

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE**

**for**

**BAY OAKS COMMUNITY ASSOCIATION, INC.**

**STATE OF TEXAS                   §**  
**§**  
**COUNTY OF HARRIS           §**

WHEREAS section 209.004 of the Texas Property Code (the "Code") requires that a property owners' association file a management certificate in the real property records of the county in which the property is located, and

WHEREAS Bay Oaks Community Association, Inc., a non-profit corporation (the "Association"), is a property owners' association as defined in section 209.003 of the Code and has property located in Harris County, Texas,

NOW THEREFORE, the undersigned, being the Managing Agent for the Association, submits the following information pursuant to Section 209.004 of the Code which supersedes any prior Management Certificate filed by the Association.

**1. Name of the subdivision.**

The name of the subdivisions collectively known as Bay Oaks are as follows:

Subdivision Name
Bay Oaks section 1
Bay Oaks section 2
Bay Oaks section 3
Bay Oaks section 4
Bay Oaks section 5
Bay Oaks section 6
Bay Oaks section 7
Bay Oaks section 8
Bay Oaks section 9
Bay Oaks section 10
Bay Oaks section 11
Bay Oaks section 12
Bay Oaks section 13
Bay Oaks section 14
Bay Oaks section 15
Bay Oaks section 16
Bay Oaks section 17
Bay Oaks section 18
Bay Oaks section 19
Bay Oaks section 20
Bay Oaks section 21

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**2. Name of the association.**

Bay Oaks Community Association, Inc.

**3. Recording data for the subdivision.**

The recording data in the Plat Records of Harris County, Texas, are as follows:

Plat Name	Filing Date	Clerk File Number
Plat of Bay Oaks	06/15/1929	411315
Bay Oaks Section One	02/17/1988	L547506
Partial Replat of Bay Oaks Section One	09/02/1988	L830078
Amending Plat of Bay Oaks, Section One	05/07/1991	N125868
Bay Oaks Section Two	12/15/1987	L467600
Bay Oaks Section Three	11/07/1988	L922269
Bay Oaks Section Four	10/05/1998	L877151
Bay Oaks Section Five	09/08/1989	M314953
Bay Oaks Section Six	11/18/1992	N962045
Replat of Bay Oaks Section Six Replat	05/06/1993	P219302
Partial Replat of Bay Oaks Section Six Replat	12/01/1993	P581335
Bay Oaks Section Seven	11/22/1991	N423746
Bay Oaks Section Eight	05/19/1993	P239331
Bay Oaks Section Nine	11/16/1994	R152636
Bay Oaks Section Ten	08/15/1995	R529889
Bay Oaks Section Eleven	08/15/1995	R529890
Bay Oaks Section Twelve	10/28/1996	S180582
Bay Oaks Section Twelve Partial Replat	11/20/1998	T395936
Bay Oaks Section Thirteen	09/25/1996	S133920
Bay Oaks Section Fourteen	03/07/1997	S352241
Bay Oaks Section Fifteen	03/10/1998	S900465
Bay Oaks Section Sixteen	06/06/1997	S486343
Bay Oaks Section Seventeen	07/01/1999	T820673
Bay Oaks Section Eighteen	03/10/1998	S900467
Bay Oaks Section Nineteen	03/14/2000	U273290
Bay Oaks Section Twenty	11/03/1999	U059368
Bay Oaks Section Twenty-One	03/14/2000	U273292

**4. Recording data for the declaration and any amendments to the declaration.**

The recording data in the Real Property Records of Harris County, Texas, are as follows:

Document Name	Filing Date	Clerk File Number
Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section 1	07/28/1988	L774776
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks (Section 2)	01/06/1993	P031582
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks (Section 3)	11/17/1989	M407520
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks (Section 3)	05/22/1989	M168865

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Additional Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Four – Reserve A	02/09/1993	P084401
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks (Section Five)	03/20/1990	M559098
Amended Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Five	06/05/1991	N167167
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks (Section 6)	02/09/1993	P084400
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks (Section 6)	07/23/1993	P353816
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks (Section 7)	06/05/1991	N167166
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks (Section 8)	09/14/1993	P450557
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Nine	01/05/1995	R219028
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Ten	12/12/1995	R703653
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Eleven	06/19/1996	R982417
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Twelve	04/14/1997	S404673
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Twelve Partial Replat	01/15/1999	T494721
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Thirteen	04/14/1997	S404674
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Fourteen	05/16/1997	S453363
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Fifteen	07/14/1998	T139921
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Sixteen	11/14/1997	S731438
Amendment of Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Seventeen	09/20/1999	T975883
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Eighteen	07/16/1998	T144788
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Future Sections Seventeen and Nineteen	7/16/1998	T144787
Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Future Sections Twenty and Twenty-One	7/16/1998	T144786
Amendment of Supplementary Declaration of Covenants, Conditions and Restrictions for Bay Oaks, Section Twenty	4/26/2000	U351623

**5. Name and mailing address for the association.**

Bay Oaks Community Association, Inc.  
c/o C.I.A. Services, Inc.  
18333 Timber Forest Drive  
Houston, TX 77346

**6. Name, mailing address, telephone number, and email address of the person managing the association or its designated representative.**

C.I.A. Services, Inc.  
18333 Timber Forest Drive  
Houston, TX 77346

Telephone: 713-981-9000  
Email: CustomerCare@ciaservices.com

**7. Website address of any internet website on which the association's dedicatory instruments are available.**

www.ciaservices.com

**8. Amount and description of a fee or fees charged by the association relating to a property transfer in the subdivision.**

The following fees may be charged relating to a property transfer. Those marked as optional are only required if the document or service is requested by the buyer, seller, or their agents, the lender, title company, or other associated with the property transfer.

Fee	Amount	Description
Transfer Fee	\$325	Collected at closing if the property actually transfers
Transfer Fee - Refinance	\$100	Collected at closing if the property loan is refinanced
Assessment Quote	\$120	Verification of fees due to Association
Quote Update	\$35	Optional: update to assessment quote within 30 days
Resale Certificate	\$375	Optional: package in compliance with Code
Resale Certificate Update	\$75	Optional: update to resale certificate within 180 days
Compliance Inspection	\$120	Optional: onsite inspection for resale certificate, if required
Compliance Reinspection	\$120	Optional: reinspection for initial non-compliance, if needed
Lender Questionnaire	\$275	Optional: document requested by some lenders for loan
Standard Response Time	\$0	No later than 10 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/reinspection's & lender questionnaires
Rush Request	\$100	Optional: within 5 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/re-inspections & lender questionnaires
Expedited	\$200	Optional: within 2 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/re-inspections & lender questionnaires

**9. Other information the association considers appropriate.**

- New owners are encouraged to provide email addresses and/or cell phone numbers to Association representative in #6 above in order to receive emails and/or text messages with Association news,

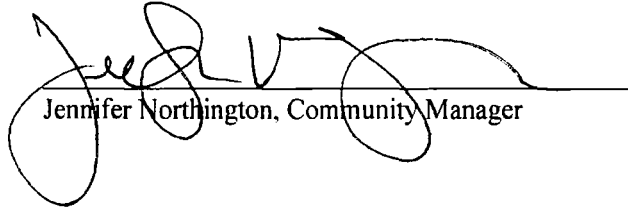
alerts, and meeting announcements. Communication preferences may be updated at any time.

Prospective purchasers are advised to independently examine all dedicatory instruments and governing documents for the association, as well as performing a physical inspection of the property and common areas, prior to purchase. This Management Certificate does not purport to identify every publicly recorded document affecting the subdivision/association. No person should rely on this Management Certificate for anything other than for identifying and contacting the Association.

EXECUTED on this 17 day of April, 2026.

**Bay Oaks Community Association, Inc.**

By: C.I.A. Services, Inc., Managing Agent

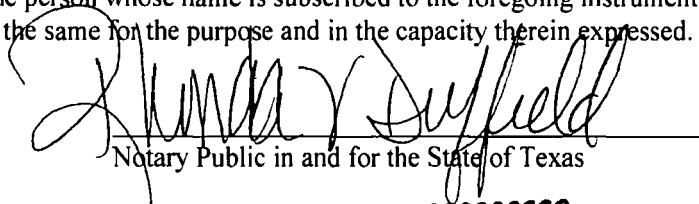
  
Jennifer Northington, Community Manager

STATE OF TEXAS

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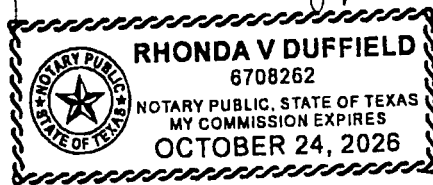
COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this 17 day of April, 2026 personally appeared Jennifer Northington, Community Manager for C.I.A. Services, Inc., Managing Agent for Bay Oaks Community Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.

  
Notary Public in and for the State of Texas

**After recording, please return to:**

C.I.A. Services, Inc.  
PO Box 63178  
465 Bear Springs Road  
Pipe Creek, TX 78063-3178



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# Pages 6  
04/20/2026 11:08 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$41.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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