

PROPERTY OWNERS' ASSOCIATION
MANAGEMENT CERTIFICATE
for
Highland Creek Village Community Association, Inc.

In compliance with the provisions of Section 209.004 of the Texas Property Code, the undersigned entity gives notice that it is managing the herein described Association:

1. **Name of the Subdivision:** Highland Creek Village
2. **Name of the Association:** Highland Creek Village Community Association, Inc.
3. **Recording Data for the Subdivision and Declaration:**
NAME- FILING#- DATE FILED

Map- Highland Creek Village, Section I- F758943- 09/08/78
Declaration of Covenants, Conditions and Restrictions (Sec. I)- F778539- 09/21/78
Map- Highland Creek Village, Section 2- J887575 02/06/85
Map- Highland Creek Village, Section 3- K498168 04/17/86
Amendment to Declaration of Covenants, Conditions and Restrictions (Sec. 2)- N529972- 02/07/92
Annexation of Section III- S455351 05/19/97
Articles of incorporation- U353775 04/27/00
Bylaws, Constitution, Information Brochure- U353775 04/27/00
Commercial Duty Vehicle Enforcement Policy- V538700 01/15/02
Rules, Regulations and Policies- 20100244413 06/10/10
Amended Collection Policy. Supplemental Deed Policy, Record Retention Policy- 20110505634 12/05/11
Billing Policy & Payment Plan Guidelines- RP-2017-171756 04/21/17
Uncurable Violation Enforcement Resolution- RP-2017-171756 04/21/17
Violation Enforcement Resolution- RP-2017-171756 04/21/17
Electronic and Telephonic Action Policy- RP-2017-171756 04/21/17
Standby Electric Generators Guidelines- RP-2017-171756 04/21/17
Membership Voting Policy- RP-2017-171756 04/21/17
E-Mail Registration Policy- RP-2017-171756 04/21/17
Conflict of Interest Policy- RP-2017-171756 04/21/17
Drought-Resistant Landscaping and Natural Turf Guidelines- RP-2017-171756 04/21/17
Violation Enforcement Resolution- RP-2017-548479 12/14/17
Violation Enforcement Resolution- RP-2018-271628 06/19/18
Pool Rules- RP-2019-120815 03/27/19
Parking and Towing Policy- RP-2019-127248 04/01/19
Parking and Towing Policy- RP-2019-206855- 05/17/19
Parking and Towing Policy- RP-2019-265661- 06/21/19
Resolution Regarding Covenant Compliance Inspection- RP-2020-119112- 03/16/20
Declaration of Covenants, Conditions and Restrictions (Sec. 2)- U975826 04/09/21
Large Contract Bid Solicitation Policy- RP-2022-40319 01/24/22
Record Retention Policy- RP-2022-40321 01/24/22

Record Inspection & Production Policy-RP-2022-40323- 01/24/22
Deed Restriction Hearing Policy RP-2022-40324 01/24/22
ACC Denial and Appeal Hearing Policy RP-2022-40326 01/24/22
Architectural Review Authority Policy and Charter RP-2021-40335 01/24/22

4. Name and Mailing Address of the HOA:

Highland Creek Village Community Association, Inc. c/o SBB Management Company, LLC 12801 N.
Central Expressway Suite 1401 Dallas, TX 75243

5. Name, Mailing Address, Phone Number and Email for designated representative:

SBB Management Company, LLC
2801 N. Central Expressway
Suite 1401
Dallas, TX 75243
972-960-2800
support@sbbmanagement.com

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6. Website Address for Accessing Dedictory Instruments:

www.sbbmanagement.com use the "find my community" search bar to locate the community webpage.

7. Fees charged by Association related to property transfer:

- Resale Certificate- \$375.00
- Transfer Fee- \$340.00
- Resale Certificate Update Fee- \$75.00
- 1 Business Day Rush- \$360.00
- 3 Business Day Rush- \$ 260.00
- 5 Business Day Rush- \$160.00
- 7 Business Day Rush- \$ 75.00
- Amenity device deactivation fee- \$20.00

This management certificate is filed of record in Harris, Texas by the entity managing the Association. It shall be valid until a later Management Certificate is filed of record by the Association or a successor manager, or until a termination of this Management Certificate is filed of record, whichever is sooner.

Vanessa Burch

By Vanessa Burch, Managing Agent for Highland Creek Village Community Association, Inc.

Duly Authorized Agent

Signed: March 25, 2025

JB

STATE OF TEXAS §

§

COUNTY OF ~~HARRIS~~ *Dallas* §

RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

This instrument was signed before me on 03/24/25 and it was acknowledged that this instrument was signed by Vanessa Burch for the purposes and intent herein expressed.

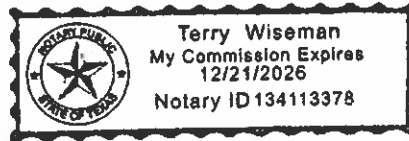
Terry Wiseman

Notary Public in and for the State of Texas

Notary Printed Name: Terry Wiseman

My Commission Expires: 12/21/2026

AFTER RECORDING RETURN TO: *W*
SBB Management Company, LLC
12801 N. Central Expressway
Suite 1401
Dallas, TX 75243



<Notary Stamp Above>

RECORDER'S MEMORANDUM:

At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

FILED FOR RECORD

3:54:11 PM

Monday, April 21, 2025

Laneshia Hudspeth

COUNTY CLERK, HARRIS COUNTY, TEXAS

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

Monday, April 21, 2025

Laneshia Hudspeth

COUNTY CLERK
HARRIS COUNTY, TEXAS

