



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

[www.tdhca.texas.gov](http://www.tdhca.texas.gov)

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January 30, 2025

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

Robyn Keller  
Fairfield Residential  
Plano, Texas  
[rkeller@ffres.com](mailto:rkeller@ffres.com)

RE: Jada Legacy Central

Dear Robyn Keller:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Auxano Development LLC on December 16, 2024. 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 Alexan Legacy Central.

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 **March 31, 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](mailto: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](mailto: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: [darren.smith@auxanodevelopment.com](mailto:darren.smith@auxanodevelopment.com)

**Audit Report**

Jada Legacy Central

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

- Development is required to obtain, complete and maintain on file Income Certifications or Income Information Evidence from each Low-Income Tenant, including (i) an initial Income Certification dated immediately prior to occupancy of a Low-Income Unit.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION  
PFC PROGRAM

PFC User: Fairfield Residential  
 Property Name: Jada Legacy Central  
 Address: 6501 Excellence Way, Plano, TX 75023  
 RA Date: December 23, 2020

Audit Report Date: 12/16/2024  
 Program: PFC

Corrective Action Due Date: 3/31/2025

Audit Report Review Date: 1/27/2025

PROGRAM: PFC

PROPERTY FINDINGS

<p>Finding Noncompliance Date Reason</p>	<p>Failure to comply with the Public Facility Corporation Regulatory Agreement 12/16/2024 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.</p>	<p>Correction Date:</p>
<p>Corrective Action</p>	<p>Submit to the Department for review an owner's statement of compliance with the Regulatory Agreement moving forward, along with a blank template of the Lease or Lease Addenda that includes the required language.</p>	

<p>Finding Noncompliance Date Reason</p>	<p>Failure to comply with §10.1104(a) Audit requirements under §10.1104(a) require the file sample size used by the Auditor must contain at least twenty percent (20%) of the total number of restricted units for the Development but no more than a total of fifty (50) household files.  The sample size submitted to the Department did not contain at least twenty percent (20%) of the total number of restricted units.</p>	<p>Correction Date:</p>
<p>Corrective Action</p>	<p>Submit for Department review one additional restricted-unit household file. Please submit the following for Department review: application, verification of income and assets, and executed Income Certification.</p>	

## Unit # 1009

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

10/11/2023

Correction Date:

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 1009 moved in 10/11/2022, and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action

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

## Unit # 1023

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

11/4/2023

Correction Date:

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 1009 moved in 11/4/2022, and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action

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

## Unit # 1096

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

9/26/2023

Correction Date:

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 1096 moved in 9/26/2022, and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action

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

## Unit # 2040

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date Reason	12/30/2023 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 2040 moved in 12/30/2022, and a new Income Certification with verifications has not been completed as required.	Correction Date:
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.	
Corrective Action	To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.	
Unit # 2065 Finding Noncompliance Date Reason	Failure to comply with the Public Facility Corporation Regulatory Agreement 12/30/2023 In accordance with Section 3(c) of the Regulatory Agreement, the following items are acceptable to determine income eligibility: (1) pay stubs for the two most recent pay periods; (2) income tax returns for the most recent tax year; (3) a consumer credit search; (4) 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 as would satisfactory.	Correction Date:
	Department unable to establish eligibility of the tenant. The tenant file for unit 2065 does not contain any acceptable forms of income verification documentation. The Auditor reported the income could not be verified.	
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 # 3022 Finding Noncompliance Date Reason	Failure to comply with the Public Facility Corporation Regulatory Agreement 9/16/2023 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 3022 moved in 9/16/2022, and a new Income Certification with verifications has not been completed as required.	Correction Date:
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.	
Corrective Action	To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.	
Unit # 4040 Finding	Failure to comply with the Public Facility Corporation Regulatory Agreement	

Noncompliance Date Reason	12/15/2023 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 4040 moved in 12/15/2022, and a new Income Certification with verifications has not been completed as required.	Correction Date:
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.	
Corrective Action	To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.	
Unit # 4067 Finding Noncompliance Date Reason	Failure to comply with the Public Facility Corporation Regulatory Agreement 7/11/2023 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 4067 moved in 7/11/2020, and a new Income Certification with verifications has not been completed as required.	Correction Date:
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.	
Corrective Action	To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.	
Unit # 5076 Finding Noncompliance Date Reason	Failure to comply with the Public Facility Corporation Regulatory Agreement 5/2/2023 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 5076 moved in 5/2/2022, and a new Income Certification with verifications has not been completed as required.	Correction Date:
	Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.	
Corrective Action	To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.	
Unit # 1009 Finding Noncompliance Date Reason	Household Above Income Limit 10/11/2022 Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.	Correction Date:

Corrective Action To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

Unit # 1023

Finding  
 Noncompliance Date  
 Reason

Household Above Income Limit  
 11/4/2022  
 Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained. Correction Date:

Corrective Action To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

Unit # 1096

Finding  
 Noncompliance Date  
 Reason

Household Above Income Limit  
 9/26/2022  
 Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained. Correction Date:

Corrective Action To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.



## Unit # 2040

## Finding

Noncompliance Date

## Reason

Household Above Income Limit

12/30/2022

Correction Date:

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

## Corrective Action

To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

## Unit # 3022

## Finding

Noncompliance Date

## Reason

Household Above Income Limit

9/16/2022

Correction Date:

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

## Corrective Action

To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

## Unit # 4040

## Finding

Noncompliance Date

## Reason

Household Above Income Limit

12/15/2022

Correction Date:

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

Corrective Action To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

Unit # 4067

Finding

Noncompliance Date

Reason

Household Above Income Limit

7/11/2020

Correction Date:

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

Corrective Action

To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.

Unit # 5076

Finding

Noncompliance Date

Reason

Household Above Income Limit

5/2/2022

Correction Date:

Household eligibility could not be established. Income and assets were not verified or documented; only a certification was obtained.

Corrective Action

To correct, the owner may perform a retroactive certification which completely and clearly documents the sources of income and assets that were in place at the time of initial occupancy using the income limits that were in effect on the household's move-in date. If the owner can document income/assets with either third party or firsthand verification for each source of income and assets in effect at the time the household moved in, and the household was income qualified at the time of move-in, the finding will be dropped. Or a new certification can be performed using current income and assets sources and current income limits. If the household is income qualified under current circumstances, then the finding will be corrected when all household members execute the new Income Certification form. In either scenario, submit copies of the household's retroactive or new certification with the application(s), verification of income/ assets, the executed Income Certification, lease contract and rent ledger. If the household was not income qualified at move-in or under current circumstances, redesignate the household as market. The owner may certify an existing household in a market unit as income qualified or may move in a new household that is income qualified. Submit copies of the new household's application(s), verification of income/assets, the executed Income Certification, lease contract and rent ledger.