



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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May 6, 2025

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

Robyn Keller
Fairfield Residential
Plano, TX
rkeller@ffres.com

RE: Jada Legacy Central

Dear Robyn Keller:

The Texas Department of Housing and Community Affairs (Department) received documentation on March 17, 2025, addressing the noncompliance identified during the review of the Audit Report submitted by Auxano Development, LLC on December 16, 2024. Corrective action was due on March 31, 2025.

The documentation submitted was sufficient to correct the noncompliance related to the following findings: **Failure to comply with the Public Facility Corporation Regulatory Agreement** for the lease provision for Low-Income units, **Failure to comply with §10.1104(a), Household Above Income Limit** for units 1009, 1096, 4067 and 3022; and **Failure to comply with the Public Facility Corporation Regulatory Agreement** affecting units 1009, 1023, 1096, 2040, 2065, 3022, 4040, 4067 and 5076. Please see attached Finding Report for details.

The noncompliance related to the finding of **Household Above Income Limit** affecting units 1023, 2040, 4040 have been dropped.



The next Audit report is due June 1, 2025, for reporting year ending December 31, 2024.

If you have any questions, 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,

A handwritten signature in black ink, appearing to read 'Shay Erickson', followed by a long horizontal flourish line.

Shay Erickson
PFC Monitor

CC: darren.smith@auxanodevelopment.com

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION
PFC PROGRAM

PFC User: Fairfield Residential
Property Name: Jada Legacy Central
Address: 6501 Excellence Way, Plano, TX 75023
RA Date: December 23, 2020

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

Corrective Action Due Date: 3/30/2025

Audit Report Review Date: 1/27/2025

PROGRAM: PFC

PROPERTY FINDINGS

Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Noncompliance Date	12/16/2024	Correction Date: 3/17/2025
Reason	Section 3(f) 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.	
Corrective Action	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.	
Finding	Failure to comply with §10.1104(a)	
Noncompliance Date	12/16/2024	Correction Date: 3/17/2025
Reason	Audit requirements under §10.1104(a) require the file sample size used by the Auditor must contain at least twenty percent (20%) of the total number of restricted units for the Development but no more than a total of fifty (50) household files.	
	The sample size submitted to the Department did not contain at least twenty percent (20%) of the total number of restricted units.	
Corrective Action	Submit for Department review one additional restricted-unit household file. Please submit the following for Department review: application, verification of income and assets, and executed Income Certification.	

Unit # 1009

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

10/11/2023

Correction Date: 3/17/2025

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 1009 moved in 10/11/2022, and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

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 # 1023

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

11/4/2023

Correction Date: 3/17/2025

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 1009 moved in 11/4/2022, and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

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 # 1096

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

9/26/2023

Correction Date: 3/17/2025

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 1096 moved in 9/26/2022, and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

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 # 2040

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date	12/30/2023	Correction Date:	3/17/2025
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 2040 moved in 12/30/2022, and a new Income Certification with verifications has not been completed as required.		
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.		
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 # 2065			
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement		
Noncompliance Date	12/30/2023	Correction Date:	3/17/2025
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 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) 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 as would satisfactory.		
	Department unable to establish eligibility of the tenant. The tenant file for unit 2065 does not contain any acceptable forms of income verification documentation. The Auditor reported the income could not be verified.		
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		
Unit # 3022			
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement		
Noncompliance Date	9/16/2023	Correction Date:	3/17/2025
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 3022 moved in 9/16/2022, and a new Income Certification with verifications has not been completed as required.		
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.		
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 # 4040			
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement		
Noncompliance Date	12/15/2023	Correction Date:	3/17/2025

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 4040 moved in 12/15/2022, and a new Income Certification with verifications has not been completed as required.		
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.		
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 # 4067			
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement		
Noncompliance Date	7/11/2023	Correction Date: 3/17/2025	
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 4067 moved in 7/11/2020, and a new Income Certification with verifications has not been completed as required.		
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.		
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 # 5076			
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement		
Noncompliance Date	5/2/2023	Correction Date: 3/17/2025	
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 5076 moved in 5/2/2022, and a new Income Certification with verifications has not been completed as required.		
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.		
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 # 1009			
Finding	Household Above Income Limit		
Noncompliance Date	10/11/2022	Correction Date: 3/17/2025	
Reason	Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.		

Corrective Action To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

Unit # 1096

Finding

Noncompliance Date

Reason

Household Above Income Limit

9/26/2022

Correction Date: 3/17/2025

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

Corrective Action

To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

Unit # 3022

Finding

Noncompliance Date

Reason

Household Above Income Limit

9/16/2022

Correction Date: 3/17/2025

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

Corrective Action

To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

Unit # 4067

Finding

Noncompliance Date

Reason

Household Above Income Limit

7/11/2020

Correction Date: 3/17/2025

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

Corrective Action

To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

Unit # 5076

Finding

Noncompliance Date

Reason

Household Above Income Limit

5/2/2022

Correction Date: 3/17/2025

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

Corrective Action

To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.