



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.texas.gov

Greg Abbott
GOVERNOR

BOARD MEMBERS

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

September 5, 2025

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

Sara Hanback
Arboretum Oaks Owner, LLC
San Antonio, Texas
sara.hanback@embrey.com

RE: Arboretum Oaks

Dear Sara Hanback,

The Texas Department of Housing and Community Affairs (Department) received documentation on July 23, 2025, addressing the noncompliance identified during the review of the Audit Report submitted by Celine M. Williams Services on May 31, 2025. Corrective action was due on August 10, 2025.

The documentation submitted was sufficient to resolve the noncompliance finding related to the **Household above the income limit** for unit 1711.

The noncompliance for **Failure to comply with the Public Facility Corporation Regulatory Agreement** has been dropped.

The next Audit report is due June 1, 2026, for reporting year ending December 31, 2025.

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".

Shay Erickson
PFC Monitor

CC: celine.williams2122@gmail.com; karen.roebuck@embrey.com; bruce.sommerfeldt@embrey.com; inquiry@sh130mmd.com; ahawkins@sh130mmd.com; atalley@sh130mmd.com; mkrusee@sh130mmd.com; rwalker@sh130mmd.com



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION REPORT

PFC ID: A25-220-0005
PFC User: Arboretum Oaks Owner, LLC
Property Name: Arboretum Oaks
Address: 9617 Great Hills Trl., Austin, TX 78759

Regulatory Agreement Date: 5/3/2023
Audit Report Received Date: 5/31/2025
Corrective Action Due Date: 8/10/2025

Audit Report Review Date: 6/9/2025

PROGRAM: PFC

PROPERTY FINDINGS

Finding: Household above the income limit				
Unit #	Non-Compliance Date	Reason	Corrective Action	Correction Date
1711	2/20/2025	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) an income verification from the applicant's current employer; (4) an income verification from the Social Security Administration; or (5) if applicant is unemployed, does not have tax returns or is otherwise unable to provide other forms of verification as required, another form of independent verification as would be satisfactory. The household reported income was being received from employment on the application but file does not contain any income verification documents. Auditor reports income cannot be determined or verified.	The owner may complete a retroactive income certification that completely and clearly documents the sources of income and assets for all household members that were in place at the time of the initial occupancy and apply income limits in effect on the move-in date. Submit for Department review a copy of the application(s), income and asset verifications and a new Income Certification form the time of move-in. Or the owner has the option to complete a new current certification using current income and assets sources and current income limits. Submit for Department review a copy of the application(s), income and asset verifications and a new Income Certification form. If the household has moved out or is not income eligible, occupy the unit or another comparable unit on the property with a new qualified household. Submit copies of the application(s), income and asset verifications, an executed Income Certification, lease contract and applicable lease addendums to the Department for review.	Corrected 7/23/2025