



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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January 11, 2017

Sandy Bolton  
Orion Real Estate Services, Inc.  
2051 Greenhouse Rd Ste 300  
Houston, TX 77084

RE: Gardenview Apartments  
2730 Lafferty Rd  
Pasadena, TX 77502

CMTS: 1196 LIHTC: 93191

Dear Sandy Bolton:

On February 21, 2017 at approximately 03:30 pm, monitor(s) will be visiting the above referenced development to conduct an onsite monitoring review. **Please note that the Department representative(s) may be visiting other developments in the area which may require the date and/or time of the onsite to change. Please ask your staff to plan for any adjustments requested by the Department.**

The following items must be submitted to the attention of Sussette Kenney no later than January 27, 2017. Please upload all requested items to the Electronic Document Attachment system through the development's Compliance Monitoring and Tracking System ("CMTS") account. In addition, please electronically complete required reports in CMTS indicated below. If any requested item is not submitted, please submit a written explanation. **Failure to submit the requested information by the deadline will result in noncompliance under the finding, "Failure to provide pre-onsite documentation as required."**

1. Completed electronically through the CMTS:
  - a. Entrance Interview Questionnaire
  - b. Unit Status Report (USR) reporting occupancy as of December 31, 2016
  - c. Review and update, if needed, contact information for the owner, the Management Company and onsite manager
2. Utility Allowance documentation for current and two (2) years prior
3. Affirmative Marketing Plan, Affirmative Marketing Tool (or other method used to identify "least likely to apply") and all current marketing documentation evidencing compliance with special outreach efforts.
4. Written Policies and Procedures as required in 10TAC§10.610
5. HTC and Exchange developments –
  - a. Copies of all Form(s) 8609 with Part II completed for **each** building including all applicable attachments as submitted to the IRS. (Including 8609s for acquisition, if applicable) If 8609's have



- not been issued by the Department, submit copies of the Certificate(s) of Occupancy (“COs”) including any Temporary COs issued for each building
- b. Invoices, contracts, vendor price sheet or other documentation supporting application fees
6. Supportive Services:
- a. HTC developments - documentation evidencing compliance with all supportive service requirements (e.g. calendars, sign-in-sheets, provider contracts, notices, etc...)
  - b. Bond developments- documentation evidencing compliance with expenditure requirements (e.g. invoices provider contracts, ledgers, expense reports, etc...)
7. If required, a written narrative explaining material participation of Non-Profit, HUB and/or CHDO and any additional evidence that the required entity has met specific LURA requirements.

For instructions on how to use the attachment system, please see Attaching Documents to CMTS found on the Department’s website. To access on the home page, select the Support and Services tab and then select Compliance. From the submenu, select Online Reporting.

***On the day of the monitoring visit, Department staff will need access to original resident files.*** If original resident files are not maintained at the development, please let the Department know immediately so that arrangements can be made.

Unfortunately, the Department is not able to reschedule or postpone monitoring visits. If you have any questions about the visit or any of the information that needs to be submitted, please contact Sussette Kenney at 1 - (512) 475-1273 or via email at [sussette.kenney@tdhca.state.tx.us](mailto:sussette.kenney@tdhca.state.tx.us).

Sincerely,

Sussette Kenney  
Compliance Monitor

cc: Robin Reed, Property Owner Contact  
2730 Lafferty Street Apartments, L.P., Property Owner

Yoanna Buenetello, Onsite Manager  
Gardenview Apartments

