



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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June 20, 2025

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

Avalon at Chase Oaks Property Manager
Avalon at Chase Oaks Property
Plano, TX
avalon.pm@cafmanagement.com

RE: Avalon at Chase Oaks Property

Dear Avalon at Chase Oaks Property Manager:

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 30, 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 Avalon at Chase Oaks Property.

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
Avalon at Chase Oaks Property

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

- Section 3(a) of the Regulatory Agreement requires rental rates for the Low Income Tenants and Very Low Income Tenants shall be established by the Calculator, without regard to utility allowances, provided that they shall not exceed (i) 30% of 0.8 multiplied by the AMI, divided by 12, for Low Income Tenant, and (ii) 30% of 0.6 multiplied by the AMI, divided by 12, for Very Low Income Tenants. Please ensure that all rents comply with these limits.
- Section 4(b) of the Regulatory Agreement requires the Development to obtain, complete, and maintain on file Income Certifications from each Low-Income Household, using the form provided in Exhibit D. This certification must be dated prior to the household's initial occupancy. The file sample revealed six (6) instances where Income Certification was completed after the household's move-in date.
- 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 ten (10) files containing incomplete or inaccurate documentation. Please ensure all records for Low-Income Units are properly maintained.
- 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 sample revealed fifteen (15) files that were missing the required language in the lease itself or as an addendum.
- 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.