

September 22, 2025

Cody Campbell
Director of Multifamily Finance
P.O. Box 13941
Austin, Texas 78701-3941

Re: HTC 24015– Force Majeure Extension Request

Dear Mr. Campbell:

I am writing today to submit a force majeure request for a 9% Housing Tax Credit development, Spring Creek Villas, which was awarded in 2024. We are currently experiencing various forms of force majeure events that make progressing our project forward, challenging. Most notably, the shut down of the federal government and back up of closings at the USDA.

The Developer has worked diligently since the award in July of 2024 and has received the appropriate letters of transfer from USDA for the development (see attached). These letters usually trigger a closing timeline, which would have happened in December if all things had gone accordingly. Unfortunately, with staff cuts at USDA and now the government shutdown, we cannot be assured that USDA can meet the required timeline for the deal to close in time for 10% test by December 20th, or even by the end of this year.

These delays were not due to the negligent or willful acts or omission of the Development Owner, Affiliate, or Related Party. The were out of our control and while we do what is within our control to mitigate or prepare for these events, we cannot always plan and prepare for everything.

While we intend to remain ready to close before the end of the year, we respectfully request a twelve (12) month placed in service extension to December 21, 2027 to account for these unforeseen and uncontrollable delays from our federal partners.

Thank you for your attention and consideration of this amendment request. Please contact Christina Ott directly if you have any questions regarding this request.

Sincerely,

SPRING CREEK VILLAS OF LINDEN, LP,
a Texas limited partnership

By: Spring Creek Villas of Linden GP, LLC,
a Texas limited liability company,
its general partner

By: 
J. Douglas Hamilton, Manager

Willows RD Housing, L.P.

3224 26th St • Metairie, LA 70002 • Telephone (504) 561-1172
Email murraycalhoun@mac-rellc.com

October 6, 2025

Cody Campbell
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, Texas 78701

RE: 24057 The Willows

Dear Mr. Campbell,

Willows RD Housing LP ("Owner"), the owner of the above referenced development, respectfully requests an extension Placement in Service deadline through the Force Majeure Treatment for The Willows Apartments.

This development was scheduled to close the first week of June 2025; however, the intended syndicator decided not to move forward with the development. The Owner requested a six-month extension at the end of May; however, the TDHCA provided an automatic extension to all 2024 applications through October 2025. Due to the earlier syndication stall, the Owner is now caught in the USDA closing schedule issues. The Owner was hoping to close by the end of the year; however, since the owner is relying on USDA to be able to close, the owner respectfully requested an extension to meet and submit the documentation for the 10% test to December 19, 2025.

The national office at USDA published a closing calendar to USDA transfer applicants that stated in order to be closed by the end of the year, an applicant has to have underwriting completed with all third-party reports approved and the "Letter of Conditions" issued by October 3rd. It takes seventy-five (75) days from there to complete the closing. Unfortunately, this application was not issued a Letter of Condition by October 3rd, which means it will not be scheduled for closing until after January of 2026.

The Owner will not be able to meet the 10% Test and documentation submission by December 20th; therefore, the Owner respectfully requests a six (6) month placement in service extension through Force Majeure treatment.

Should you have any questions or need additional information, please feel free to contact me.

Sincerely,


Murray Calhoun
Manager

STAKEHOLDER ANNOUNCEMENT

Rural Housing Service - Multifamily Housing Timeframes for Closing Calendar Year-End 2025 Transactions

Washington DC, August 14, 2025 – For customer awareness and transaction planning, Rural Development’s Office of Multifamily Housing’s Production and Preservation (P2) Division is announcing its 2025 calendar year-end closing schedule.

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Multifamily Housing is setting this deadline to prioritize its resources to assist customers with critical, time-sensitive calendar year-end deadlines. A closing prior to calendar year-end is not guaranteed and will depend on timeliness and completeness of responses. Any modifications to a transaction or entity structure may delay closing. The P2 Division will ask applicants to communicate critical deadlines and closing dates for all transactions. P2 will also continue to transparently communicate processing timeframes with our lending partners, so that execution expectations can be managed.

For applicants that are not able to meet the October 3rd deadline, P2 will work to coordinate and establish a target closing date that will be after January 1, 2026.

Questions or concerns about an application’s status must be communicated to the P2 analyst assigned to the transaction. Additional contact information can be found on the [Multifamily Organizational Chart](#). For additional information, please contact the Multifamily Housing Production & Preservation Program Support Branch at MFH.ProgramSupport@usda.gov.

Thank you,

Daniel J. Rogers
Director, Production & Preservation Division
Multifamily Housing | Rural Development
United States Department of Agriculture

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Corrigan Square Housing, Ltd.

P O Box 489 • New Caney, TX 78651 • Telephone (281) 210-5530
Email jcampbell@lcjcompanies.com

October 6, 2025

Cody Campbell
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, Texas 78701

RE: 24075 Corrigan Square Apartments

Dear Mr. Campbell,

Corrigan Square Housing, Ltd. ("Cleveland"), the owner of the above referenced development, respectfully requests an extension of the Placement in Service deadline through the Force Majeure Treatment for the Corrigan Square Apartments.

This development was originally scheduled to close in April 2025; however, due to the turbulence in the federal government, the United States Department of Agriculture ("USDA") is unable to schedule a firm closing at this time. The Owner requested a six-month extension at the end of May; however, the TDHCA provided an automatic extension to all 2024 applications through October 2025. The Owner requested an additional extension to the 10% Test documentation to December 19, 2025.

The national office at USDA published a closing calendar to USDA transfer applicants that stated in order to be closed by the end of the year, an applicant has to have underwriting completed with all third-party reports approved and the "Letter of Conditions" issued by October 3rd. The owner was successful in getting through the USDA paperwork by the October 3, 2025 deadline and received the closing go ahead; however, with the Continuing Resolution and potential US government shutdown looming with the length unknown, the owner is anxious about leaving the closing up-in-the-air and not meeting the federal requirements for the 10% Test documentation.

The Owner will not be able to meet the 10% Test and documentation submission by December 20th; therefore, the Owner respectfully requests a twelve (12) month placement in service extension through Force Majeure treatment.

Should you have any questions or need additional information, please feel free to contact me.

Sincerely,



Jonathan Campbell
Managing Member

STAKEHOLDER ANNOUNCEMENT

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Thank you,

Daniel J. Rogers
Director, Production & Preservation Division
Multifamily Housing | Rural Development
United States Department of Agriculture

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HVM 2024 GBC, LLC

209 S. West Street • Burnet, TX 78611 • Telephone (512) 756-6809
Email dennishoover@hamiltonvalley.com

October 6, 2025

Cody Campbell
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, Texas 78701

RE: 24097 Golden Oaks Apartments

Dear Mr. Campbell,

HVM 2024 GBC, LLC ("GBC"), the owner of the above referenced development, respectfully requests an extension of the Placement in Service through Force Majeure treatment for the Golden Oaks Apartments.

This development was originally scheduled to close in April 2025; however, due to the turbulence in the federal government, the United States Department of Agriculture ("USDA") is unable to schedule a firm closing at this time. The Owner requested a six-month extension at the end of May; however, the TDHCA provided an automatic extension to all 2024 applications through October 2025. The owner is still having closing issues with the USDA and was hoping to close by the end of the year; however, since the owner is relying on USDA to be able to close, the owner requested an extension to meet and submit the documentation for the 10% test to December 19, 2025.

The national office at USDA published a closing calendar to USDA transfer applicants that stated in order to be closed by the end of the year, an applicant has to have underwriting completed with all third-party reports approved and the "Letter of Conditions" issued by October 3rd. It takes seventy-five (75) days from there to complete the closing. Unfortunately, this application was not issued a Letter of Condition by October 3rd, which means it will not be scheduled for closing until after January of 2026.

The Owner will not be able to meet the 10% Test and documentation submission by December 20th; therefore, the Owner respectfully requests a six (6) month placement in service extension through Force Majeure treatment.

Should you have any questions or need additional information, please feel free to contact me.

Sincerely,



Dennis Hoover
Member

STAKEHOLDER ANNOUNCEMENT

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Thank you,

Daniel J. Rogers
Director, Production & Preservation Division
Multifamily Housing | Rural Development
United States Department of Agriculture

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HVM 2024 Keene 5G, LLC

209 S. West Street • Burnet, TX 78611 • Telephone (512) 756-6809
Email dennishoover@hamiltonvalley.com

October 6, 2025

Cody Campbell
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, Texas 78701

RE: 24099 Sherwood Arms Apartments

Dear Mr. Campbell,

HVM 2024 Keene 5G, LLC ("Owner"), the owner of the above referenced development, respectfully requests an extension of the Placement in Service through Force Majeure treatment for the Sherwood Arms Apartments.

This development was originally scheduled to close in April 2025; however, due to the turbulence in the federal government, the United States Department of Agriculture ("USDA") is unable to schedule a firm closing at this time. The Owner requested a six-month extension at the end of May; however, the TDHCA provided an automatic extension to all 2024 applications through October 2025. The owner is still having closing issues with the USDA and was hoping to close by the end of the year; however, since the owner is relying on USDA to be able to close, the owner requested an extension to meet and submit the documentation for the 10% test to December 19, 2025.

The national office at USDA published a closing calendar to USDA transfer applicants that stated in order to be closed by the end of the year, an applicant has to have underwriting completed with all third-party reports approved and the "Letter of Conditions" issued by October 3rd. It takes seventy-five (75) days from there to complete the closing. Unfortunately, this application was not issued a Letter of Condition by October 3rd, which means it will not be scheduled for closing until after January of 2026.

The Owner will not be able to meet the 10% Test and documentation submission by December 20th; therefore, the Owner respectfully requests a six (6) month placement in service extension through Force Majeure treatment.

Should you have any questions or need additional information, please feel free to contact me.

Sincerely,



Dennis Hoover
Member

STAKEHOLDER ANNOUNCEMENT

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Thank you,

Daniel J. Rogers
Director, Production & Preservation Division
Multifamily Housing | Rural Development
United States Department of Agriculture

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HVM 2024 Teague, LLC

209 S. West Street • Burnet, TX 78611 • Telephone (512) 756-6809
Email dennishoover@hamiltonvalley.com

October 6, 2025

Cody Campbell
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, Texas 78701

RE: 24100 Freestone Apartments

Dear Mr. Campbell,

HVM 2024 Teague, LLC ("Owner"), the owner of the above referenced development, respectfully requests an extension to submit the 10% Test documentation for the Freestone Apartments.

This development was originally scheduled to close in April 2025; however, due to the turbulence in the federal government, the United States Department of Agriculture ("USDA") is unable to schedule a firm closing at this time. The Owner requested a six-month extension at the end of May; however, the TDHCA provided an automatic extension to all 2024 applications through October 2025. The owner is still having closing issues with the USDA and was hoping to close by the end of the year; however, since the owner is relying on USDA to be able to close, the owner requested an extension to meet and submit the documentation for the 10% test to December 19, 2025.

The national office at USDA published a closing calendar to USDA transfer applicants that stated in order to be closed by the end of the year, an applicant has to have underwriting completed with all third-party reports approved and the "Letter of Conditions" issued by October 3rd. It takes seventy-five (75) days from there to complete the closing. Unfortunately, this application was not issued a Letter of Condition by October 3rd, which means it will not be scheduled for closing until after January of 2026.

The Owner will not be able to meet the 10% Test and documentation submission by December 20th; therefore, the Owner respectfully requests a six (6) month placement in service extension through Force Majeure treatment.

Should you have any questions or need additional information, please feel free to contact me.

Sincerely,



Dennis Hoover
Member

STAKEHOLDER ANNOUNCEMENT

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Thank you,

Daniel J. Rogers
Director, Production & Preservation Division
Multifamily Housing | Rural Development
United States Department of Agriculture

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September 22, 2025

Cody Campbell
Director of Multifamily Finance
P.O. Box 13941
Austin, Texas 78701-3941

Re: HTC 24159– Force Majeure Extension Request

Dear Mr. Campbell:

I am writing today to submit a force majeure request for a 9% Housing Tax Credit development, Brownfield Estates which was awarded in 2024. We are currently experiencing various forms of force majeure events that make progressing our project forward, challenging. Most notably, the shut down of the federal government and back up of closings at the USDA.

The Developer has worked diligently since the award in July of 2024 and has received the appropriate letters of transfer from USDA for the development (see attached). These letters usually trigger a closing timeline, which would have happened in December if all things had gone accordingly. Unfortunately, with staff cuts at USDA and now the government shutdown, we cannot be assured that USDA can meet the required timeline for the deal to close in time for 10% test by December 20th, or even by the end of this year.

These delays were not due to the negligent or willful acts or omission of the Development Owner, Affiliate, or Related Party. The were out of our control and while we do what is within our control to mitigate or prepare for these events, we cannot always plan and prepare for everything.

While we intend to remain ready to close before the end of the year, we respectfully request a twelve (12) month placed in service extension to December 21, 2027 to account for these unforeseen and uncontrollable delays from our federal partners.

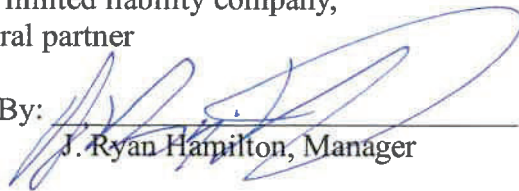
Thank you for your attention and consideration of this amendment request. Please contact Christina Ott directly if you have any questions regarding this request.

Sincerely,

BROWNFIELD ESTATES, LP,
a Texas limited partnership

By: Brownfield Estates GP, LLC,
a Texas limited liability company,
its general partner

By:



J. Ryan Hamilton, Manager

September 22, 2025

Cody Campbell
Director of Multifamily Finance
P.O. Box 13941
Austin, Texas 78701-3941

Re: HTC 24161– Force Majeure Extension Request

Dear Mr. Campbell:

I am writing today to submit a force majeure request for a 9% Housing Tax Credit development, Hereford Estates which was awarded in 2024. We are currently experiencing various forms of force majeure events that make progressing our project forward, challenging. Most notably, the shut down of the federal government and back up of closings at the USDA.

The Developer has worked diligently since the award in July of 2024 and has received the appropriate letters of transfer from USDA for the development (see attached). These letters usually trigger a closing timeline, which would have happened in December if all things had gone accordingly. Unfortunately, with staff cuts at USDA and now the government shutdown, we cannot be assured that USDA can meet the required timeline for the deal to close in time for 10% test by December 20th, or even by the end of this year.

These delays were not due to the negligent or willful acts or omission of the Development Owner, Affiliate, or Related Party. The were out of our control and while we do what is within our control to mitigate or prepare for these events, we cannot always plan and prepare for everything.

While we intend to remain ready to close before the end of the year, we respectfully request a twelve (12) month placed in service extension to December 21, 2027 to account for these unforeseen and uncontrollable delays from our federal partners.

Thank you for your attention and consideration of this amendment request. Please contact Christina Ott directly if you have any questions regarding this request.

Sincerely,

HEREFORD ESTATES, LP,
a Texas limited partnership

By: Hereford Estates GP, LLC,
a Texas limited liability company,
its general partner

By:



J. Ryan Hamilton, Manager



PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
PKHousing.com

October 21, 2025

Mr. Cody Campbell
Director of Multifamily Finance
Texas Department of Housing and Community Affairs
211 E 11th Street
Austin, TX 78701

Re: TDHCA Application #24181-Emerald Park Apartments
PK Emerald Park Limited Partnership

Dear Mr. Campbell,

PK Emerald Park Limited Partnership (the "Owner") is the development owner of Emerald Park Apartments, TDHCA Application #24181 (the "Development") which is in Whitesboro, Texas in Grayson County. The Development received an allocation of Housing Tax Credits from the Texas Department of Housing and Community Affairs ("TDHCA") for the acquisition and rehabilitation of Brookhollow and Whitesboro Park Apartments. The Owner is required to meet the 10% test by October 31, 2025 and place the Development in service by December 31, 2026. Due to delays in closing the acquisition transfer with USDA-RD, the Owner is in danger of meeting deadlines required by Section 42(h)(1)(E)(i) and Section 42(h)(1)(E)(ii) of the Internal Revenue Code. An extension of the 10% test and placed-in-service deadlines is needed for the Development and is the result of events that we believe qualify under Section 11.6(5) of the 2024 Qualified Allocation Plan ("QAP") relating to Force Majeure.

Development Timeline

March 11, 2025	USDA received transfer application
June 26, 2025	Transfer application review was complete
October 2, 2025	The transfer application was approved by Underwriting and funds were obligated. Closing documents were not submitted to the USDA Office of General Counsel for comments before the shutdown.

There have been several delays from USDA this year for various reasons.

1. Staffing Reductions:

Earlier this year, upon the recommendation of the Department of Government Efficiency (DOGE), the current administration offered voluntary buyouts to a significant number of federal employees. As a result, a large portion of USDA staff either retired or left the department. The resulting staff shortages have led to extended review times, and USDA has not yet filled the majority of the vacant positions.



PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
PKHousing.com

2. Additional Review Requirements:

As part of the review process, USDA has implemented an additional procedural step in its project approval timeline. As a result of the DOGE review, before USDA can obligate funds to a project and prior to submission to the closing department, the project now must be reviewed and approved by an outside department. This added step has extended review periods by as much as five weeks, significantly impacting USDA's overall processing timeline. Additionally, the OGC review turn times have been extended out to 75 days for final sign off before the project is submitted to the closing department.

3. Federal Government Shutdown:

As of October 1, 2025, the federal government remains shut down. During this period, USDA staff are not reviewing any pending submissions. Consequently, no project approvals can be issued until the government reopens, further delaying the process. Per the attached Stakeholder Announcement dated August 14, 2025; USDA has stated that all projects that are not fully through the closing process by October 3, 2025, they will not be able to close by December 31, 2025.

Due to these factors, we anticipate that the project closing will be delayed until the first quarter of 2026. This delay will prevent the Owner from meeting the Section 42 deadline for the 10% test.

Accordingly, the Owner respectfully requests that the Housing Tax Credits allocated in 2024 be returned and that the Texas Department of Housing and Community Affairs (TDHCA) reallocate the Housing Tax Credits to the Owner in the current year, in accordance with §11.6(5) of the 2024 Qualified Allocation Plan (QAP) relating to *Force Majeure* and that the Placed in Service date be extended to December 31, 2027.

We believe the Owner and Development meet all requirements under Section 11.6(5), including:

1. The delay was caused by sudden, unforeseen circumstances outside the Owner's control, occurring before the issuance of Form 8609.
2. The delays were not the result of willful negligence or actions by the Owner, any Affiliate, or Related Party.
3. The Owner has endeavored to mitigate the delays.
4. The Force Majeure threatens compliance with the 10% Test and placed-in-service requirements of the original allocation.
5. The requested Carryover Agreement would allocate the same amount of Housing Tax Credits as those returned.



PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
PKHousing.com

If you have any questions or require additional information, please do not hesitate to contact Mason Benbow, VP of Development, directly at mbenbow@pkhousing.com or 517-234-4296.

Sincerely,

Christopher Potterpin

Christopher Potterpin
Manager

PK Emerald Park Limited Partnership

STAKEHOLDER ANNOUNCEMENT

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Thank you,

Daniel J. Rogers
Director, Production & Preservation Division
Multifamily Housing | Rural Development
United States Department of Agriculture

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Rural Development June 25, 2025

Jonathan D. Bell
Director

Processing and Report
Review Branches

Christopher Potterpin
PK Emerald Park, LP
1784 Hamilton Road
Okemos, MI 48864

Production and
Preservation Division
Multifamily Housing

RE: Transfer of Ownership Application - Handoff of Application
PK Emerald Park, LP

Rural Housing Service

Dear Christopher Potterpin:

The subject transfer application was received on:

March 4, 2025

The transfer application has been reviewed for completeness in accordance with HB-3-3560, Chapter 7, and Attachment 7-B-1. The subject transfer application was considered complete as of:

April 26, 2025

The subject transfer application was handed off to the Underwriting Branch on:

June 25, 2025

Please note, any outstanding items must be submitted to the Processing and Report Review Branch and found to be acceptable before the Underwriting Branch can conclude their review and handoff the application to the Closing Branch.

[CONTINUED, page 2]

If you have any questions regarding the above, please feel free to contact the following:

CJ Michels, Finance and Loan Analyst

cj.michels@usda.gov

(804) 287-1596

Sincerely,

REBECCA
COOPER

 Digitally signed by
REBECCA COOPER
Date: 2025.06.26 07:49:02
-05'00'

FOR: Jonathan D. Bell, Director
Processing & Report Review Branch 2

cc: Maya Kinson, FOD Loan Specialist
Saykorn Kannika, FOD Team Lead

Tim Smith

From: Mason Benbow <mbenbow@pkhousing.com>
Sent: Thursday, October 2, 2025 1:00 PM
To: Martinez, Diane - RD, CA; Rochelle L. Trotter; Chris Potterpin
Cc: Sarah Johansen
Subject: Re: TX-Emeral Park
Attachments: TX-Emeral Park RD3560-20_executed.pdf; TX-Emerald Park Transfer LOC_executed.pdf

Hi Diane,

Attached are the letter of conditions and 3560-20 for Emerald Park.

Mason Benbow

Vice President of Development



1784 Hamilton Road
Okemos, MI 48864



mbenbow@pkhousing.com



pk-companies.com



(517) 234-4296

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture | Office of the Assistant Secretary for Civil Rights | 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: program.intake@usda.gov

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From: Martinez, Diane - RD, CA <diane.martinez@usda.gov>
Sent: Monday, September 29, 2025 2:41 PM
To: Rochelle L. Trotter <rtrotter@pkhousing.com>; Mason Benbow <mbenbow@pkhousing.com>; Chris Potterpin

<CPotterpin@pkhousing.com>

Cc: Sarah Johansen <sjohansen@bmfcap.com>

Subject: TX-Emeral Park

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Hello,

Please review, sign, and return the attached Letter of Conditions and 3560-20. The 3560-1 is for your records.

Sarah, attached for review and signature is form RD 3565-2, Conditional Commitment.

Thank you,

Diane B. Martinez

Finance and Loan Analyst

Underwriting Branch 2, Production and Preservation Division

Multifamily Housing



U.S. DEPARTMENT OF AGRICULTURE

Rural Development

Office Number

(209) 287-3654

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PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
PKHousing.com

October 21, 2025

Mr. Cody Campbell
Director of Multifamily Finance
Texas Department of Housing and Community Affairs
211 E 11th Street
Austin, TX 78701

Re: TDHCA Application #24183-Navasota Manor Apartments
PK Navasota Manor Limited Partnership

Dear Mr. Campbell,

PK Navasota Manor Limited Partnership (the "Owner") is the development owner of Navasota Manor Apartments, TDHCA Application #24183 (the "Development") which is in Navasota, Texas in Grimes County. The Development received an allocation of Housing Tax Credits from the Texas Department of Housing and Community Affairs ("TDHCA") for the acquisition and rehabilitation of Navasota Manor Apartments. The Owner is required to meet the 10% test by October 31, 2025 and place the Development in service by December 31, 2026. Due to delays in closing the acquisition transfer with USDA-RD, the Owner is in danger of meeting deadlines required by Section 42(h)(1)(E)(i) and Section 42(h)(1)(E)(ii) of the Internal Revenue Code. An extension of the 10% test and placed-in-service deadlines is needed for the Development and is the result of events that we believe qualify under Section 11.6(5) of the 2024 Qualified Allocation Plan ("QAP") relating to Force Majeure.

Development Timeline

March 3, 2025	USDA received transfer application
May 20, 2025	Transfer application review was complete
September 26, 2025	The transfer application was approved by Underwriting and funds were obligated. Closing documents were not submitted to the USDA Office of General Counsel for comments before the shutdown.

There have been several delays from USDA this year for various reasons.

1. Staffing Reductions:

Earlier this year, upon the recommendation of the Department of Government Efficiency (DOGE), the current administration offered voluntary buyouts to a significant number of federal employees. As a result, a large portion of USDA staff either retired or left the department. The resulting staff shortages have led to extended review times, and USDA has not yet filled the majority of the vacant positions.



PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
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2. Additional Review Requirements:

As part of the review process, USDA has implemented an additional procedural step in its project approval timeline. As a result of the DOGE review, before USDA can obligate funds to a project and prior to submission to the closing department, the project now must be reviewed and approved by an outside department. This added step has extended review periods by as much as five weeks, significantly impacting USDA's overall processing timeline. Additionally, the OGC review turn times have been extended out to 75 days for final sign off before the project is submitted to the closing department.

3. Federal Government Shutdown:

As of October 1, 2025, the federal government remains shut down. During this period, USDA staff are not reviewing any pending submissions. Consequently, no project approvals can be issued until the government reopens, further delaying the process. Per the attached Stakeholder Announcement dated August 14, 2025; USDA has stated that all projects that are not fully through the closing process by October 3, 2025, they will not be able to close by December 31, 2025.

Due to these factors, we anticipate that the project closing will be delayed until the first quarter of 2026. This delay will prevent the Owner from meeting the Section 42 deadline for the 10% test.

Accordingly, the Owner respectfully requests that the Housing Tax Credits allocated in 2024 be returned and that the Texas Department of Housing and Community Affairs (TDHCA) reallocate the Housing Tax Credits to the Owner in the current year, in accordance with §11.6(5) of the 2024 Qualified Allocation Plan (QAP) relating to *Force Majeure* and that the Placed in Service date be extended to December 31, 2027.

We believe the Owner and Development meet all requirements under Section 11.6(5), including:

1. The delay was caused by sudden, unforeseen circumstances outside the Owner's control, occurring before the issuance of Form 8609.
2. The delays were not the result of willful negligence or actions by the Owner, any Affiliate, or Related Party.
3. The Owner has endeavored to mitigate the delays.
4. The Force Majeure threatens compliance with the 10% Test and placed-in-service requirements of the original allocation.
5. The requested Carryover Agreement would allocate the same amount of Housing Tax Credits as those returned.



PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
PKHousing.com

If you have any questions or require additional information, please do not hesitate to contact Mason Benbow, VP of Development, directly at mbenbow@pkhousing.com or 517-234-4296.

Sincerely,

Christopher Potterpin

Christopher Potterpin
Manager

PK Navasota Manor Limited Partnership

STAKEHOLDER ANNOUNCEMENT

Rural Housing Service - Multifamily Housing Timeframes for Closing Calendar Year-End 2025 Transactions

Washington DC, August 14, 2025 – For customer awareness and transaction planning, Rural Development’s Office of Multifamily Housing’s Production and Preservation (P2) Division is announcing its 2025 calendar year-end closing schedule.

Owners and applicants intending to close a transaction on or before December 31, 2025, must have fully executed conditional commitments / letters of conditions, and all outstanding information and documentation submitted to P2 on or before Friday, October 3, 2025. This includes having fully approved third-party reports, organizational document review, and construction documents.

Multifamily Housing is setting this deadline to prioritize its resources to assist customers with critical, time-sensitive calendar year-end deadlines. A closing prior to calendar year-end is not guaranteed and will depend on timeliness and completeness of responses. Any modifications to a transaction or entity structure may delay closing. The P2 Division will ask applicants to communicate critical deadlines and closing dates for all transactions. P2 will also continue to transparently communicate processing timeframes with our lending partners, so that execution expectations can be managed.

For applicants that are not able to meet the October 3rd deadline, P2 will work to coordinate and establish a target closing date that will be after January 1, 2026.

Questions or concerns about an application’s status must be communicated to the P2 analyst assigned to the transaction. Additional contact information can be found on the [Multifamily Organizational Chart](#). For additional information, please contact the Multifamily Housing Production & Preservation Program Support Branch at MFH.ProgramSupport@usda.gov.

Thank you,

Daniel J. Rogers
Director, Production & Preservation Division
Multifamily Housing | Rural Development
United States Department of Agriculture

###

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Rural Development May 20, 2025

Jonathan D. Bell
Director

Christopher Potterpin
PK Navasota Manor Limited Partnership
1784 Hamilton Road
Okemos, MI 48864

Processing and Report
Review Branches

Production and
Preservation Division
Multifamily Housing

RE: Transfer of Ownership Application - Handoff of Application
PK Navasota Manor Limited Partnership

Rural Housing Service

Dear Christopher Potterpin:

The subject transfer application was received on:

March 4, 2025

The transfer application has been reviewed for completeness in accordance with HB-3-3560, Chapter 7, and Attachment 7-B-1. The subject transfer application was considered complete as of:

May 20, 2025

The subject transfer application was handed off to the Underwriting Branch on:

May 20, 2025

Please note, any outstanding items must be submitted to the Processing and Report Review Branch and found to be acceptable before the Underwriting Branch can conclude their review and handoff the application to the Closing Branch.

[CONTINUED, page 2]

If you have any questions regarding the above, please feel free to contact the following:

Kimberly Ellingson, Finance and Loan Analyst
kimberly.ellingson@usda.gov
715-204-8255

Sincerely,

REBECCA
COOPER

Digitally signed by
REBECCA COOPER
Date: 2025.05.20
13:01:46 -05'00'

FOR: Jonathan D. Bell, Director
Processing & Report Review Branch 2

cc: J.L. Tyler, FOD Loan Specialist
Saykorn Kannika, FOD Team Lead

Tim Smith

From: Mason Benbow <mabenbow@pkhousing.com>
Sent: Tuesday, September 30, 2025 3:29 PM
To: Georghiou, Savannah - RD, NC; Rochelle L. Trotter
Cc: Chris Potterpin
Subject: Re: TX - Navasota Manor LOC, Approval Docs
Attachments: TX - Navasota Manor 3560-1 executed.pdf; TX - Navasota Manor 3560-20_fully executed.pdf

Hi Savannah,

Attached are the executed 3560-1 and 3560-20.

Thanks,

Mason Benbow
Vice President of Development



1784 Hamilton Road
Okemos, MI 48864



mabenbow@pkhousing.com



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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture | Office of the Assistant Secretary for Civil Rights | 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: program.intake@usda.gov

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From: Georghiou, Savannah - RD, NC <savannah.georghiou@usda.gov>
Sent: Tuesday, September 30, 2025 2:03 PM
To: Rochelle L. Trotter <rtrotter@pkhousing.com>

Cc: Chris Potterpin <CPotterpin@pkhousing.com>; Mason Benbow <mbenbow@pkhousing.com>

Subject: RE: TX - Navasota Manor LOC, Approval Docs

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Good afternoon,

Just following up. We need the signed LOC, 3560-1, and 3560-20 in order to hand Navasota Manor off to closing.

Savannah Georghiou
Finance and Loan Analyst
Mutlifamily Housing, Rural Development
Underwriting Branch 1, Production and Preservation Division

 **U.S. DEPARTMENT OF AGRICULTURE**
PO Box 771340
St. Louis, MO 63177
p: (919) 873-2059

From: Georghiou, Savannah - RD, NC

Sent: Tuesday, September 23, 2025 2:34 PM

To: rtrotter@pkhousing.com

Cc: CPotterpin@pkhousing.com; mbenbow@pkhousing.com

Subject: TX - Navasota Manor LOC, Approval Docs

Hooray! We have the LOC!

Please see the attached LOC, 3560-1, and 3560-20. I'm sending the 538 Conditional Commitment to the lender now.

Savannah Georghiou
Finance and Loan Analyst
Mutlifamily Housing, Rural Development
Underwriting Branch 1, Production and Preservation Division

 **U.S. DEPARTMENT OF AGRICULTURE**
PO Box 771340
St. Louis, MO 63177
p: (919) 873-2059

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PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
PKHousing.com

October 21, 2025

Mr. Cody Campbell
Director of Multifamily Finance
Texas Department of Housing and Community Affairs
211 E 11th Street
Austin, TX 78701

Re: TDHCA Application #24184-West Family Apartments
PK West Apartments Limited Partnership

Dear Mr. Campbell,

PK West Apartments Limited Partnership (the "Owner") is the development owner of West Family Apartments, TDHCA Application #24184 (the "Development") which is in West, Texas in McLennan County. The Development received an allocation of Housing Tax Credits from the Texas Department of Housing and Community Affairs ("TDHCA") for the acquisition and rehabilitation of West Family Apartments. The Owner is required to meet the 10% test by October 31, 2025 and place the Development in service by December 31, 2026. Due to delays in closing the acquisition transfer with USDA-RD, the Owner is in danger of meeting deadlines required by Section 42(h)(1)(E)(i) and Section 42(h)(1)(E)(ii) of the Internal Revenue Code. An extension of the 10% test and placed-in-service deadlines is needed for the Development and is the result of events that we believe qualify under Section 11.6(5) of the 2024 Qualified Allocation Plan ("QAP") relating to Force Majeure.

Development Timeline

February 19, 2025	USDA received transfer application
June 3, 2025	Transfer application review was complete
July 23, 2025	The transfer application was approved by Underwriting and funds were obligated
August 11, 2025	Confirmation email from USDA that closing documents were submitted to USDA Office of General Counsel for comments final approvals.

There have been several delays from USDA this year for various reasons.

1. Staffing Reductions:

Earlier this year, upon the recommendation of the Department of Government Efficiency (DOGE), the current administration offered voluntary buyouts to a significant number of federal employees. As a result, a large portion of USDA staff either retired or left the department. The resulting staff shortages have led to extended review times, and USDA has not yet filled the majority of the vacant positions.



PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
PKHousing.com

2. Additional Review Requirements:

As part of the review process, USDA has implemented an additional procedural step in its project approval timeline. As a result of the DOGE review, before USDA can obligate funds to a project and prior to submission to the closing department, the project now must be reviewed and approved by an outside department. This added step has extended review periods by as much as five weeks, significantly impacting USDA's overall processing timeline. Additionally, the OGC review turn times have been extended out to 75 days for final sign off before the project is submitted to the closing department.

3. Federal Government Shutdown:

As of October 1, 2025, the federal government remains shut down. During this period, USDA staff are not reviewing any pending submissions. Consequently, no project approvals can be issued until the government reopens, further delaying the process. Per the attached Stakeholder Announcement dated August 14, 2025; USDA has stated that all projects that are not fully through the closing process by October 3, 2025, they will not be able to close by December 31, 2025.

Due to these factors, we anticipate that the project closing will be delayed until the first quarter of 2026. This delay will prevent the Owner from meeting the Section 42 deadline for the 10% test.

Accordingly, the Owner respectfully requests that the Housing Tax Credits allocated in 2024 be returned and that the Texas Department of Housing and Community Affairs (TDHCA) reallocate the Housing Tax Credits to the Owner in the current year, in accordance with §11.6(5) of the 2024 Qualified Allocation Plan (QAP) relating to *Force Majeure* and that the Placed in Service date be extended to December 31, 2027.

We believe the Owner and Development meet all requirements under Section 11.6(5), including:

1. The delay was caused by sudden, unforeseen circumstances outside the Owner's control, occurring before the issuance of Form 8609.
2. The delays were not the result of willful negligence or actions by the Owner, any Affiliate, or Related Party.
3. The Owner has endeavored to mitigate the delays.
4. The Force Majeure threatens compliance with the 10% Test and placed-in-service requirements of the original allocation.
5. The requested Carryover Agreement would allocate the same amount of Housing Tax Credits as those returned.



PK Companies
1784 Hamilton Road
Okemos, MI 48864
Office: 517-347-2001
PKHousing.com

If you have any questions or require additional information, please do not hesitate to contact Mason Benbow, VP of Development, directly at mbenbow@pkhousing.com or 517-234-4296.

Sincerely,

Christopher Potterpin

Christopher Potterpin

Manager

PK West Apartments Limited Partnership

STAKEHOLDER ANNOUNCEMENT

Rural Housing Service - Multifamily Housing Timeframes for Closing Calendar Year-End 2025 Transactions

Washington DC, August 14, 2025 – For customer awareness and transaction planning, Rural Development’s Office of Multifamily Housing’s Production and Preservation (P2) Division is announcing its 2025 calendar year-end closing schedule.

Owners and applicants intending to close a transaction on or before December 31, 2025, must have fully executed conditional commitments / letters of conditions, and all outstanding information and documentation submitted to P2 on or before Friday, October 3, 2025. This includes having fully approved third-party reports, organizational document review, and construction documents.

Multifamily Housing is setting this deadline to prioritize its resources to assist customers with critical, time-sensitive calendar year-end deadlines. A closing prior to calendar year-end is not guaranteed and will depend on timeliness and completeness of responses. Any modifications to a transaction or entity structure may delay closing. The P2 Division will ask applicants to communicate critical deadlines and closing dates for all transactions. P2 will also continue to transparently communicate processing timeframes with our lending partners, so that execution expectations can be managed.

For applicants that are not able to meet the October 3rd deadline, P2 will work to coordinate and establish a target closing date that will be after January 1, 2026.

Questions or concerns about an application’s status must be communicated to the P2 analyst assigned to the transaction. Additional contact information can be found on the [Multifamily Organizational Chart](#). For additional information, please contact the Multifamily Housing Production & Preservation Program Support Branch at MFH.ProgramSupport@usda.gov.

Thank you,

Daniel J. Rogers
Director, Production & Preservation Division
Multifamily Housing | Rural Development
United States Department of Agriculture

###

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Tim Smith

From: SM.RD.DC.MFHprocessing <MFHprocessing2@usda.gov>
Sent: Wednesday, February 19, 2025 1:41 PM
To: Rochelle Trotter; RD.MFHTransfer; SM.RD.DC.MFHprocessing
Cc: Sarah Johansen; Mason Benbow; Chris Potterpin; Christina Wright
Subject: RE: [External Email]West Apartments

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The application was received. Thank you.

CJ Michels

Finance and Loan Analyst

Processing and Report Review Branch 2 | Production and Preservation Division



U.S. DEPARTMENT OF AGRICULTURE

Rural Development

Multifamily Housing Programs

p: (804) 287-1596

From: Rochelle Trotter <rtrotter@pkhousing.com>
Sent: Wednesday, February 19, 2025 2:20 PM
To: RD.MFHTransfer <MFHTransfer@usda.gov>; SM.RD.DC.MFHprocessing <MFHprocessing2@usda.gov>
Cc: Sarah Johansen <s johansen@bmfcap.com>; Mason Benbow <m benbow@pkhousing.com>; Chris Potterpin <CPotterpin@pkhousing.com>; Christina Wright <cwright@pkhousing.com>
Subject: [External Email]West Apartments

[External Email]

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Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov

Borrower Name: PK West Apartments Limited Partnership

Project Name (new): West Family Apartments

Contact Information:

Rochelle Trotter: rtrotter@pkhousing.com

Mason Benbow: m benbow@pkhousing.com

Chris Potterpin: c potterpin@pkhousing.com

Christina Wright: cwright@pkhousing.com

Project State: Texas

Type of Transfer: 515 transfer

Tim Smith

From: Rochelle L. Trotter <rtrotter@pkhousing.com>
Sent: Tuesday, June 3, 2025 1:32 PM
To: Martinez, Diane - RD, CA
Cc: Sarah Johansen; Chris Potterpin; Mason Benbow; Christina Wright
Subject: RE: TX-West Apartments - RD Underwriting

Hi Diane,

My name is Rochelle Trotter, and I assist the PK Development Team, it is nice to meet you 😊

From our team please always include the following folks (listed in this email) on all emails so we ensure the most timely response.

Chris Potterpin – President PK Development
Mason Benbow- Vice President PK Development
Christina Wright – Development Analyst
Rochelle Trotter – Development Coordinator

Generally speaking, you will most often hear from Mason a/o Christina for responses to underwriting questions. My main role is to keep a beat on everything and make sure we are gathering information you may need.

In order for you to get rolling, I know you need the following information which I have requested from our Management Team. Since May just closed out, it may be a few more days, but I figure you want them for 5/31. Let me know if you would like April 30 instead (bank statements will be included):

Current cash account balances
Accounts payable 0-30, 30-60, 60-90
reserve account balance
general operating
taxes and insurance
accounts receivable 0-30, 30-60, 60-90

To answer your questions:

- Most recent PAT **attached the PAT submitted with our application**
- Current bank statements for the General Operating, Tax & Insurance, and Reserve accounts **will come in separate email**
- Current general ledger for Payables and Receivables balances **will come in separate email**
- Most recent Property Tax and Insurance billing statements **I will request from our risk manager and cc you on the email**
- Current third-party lender commitment letter(s) **attached submitted with our application**
- Entity signature block **attached submitted with our application**
- Relocation Plan **attached submitted with our application**
- Deadline to close and what is pushing this deadline **The 10% test with TDHCA was to be due 7/1/25, but we have a short extension time. Closing NLT mid-end of September is very critical.**

Rochelle L. Trotter, COSA, PhD (she/her/hers)

Development Operations Coordinator



T: 517-234-4293
rtrotter@pkhousing.com
1784 Hamilton Road
Okemos, MI 48864

Upcoming PTO: June 28-July 6

From: Martinez, Diane - RD, CA <diane.martinez@usda.gov>

Sent: Tuesday, June 3, 2025 12:41 PM

To: Rochelle Trotter <rtrotter@pkhousing.com>

Cc: Shanna Spurgeon <:sspurgeon@pkhousing.com>

Subject: FW: TX-West Apartments

You don't often get email from diane.martinez@usda.gov. [Learn why this is important](#)

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Hello Rochelle,

I have been assigned to underwrite the transfer of West Apartments. Please provide the following:

- Most recent PAT
- Current bank statements for the General Operating, Tax & Insurance, and Reserve accounts
- Current general ledger for Payables and Receivables balances
- Most recent Property Tax and Insurance billing statements
- Current third-party lender commitment letter(s)
- Entity signature block
- Relocation Plan
- Deadline to close and what is pushing this deadline

I look forward to working with you.

Diane B. Martinez

Finance and Loan Analyst

Underwriting Branch 2, Production and Preservation Division

Multifamily Housing



U.S. DEPARTMENT OF AGRICULTURE

Rural Development

Office Number

(209) 287-3654

Tim Smith

From: Polich, Jaki - RD, CO <jaki.polich@usda.gov>
Sent: Wednesday, July 23, 2025 4:02 PM
To: rtrotter@pkhousing.com; cpotterpin@pkhousing.com; cwright@pkhousing.com; mbenbow@pkhousing.com
Cc: Williams, Jobi - RD, SC; Hixson, Eric - RD, HI; Waters, Byron - RD, NC
Subject: TX-West Apartments
Attachments: 1 Deposit Account Control Agreement.pdf; 2 ACH Enrollment Form (SF 3881).pdf; 3 Pre-Authorized Debit Agreement (3550-28).pdf; 4 Subordination Agreement.docx; TX-West Apts Letter of Conditions - executed.pdf

Some people who received this message don't often get email from jaki.polich@usda.gov. [Learn why this is important](#)

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Hi, the subject transaction has been handed off to the Closing Branch for processing and has been assigned to the following team member: **Jaki Polich**

I will review the transaction, prepare draft closing documents, and issue escrow closing instructions. Please note that this process will take at least 75 days to complete from the date that a complete closing package has been received from the applicant.

Please email the following items via encrypted email with each document password protected at your earliest convenience:

1. Redlined version of changes to your organizational documents.
2. Title commitment in an amount at least equal to the Agency's loan amount, listing the proposed insured as "United States of America, acting through the United States Department of Agriculture, Rural Housing Service, or successor agency."
3. Escrow agent's contact information. *(Please note that we are seeking this information as soon as possible to initiate the completion of draft loan documents and can be send prior to the other documents listed)*
4. Final buyer's and seller's signature blocks for closing documents. *(Please note that we are seeking this information as soon as possible to initiate the completion of draft loan documents and can be send prior to the other documents listed)*
5. Any documentation required in the letter of conditions (LOC) that has not been previously provided to the Agency.
6. Preferred tentative closing date (minimum of 75 days from the date of a complete closing package received by the Agency)
7. Third party draft documents, including any agreements required in the LOC.
8. ACH, PAD, and DACA (Deposit Account Control Agreement) forms for each new project (attached, please execute electronically, and return by encrypted email and password protected).
 - a. A DACA must be completed for each housing account including the General Operating Account, Taxes and Insurance, Reserve Account, and Tenant Protection Account, if applicable)
 - i. These are not needed immediately, however, must be submitted no later than the closing date.

9. Draft conveyance document or warranty deed.

The PAD and ACH forms will be for the rental assistance and loan payment account. The Agency will complete the Agency information.

Transactions Involving Construction

Construction documents must be approved by the Agency prior to closing or the start of construction, whichever comes first. Once a firm closing date has been scheduled with the Agency, a construction monitor will be assigned to schedule the pre-construction conference.

Questions

Please let me know if you have any questions. I look forward to working with you to close your transaction. If there is someone else that I should be working with to complete these tasks, please let me know and forward them the email. Thank you.

Attached Forms:

1. DACA
2. ACH
3. PAD
4. Subordination Agreement
5. Letter of Conditions

Jaki Polich
Finance and Loan Analyst
Production and Preservation Division | Closing Branch
Multifamily Housing



U.S. DEPARTMENT OF AGRICULTURE

Rural Development

p: 970.529.8369

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Confirmation email from USDA that closing documents were submitted to USDA Office of General Counsel for comments final approvals.

Tim Smith

From: Polich, Jaki - RD, CO <jaki.polich@usda.gov>
Sent: Monday, August 11, 2025 9:51 AM
To: Newburn, Megan
Cc: Chris Potterpin; Rochelle L. Trotter; Mason Benbow
Subject: RE: [External Email]West Family

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Okay thanks. This is the last piece I need to iron out so that I can send this file for review.

Jaki Polich
Finance and Loan Analyst
Production and Preservation Division | Closing Branch
Multifamily Housing



U.S. DEPARTMENT OF AGRICULTURE

Rural Development
p: 970.529.8369

From: Newburn, Megan <Megan.Newburn@fnf.com>
Sent: Sunday, August 10, 2025 12:54 PM
To: Polich, Jaki - RD, CO <jaki.polich@usda.gov>
Cc: Chris Potterpin <CPotterpin@pkhousing.com>; Rochelle L. Trotter <rtrotter@pkhousing.com>; Mason Benbow <mbenbow@pkhousing.com>
Subject: Re: [External Email]West Family

Thank you! I'll review and revise!

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From: Polich, Jaki - RD, CO <jaki.polich@usda.gov>
Sent: Sunday, August 10, 2025 12:33:00 PM
To: Newburn, Megan <megan.newburn@fnf.com>
Cc: Chris Potterpin <CPotterpin@pkhousing.com>; Rochelle L. Trotter <rtrotter@pkhousing.com>; Mason Benbow <mbenbow@pkhousing.com>
Subject: RE: [External Email]West Family

Good afternoon.

I am reviewing the title commitment dated 7/16/2025 for West Apartments.

On the updated title commitment, our existing Deed of Trust is not listed. It was listed in item 6 of Schedule C on the previous one. That Deed of Trust will not be released. We don't release so that we maintain our lien position on the property. The previous policy had it recorded in volume 1278 page 650.

Can you please double check on this?

Also the agency needs listed as a proposed insured. See below for how it should be listed.:

United States of America, acting through the United States Department of Agriculture, Rural Housing Service, or successor agency

Jaki Polich
Finance and Loan Analyst
Production and Preservation Division | Closing Branch
Multifamily Housing



U.S. DEPARTMENT OF AGRICULTURE

Rural Development

p: 970.529.8369

From: Rochelle L. Trotter <rtrotter@pkhousing.com>

Sent: Tuesday, August 5, 2025 4:57 PM

To: Polich, Jaki - RD, CO <jaki.polich@usda.gov>

Cc: Chris Potterpin <CPotterpin@pkhousing.com>; Mason Benbow <mabenbow@pkhousing.com>

Subject: Re: [External Email]West Family

Here is the title

Rochelle L. Trotter

Development Operations Coordinator



1784 Hamilton Road
Okemos, MI 48864



rtrotter@pkhousing.com



pk-companies.com



(517) 234-4293

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- (1) Mail: U.S. Department of Agriculture | Office of the Assistant Secretary for Civil Rights | 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: program.intake@usda.gov

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From: Polich, Jaki - RD, CO <jaki.polich@usda.gov>
Sent: Tuesday, August 5, 2025 6:50 PM
To: Rochelle L. Trotter <rtrotter@pkhousing.com>
Cc: Chris Potterpin <CPotterpin@pkhousing.com>; Mason Benbow <mabenbow@pkhousing.com>
Subject: RE: [External Email]West Family

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Thank you. I think we are down to the RRIC, subordination agreements, and the updated title commitment.

Thanks,

Jaki Polich
Finance and Loan Analyst
Production and Preservation Division | Closing Branch
Multifamily Housing



U.S. DEPARTMENT OF AGRICULTURE

Rural Development

p: 970.529.8369

From: Rochelle L. Trotter <rtrotter@pkhousing.com>
Sent: Tuesday, August 5, 2025 4:36 PM
To: Polich, Jaki - RD, CO <jaki.polich@usda.gov>
Cc: Chris Potterpin <CPotterpin@pkhousing.com>; Mason Benbow <mabenbow@pkhousing.com>
Subject: [External Email]West Family

[External Email]

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