



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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

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July 3, 2025

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

Property Owner  
Thornbury at Chase Oaks Property Owner, LLC  
Plano, TX  
[info@cafmanagement.com](mailto:info@cafmanagement.com)

RE: Thornbury at Chase Oaks

Dear Property Owner:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Celine M. Williams Services, LLC on May 29, 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 Thornbury at Chase Oaks.

No event(s) of noncompliance were identified during the review. Please note that although no event(s) of noncompliance were identified, only a sample of information provided to the Department was reviewed for the purposes of this report. It is the Public Facility Corporation User's responsibility to maintain compliance.

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](mailto:shay.erickson@tdhca.texas.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Shay Erickson", with a long horizontal flourish extending to the right.

Shay Erickson  
PFC Monitor

CC: [celine.williams2122@gmail.com](mailto:celine.williams2122@gmail.com)



**Audit Report**  
Thornbury at Chase Oaks

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

- Section 4(b) of the Regulatory Agreement requires the Development to obtain, complete, and maintain on file an Income Certification for each Low-Income Household, using the form provided in Exhibit C. This certification must be dated prior to the household's initial occupancy. The file sample revealed fourteen (14) files in which the income/asset certification was signed after move-in, and four (4) files in which the household was qualified after initial occupancy. Please ensure that all income documentation and certification forms are properly completed and dated prior to move-in to maintain compliance.
- In accordance with Section 4(c) of the Development's Regulatory Agreement, the Development must maintain complete and accurate records for all Low-Income Units. The file sample revealed one (1) household file missing a signed lease. Please ensure all lease documents and related records for Low-Income Units are properly completed, signed, and maintained to ensure compliance.
- Section 4(e) requires each lease or rental agreement for a Low-Income Unit to include a provision stating that the Grantor relied on the tenant's Income Certification and supporting documentation to determine eligibility, and that any material misstatement may result in immediate lease termination. It must also disclose that the tenant's income is subject to annual recertification. The file sample revealed nine (9) files that were missing the required language in the lease itself or as an addendum.
- Income documentation indicates that the head of household is married; however, no spouse was listed in the household composition. For income determination purposes, married individuals must apply together unless documentation of legal separation is provided. The file sample revealed one (1) household file where this requirement was not followed, and no verification of marital status or separation was provided. Please ensure that marital status is properly verified and documented, and that all applicable household income is included in future certifications to maintain compliance.
- 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. 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: [Compliance Forms | Texas Department of Housing and Community Affairs](#) or a comparable form.