

CLV HOA Management Certificate

<https://www.hoa.texas.gov>

A management certificate is a document recorded with the county that provides information about the management of a property owners' association (commonly known as an HOA). Section 209.004 of the Texas Property Code requires the management certificate to contain the following information:

- The name of the subdivision, **Canyon Lake Villas-(Abbreviated CLV)**
- The name of the association, **Canyon Lake Villas Council of Co-Owners Inc.**
- The recording data for the subdivision, **June 11 1976**
- The recording data for the declaration and any amendments to the declaration. **Declarations Comal County Records 148579 Vol 1 Page 149 1-43pg /Articles of Incorporation 44-46pg / Bylaws 47-54pg (on website).**
- The name and mailing address of the association is **1037 Parkview Dr, Canyon Lake, Texas 78133.**
- The name, mailing address, telephone number, and e-mail address of the person managing the association or the association's designated representatives are **Matt Katsarelis or Joe Molina –CLV HOA address 1037 Parkview Dr Canyon Lake Texas 78133 please email Matt and/or Joe at Board@clvhoa.com.**
- The website address of any website on which the association's dedicatory instruments are available (in accordance with Section 207.006, Texas Property Code), www.clvhoa.com.
- The amount and description of a fee or fees charged by the association relating to a property transfer in the subdivision are as follows **Resale Certificates are \$150.00 and Transfer of Ownership is \$150.00.**
- Other information the association considers appropriate. **There are total of 45 unit's (21 - 2bed and 24 - 3bed) units amongst 7 buildings A, B, C, D, E, F and G. and one Laundry Wash room.**
- **The Building address of each Bldg. are:**
 - 2004 Lakeland Dr, Canyon Lake, TX, Bldg. A1-9, 78133**
 - 1101 Parkview Dr, Canyon Lake, TX, Bldg. B10-15, 78133**
 - 1135 Parkview Dr, Canyon Lake, TX, Bldg. C16-19, 78133**
 - 1185 Parkview Dr, Canyon Lake, TX, Bldg. D20-27, 78133**
 - 1025 Parkview Dr, Canyon Lake, TX, Bldg. E28-33, 78133**
 - 1029 Parkview Dr, Canyon Lake TX, Bldg. F24-36, 78133**
 - 1033 Parkview Dr, Canyon Lake, TX, Bldg. G38-45, 78133**
 - 1037 Parkview Dr, Canyon Lake, TX, Laundry Wash room, 78133**

HOAs that have filed a management certificate or amended management certificate with the county clerk as required by Section 209.004 on or before December 1, 2021, must electronically file their management certificate (or an amended management certificate) with TREC no later than June 1, 2022. For any management certificate or amended management certificate filed with the county clerk after December 1, 2021, HOAs will be required to file the certificate with TREC within 7 days.

Amending this Management Certificate (ref for future)

Section 209.004 of the Texas Property Code requires that when there is a change to any information on the management certificate, that an HOA amend the certificate, record it with the county, and file it with TREC. For example, an HOA would need to amend its management certificate if there is a change in the HOA's name or the mailing address. Remember, any time the certificate is updated with the county, the certificate also needs to be updated using the HOA's account on this website no later than 7 days.