



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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November 21, 2025

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

PFC Owner/Operator
Versa Development, LLC
San Antonio, TX
ilianar@versadevco.com

RE: Brio at Outlook

Dear PFC Owner/Operator:

The Texas Department of Housing and Community Affairs (Department) received documentation on March 17, 2025, addressing the noncompliance identified during the review of the Audit Report submitted by Murphy HTC on December 13, 2024. Corrective action was due on March 24, 2025.

The documentation submitted was sufficient to correct the noncompliance related to **Failure to comply with §10.1104(a)** and **Failure to comply with the Public Facility Corporation Regulatory Agreement** affecting units 01308, 02109, 03104, 03107, 06104, 06206, 06207, 06209, 08201, 08203, 08310, 11105, 11204, 11208, 11112, and 11212. Please see attached Finding Report for details.

If you have any questions, 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 Compliance Monitor

CC:patricia@murphyhtc.com;briostatlookoutmgr@willowbridgepc.com;
sholman@willowbridgepc.com;jinfante@willowbridgepc.com;sjones@willowbridgepc.com;
jessicakuehne@saht.org



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION
PFC PROGRAM
Corrective Action Response

PFC User: Versa Development, LLC
Property Name: Brio At Lookout
Address: 7311 N Loop 1604 E, San Antonio, Texas 78223
RA Date: September 25, 2019

Audit Report Date: 12/12/2024
Program: PFC
Corrective Action Received: 3/17/2025

Corrective Action Due Date: 3/24/2025

PROGRAM: PFC

PROPERTY FINDINGS

Finding	Failure to comply with §10.1104(a)	
Noncompliance Date	12/12/2024	Correction Date: Corrected 3/17/2025
Reason	Audit requirements under §10.1104(a) require the file sample size of Restricted Units primarily be new move-ins but also contain/include at least ten percent (10%) sample of all household files that have recertified.	
	The sample size submitted to the Department consists of eight (8) new move-in files and twenty-two (22) of recertification files.	
Corrective Action	Please submit copies of the application(s), verifications of income/assets, the executed Income Certification, lease contract and applicable lease addendums for eight (8) new move in files to comply with 10.1104(a) for Department review. Any new noncompliance will be addressed under separate cover.	
Unit # 06206		
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Noncompliance Date	2/26/2023	Correction Date: Corrected 3/17/2025
Reason	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) conduct a consumer credit search; (4) obtain an income verification from the applicant's current employer; (5) obtain an income verification from the Social Security Administration; or (6) if the applicant is unemployed, does not have income tax returns or is otherwise unable to provide other forms of verification as required above, obtain another form of independent verification.	
	Department unable to establish eligibility. The tenant file for unit 06206 does not contain enough the most recent four-week period of paystubs. The Auditor reports only a partial pay period of income was provided.	

Corrective Action	To correct, obtain and submit for Department review additional paystubs from the time of the re-certification 2/26/2023, and an updated Income Certification, if needed. If unable to verify income from the time of the income re-certification, the household may be certified under current circumstances using current income limits. If verifying under current circumstances, please provide the following for Department review: application, verification of income/assets, and executed Income Certification. If the household remains ineligible, when the unit becomes available lease to a qualified household and submit the following for Department review: application, verification of income/assets and, executed Income Certification and the lease renewal contract.	
Unit # 08201		
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Noncompliance Date	1/7/2023	Correction Date: Corrected 3/17/2025
Reason	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) conduct a consumer credit search; (4) obtain an income verification from the applicant's current employer; (5) obtain an income verification from the Social Security Administration; or (6) if the applicant is unemployed, does not have income tax returns or is otherwise unable to provide other forms of verification as required above, obtain another form of independent verification.	
Department unable to establish eligibility. The tenant file for unit 08201 contained two income sources of income for the household but only one income source was counted. The auditor advised further information is needed to determine what the 2nd source of income is.		
Corrective Action	To correct, please submit the income recertification from January 2023 including all sources of income and the updated income Certification, if needed. If unable to verify income from the time of the income re-certification, the household may be certified under current circumstances using current income limits. If verifying under current circumstances, please provide the following for Department review: application, verification of income/assets, and executed Income Certification. If the household remains ineligible, when the unit becomes available lease to a qualified household and submit the following for Department review: application, verification of income/assets and, executed Income Certification and the lease renewal contract.	
Unit # 11204		
Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Noncompliance Date	5/1/2023	Correction Date: Corrected 3/17/2025
Reason	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) conduct a consumer credit search; (4) obtain an income verification from the applicant's current employer; (5) obtain an income verification from the Social Security Administration; or (6) if the applicant is unemployed, does not have income tax returns or is otherwise unable to provide other forms of verification as required above, obtain another form of independent verification.	
Department unable to establish eligibility. The tenant file for unit 11204 contained two income sources of income for the household but only one income source was counted. The auditor advised further information is needed to determine what the 2nd source of income is.		
Corrective Action	To correct, submit for Department review the income from the time of initial occupancy, and an updated Income Certification, if needed. If unable to verify income from the time of initial occupancy, the household may be certified under current circumstances using current income limits. If verifying under current circumstances, please provide the following for Department review: application, verification of income/assets, and executed Income Certification. If the household remains ineligible, when the unit becomes available lease to a qualified household and submit the following for Department review: application, verification of income/assets and, executed Income Certification and the lease contract.	

Unit # 01308

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

7/9/2023

Correction Date: Corrected 3/17/2025

Reason

In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 01308 moved in 7/9/2022.

A new Income Certification with verifications has not been completed as required.

Corrective Action

To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.

Unit # 02109

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

8/2/2023

Correction Date: Corrected 3/17/2025

Reason

In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 02109 moved in 8/2/2021.

A new Income Certification with verifications has not been completed for 2023 as required.

Corrective Action

To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.

Unit # 03104

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

7/15/2023

Correction Date: Corrected 3/17/2025

Reason

In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 03104 moved in 7/15/2022.

A new Income Certification with verifications has not been completed as required.

Corrective Action

To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.

Unit # 03107

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

6/18/2023

Correction Date: Corrected 3/17/2025

Reason	In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 03107 moved in 6/18/2022.	
	A new Income Certification with verifications has not been completed as required.	
Corrective Action	To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.	
Unit # 06104	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Finding		
Noncompliance Date	8/6/2023	Correction Date: Corrected 3/17/2025
Reason	In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 06104 moved in 8/6/2022.	
	A new Income Certification with verifications has not been completed as required.	
Corrective Action	To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.	
Unit # 06207	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Finding		
Noncompliance Date	12/29/2023	Correction Date: Corrected 3/17/2025
Reason	In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 06207 moved in 12/29/2022.	
	A new Income Certification with verifications has not been completed as required.	
Corrective Action	To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.	
Unit # 06209	Failure to comply with the Public Facility Corporation Regulatory Agreement	
Finding		
Noncompliance Date	12/18/2023	Correction Date: Corrected 3/17/2025
Reason	In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 06209 moved in 12/18/2021.	
	A new Income Certification with verifications has not been completed for 2023 as required.	
Corrective Action	To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.	

Unit # 08203

Finding
Noncompliance Date
Reason

Failure to comply with the Public Facility Corporation Regulatory Agreement

11/1/2023

Correction Date: Corrected 3/17/2025

In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 08203 moved in 11/1/2022.

A new Income Certification with verifications has not been completed for 2023 as required.

Corrective Action

To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.

Unit # 08310

Finding
Noncompliance Date
Reason

Failure to comply with the Public Facility Corporation Regulatory Agreement

7/9/2023

Correction Date: Corrected 3/17/2025

In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 08310 moved in 7/9/2022.

A new Income Certification with verifications has not been completed as required.

Corrective Action

To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.

Unit # 11105

Finding
Noncompliance Date
Reason

Failure to comply with the Public Facility Corporation Regulatory Agreement

10/5/2023

Correction Date: Corrected 3/17/2025

In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 11105 moved in 10/5/2022.

A new Income Certification with verifications has not been completed as required.

Corrective Action

To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.

Unit # 11112

Finding
Noncompliance Date

Failure to comply with the Public Facility Corporation Regulatory Agreement

7/25/2023

Correction Date: Corrected 3/17/2025

Reason In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 11112 moved in 7/25/2022.

A new Income Certification with verifications has not been completed as required.

Corrective Action To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.

Unit # 11208

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date 8/26/2023

Correction Date: Corrected 3/17/2025

Reason In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 11208 moved in 8/26/2021.

A new Income Certification with verifications has not been completed for 2023 as required.

Corrective Action To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.

Unit # 11212

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date 9/16/2023

Correction Date: Corrected 3/17/2025

Reason In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 11212 moved in 9/16/2022.

A new Income Certification with verifications has not been completed as required.

Corrective Action To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets, executed Income Certification form and lease renewal contract.