TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.texas.gov

Greg Abbott
GOVERNOR

August 7, 2026

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

3101 Spencer, LP
H. Elizabeth Young
Houston, TX 77007

eyoung@artisanamerican.com

RE: Parkside Place

Dear H. Elizabeth Young:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Housing Facility Corporation (HFC) Audit Report submitted by Stephanie Naquin on July 29, 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 3101 Spencer, LP. 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 **February 3, 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, larissa@tarantino.com; rwilliams@sethfc.com; meyer@sethtexas.com; bilski@sethtexas.com; cary@sethtexas.com; cothran@sethtexas.com; deshotels@sethtexas.com; gibson@sethtexas.com; hackett@sethtexas.com; jones@sethtexas.com; meicher@sethtexas.com; moore@sethtexas.com; payne@sethtexas.com; srose@sethtexas.com; spell@sethtexas.com; stellhorn@sethtexas.com; towner@sethtexas.com; unfried@sethtexas.com; econ.dev@cpa.texas.gov

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION

PFC User: 3101 Spencer, LP
Property Name: Parkside Place Apartments
Address: 3101 Spencer Hwy
Pasadena, TX 77504

Corrective Action Report Issued: 8/7/2026
Corrective Action Due Date: 2/3/2027

PROGRAM: PFC

PROPERTY FINDINGS

Finding:	Failure to comply with §10.1203(1)(C)			
Unit #	Non-Compliance Date	Reason	Corrective Action	Correction Date
Property Wide	7/31/2026	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.	

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	Parkside Place Apartments
HFC Property Street Address	3101 Spencer Hwy
HFC City, State Zip	Pasadena, TX 77504
Property County	Harris
HFC User Name	3101 Spencer, LP
Is the Regulatory Agreement (RA) is properly recorded?	No
Regulatory Agreement Effective Date	6/1/2023
Does the development participate in other affordable programs?	No
Jurisdictional Boundaries	Within Sponsor Boundaries
If Outside Sponsor Boundaries, was the Development acquired by Sept. 1, 2025?	NA
If Outside Sponsor Boundaries, has approval been obtained or is the Development in the transition period?	NA
PRE or POST May 28, 2025 Development?	PRE
Development Type	Acquisition
Occupancy Type	General/Family
Total Number of Units in the Development (ALL Restricted & Unrestricted)	321

Affordability Requirements - AMI Percentage by Bedroom Size (Post Developments Only)

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Total
60% AMI Units	0	0	0	0	0	129
80% AMI Units	0	0	0	0	0	161
Market Units	0	0	0	0	0	31
Total Restricted Units	0	0	0	0	0	290
Total Units (Restricted + Market)	0	0	0	0	0	321

Development Contacts

	Organization Name	City, State Zip
Property Name	Parkside Place Apartments	Pasadena, TX 77504
Texas Comptroller	Texas Comtroller	Austin, TX 78753
Appraisal District	Harris Central Appraisal District	Houston, TX 77040
Individual Auditor	Stephanie Naquin	Austin, TX 78758
HFC User	3101 Spencer, LP	Houston, TX 77007
HFC Management Company	Tarantino Properties	Austin, TX 78701
HFC Sponsor	Represents Cities of Texas City & La Marque	Represents Cities of Texas City & La Marque
Board Member	Represents Austin County	Represents Austin County

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
Is the Auditor currently serving, or has the Auditor previously served, as the Management Agent for this Development?	No
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?	Yes
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?	Yes
Does the Regulatory Agreement specify rent limits for Restricted Units?	No
Are the rent limits based on HUD rental limits?	NA
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

Fees

Does Rent charged to income-restricted tenants include any recurring fees or charges?	NA
If "Yes", are any recurring fees or charges required as a condition of occupancy?	NA

Units & Occupancy

Restricted Units Occupied by Voucher Holders	N/A for Reporting YR 2025
Total Units (ALL)	321
Restricted Occupied Units	265
Restricted Vacant Units	18
Total Restricted Units	283
Non-Restricted Occupied Units	38
Non-Restricted Vacant Units	0
Total Non-Restricted Units	38

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-Acquired 6/1/2023
Is the Development currently in lease up?	No
Do Restricted Units have comparable square footage and floor plans as Non-Restricted Units?	NA
Are Restricted Units equal in finishes and equipment to Non-Restricted units?	NA
Do Restricted Units have equal amenity and program access as Non-Restricted Units?	NA
Are Restricted Units proportionally distributed by unit type and income category?	NA
Did the Auditor receive photographic evidence and written certification confirming unit comparability?	NA

Set-Aside - Select Only One Option	
Option 1:	
At Least 10% of units reserved for HH not earning more than 60% AMI	NA
At least 40% of units reserved for HH not earning more than 80% AMI	NA
Option 2:	
At Least 10% of units reserved for HH not earning more than 50% AMI	NA
At least 40% of units reserved for HH not earning more than 100% AMI	NA

Marketing

Does the Development's website include information about the Development and its compliance with Section 394.9026(c)(7)?	N/A for Reporting YR 2025
Does the website include Housing Choice Voucher (HCV) acceptance policies?	N/A for Reporting YR 2025
The Development affirmatively markets both Restricted and non-Restricted Units to Housing Choice Voucher (HCV) households and notify local housing authorities of their acceptance of HCV tenants.	N/A for Reporting YR 2025

Vouchers

Does the HFC User refrain from refusing to rent to households solely due to participation in the Housing Choice Voucher (HCV) program?	N/A for Reporting YR 2025
Do leasing and screening policies avoid any provision that prohibits or discourages HCV participation?	N/A for Reporting YR 2025
Does the Development avoid imposing a minimum income requirement on HCV households exceeding 250% of the tenant-paid portion of rent?	N/A for Reporting YR 2025
If an HCV household occupies a Restricted Unit and the voucher payment standard is below the approved rent, is the household charged only the allowable difference?	N/A for Reporting YR 2025
Did the Auditor review evidence of HCV marketing material consistent with Sections 394.9026?	N/A for Reporting YR 2025
How many Restricted Units are occupied by HCV (Section 8) households?	N/A for Reporting YR 2025

Lease & Policies

Does the Development provide tenants with at least 30 days' written notice of non-renewal?	N/A for Reporting YR 2025
Do lease agreements prohibit tenants from waiving required protections?	N/A for Reporting YR 2025
Do Restricted Unit lease agreements prohibit retaliation against tenants or the tenant's guests for taking action because the tenant established, attempted to establish, or participated in a tenant organization?	N/A for Reporting YR 2025
Does the lease restrict non-renewals to major violations, failure to provide required income information, or repeated disruptive violations affecting livability, safety, quiet enjoyment, management, or finances (including late rent)?	N/A for Reporting YR 2025

Audit Sample Summary

Audit Sample	Item
Overall Sample meets minimum requirements?	YES
Move-In Sample meets minimum requirements?	YES
Recertification Sample meets minimum requirements?	No
Is the Development currently in lease-up?	No
If in lease-up, number of required files required for sample size.	50
Lease-up Development meets minimum requirements.	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:	7/29/2026

PRELIMINARY COMPLIANCE INDICATORS

Reporting	
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	
Does the Auditor meet independence and qualification standards and comply with applicable rotation and cooling-off requirements?	Yes
Geographic Boundaries	
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
Audit Sample	
Did the Audit Sample contained non-compliance?	No

Overall Chapter 394 Status:	Noncompliant
TDHCA Notes/Notations:	Refer to Detailed Findings