social Security Administration; or (6) if the applicant is unemployed, does not have income tax returns or is otherwise unable to provide other forms of verification as required above, obtain another form of independent verification.

Household is comprised of two-persons. One household member listed two employment income sources but only one source was verified. Auditor reports household income cannot be determined.

Corrective Action The owner may complete a retroactive income certification that completely and clearly documents the sources of income/assets for both household members that were in place at the time of initial occupancy and apply income limits that were in effect at initial occupancy. Submit a copy of the application(s), income/asset verifications and a new Income Certification form that clearly documents all sources of income/assets at the time of initial occupancy. Or the owner has the option to complete a new current certification using current income/assets sources and current income limits. Submit a copy of the application(s), income/asset verifications and a new Income Certification form that clearly documents all current sources of income/assets. If the household has moved out or is not income eligible, occupy the unit or another comparable unit on the property with a new income eligible household. Submit copies of the application(s), income/asset verifications, an Income Certification, lease contract and applicable lease addendums to the Department for review.