



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 Farias, *Member*
Holland Harper, *Member*
Ajay Thomas, *Member*

June 13, 2025

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

Elan Gordon
Hedge Apts Off I35 Owner LLC c/o SHIR Capital
Austin, TX
egordon@shircapital.com

RE: Alma Apartments

Dear Elan Gordon:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Celine M. Williams Services on May 19, 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 Alma Apartments.

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.

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



Audit Report
Alma Apartments

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

- Income must be documented 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; 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 file sample revealed that five (5) households were missing acceptable sources of documentation as required by the Regulatory Agreement.
- Each lease for a Low Income Unit must include a provision stating that the Operator based the tenant's eligibility on the Income Certification and supporting information provided by the tenant and that any material misrepresentation in such certification may be cause for immediate termination of the lease or rental agreement. The lease must also disclose that the tenant's income will be reviewed annually. The sample revealed that one (1) household file was missing the lease addendum or provision as required by Section 3(f) of the Regulatory Agreement.
- In accordance with Section 3(c) of the Regulatory Agreement, each household must complete an annual Income Certification by the anniversary of their initial occupancy date, and no less than once every twelve (12) months. Review of the file sample identified two (2) households that were certified at initial move-in but have not completed a required annual recertification. To maintain compliance, ensure all annual recertifications are completed in a timely manner as required under the terms of the Regulatory Agreement.