File Information

FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK

Document Number:	20250070338
Recorded Date:	April 21, 2025
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** THIS PAGE IS PART OF THE DOCUMENT **

** Do Not Remove **

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
4/21/2025 12:03 PM

Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk

PROPERTY OWNERS' ASSOCIATION
MANAGEMENT CERTIFICATE
for
Hightop Ridge Homeowners 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:** Hightop Ridge

2. **Name of the Association:** Hightop Ridge Homeowners Association Inc.

3. **Recording Data for the Subdivision:**
   The Subdivision is recorded in the Real Property Records of Bexar County, Texas, along with any amendments, replats and supplements thereto, as follows:
   (a) Hightop Ridge, Unit 1, under Document No. 20200168038, and Under Volume 20001, Pages 2292-2296;
   (b) That certain real property described in Exhibit "A", to the instrument recorded under Clerk's File No. 20190064460;

4. **Recording Data for the Declaration and the Declaration Amendments:**
   The Declarations are recorded in the Real Property Records of Bexar County, Texas, along with any amendments or supplements thereto, as follows:
   (a) Declaration of Covenants, Conditions and Restrictions for Hightop Ridge, under Document No. 20190064460;
   (b) Certificate of Formation and Bylaws of Hightop Ridge Homeowners Association, under Document No. 20190064400;
   (c) Resolution (Records Production and Copying Policy, Document Retention Policy, Payment Plan Policy, Guidelines for Display of Flags, Solar Energy Devices, Rainwater Recovery Systems, and Display of Certain Religious Items), under Document No. 20190065262;

5. **Name and Mailing Address of the HOA:**
   Hightop Ridge Homeowners Association Inc. c/o SBB Management Company, LLC 12801 N. Central Expressway Suite 1401 Dallas, TX 75243

6. **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

7. **Website Address for Accessing Dedicatory Instruments:**
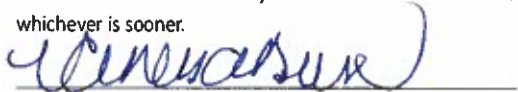   www.sbbmanagement.com use the "find my community" search bar to locate the community webpage

8. **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

Management Certificate for Hightop Ridge Homeowners Association Inc.

- 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 Bexar, 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.

By Vanessa Burch, Managing Agent for Hightop Ridge Homeowners Association Inc.
Duly Authorized Agent
Signed: March 25, 2025

STATE OF TEXAS §
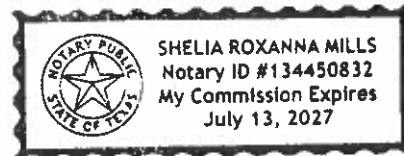
COUNTY OF ~~BEXAR~~ Dallas (*Sm*) § §

This Instrument was signed before me on ___3-25-2025___, and it was acknowledged that this instrument was signed by Vanessa Burch for the purposes and intent herein expressed.

Notary Public in and for the State of Texas

Notary Printed Name: SHELIA ROXANNA MILLS   My Commission Expires: ___7-13-2027___

SHELIA ROXANNA MILLS
Notary ID #134450832
My Commission Expires
July 13, 2027

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

<Notary Stamp Above>

Management Certificate for Hightop Ridge Homeowners Association Inc.