



**CONDOMINIUM MANAGEMENT CERTIFICATE**

for

**BRANFORD OFFICE PARK AT TELFAIR CONDOMINIUMS, INC.**

**STATE OF TEXAS** §  
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**COUNTY OF FORT BEND** §

WHEREAS section 82.116 of the Texas Property Code (the "Code") requires that a condominium association file a management certificate in the real property records of the county in which the property is located, and

WHEREAS Branford Office Park at Telfair Condominiums, Inc., a non-profit corporation (the "Association"), is a condominium as defined in section 82.003(a)(8) of the Code and has property located in Fort Bend 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 condominium.**  
Branford Office Park at Telfair Condominiums
2. **Name of the association.**  
Branford Office Park at Telfair Condominiums, Inc.
3. **Location of the condominium.**  
7427 and 7507 Branford Place, Sugar Land, Texas 77479

4. **Recording data for the declaration.**

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

| Document Name   | Filing Date | Clerk File Number |
|---|-------------|-------------------|
| Declaration of Covenants, Conditions, and Restrictions for Branford Office Park at Telfair Condominiums | 01/12/2014  | 2024003701        |
| Amended Declaration of Covenants, Conditions, and Restrictions for Branford Office Park, a Condominium  | 06/04/24    | 2024052794        |

5. **Mailing address for the association.**

Branford Office Park at Telfair Condominiums, Inc.  
c/o C.I.A. Services, Inc.  
18333 Timber Forest Drive  
Humble, TX 77346

6. **Name, mailing address, telephone number, and e-mail address of any management company.**

C.I.A. Services, Inc.  
465 Bear Springs Road  
Pipe Creek, TX 78063

Telephone: 210-490-0000

Email: CustomerCare@ciaservices.com

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

[www.ciaservices.com](http://www.ciaservices.com) select community Branford Office Park

**8. Amount and description of a fee or fees charged to a unit seller or buyer related to a transfer of a property interest in a unit of the condominium.**

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  |
| Assessment Quote Update   | \$35   | Optional: update to assessment quote within 30 days  |
| Resale Certificate        | \$375  | Resale 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/reinspection's & lender questionnaires |
| Expedited                 | \$200  | Optional: within 2 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/reinspection's & 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 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 6 day of August, 2025.

**Branford Office Park at Telfair Condominiums, Inc.**

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

Adam Bruce  
Adam Bruce, Community Manager

STATE OF TEXAS

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COUNTY OF FORT BEND

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BEFORE ME, the undersigned notary public, on this 6 day of August, 2025 personally appeared Adam Bruce, Community Manager for C.I.A. Services, Inc., Managing Agent for Branford Office Park at Telfair Condominiums, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

Rhonda V Duffield  
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

