



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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June 11, 2025

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

Angela Lee
Lynd Management Group
San Antonio, Texas
pocman@lynd.com

RE: Potranco Commons

Dear Angela Lee:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Nicole Martinez 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 Potranco Crossing Project].

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 **August 10, 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.



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.

Sincerely,

A handwritten signature in black ink, appearing to be 'CT' followed by a long horizontal flourish.

Christina Thompson
PFC Monitor

CC: nicole@premiercomplianceconsulting.com

Audit Report
Development name

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

- The Development's Regulatory Agreement requires not less than fifty percent (50%) of the total number of units in the combined project be reserved/occupied by Low-Income Households, whose adjusted income is less than 80% of the median gross income. Auditor reports the Development does not have at least fifty percent (50%) reserved for Low-Income Households. The Department acknowledges that the Development was in lease-up during the audit reporting period. To achieve and maintain compliance with Section 1 of the Development's Regulatory Agreement, ensure at least fifty percent (50%) of the total number of units in the combined project is reserved for/occupied by Low-Income Households.
- In accordance with Section 3(d) of the Development's Regulatory Agreement, the Development must maintain complete and accurate records pertaining to the Low-Income Units. The file sample revealed ten (10) household files where Exhibit-D contained inaccurate information. Please ensure all records pertaining to Low-Income units are complete and accurate.
- TAC §10.1104(a) requires Auditors to use the Department's forms available on the website. The Audit Report submitted was completed using an outdated version of the Audit Workbook. Please ensure all future submissions utilize the most current version provided by the Department.
- 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. To achieve and maintain compliance ensure the appropriate income documentation is collected to comply with the Regulatory Agreement.

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DETAIL FINDINGS AND CORRECTIVE ACTION

PFC ID: A25-015-0019
PFC User: Angela Lee
Property Name: Potranco Commons
Address: 202 W. Loop 1604 S, San Antonio, TX 78245

Regulatory Agreement Date: 3/31/2022
Audit Report Received Date: 5/29/2025
Corrective Action Due Date: 8/10/2025

Audit Report Review Date: 6/6/2025

PROGRAM: PFC

PROPERTY FINDINGS

Finding:	Household above the income limit			
Unit #	Non-Compliance Date	Reason	Corrective Action	Correction Date
4207	5/29/2025	The file was requested as part of the twenty-percent sample; however the file was not made available to the Auditor as required. Household eligibility could not be 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.	