# MANAGEMENT CERTIFICATE FOR CYPRESS POND PLACE AT WOODFOREST TOWNHOMES

#### Recitals:

WHEREAS, Highland Homes-Houston, LLC, a Texas limited liability company (the "<u>Declarant</u>") established and recorded that certain Amended and Restated Declaration of Covenants, Conditions and Restrictions for Cypress Pond Place at Woodforest Townhomes on March 28, 2024 as Document No. 2024029989 in the Official Public Records of Montgomery County, Texas, as may be amended and supplemented (the "<u>Declaration</u>").

WHEREAS, Declarant established the Association by filing the Certificate of Formation with the Texas Secretary of State and recorded such certificate, together with the Bylaws of the Association on November 14, 2023 as Document No. 2023109690 in the Official Public Records of Montgomery County, Texas, as may be amended.

**NOW THEREFORE**, the undersigned officer of the Association certifies to the following information:

- 1. <u>Name of Subdivision</u>: The subdivision is named Cypress Pond Place at Woodforest Townhomes and includes the property described in the Declaration.
- 2. <u>Name of Association</u>: Cypress Pond Place at Woodforest Townhome Owners Association, Inc.
- 3. <u>Recording Information for the Declaration</u>: Amended and Restated Declaration of Covenants, Conditions and Restrictions for Cypress Pond Place at Woodforest Townhomes on March 28, 2024 as Document No. 2024029989 in the Official Public Records of Montgomery County, Texas, as may be amended and supplemented.
- 4. Contact Persons and Mailing Address of the Association: The Association is managed by FirstService Residential Houston, Inc. a Texas corporation, dba FirstService Residential (the "Manager"). The current mailing address for the Association is Cypress Pond Place at Woodforest Townhome Owners Association, Inc., c/o FirstService Residential, 1330 Enclave Parkway, Suite 425, Houston, Texas 77077. The telephone number of the Manager is 1-877-253-9689 and the email address is houston@fsrsesidential.com.
- 5. <u>Residential Community Website</u>: The website address for the Association where the Governing Documents are available according to Section 207.006 of the Texas Property Code is https://cypresspondplace.connectresident.com/.
- 6. Request for Association Information: Any information described in Section 209.004 of the Texas Property Code, as may be amended, may be requested by contacting the

Association by mail c/o FirstService Residential, 1330 Enclave Parkway, Suite 425, Houston, Texas 77077 or by email to houston@fsrsesidential.com.

7. <u>Property Transfer Fees</u>: Fees charged by the Association upon the sale and conveyance of a Lot are described in Article IV, Section 10 of the Declaration. Fees charged by the Managing Agent in connection with the sale and conveyance of Lots are as follows:

Reserve Fee - ½ of the then current annual Regular Assessment

Resale Certificate Fee - \$375.00
Resale Certificate Update - \$75.00
Refinance Fee - \$100.00
Transfer Fee - \$340.00
Welcome Packet Fee - \$26.50

IN WITNESS WHEREOF, the undersigned Manager of the Association possesses the power and authority to execute this Certificate and has caused this certificate to be executed as of the date first above written.

FirstService Residential Houston, Inc.,

Craig Phillips, President

a Texas Corporation\_

a Texas Corporation

By:

STATE OF TEXAS

§

COUNTY OF HOLVIS

This instrument was acknowledged before me on the 3 day of April , 2024 by way will othe President of FirstService Residential Houston, Inc., a Texas corporation, on behalf of said corporation.

[SEAL]



Notary Public, State of Texas

#### **AFTER RECORDING RETURN TO:**

Cypress Pond Place at Woodforest Townhome Owners Association, Inc. c/o FirstService Residential
1330 Enclave Parkway, Suite 425
Houston, Texas 77077

Doc #: 2024038903

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## **E-FILED FOR RECORD**

04/22/2024 02:46PM



County Clerk, Montgomery County, Texas

## STATE OF TEXAS, COUNTY OF MONTGOMERY

I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

### 04/22/2024

County Clerk, Montgomery County, Texas