

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE**  
**for**  
**SOUTHWINDS RESIDENTIAL ASSOCIATION, INC.**

**STATE OF TEXAS**                   §  
                                              §  
**COUNTY OF CHAMBERS**       §

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 Southwinds Residential 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 Chambers 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.

- **Name of the subdivision.**  
The name of the subdivisions collectively known as Southwinds are as follows:
- **Name of the association.**  
Southwinds Residential Association, Inc.

- **Recording data for the subdivision.**  
The recording data in the Plat Records of Chambers County, Texas are as follows:

Plat Name	Filing Date	Clerk File Number
Southwinds Section One Final Plat	01/03/2019	2019-138689
Southwinds Section Two Final Plat	06/03/2020	2020-154170
Southwinds Section Three Final Plat	11/21/2021	2021-175483
Southwinds Section Four Final Plat	12/27/2022	2022-189145
Southwinds Section Five Final Plat	07/03/2024	2024-204747

- **Recording data for the declaration and any amendments to the declaration.**  
The recording data in the Real Property Records of Chambers County, Texas are as follows:

Document Name	Filing Date	Clerk File Number
Declaration of Covenants, Conditions and Restrictions for Southwinds	12/20/2018	2018-138404
First Amendment to Declaration of Covenants, Conditions and Restrictions for Southwinds	01/24/2019	2019-139170
Second Amendment to Declaration of Covenants, Conditions and Restrictions for Southwinds	02/26/2019	2019-139969
Declaration of Annexation for Southwinds Residential Association, Inc. Southwinds Section Two	06/09/2020	2020-154399

Declaration of Annexation for Southwinds Residential Association, Inc. Southwinds Section Three	11/30/2021	2021130000044
Declaration of Annexation for Southwinds Residential Association, Inc. Southwinds Section Four Final Plat	01/05/2023	2023189389
Declaration of Annexation for Southwinds Residential Association, Inc. Southwinds (+/- 14.314 Acres – Future Southwinds Section Five)	09/13/2023	2023196632

- **Name and mailing address for the association.**  
Southwinds Residential Association, Inc.  
c/o C.I.A. Services, Inc.  
18333 Timber Forest Drive  
Humble, TX 77346
- **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  
Humble, TX 77346  
  
Telephone: 713-981-9000  
Email: CustomerCare@ciaservices.com
- **Website address of any internet website on which the association's dedicatory instruments are available.**  
[www.ciaservices.com](http://www.ciaservices.com)
- **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	\$250	Collected at closing if the property actually transfers
Transfer Fee - Refinance	\$100	Collected at closing if the property loan is refinanced
Assessment Quote	\$104	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/re-inspections & 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
Capitalization Fee	\$*	*The Capitalization Fee for 2024 is \$631.00 and for 2025 is 725.00. For future years, the Capitalization fee must be verified with the Association.

- **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.

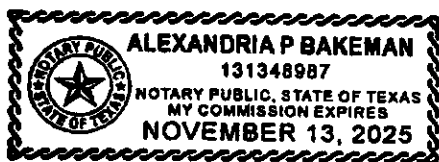
EXECUTED on this 30<sup>th</sup> day of December, 2024.

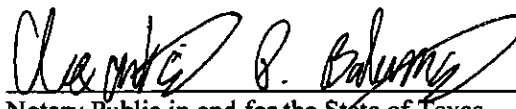
**Southwinds Residential Association, Inc.**  
By: C.I.A. Services, Inc., Managing Agent

  
\_\_\_\_\_  
Jessica M. Soto, Community Manager

STATE OF TEXAS           §  
                                          §  
COUNTY OF CHAMBERS   §

BEFORE ME, the undersigned notary public, on this 30<sup>th</sup> day of December, 2024 personally appeared Jessica M. Soto, Community Manager for C.I.A. Services, Inc., Managing Agent for Southwinds Residential 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.



  
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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

FILED FOR RECORD IN:  
Chambers  
On: 12/30/2024 03:26 PM  
Doc Number: 2024-209901  
Number of Pages: 5  
Amount: \$37.00  
Order#: 20241230000057  
By: KT  
Heather H. Hawthorne

