

**PROPERTY OWNERS ASSOCIATION MANAGEMENT CERTIFICATE  
FOR  
BELTERRA PROPERTY OWNERS ASSOCIATION, INC.**

THE STATE OF TEXAS                   §  
COUNTIES OF BEXAR                 §

The undersigned, being the Managing Agent of Belterra Property Owners Association, Inc., a non-profit corporation organized and existing under the laws of the State of Texas, submits the following information pursuant to Section 209.004 of the Texas Property Code which supersedes any prior Management Certificate filed by Belterra Property Owners Association, Inc.:

1. Name of Subdivision: Belterra.
2. Name of Association: Belterra Property Owners Association, Inc.
3. Recording Data for the Subdivision:
  - a) Belterra Subdivision Unit 1, plat recorded under Document Nos. 20060060010 and 20060060011, plat records of Bexar County, Texas.
  - b) Belterra Subdivision Unit 5, plat recorded under Document Nos. 20070202809, 20070202810, and 20070202811, plat records of Bexar County, Texas.
  - c) Belterra Subdivision Unit 3, plat recorded under Document No. 20100183341, plat records of Bexar County, Texas.
4. Recording Data for the Declaration:
  - a) Declaration of Covenants, Conditions and Restrictions for Belterra recorded in the Property Records of Bexar County, Texas, as Document No. 20060214072.
  - b) First Amendment to the Declaration of Covenants, Conditions and Restrictions for Belterra recorded in the Property Records of Bexar County, Texas, as Document No 20060214072
  - c) Second Amendment to the Declaration of Covenants, Conditions and Restrictions for Belterra recorded in the Property Records of Bexar County, Texas, as Document No 20070154512.
  - d) Third Amendment to the Declaration of Covenants, Conditions and Restrictions for Belterra recorded in the Property Records of Bexar County, Texas, as Document No 20070222541.
  - e) Fourth Amendment Declaration of Covenants, Conditions and Restrictions for Belterra recorded in the Property Records of Bexar County, Texas, as Document No 20100186476.

5. Name and Mailing Address of the Association is: Belterra Property Owners Association, Inc. c/o FirstService Residential San Antonio, LLC, 3424 Paesanos Pkwy, Ste 100, San Antonio, TX 78231.
6. Name and Mailing Address of Person Managing the Association or Its Designated Representative is: Belterra Property Owners Association, Inc. c/o FirstService Residential San Antonio, LLC, 3424 Paesanos Pkwy, Ste 100, San Antonio, TX 78231.
7. Telephone Number to Contact the Association is: 281.829.7202 and 210.829.5207.
8. Email Address to Contact the Association: mgmt-certificateTX@fsresidential.com
9. The Association's website may be found at: <https://belterrapoa.connectresident.com/>
10. Fees charged by the Association upon the sale or transfer of Property:
  - a. Resale Certificate: \$375.00 or more not to exceed the maximum allowable rate.
  - b. Rush Fee for Resale Certificate:
    - i. 1-2 days: \$125.00.
    - ii. 3-5 days: \$75.00.
  - c. Updated Certificate: after 30 days of issuance of the original \$75.00.
  - d. Transfer Fee: \$340.00.
  - e. Developer/Builder to Homeowner Closings – Statement of Account (does not include Governing Documents) not to exceed \$75.00.
  - f. Refinance Fee: \$150.00.
  - g. Rush Fee for Refinance:
    - i. 1-2 days: \$125.00.
    - ii. 3-5 days: \$75.00.

Executed on this the 23 day of October 2023.

BELTERRA PROPERTY OWNERS  
ASSOCIATION, INC.

By: K. Rose Zapp  
Kristie Rose-Zapp, President of FirstService  
Residential San Antonio, LLC

THE STATE OF TEXAS

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ACKNOWLEDGMENT

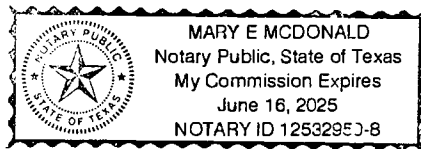
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COUNTY OF DALLAS

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BEFORE ME, the undersigned notary public, on this the 23 day of October 2023 personally appeared Kristie Rose-Zapp, President of FirstService Residential San Antonio, LLC, and Managing Agent of Belterra Property Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed and on behalf of the Association.

Mary E McDonald  
Notary Public in and for the State of Texas



E-RECORDED BY:

**ISG** | SEARS  
BENNETT  
& GERDES, LLP

6548 GREATWOOD PKWY.  
SUGAR LAND, TEXAS 77479

**File Information**

**eFILED IN THE OFFICIAL PUBLIC eRECORDS OF BEXAR COUNTY  
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

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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 eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 11/14/2023 10:24 AM



*Lucy Adame-Clark*  
Lucy Adame-Clark  
Bexar County Clerk