



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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October 2, 2026

Writer's direct phone # (512) 475-4065
Email: shay.erickson@tdhca.texas.gov

Taryn Merrill
12331 N Gessner, LLC
Austin, TX 78746
taryn.merrill@greystar.com

RE: Duo West Champions Phase 2

Dear Taryn Merrill:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Housing Facility Corporation (HFC) Audit Report submitted by Stephanie Naquin on September 10, 2026. This review was performed as required by Section 394.9027 (b) of Chapter 394, the Texas Administrative Code (TAC) Chapter 10, Subchapter J, for 12331 N Gessner, LLC. Enclosed is a copy of the Audit Report Summary.

Events of noncompliance have been identified and detailed in the attached Findings Report with required corrective action. In accordance with TAC Section 394.9027(d) a copy of this notice will be sent to the Chief Appraiser of the appraisal district in which the development is located.

This notice begins the corrective action period. Supply all required documentation via Serv-U, no later than **March 31, 2027**, the last day of the corrective action period.

If you need a Serv-U account, email hfc@tdhca.texas.gov. Submissions must include a cover letter explaining, in detail, how each event of noncompliance was corrected.

Remaining uncorrected noncompliance after the corrective action period deadline will result in a referral to the Texas Comptroller and Chief Appraiser, with a recommendation for loss of ad valorem tax exemption under Section 394.905 of the Texas Local Government Code for the Tax Year being Audited.



If you have any questions about this monitoring report, please contact Shay Erickson toll free in Texas at (800) 643-8204, directly at (512) 475-4065, or email: shay.erickson@tdhca.texas.gov.

Sincerely,



Shay Erickson
Compliance Monitor

CC: stephanie.naquin@novoco.com; taryn.merrill@greystar.com; duowestchampions@greystar.com; aaguirre@pleasantontx.gov; mayor@pleasantontx.gov; district1@pleasantontx.gov; district2@pleasantontx.gov; district3@pleasantontx.gov; district4@pleasantontx.gov; district5@pleasantontx.gov; district6@pleasantontx.gov; abogard@hcad.org; econ.dev@cpa.texas.gov

Texas Department of Housing and Community Affairs									
Housing Finance Corporation (HFC)									
Preliminary Summary of Audit									
This is a preliminary summary of the Audit Report. TDHCA's review is ongoing and not final. Findings and any required Corrective Action will be addressed in the official Monitoring Report Letter, if applicable.									
Reporting Details									
Report Due Date: 6/1/2026		Current Reporting Year: 2026		Occupancy Period Begin Date: 1/1/2025		Occupancy Period End Date: 12/31/2025			
Development & Regulatory									
HFC Property Name: Duo West Champions Phase 2		Is the Regulatory Agreement (RA) properly recorded?		Yes		PRE or POST May 28, 2025 Development?		PRE	
HFC Property Street Address: 12331 N Gessner Road		Regulatory Agreement Effective Date		9/20/2024		Development Type		Acquisition	
HFC City, State Zip: Houston, Texas 77064		Does the development participate in other affordable programs?		No		Occupancy Type		General/Family	
Property County: Harris		Jurisdictional Boundaries		Outside Sponsor Boundaries		Total Number of Units in the Development		374	
HFC User Name: 12331 N Gessner, LLC		If Outside Sponsor Boundaries, was the Development acquired by Sept. 1, 2025?		Yes		(ALL Restricted & Unrestricted)			
		If Outside Sponsor Boundaries, has approval been obtained or is the Development in the transition period?		NA					
Affordability Requirements - AMI Percentage by Bedroom Size (Post Developments Only)									
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Total			
80% AMI Units	0	0	0	0	0	337			
Market Units	0	0	0	0	0	37			
Total Restricted Units	0	0	0	0	0	337			
Total Units (Restricted + Market)	0	0	0	0	0	374			
Development Contacts									
Organization Name		City, State, Zip							
Property Name: Duo West Champions Phase 2		Houston, Texas 77064							
Texas Comptroller		Austin, TX 78753							
Approval District: Harris Central Appraisal District		Houston, TX 77040							
Individual Auditor: Stephanie Naquin		Austin, TX 78758							
HFC User: 12331 N Gessner, LLC		Austin, TX 78746							
HFC Management Company: Greystar		Austin, TX 78746							
HFC Sponsor: City of Pleasanton		City of Pleasanton							
Board Member: Pleasanton Housing Finance Corporation		Pleasanton Housing Finance Corporation							
Auditor Qualifications & Affiliations									
		Does the Auditor have a current Certified Occupancy Specialist (COS) or equivalent certification?		Yes					
		Has the Auditor provided a resume demonstrating housing compliance audit experience?		Yes					
		Is the Auditor free from any financial, ownership, or management interest in the Development or any Responsible Party?		Yes					
		Has the HFC User complied with the three-year rotation and, if applicable, the two-year cooling-off requirement?		Yes					
Income & Rents Limits									
		Does the Regulatory Agreement specify income limits?		Yes					
		Are the income limits adjusted for household size?		NA					
		Are the income limits based on HUD income limits?		Yes					
		Did the Development comply with the Available Unit Rule when a household became over-income?		NA					
		Does the Regulatory Agreement specify rent limits for Restricted Units?		Yes					
		Are the rent limits based on HUD rental limits?		Yes					
		Are restricted unit rents ≤30% of the applicable income limit (adjusted for household size)?		NA					
		Are rent limit adjusted for family size, as determined by HUD?		NA					
		What is the family-size adjustment specified by the Development's Regulatory Agreement?		NA					
Units & Occupancy									
Restricted Units Occupied by Voucher Holders: N/A for Reporting YR 2025		Restricted Occupied Units: 41		Non-Restricted Occupied Units: 319					
Total Units (ALL): 374		Restricted Vacant Units: 0		Non-Restricted Vacant Units: 14					
		Total Restricted Units: 41		Total Non-Restricted Units: 333					
Triggering Events: Acquisition and Ownership Transfer									
		Did a triggering event occur during the reporting period or any prior Tax Year?		No					
Set Asides									
Date first occupied by one or more tenants?		N/A-Acquisition Date 9/20/2024		Set-Aside - Select Only One Option					
Is the Development currently in lease up?		Yes		Option 1:					
Do Restricted Units have comparable square footage and floor plans as Non-Restricted Units?		NA		At Least 10% of units reserved for HH not earning more than 60% AMI					
Are Restricted Units equal in finishes and equipment to Non-Restricted Units?		NA		At least 40% of units reserved for HH not earning more than 80% AMI					
Do Restricted Units have equal amenity and program access as Non-Restricted Units?		NA		Option 2:					
Are Restricted Units proportionally distributed by unit type and income category?		NA		At Least 10% of units reserved for HH not earning more than 50% AMI					
Did the Auditor receive photographic evidence and written certification confirming unit comparability?		NA		At least 40% of units reserved for HH not earning more than 100% AMI					
Audit Sample Summary									
		Audit Sample		Item					
		Overall Sample meets minimum requirements?		Yes					
		Move-In Sample meets minimum requirements?		Yes					
		Recertification Sample meets minimum requirements?		Yes					
		Is the Development currently in lease-up?		Yes					
Texas Department of Housing and Community Affairs (TDHCA) Observations - DEPARTMENT USE ONLY									
Preliminary summary. TDHCA review is ongoing and not final.									
Report Due Date: 6/1/2026		Current Reporting Year: 2026		Audit Received Date: 9/10/2026					
PRELIMINARY COMPLIANCE INDICATORS									
		Reporting		Yes					
		Is the Development required to submit an Audit Report?		Yes					
		Did the Development submit an Audit Report by the deadline, with approved extensions?		Yes					
		Does the Audit Report cover the full prior reporting year ending December 31 and include a rent roll for the same period?		Yes					
		Does the Audit Report include contact information for all Responsible Parties?		Yes					
		Was the Audit Report submitted in the Department-prescribed manner through the Department's file transfer system (Serv-U/File Serve)?		Yes					
		Was the annual service fee (\$35 per Restricted Unit in the sample or \$500 minimum) submitted with the Audit Report?		Yes					
		Did the Audit Report include a one-time exemption application submitted to the Texas Comptroller's Office?		No					
		Did the first Audit Report include all required supporting documentation?		No					
		Auditor		Yes					
		Does the Auditor meet independence and qualification standards and comply with applicable rotation and cooling-off requirements?		Yes					
		Geographic Boundaries		NA					
		Is the Development within sponsor boundaries, or—if outside those boundaries—has required approval been obtained or is the Development within the applicable transition period?		NA					
		Overall Chapter 394 Status:		Non-Compliant					
		TDHCA Notes/Notations:		Corrective Action Issued					

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DETAIL FINDINGS AND CORRECTIVE ACTION

HFC User: 12331 N Gessner, LLC
 Property Name: Duo West Champions Phase 2
 Address: 12331 N Gessner Road
 Houston, Texas 77064

Regulatory Agreement Date: 9/20/2024
 Corrective Action Report Issued: 10/2/2026
 Corrective Action Due Date: 3/31/2027

PROGRAM: HFC

PROPERTY FINDINGS

Finding: Failure to comply with §10.1203(1)(C)				
Unit #	Non-Compliance Date	Reason	Corrective Action	Correction Date
Property Wide	9/10/2026	TAC §10.1203(1)(C) requires the HFC User to provide the Auditor with all required documents prior to submission of the first Audit Report, including the underwriting assessment, applicable resolutions, board meeting minutes, the Regulatory Agreement, and the one-time exemption application submitted to the Texas Comptroller's office. These documents must be submitted to the Department with the first Audit Report. The Audit Report submitted to the Department did not contain the one-time exemption application submitted to the Texas Comptroller's office.	Ensure all required documents are provided to the Auditor prior to submission of the first Audit Report for the Development. Submit to the Department a copy of the one-time exemption application submitted to the Texas Comptroller's office.	