



**Travis County Commissioners Court Agenda Request
Travis County Housing Finance Corporation**

Meeting Date: October 9, 2012

Prepared By/Phone Number: Andrea Shields, Manager/854-9116

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive, Planning and Budget/854-9106

Commissioners Court Sponsor: Samuel T. Biscoe, President

AGENDA LANGUAGE:

Consider and take appropriate action to A) approve submission of letters to eight multifamily bond properties regarding the Corporation's annual compliance audits; and B) approve submission of eight invoices of \$500.00 each to the property owners for staff's time.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS: See attached backup.

STAFF RECOMMENDATIONS: Staff recommends approval.

ISSUES AND OPPORTUNITIES: None.

FISCAL IMPACT AND SOURCE OF FUNDING: None.

REQUIRED AUTHORIZATIONS: Andrea Shields, Manager/854-9116;
Leroy Nellis, Budget Manager/854-9066

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

**TRAVIS COUNTY HOUSING FINANCE CORPORATION
ENDEAVOR/RESIDENCES AT THE DOMAIN
2012 COMPLIANCE EXAMINATION REPORT**

DATE: July 2, 2012

TO: Board of Directors, Travis County Housing Finance Corporation

FROM: Andrea Shields, Manager

SUBJECT: Compliance Examination – Endeavor/Residences at the Domain
Apartments

SUMMARY AND BACKGROUND INFORMATION

Endeavor/Residences at the Domain was the beneficiary of an Economic Development Agreement dated August 26, 2003, which has an affordability component at the property as mandated in Attachment C to the Agreement. The property has 600 residential units in addition to retail and office space, the latter of which are outside the scope of the Attachment C. The property is located at 11400 Domain Drive, Austin, Texas. The owner of the development is EGP Management, L.L.C.

SCOPE

A minimum of 60 units (10% of 600) must be occupied by Eligible Tenants with incomes of 65 percent of the Area Median Income (“AMI”) or less. Tenant incomes must be recertified annually per the Economic Development Agreement.

On June 29, 2012, we completed an onsite examination of the Endeavor/Residences at the Domain Apartments. The audit focused on the requirements of the owner to lease at least: (a) 10% of the 600 total dwelling units to tenants whose annual income does not exceed 65% of Austin annual median gross income “AMI” (referred to as Eligible Tenants).

AUDIT FINDINGS

Overall the tenant files appear to be maintained in satisfactory condition. All sixty Eligible Tenant files were reviewed with no findings, and all 60 tenants had compliant incomes of 65% of AMI or less as stipulated in the Agreement.

CONCLUSION AND RECOMENDATIONS

No actions are deemed necessary.

Staff request approval to invoice Endeavor/Residences at the Domain a \$500.00 examination fee.

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Manager
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

July 2, 2012

Ms. Melanie Feather
Endeavor/Residences at the Domain
11400 Domain Drive
Austin, TX 78758

Re: Endeavor/Residences at the Domain Compliance Audit

Dear Ms. Feather:

We have completed the compliance audit of the Residences at the Domain. The purpose of the audit was to ensure compliance with the affordability restrictions established by the Economic Development Agreement. The Agreement requires that a minimum of 60 units (10% of 600) must be occupied by Eligible Tenants with incomes of 65 percent of the Area Median Income or less.

Based on our on-site compliance audit of June 29, 2012, Residences at the Domain is in compliance with the Economic Development Agreement. We had no findings, and all reviewed tenant files were in good order. Thank you for the courtesy you all showed us during our on-site visit and for your dedication in maintaining compliance with the affordability restrictions. If there are any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Karen Thigpen
Assistant Corporations Manager

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

Invoice

October 1, 2012

Endeavor/Residences at the Domain
Attn: Melaine Feather, Property Manager
11400 Domain Drive
Austin, TX 78758

Please remit the Travis County Housing Finance Corporation the reimbursable fees related to the Residences at the Domain compliance examination for June 29, 2012.

BALANCE DUE: \$ 500.00

Payment should be sent to:

Travis County Housing Finance Corporation
Attn: Andrea Shields
700 Lavaca Street, Suite 1560
Austin, Texas 78701

**TRAVIS COUNTY HOUSING FINANCE CORPORATION
METROPOLIS APARTMENTS
2012 COMPLIANCE EXAMINATION REPORT**

DATE: July 31, 2012

TO: Board of Directors, Travis County Housing Finance Corporation

FROM: Andrea Shields, Manager

SUBJECT: Compliance Examination – Metropolis Apartments

SUMMARY AND BACKGROUND INFORMATION

On July 1, 2001, the Corporation issued \$19,100,000 in Multifamily Housing Revenue Bonds for The Metropolis Apartments Project. The bonds were issued to finance the acquisition and rehabilitation of a 308-unit multifamily residential development located at 2200 S. Pleasant Valley Road, Austin, Texas. The owner of the development is METROPOLIS-AVC, INC, a Texas nonprofit corporation.

SCOPE

A minimum of 62 units (20% of 308) must be occupied by Low Income Tenants with incomes of 50 percent of the Area Median Income (“AMI”) or less. Tenant incomes must be recertified annually per the Regulatory Agreement.

On July 20, 2012, we completed an onsite examination of the Metropolis Apartments. The audit focused on the requirements of the owner to lease at least: (a) 20% of the 308 total dwelling units to tenants whose annual income does not exceed 50% of Austin annual median gross income “AMI” (referred to as Low Income Tenants) and (b) 90% of the dwelling units to tenants (called Eligible Tenants) whose annual income does not exceed 120% of Austin median income.

We examined 60 tenant files for the following items:

- To ensure the income requirements were met;
- To ensure that tenants were recertified annually;
- To ensure that proper income verification was in the file (letter from employer, last three pay stubs or last year’s W-2 or Form 1040).
- To ensure the Income Certification form was signed and notarized within 30 days of the move-in date

We also confirmed with Debra Sell, the property manager, that Metropolis Apartments continues to work with SafePlace to serve up to five families. Management reports that all five SafePlace units are currently occupied. We audited two SafePlace tenant files during our compliance audit.

In our opinion, Metropolis Apartments has met the housing requirements as set forth in the Regulatory Agreement.

We are asking the Board's approval to forward a letter relaying the findings of the audit to the property owner, along with an invoice for \$500.00 for staff's time.

AUDIT FINDINGS

Overall the tenant files appear to be maintained in satisfactory condition. No significant exceptions were noted during the examination.

CONCLUSION AND RECOMENDATIONS

Since the property is complying with all requirements of the Regulatory Agreement, staff request approval to invoice Metropolis a \$500.00 examination fee.

cc: Leroy Nellis, Budget Manager
Cliff Blount, Esq.
Andrea Shields, Manager
Karen Thigpen, Assistant Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

July 24, 2012

Mr. Brant Baber
Metropolis-AVC, Inc.
10340 Democracy Lane, Suite 210
Fairfax, Virginia 22030

Re: The Metropolis Apartments Compliance Audit

Dear Mr. Baber:

We have completed the compliance audit of the Metropolis Apartments. The purpose of the audit was to ensure that (1) 20% of the total number of apartment units of the Project are rented to and occupied by Low Income Tenants and (2) at least 90% of the apartment units of the Project are rented to and occupied by Eligible Tenants. Additionally, the Regulatory Agreement states that tenant income certifications are required annually.

Based on our on-site compliance audit of July 20, 2012, Metropolis Apartments is in compliance with the Regulatory Agreement. We had no findings, and all reviewed tenant files were in good order. Thank you for the courtesy you all showed us during our on-site visit and for your dedication in maintaining compliance with the Regulatory Agreement. If there are any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Karen Thigpen
Assistant Corporations Manager

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget

Leroy Nellis, Budget Director
Andrea Shields, Manager

Debra Sell
Metropolis Apartments
2200 South Pleasant Valley Road
Austin, Texas 78741

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

Invoice

October 1, 2012

Metropolis Apartments
Attn: Brant Baber
Metropolis-AVC, Inc.
10340 Democracy Lane, Suite 210
Fairfax, VA 22030

Please remit the Travis County Housing Finance Corporation the reimbursable fees related to the Metropolis Apartments compliance examination for July 20, 2012.

BALANCE DUE: \$ 500.00

Payment should be sent to:

Travis County Housing Finance Corporation
Attn: Andrea Shields
700 Lavaca Street, Suite 1560
Austin, Texas 78701

**TRAVIS COUNTY HOUSING FINANCE CORPORATION
MOUNTAIN RANCH APARTMENTS
2012 COMPLIANCE EXAMINATION REPORT**

DATE: August 20, 2012

TO: Board of Directors, Travis County Housing Finance Corporation

FROM: Andrea Shields, Manager

SUBJECT: Compliance Examination – Mountain Ranch Apartments

SUMMARY AND BACKGROUND INFORMATION

On December 1, 1998, the Travis County Housing Finance Corporation (“Corporation”) issued \$9,128,000 in Revenue Bonds for the construction of a 212-unit multifamily residential development. The development is named Mountain Ranch Apartments located on 2425 E. Riverside Drive, Austin, Texas 78741. The owner is Collier Ranch Limited Partnership.

SCOPE

A minimum of 79 units (40% of 196) must be occupied by “Low Income Tenants” with a total family income at or below 60% of Area Median Family Income (“AMI”). Additionally, a minimum 177 units (90% of 196) must be occupied by “Eligible Tenants” whose income does not exceed 120% of AMI. Tenant incomes must be recertified annually per the Regulatory Agreement.

Mountain Ranch received 4% tax credits through the Texas Department of Housing and Community Affairs requiring the development to lease 100% of the units to “Low Income Tenants”.

On February 13, 2012, staff initiated a compliance examination. The audit focused on performance requirements set forth by the Regulatory Agreement dated December 1, 1998. Based on the results of that initial audit, summarized below, we scheduled a follow up audit for August 17, 2012 to confirm issues had been addressed.

AUDIT FINDINGS

In the initial audit in February 2012, the overall the tenant files appear to be maintained in satisfactory condition. No significant exceptions were noted during the examination. However, management was following TDHCA’s compliance regulations and were not certifying tenant incomes annually. Instead they were recertifying every three years. Therefore, we were unable to confirm that current tenants are or are not currently income qualified to reside at the property, and we are unable to conclusively confirm whether the property is in compliance with 40% of the units at 60% AMI and 90% at 120% AMI. The follow up audit was performed to confirm that management had recertified tenant incomes and that procedures were in place to update tenant income information annually.

We reviewed a total of 50 tenant files: all contained updated tenant incomes certifications and were in good order. No findings were found.

CONCLUSION AND RECOMENDATIONS

Since the property is complying with all requirements of the Regulatory Agreement, staff request approval to invoice Mountain Ranch a \$500.00 examination fee.

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 LAVACA STREET – SUITE 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

September 18, 2012

Ms. Megan May, Property Manager
Mountain Ranch Apartments
2425 E. Riverside Drive
Austin, Texas 78741

RE: August 17, 2012 Follow-up Compliance Audit

Dear Ms. May:

We have completed the compliance examination of Mountain Ranch Apartments. The purpose of the examination was to ensure that *(a) 40% of the dwelling units to tenants whose income does not exceed 60% of the Area Median Income "AMI" (referred as "Low Income Tenants") and (b) 90% of the dwelling units to tenants whose income does not exceed 120% of AMI (referred to as "Eligible Tenants")*. Additionally, the Regulatory and Land Use Restriction Agreement require that income certifications are required annually for all tenants.

The purpose of the follow-up audit of August 17, 2012, was to confirm that tenant income certifications are now being completed annually per the Regulatory and Land Use Restriction Agreement. We had no findings, and all tenant files reviewed had tenant incomes updated or appropriate action was taken if the resident was uncooperative in providing requested information.

Thank you for the courtesy you showed us during the on-site visit and for your dedication in maintaining compliance with the Regulatory Agreement. Megan, we understand and appreciate that these recertifications represented a significant effort and a large time commitment for you and your staff. We do appreciate it and the professionalism and expertise you bring to the property. If there are any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Karen Thigpen
Assistant Corporations Manager

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

Invoice

October 1, 2012

Mountain Ranch Apartments
Attn: Megan May, Property Manager
2425 E. Riverside Drive
Austin, TX 78741

Please remit the Travis County Housing Finance Corporation the reimbursable fees related to the Mountain Ranch Apartments compliance examination for August 17, 2012.

BALANCE DUE: \$ 500.00

Payment should be sent to:

Travis County Housing Finance Corporation
Attn: Andrea Shields
700 Lavaca Street, Suite 1560
Austin, Texas 78701

**TRAVIS COUNTY HOUSING FINANCE CORPORATION
THE PARK AT WELLS BRANCH APARTMENTS
2012 COMPLIANCE EXAMINATION REPORT**

DATE: September 18, 2012

TO: Board of Directors, Travis County Housing Finance Corporation

FROM: Andrea Shields, Manager

SUBJECT: Compliance Examination – The Park at Wells Branch Apartments

SUMMARY AND BACKGROUND INFORMATION

On June 1, 2002, the Corporation issued \$17,740,000 in Multifamily Housing Revenue Bonds for the acquisition of The Park at Wells Branch Apartments Project. The property offers 304-units and is located at 1915 Wells Branch Parkway, Austin, Texas. The owner of the development is CHC Park at Wells Branch, LLC, a Texas limited liability company. The owner is a CHDO non-profit entity.

SCOPE

A minimum of 61 units (20% of 304) must be occupied by Low Income Tenants with incomes of 50 percent of the Area Median Income (“AMI”) or less. Tenant incomes must be recertified annually per the Regulatory Agreement.

On August 23, 2012, we completed an on-site file audit of The Park at Wells Branch Apartments. The audit focused on the requirements of the owner to lease at least: (a) 20% of the 304 total dwelling units to tenants whose annual income does not exceed 50% of Austin annual median gross income “AMI” (referred to as Low Income Tenants) and (b) 90% of the dwelling units to tenants (called Eligible Tenants) whose annual income does not exceed 120% of Austin median income. Staff reviewed 61 tenant files.

AUDIT FINDINGS

Overall the tenant files appear to be maintained in generally satisfactory condition. No significant exceptions were noted during the examination. Overall, based on our on-site audit, The Park at Wells Branch appears to be in compliance with the Regulatory Agreement, and tenant incomes are recertified annually.

CONCLUSION AND RECOMENDATIONS

The property is in compliance with the LURA and there are no recommended actions by staff.

Staff request approval to invoice The Park at Wells Branch Apartments a \$500.00 examination fee.

cc: Leroy Nellis, Budget Manager
Cliff Blount, Esq.
Andrea Shields, Manager
Karen Thigpen, Assistant Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 LAVACA STREET – SUITE 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

September 18, 2012

Ms. Laura Dominguez, Property Manager and
Mr. Peter Rodriguez, Regional Compliance Manager
The Park at Wells Branch Apartments
1915 Wells Branch Parkway
Austin, Texas 78728

RE: August 23, 2012 Compliance Audit

Dear Ms. Dominguez and Mr. Rodriguez:

We have completed the compliance examination of The Park at Wells Branch Apartments. The purpose of the examination was to ensure that *(a) 20% of the dwelling units to tenants whose income does not exceed 50% of the Area Median Income "AMI" (referred as "Low Income Tenants") and (b) 90% of the dwelling units to tenants whose income does not exceed 120% of AMI (referred to as "Eligible Tenants")*. Additionally, the Regulatory and Land Use Restriction Agreement require that income certifications are required annually for all tenants.

The purpose of the compliance audit of September 14, 2012, was to ensure compliance with the income restrictions and annual tenant income certifications per the Regulatory and Land Use Restriction Agreement. We had no findings.

Thank you for the courtesy you showed us during the on-site visit and for your dedication in maintaining compliance with the Regulatory Agreement. If there are any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Karen Thigpen
Assistant Corporations Manager

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

Invoice

October 1, 2012

The Park at Wells Branch Apartments
Attn: Laura Dominguez, Property Manager
1915 Wells Branch Parkway
Austin, TX 78728

Please remit the Travis County Housing Finance Corporation the reimbursable fees related to the The Park at Wells Branch Apartments compliance examination for August 23, 2012.

BALANCE DUE: \$ 500.00

Payment should be sent to:

Travis County Housing Finance Corporation
Attn: Andrea Shields
700 Lavaca Street, Suite 1560
Austin, Texas 78701

**TRAVIS COUNTY HOUSING FINANCE CORPORATION
WESTCHESTER WOODS APARTMENTS
2012 COMPLIANCE EXAMINATION REPORT**

DATE: August 30, 2012

TO: Board of Directors, Travis County Housing Finance Corporation

FROM: Andrea Shields, Manager

SUBJECT: Compliance Examination – Westchester Woods Apartments

SUMMARY AND BACKGROUND INFORMATION

On January 25, 2002, the Corporation issued \$15,750,000 in Bonds for the construction of a 250-unit multifamily residential development called Westchester Woods Apartments. The apartments are located at 19600 Heatherwilde Boulevard in Pflugerville. The owner is Westchester Woods, LTD., a Texas limited partnership. The developer is Wendover Housing Partners, a company located in Lake Mary, Florida.

SCOPE

A minimum of 100 units (40% of 250) must be occupied by Low Income Tenants with incomes of 60 percent of the Area Median Income (“AMI”) or less. Tenant incomes must be recertified annually per the Regulatory Agreement. It should be noted that the property received 4% housing tax credits from TDHCA and maintains 100% of the property’s units at 60% AMI based on this allocation.

On August 29, 2012, we completed an onsite examination of Westchester Woods Apartments. The audit focused on the requirements of the owner to lease at least: (a) 40% of the 250 total dwelling units to tenants whose annual income does not exceed 60% of Austin annual median gross income “AMI” (referred to as Low Income Tenants) and (b) 90% of the dwelling units to tenants (called Eligible Tenants) whose annual income does not exceed 120% of Austin median income.

We examined 50 tenant files for the following items:

- To ensure the income requirements were met;
- To ensure that tenants were recertified annually;
- To ensure that proper income verification was in the file (letter from employer, last three pay stubs or last year’s W-2 or Form 1040).
- To ensure the Income Certification form was signed within 30 days of the move-in date or lease renewal.

In our opinion, Westchester Woods Apartments has generally met the housing requirements as set forth in the Regulatory Agreement.

We are asking the Board's approval to forward a letter relaying the findings of the audit to the property owner, along with an invoice for \$500.00 for staff's time.

AUDIT FINDINGS

Overall the tenant files appear to be maintained in satisfactory condition. No significant exceptions were noted during the examination. We did note several files that had Tenant Income Certifications in accordance with lease renewal dates that were significantly different than the date of the signature of the tenant on the form, exceeding 30 days. All of these files were discussed with Peter Rodriguez, the Regional Compliance Manager, who indicated in each case the tenants had been notified to sign the form in a timely manner, but tenants were not responding in a timely manner. Management is continuing to pursue signatures from these residents.

CONCLUSION AND RECOMENDATIONS

Since the property is complying with all requirements of the Regulatory Agreement, staff request approval to invoice Westchester Woods a \$500.00 examination fee.

cc: Leroy Nellis, Budget Manager
Cliff Blount, Esq.
Andrea Shields, Manager
Karen Thigpen, Assistant Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 LAVACA STREET – SUITE 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

September 18, 2012

Ms. Laura Dominguez, Property Manager and
Mr. Peter Rodriguez, Regional Compliance Manager
Westchester Woods
19600 Heatherwilde Boulevard
Pflugerville, Texas 78760

RE: August 29, 2012 Compliance Audit

Dear Ms. Dominguez and Mr. Rodriguez:

We have completed the compliance examination of Westchester Woods. The purpose of the examination was to ensure that (a) 40% of the dwelling units to tenants whose income does not exceed 60% of the Area Median Income "AMI" (referred as "Low Income Tenants") and (b) 90% of the dwelling units to tenants whose income does not exceed 120% of AMI (referred to as "Eligible Tenants"). Additionally, the Regulatory and Land Use Restriction Agreement require that income certifications are required annually for all tenants.

The purpose of the compliance audit of September 14, 2012, was to confirm that tenant income certifications are now being completed annually and to ensure compliance with the income restrictions per the Regulatory and Land Use Restriction Agreement. We had no findings.

Thank you for the courtesy you showed us during the on-site visit and for your dedication in maintaining compliance with the Regulatory Agreement. If there are any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Karen Thigpen
Assistant Corporations Manager

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

Invoice

October 1, 2012

Westchester Woods Apartments
Attn: Laura Dominguez, Property Manager
19600 Heatherwilde Blvd.
Pflugerville, TX 78760

Please remit the Travis County Housing Finance Corporation the reimbursable fees related to the Westchester Woods Apartments compliance examination for September 14, 2012.

BALANCE DUE: \$ 500.00

Payment should be sent to:

Travis County Housing Finance Corporation
Attn: Andrea Shields
700 Lavaca Street, Suite 1560
Austin, Texas 78701

**TRAVIS COUNTY HOUSING FINANCE CORPORATION
WOODWAY SQUARE APARTMENTS
2012 COMPLIANCE EXAMINATION REPORT**

DATE: September 18, 2012

TO: Board of Directors, Travis County Housing Finance Corporation

FROM: Andrea Shields, Manager

SUBJECT: Compliance Examination – Woodway Square Apartments

SUMMARY AND BACKGROUND INFORMATION

On February 1, 2003, the Corporation issued \$13,750,000 in Multifamily Housing Revenue Bonds for Woodway Square Apartments Project. The bonds were issued to finance the construction of a 240-unit multifamily residential development located at 1700 Teri Road, Austin, Texas. The owner of the development is Teri Road Housing, Ltd.

SCOPE

A minimum of 96 units (40% of 240) must be occupied by Low Income Tenants with incomes of 60 percent of the Area Median Income (“AMI”) or less. Tenant incomes must be recertified annually per the Regulatory Agreement.

Woodway Square Apartments received 4% LIHTC from the Texas Department of Housing and Community Affairs requiring the development to lease 100% of the units to “Low Income Tenants”.

On March 23, 2012, we completed an onsite examination of the Woodway Square Apartments. The audit focused on the requirements of the owner to lease at least: (a) 40% of the 240 total dwelling units to tenants whose annual income does not exceed 60% of Austin annual median gross income “AMI” (referred to as Low Income Tenants) and (b) 90% of the dwelling units to tenants (called Eligible Tenants) whose annual income does not exceed 120% of Austin median income. At the time, management was following the compliance standards of TDHCA, which require that tenant incomes be certified every three years. On September 14, 2012, we completed a follow-up audit to ensure that the compliance activities at the property are in compliance with the LURA, which requires that tenant incomes be certified annually.

AUDIT FINDINGS

Overall the tenant files appear to be maintained in satisfactory condition. No significant exceptions were noted during the examination. Management has completed tenant income recertifications for the last six months, and has established policies and forms to ensure that all tenants are recertified annually upon renewal. We are now able to conclusively confirm that the property is in compliance with 40% of the units at 60% AMI and 90% at 120% AMI.

CONCLUSION AND RECOMENDATIONS

The property is in compliance with the LURA and there are no recommended actions by staff.

Staff request approval to invoice Woodway Square Apartments a \$500.00 examination fee.

cc: Leroy Nellis, Budget Manager
Cliff Blount, Esq.
Andrea Shields, Manager
Karen Thigpen, Assistant Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 LAVACA STREET – SUITE 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

September 18, 2012

Ms. Rocio Hunsberger, Property Manager
Woodway Square Apartments
1700 Teri Road
Austin, Texas 78744

RE: September 14, 2012 Follow-up Compliance Audit

Dear Ms. Hunsberger:

We have completed the compliance examination of Woodway Square Apartments. The purpose of the examination was to ensure that *(a) 40% of the dwelling units to tenants whose income does not exceed 60% of the Area Median Income "AMI" (referred as "Low Income Tenants") and (b) 90% of the dwelling units to tenants whose income does not exceed 120% of AMI (referred to as "Eligible Tenants")*. Additionally, the Regulatory and Land Use Restriction Agreement require that income certifications are required annually for all tenants.

The purpose of the follow-up audit of September 14, 2012, was to confirm that tenant income certifications are now being completed annually per the Regulatory and Land Use Restriction Agreement. We had no findings, and all tenant files reviewed had tenant incomes updated or appropriate action was taken if the resident was uncooperative in providing requested information.

Thank you for the courtesy you showed me during the on-site visit and for your dedication in maintaining compliance with the Regulatory Agreement. Ms. Hunsberger, we understand and appreciate that these recertifications represented a significant effort and a large time commitment for you and your staff. We do appreciate it and the professionalism and expertise you bring to the property. If there are any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Karen Thigpen
Assistant Corporations Manager

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

Invoice

October 1, 2012

Woodway Square Apartments
Attn: Rocio Hunsberger, Property Manager
1700 Teri Road
Austin, TX 78744

Please remit the Travis County Housing Finance Corporation the reimbursable fees related to the Woodway Square Apartments compliance examination for September 14, 2012.

BALANCE DUE: \$ 500.00

Payment should be sent to:

Travis County Housing Finance Corporation
Attn: Andrea Shields
700 Lavaca Street, Suite 1560
Austin, Texas 78701

**TRAVIS COUNTY HOUSING FINANCE CORPORATION
THE VILLAGE AT COLLINWOOD APARTMENTS
2012 COMPLIANCE EXAMINATION REPORT**

DATE: October 1, 2012

TO: Board of Directors, Travis County Housing Finance Corporation

FROM: Andrea Shields, Manager

SUBJECT: Follow up Compliance Examination – The Village at Collinwood Apartments

SUMMARY AND BACKGROUND INFORMATION

On December 1, 1999, the Corporation issued \$7,500,000 in revenue bonds for the construction of a 174-unit multifamily residential development. The development is called The Village at Collinwood and is located at 1001 Collinwood West Drive, Austin, Texas 78753. The owner is Collinwood Seniors Ltd., L. P., a Texas limited partnership.

SCOPE

A minimum of 70 units (40% of 174) must be occupied by Low Income Tenants with incomes of 60 percent of the Area Median Income (“AMI”) or less. Tenant incomes must be recertified annually per the Regulatory Agreement.

Village at Collinwood Apartments received 4% LIHTC from the Texas Department of Housing and Community Affairs requiring the development to lease 100% of the units to “Low Income Tenants”.

On March 15, 2012, we completed an onsite examination of the Village at Collinwood Apartments. The audit focused on the requirements of the owner to lease at least: (a) 40% of the 174 total dwelling units to tenants whose annual income does not exceed 60% of Austin annual median gross income “AMI” (referred to as Low Income Tenants) and (b) 90% of the dwelling units to tenants (called Eligible Tenants) whose annual income does not exceed 120% of Austin median income. Based on the results of that initial audit, summarized below, we scheduled a follow up audit for September 26, 2012 to confirm issued had been addressed.

AUDIT FINDINGS

In the initial audit in March 2012, the overall the tenant files appear to be maintained in satisfactory condition. No significant exceptions were noted during the examination. However, management was following TDHCA’s compliance regulations and were not certifying tenant incomes annually. Instead they were recertifying every three years. Therefore, we were unable to confirm that current tenants are or are not currently income qualified to reside at the property, and we are unable to conclusively confirm whether the property is in compliance with 40% of the units at 60% AMI and 90% at 120% AMI.

The follow up audit was performed to confirm that management had recertified tenant incomes and that procedures were in place to update tenant income information annually. We reviewed a total of 42 tenant files: all contained updated tenant incomes certifications and were in good order. One file had been updated but management had neglected to notarize the form. The Regional Supervisor is a notary and contact the tenant that day to resign for notarization of the file. Therefore, no findings were noted.

CONCLUSION AND RECOMENDATIONS

Since the property is complying with all requirements of the Regulatory Agreement, staff request approval to invoice Village at Collinwood a \$500.00 examination fee.

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 LAVACA STREET – SUITE 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

October 1, 2012

Ms. LaLisa Lucas, Regional Supervisor
Village at Collinwood Apartments
1001 Collinwood West Drive
Austin, Texas 78721

RE: September 26, 2012 Follow-up Compliance Audit

Dear Ms. Lucas:

We have completed the compliance examination of Village at Collinwood Apartments. The purpose of the examination was to ensure that *(a) 40% of the dwelling units to tenants whose income does not exceed 60% of the Area Median Income "AMI" (referred as "Low Income Tenants") and (b) 90% of the dwelling units to tenants whose income does not exceed 120% of AMI (referred to as "Eligible Tenants")*. Additionally, the Regulatory and Land Use Restriction Agreement require that income certifications are required annually for all tenants.

The purpose of the follow-up audit of September 26, 2012, was to confirm that tenant income certifications are now being completed annually per the Regulatory and Land Use Restriction Agreement. We had no findings, and all tenant files reviewed had tenant incomes updated or appropriate action was taken if the resident was uncooperative in providing requested information.

Thank you for the courtesy you showed us during the on-site visit and for your dedication in maintaining compliance with the Regulatory Agreement. Ms. Lucas, we understand and appreciate that these recertifications represented a significant effort and a large time commitment for you and your staff. We do appreciate it and the professionalism and expertise you bring to the property. If there are any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Karen Thigpen
Assistant Corporations Manager

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

Invoice

October 1, 2012

Village at Collinwood
Attn: LaLisa Lucas, Regional Supervisor
1001 Collinwood West Drive
Austin, TX 78721

Please remit the Travis County Housing Finance Corporation the reimbursable fees related to the Village at Collinwood compliance examination for September 26, 2012.

BALANCE DUE: \$ 500.00

Payment should be sent to:

Travis County Housing Finance Corporation
Attn: Andrea Shields
700 Lavaca Street, Suite 1560
Austin, Texas 78701

**TRAVIS COUNTY HOUSING FINANCE CORPORATION
TOWNE VISTA APARTMENTS
2012 COMPLIANCE EXAMINATION REPORT**

DATE: October 1, 2012

TO: Board of Directors, Travis County Housing Finance Corporation

FROM: Andrea Shields, Manager

SUBJECT: Follow up Compliance Examination – Towne Vista Apartments

SUMMARY AND BACKGROUND INFORMATION

On October 3, 2002, the Travis County Housing Finance Corporation (“Corporation”) issued a total of \$13,460,000 in a Revenue Bond issue for the construction of a 280-unit multifamily residential development. The development was named Towne Vista located at 2201 Montopolis Drive, Austin, Texas 78741. The owner is Town Vista, L.P.

SCOPE

A minimum of 112 units (40% of 280) must be occupied by “Low Income Tenants” with a total family income at or below 60% of Area Median Family Income (“AMI”) and rents must be set at 50% of AMI. Additionally, a minimum 252 units (90% of 280) must be occupied by “Eligible Tenants” whose income does not exceed 120% of AMI. Tenant incomes must be recertified annually per the Land Use Restriction Agreement (Section 6. b.)

Towne Vista received 4% tax credits through the Texas Department of Housing and Community Affairs requiring the development to lease 100% of the units to households with incomes of 60% AMI or less.

On March 1, 2012, staff initiated a compliance examination. The audit focused on performance requirements set forth by the Land Use Restriction Agreement (LURA) dated October 1, 2002. Based on the results of that initial audit, summarized below, we scheduled a follow up audit for September 27, 2012 to confirm issues had been addressed.

AUDIT FINDINGS

In the initial audit in March 2012, the overall the tenant files appear to be maintained in satisfactory condition. No significant exceptions were noted during the examination. However, management was following TDHCA’s compliance regulations and were not certifying tenant incomes annually. Instead they were recertifying every three years. Therefore, we were unable to confirm that current tenants are or are not currently income

qualified to reside at the property, and we are unable to conclusively confirm whether the property is in compliance with 40% of the units at 60% AMI and 90% at 120% AMI. The follow up audit was performed to confirm that management had recertified tenant incomes and that procedures were in place to update tenant income information annually. We reviewed a total of 40 tenant files: all contained updated tenant incomes certifications or management was able to provide documentation that the income information had been requested. The documentation indicated that appropriate action was taken with residents who refuse to comply and provide income information.

CONCLUSION AND RECOMENDATIONS

Since the property is complying with all requirements of the Regulatory Agreement, staff request approval to invoice Towne Vista a \$500.00 examination fee.

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 LAVACA STREET – SUITE 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

October 1, 2012

Ms. Martha Padier, District Manager
Towne Vista Apartments
2201 Montopolis Drive
Austin, Texas 78741

RE: September 27, 2012 Follow-up Compliance Audit

Dear Ms. Padier:

We have completed the compliance examination of Towne Vista Apartments. The purpose of the examination was to ensure that *(a) 40% of the dwelling units to tenants whose income does not exceed 60% of the Area Median Income "AMI" (referred as "Low Income Tenants") and (b) 90% of the dwelling units to tenants whose income does not exceed 120% of AMI (referred to as "Eligible Tenants")*. Additionally, the Regulatory and Land Use Restriction Agreement require that income certifications are required annually for all tenants.

The purpose of the follow-up audit of September 27, 2012, was to confirm that tenant income certifications are now being completed annually per the Regulatory and Land Use Restriction Agreement. All tenant files reviewed had tenant incomes updated or appropriate action was taken if the resident was uncooperative in providing requested information.

Thank you for the courtesy you showed us during the on-site visit and for your dedication in maintaining compliance with the Regulatory Agreement. Ms. Padier, we understand and appreciate that these recertifications represented a significant effort and a large time commitment for you and your staff. We do appreciate it and the professionalism and expertise you bring to the property. If there are any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Karen Thigpen
Assistant Corporations Manager

cc: Board of Directors, Travis County Housing Finance Corporation
Leslie Browder, County Executive, Planning and Budget
Leroy Nellis, Budget Director
Andrea Shields, Manager

TRAVIS COUNTY HOUSING FINANCE CORPORATION

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. Box 1748
(512) 854-9116

700 Lavaca Street, Suite 1560
AUSTIN, TEXAS 78767
Fax (512) 854-4210

Invoice

October 1, 2012

Towne Vista Apartments
Attn: Martha Padier, District Manager
2201 Montopolis Drive
Austin, TX 78741

Please remit the Travis County Housing Finance Corporation the reimbursable fees related to the Towne Vista Apartments compliance examination for September 27, 2012.

BALANCE DUE: \$ 500.00

Payment should be sent to:

Travis County Housing Finance Corporation
Attn: Andrea Shields
700 Lavaca Street, Suite 1560
Austin, Texas 78701