



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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

Greg Abbott  
GOVERNOR

**BOARD MEMBERS**  
Leo Vasquez, *Chair*  
Kenny Marchant, *Vice Chair*  
Cindy Conroy, Member  
Anna Maria Farias, Member  
Holland Harper, Member  
Ajay Thomas, Member

January 21, 2025

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

Samantha Bowman  
CAF Management  
Frisco, Texas  
[sbowman@cafmanagement.com](mailto:sbowman@cafmanagement.com)

RE: Thornbury at Chase Oaks

Dear Ms. Bowman:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Celine M. Williams Services on December 13, 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 Thornbury at Chase Oaks Apartments.

No event(s) of noncompliance were identified during the review. Please note that although no event(s) of noncompliance were identified, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the Public Facility Corporation User's responsibility to maintain compliance.

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 blue ink, appearing to read "CT", with a long horizontal flourish extending to the right.

Christina Thompson  
PFC Monitor

CC: [celine.williams2122@gmail.com](mailto:celine.williams2122@gmail.com)



### **Audit Report**

#### Thornbury at Chase Oaks

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

- Per the Development's Regulatory Agreement, the Development must obtain, complete and maintain on file an Income Certification for each Low-Income Tenant dated immediately prior to initial occupancy of a Low-Income Unit.
- Each lease for a Low-Income Unit must include a provision stating that the Operator based the tenant's eligibility on the Income Certification and supporting information provided by the tenant and that any material misrepresentation is found, may cause for immediate termination of the lease or rental agreement. The lease must also disclose that the tenant's income will be reviewed annually.
- The Development must conduct annual an income certification for Low Income Tenants occupying Low Income Units. This annual certification must be done on the anniversary of the tenant's initial occupancy date.
- In accordance with Section 4(b) of the Regulatory Agreement, the following items are acceptable to determine income eligibility: (1) pay stubs for the two most recent pay periods; (2) income tax returns for the most recent tax year; (3) a consumer credit search; (4) an income verification from the applicant's current employer; (5) 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 as would, in Operator's reasonable commercial judgment.
- Development must maintain complete and accurate records pertaining to the Low-Income Units.