



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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November 17, 2025

Writer's direct phone # (512) 475 -3907
Email: christina.thompson@tdhca.texas.gov

1300 NPO Owner LLC
Washington, DC
Cgonzales@nhpfoundation.org

RE: 1300 North Post Oak

Dear 1300 NPO Owner LLC:

The Texas Department of Housing and Community Affairs (Department) received documentation on September 22, 2025 addressing the noncompliance identified during the review of the Audit Report submitted by Juanita Jeanie Sanchez on August 1, 2025. Corrective action was due on November 14, 2025.

The documentation submitted was sufficient to correct the noncompliance related to **Failure to Comply with TAC §10.1103, Failure to comply with §10.1104(a), and Failure to comply with the Public Facility Corporation Regulatory Agreement** affecting unit 2312. Please see attached Finding Report for details.

Please note, the noncompliance outlined above is considered corrected during the corrective action period. The Department considers this review closed.

The next annual Audit Report is due June 1, 2026.

If you have any questions, 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 flourish.

Christina Thompson
PFC Compliance Monitor

Cc: juanita@sanchezcompliance.com



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION REPORT

PFC ID: A24-101-0062
PFC User: 1300 NPO Owner LLC
Property Name: 1300 North Post Oak
Address: 1300 N Post Oak Road Houston, TX 77055

Regulatory Agreement Date: 12/1/2019
Audit Report Received Date: 8/1/2025
Corrective Action Due Date: 11/14/2025

Audit Report Review Date: 9/10/2025

PROGRAM: PFC

PROPERTY FINDINGS

Finding: Failure to Comply with TAC §10.1103				
Unit #	Non-Compliance Date	Reason	Corrective Action	Correction Date
Property Wide	6/1/2025	TAC §10.1103 requires the Public Facility User to submit an Audit Report to the Department no later than June 1 of each year. The Development did not submit an audit report due June 1, 2025 for the reporting period year ending in 2024.	Submit for Department review a completed Audit Report prepared by an qualified independent Auditor in accordance with TAC §10.1103.	8/1/2025

Finding: Failure to comply with §10.1104(a)				
Unit #	Non-Compliance Date	Reason	Corrective Action	Correction Date
Property Wide	8/1/2025	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 did not contain at least ten percent (10%) sample of recertified household files.	Submit the complete household file for two (2) additional recertified restricted units for Department review. The submission should include the initial and renewal application, verification of income and assets and an executed Income Certification.	9/22/2025

Finding: Failure to comply with the Public Facility Corporation Regulatory Agreement				
Unit #	Non-Compliance Date	Reason	Corrective Action	Correction Date
2312	6/8/2023	Section 3(f) of the Development's Regulatory Agreement states, each lease or rental agreement pertaining to a Low- Income Unit shall contain a provision to the effect that the Development has relied on the Income Certification and supporting information supplied by the Low Income Household in determining qualification for occupancy of the Low Income Unit and that any material misstatement in such certification (whether or not intentional) may be cause for immediate termination of such lease or rental agreement. Each lease or rental agreement shall also disclose that the tenant's income is subject to annual certification.	Provide the household with the complete Affordable Housing Addendum for execution. Do not backdate. Submit to the Department for review a copy of the executed Affordable Housing Addendum.	9/22/2025