



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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

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July 11, 2025

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

Domain Town Center, LLC  
Austin, Texas  
[taryn.merrill@greystar.com](mailto:taryn.merrill@greystar.com)

RE: Domain Town Center

Dear Domain Town Center, LLC:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Stephanie Naquin on June 2, 2025. 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 Domain Town Center Apartments.

Events of noncompliance have been identified and corrective action is required. The attached Findings Report details the event(s) of noncompliance and the required corrective action. This notice begins the corrective action period. Please supply all requested documentation no later than **September 9, 2025**, the last day of the corrective action period.

If clarification is necessary to complete the corrective action, contact us as soon as possible. If it is not possible to provide the requested documentation by the corrective action period, correct as much as you can and submit a corrective action plan detailing how and when the remaining issue(s) of noncompliance will be corrected.

The Department recommends submitting a cover letter explaining the documentation submitted to address each event of noncompliance. Submit corrective action to [pfc.monitoring@tdhca.texas.gov](mailto:pfc.monitoring@tdhca.texas.gov).



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 black ink, appearing to be 'CT' followed by a long horizontal flourish.

Christina Thompson  
PFC Monitor

CC: [Stephanie.Naquin@novoco.com](mailto:Stephanie.Naquin@novoco.com)

**Audit Report**  
Domain Town Center

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

- Annual income also includes all income derived from assets as identified and calculated in accordance with 24 CFR § 5.609(a). All income and asset sources must be properly verified and documented to ensure full compliance. The file sample revealed eight (8) household files where income from asset was not verified. Moving forward, failure to verify and document assets will result in a finding of noncompliance. Households with assets valued at \$51,600 or less may utilize the Asset Certification of Net Family Assets form found on the Department's website here <https://www.tdhca.texas.gov/compliance-forms> or a comparable form.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION

PFC ID: A24-101-0071  
PFC User: Domain Town Center, LLC  
Property Name: Domain Town Center  
Address: 7100 Uvalde Rd., Houston, TX, 77049

Regulatory Agreement Date: 5/25/2023  
Audit Report Received Date: 6/2/2025  
Corrective Action Due Date: 9/9/2025

Audit Report Review Date: 7/10/2025

PROGRAM: PFC

PROPERTY FINDINGS

| Finding: Failure to comply with the Public Facility Corporation Regulatory Agreement |                     |   |  |                 |
|--|---------------------|---|--|-----------------|
| Unit #   | Non-Compliance Date | Reason  | Corrective Action  | Correction Date |
| Property Wide  | 6/2/2025            | The Development's Regulatory Agreement requires at least one hundred forty-one (141) units be reserved for or rented to and occupied by Low Income Tenants at 80% AMI. The Development currently has one hundred forty (140). | As units become available, lease units to households' with 80% AMI or less until the occupancy requirements of the Regulatory Agreement have been met. The owner may also survey existing market rate households and certify them if their income is at or below 80% AMI. Submit copies of one (1) new move-ins etc. that have been certified at 80% AMI and a current rent roll showing at least one hundred forty-one (141) units are restricted. Provide the Department copies of the following for the new certified households: application(s), verifications of income/assets, executed Income Certification and the lease contract. |                 |

| Finding: Household above the income limit |                     |   |   |                 |
|---|---------------------|---|---|-----------------|
| Unit #                                    | Non-Compliance Date | Reason  | Corrective Action   | Correction Date |
| 4205                                      | 11/15/2023          | Annualizing the average of the most recent paystubs for the household resulted in the household's annual gross income of \$86,125, which exceeds the applicable 80% AMI income limit of \$75,680. | To correct, designate unit 4205 to an non-program unit since their income exceeds the 80% AMI limit and lease the next available unit of comparable or smaller size to a household that income qualifies at the 80% AMI limit. Owner may survey existing vacant non-program units to replace unit 4205 and reserve as a program-unit to be occupied with a household that income qualifies at 80% AMI. Submit documentation to the Department that the unit is vacant and a statement that it is reserved to be occupied by a Low-Income Household. Or if the household's circumstances have changed, the owner may certify them under current circumstances using current income limits. If verifying under current circumstances, submit a copy of the household file, application, verification of income and assets, executed Income Certification and lease agreement. |                 |

| Finding: Household above the income limit |                     |  |   |                 |
|---|---------------------|--|---|-----------------|
| Unit #                                    | Non-Compliance Date | Reason   | Corrective Action   | Correction Date |
| 5103                                      | 8/16/2024           | Annualizing the average of the most recent paystubs for the household resulted in the household's annual gross income of \$29,183.70, which exceeds the applicable 30% AMI income limit of \$28,380. | To correct, designate unit 5103 to an 60% AMI unit since their income exceeds the 30% AMI limit and lease the next available unit of comparable or smaller size to a household that income qualifies at the 30% AMI limit. Owner may survey existing vacant non-program units to replace unit 5103 and reserve as a program-unit to be occupied with a household that income qualifies at 30% AMI. Submit documentation to the Department that the unit is vacant and a statement that it is reserved to be occupied by a Low-Income Household. Or if the household's circumstances have changed, the owner may certify them under current circumstances using current income limits. If verifying under current circumstances, submit a copy of the household file, application, verification of income and assets, executed Income Certification and lease agreement. |                 |

| Finding: Gross rent exceeds the highest rent allowed under the Regulatory Agreement |                     |  |  |                 |
|---|---------------------|--|--|-----------------|
| Unit #  | Non-Compliance Date | Reason   | Corrective Action  | Correction Date |
| 5103  | 8/16/2024           | Unit 5103 is designated as 30% AMI. The household's rent of \$835 exceeds the 30% AMI rent limit of \$827. | To correct, reduce the household's rent to \$827 per month. Calculate the rent overage from the time of move-in, and either refund or credit the household the overpaid rent. Submit the follow documentation for review: the rent overage calculation, an amended lease contract reflecting the new rent amount, the household's rent ledger of the new rent amount reflected and the rent credit (if applicable) or a copy of the cancelled check (if a refund is issued). |                 |

| Finding: Household above the income limit |                     |   |  |                 |
|---|---------------------|---|--|-----------------|
| Unit #                                    | Non-Compliance Date | Reason  | Corrective Action  | Correction Date |
| 8205                                      | 11/15/2023          | <p>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.</p> <p>The household reported income was being received from employment. File contains two weekly paystub. Regulatory Agreement required paystubs for the most recent four-week period. Auditor reports income cannot be determined or verified.</p> | 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. |                 |

| Finding: Household above the income limit |                     |   |  |                 |
|---|---------------------|---|--|-----------------|
| Unit #                                    | Non-Compliance Date | Reason  | Corrective Action  | Correction Date |
| 10201                                     | 7/24/2024           | <p>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.</p> <p>Household application indicates child support payments are received. This source of income was not verified. Auditor reports income cannot be determined or verified.</p> | 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. |                 |

| Finding: Household above the income limit |                     |   |   |                 |
|---|---------------------|---|---|-----------------|
| Unit #                                    | Non-Compliance Date | Reason  | Corrective Action   | Correction Date |
| 4304                                      | 12/18/2024          | <p>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.</p> <p>Household application indicates child support payments are received. This source of income was not verified. Auditor reports income cannot be determined or verified.</p> | <p>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.</p> |                 |

| Finding: Household above the income limit |                     |   |   |                 |
|---|---------------------|---|---|-----------------|
| Unit #                                    | Non-Compliance Date | Reason  | Corrective Action   | Correction Date |
| 5108                                      | 7/31/2024           | <p>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.</p> <p>The household reported income was being received from employment with Disposal Tire Recycling LLC. This source of income was not verified. The bank statements in the file show recurring deposits. The deposits were not verified or explained. Auditor reports income cannot be determined or verified.</p> | <p>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.</p> |                 |

| Finding: Household above the income limit |                     |   |   |                 |
|---|---------------------|---|---|-----------------|
| Unit #                                    | Non-Compliance Date | Reason  | Corrective Action   | Correction Date |
| 8203                                      | 7/27/2024           | <p>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.</p> <p>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.</p> | <p>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.</p> |                 |