

**SUNSET HEIGHTS COMMUNITY ASSOCIATION, INC  
MANAGEMENT CERTIFICATE**

This Property Owners' Association Management Certificate is being recorded by Sunset Heights Community Association, INC (the "Association") in compliance with the terms of Chapter 209 of the Texas Property Code and supersedes any prior management certificate filed by the Association. The Association submits the following additional information:

**Name of Subdivision:** Sunset Heights Community Association, INC

**Name of the Association:** Sunset Heights Community Association, INC

**Recording Data for Association:**

The Subdivision is recorded according to the Map and Plat Records in Harris County, Texas, as follows;

Sunset Heights Partial Replat No. 2, an addition in Harris County, Texas according to the map or plat thereof filed under Clerk's File No. 20120506010, Official Public Records of Real Property of Harris County, Texas, and recorded in Clerk's File Code No. 649285, Map Records of Harris County, Texas.

**Recording Data for Restrictions:**

The Declarations for the Association are recorded in the Real Property Records of Harris County, Texas, as follows:

- (a) Property Owners' Association Management Certificate, under Harris County Clerk's File No. 20140501623, along with any amendments or supplements thereto;
- (b) Declaration of Covenants, Conditions, And Restrictions, under Harris County Clerk's File No. 20140015701, along with any amendments or supplements thereto;
- (c) Resolution Regarding Covenants Compliance Inspection, under Harris County Clerk's File No. RP-2018-537496, along with any amendments or supplements thereto;
- (d) Certificates of Filing and Formation, Bylaws, Assessment Collection Policy, Association documents Inspection and Copying Policy, Association Documents Retention Policy, and Declarant's Adoption of Bylaws and Policies, under Harris County Clerk's File No. RP-2016-435825, along with any amendments or supplements thereto;

**Name and Mailing Address of the Association**

Sunset Heights Community Association, INC  
c/o Houston Community Management  
18333 Egret Bay Blvd  
Houston, Texas 77058

**Name, Mailing Address, Telephone Number, and Email Address of Person Managing the Association or its Designated Representative**

Houston Community Management  
18333 Egret Bay Blvd #305  
Houston, TX 77058  
832-864-1200  
customerservice@houcomm.com

**Website Address of the Association**

[www.townsq.io](http://www.townsq.io)

**Property Transfer Fee(s) Charged by the Association:**

New account setup fee establishing new owner's account in the association's records: \$75.00  
Resale Certificate: Starting \$370.00  
Resale Certificate Update: Starting \$72.00  
Legacy Account Closure Fee: \$220.00  
Refinance Statement of Account: Starting \$75.00  
Transfer Fee: None Noted  
Working Capitalization Fees: None Noted  
Expedite Fee for Resale Certificate prior to 10 business day deliver obligation: \$175.00 for 1 day and \$125.00 for 3 day.

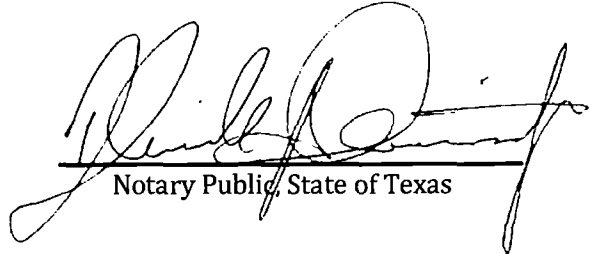
Executed on this the 7 day of may 2025.

Sunset Heights Community  
Association, INC acting by and  
through its managing agent, Houston  
Community Management of Houston  
Texas

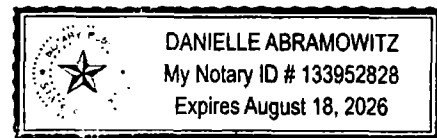
  
Rebecca Full, Branch President

STATE OF TEXAS     §  
                                  §  
COUNTY OF HARRIS   §

This instrument was acknowledged before me on the 7 day of May, 2025 by Rebecca Full , Branch President with Houston Community Management, the managing agent for Sunset Heights Community Association, INC a Texas nonprofit corporation, on behalf of such corporation.

  
Notary Public, State of Texas

When recorded return to:  
Houston Community Management  
18333 Egret Bay Blvd #305  
Houston, TX 77058



RP-2025-225478  
# Pages 4  
06/12/2025 10:37 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$33.00

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

RP-2025-225478