

PROPERTY OWNERS ASSOCIATION MANAGEMENT CERTIFICATE FOR  
**ENCINOS HILLS HOMEOWNERS ASSOCIATION, INC.**

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.

This amends all prior Management Certificates filed for this association.

*Per Texas Property Code 209.004 "The County Clerk of each county in which a Management Certificate is filed as required by this section shall record the Management Certificate in the real property records of the county and index the document as a "Property Owners' Association Management Certificate"*

State of Texas §

County of Dallas §

1. Name of Subdivision: Encinos Hills

2. Subdivision Location: Dallas

3. Name of Homeowners Association: Encinos Hills Homeowners Association, Inc.

4. Recording Data for Association:

Plat Phase 1 is recorded in Document No. 200302276617

Plat Phase 2 is recorded in Document No. 200402948048

Plat Phase 3 is recorded in Document No. 20080022645

5. Recording Data for Declaration and any amendments:

Bylaws are recorded under Document No. 201400038819

Amendment to the 1<sup>st</sup> Amended & Restated DCCR's recorded under Document No. 201000070664

First Amended and Restated DCCR recorded under Instrument No. 2684074

First Supplemental DCCR & Annexation of Phase 2 & Phase 3 is recorded under Document No. 200403007023

6. Other information the Association considered appropriate for the governing, administration or operation of the subdivision and homeowners' association:

7. Mailing Address and Contact Information for the Association and the Managing Agent:

Spectrum Association Management  
17319 San Pedro Ave, #318  
San Antonio, TX 78232  
contact@spectrumam.com  
210-494-0659  
[www.spectrumam.com/homeowners](http://www.spectrumam.com/homeowners)

8. Fee(s) related to Property Transfer:

- Administrative Transfer Fee - \$200.00
- Resale Package = \$375.00
  - Rush for Resale Package:

- 1 business day = \$120.00 / 3 business days = \$95.00
- Add a Rush to an existing order = \$75.00 + Cost of a Rush
- Update for Resale Package:
  - 1-14 days = \$15.00 / 15-180 days = \$50.00
- Statement of Account (for Builder sells only) = \$120.00
  - Rush for Statement of Account (for Builder sells only):
    - 1 business day = \$110.00 / 3 business day = \$85.00
  - Update for Statement of Account (for Builder sells only):
    - 1-30 days - No Cost / 31-45 days = \$50.00 / 46-90 days = \$50.00
- Capitalization Fee = \$200.00

**Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of the Association, together with obtaining an official Resale Certificate, and performing a comprehensive physical inspection of the lot/home and common areas prior to purchase.**

THE PURPOSE OF THIS CERTIFICATE IS TO PROVIDE INFORMATION SUFFICIENT FOR A TITLE COMPANY TO CORRECTLY IDENTIFY THE SUBDIVISION AND TO CONTACT ITS GOVERNING ASSOCIATION. THIS CERTIFICATE DOES NOT PURPORT TO IDENTIFY EVERY PUBLICLY RECORDED DOCUMENT AFFECTING THE SUBDIVISION, OR TO REPORT EVERY PIECE OF INFORMATION PERTINENT TO THE SUBDIVISION. NO PERSON SHOULD RELY ON THIS CERTIFICATE FOR ANYTHING OTHER THAN INSTRUCTIONS FOR CONTACTING THE ASSOCIATION IN CONNECTION WITH THE TRANSFER OF TITLE TO A HOME IN THE SUBDIVISION. THE REGISTERED AGENT FOR THE ASSOCIATION IS ON FILE WITH THE TEXAS SECRETARY OF STATE.

Signed this 30<sup>th</sup> day of January, 2025.

Encinos Hills Homeowners Association, Inc.

By: Shelby Welch  
Shelby Welch (of Spectrum Association Management), Managing Agent

State of Texas §

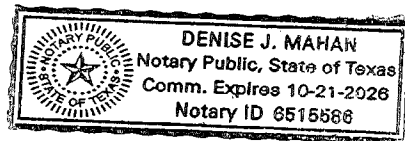
County of Bexar §

This instrument was acknowledged and signed before me on this 30<sup>th</sup> day of January, 2025 by Shelby Welch, representative of Spectrum Association

Management, the Managing Agent of Encinos Hills Homeowners Association, Inc., on behalf of said association.

Denise J. Mahan  
Notary Public, State of Texas

After Recording, Return To:  
Spectrum Association Management  
Attn: Transitions  
17319 San Pedro Ave., Ste. #318  
San Antonio, TX 78232



**Dallas County  
John F. Warren  
Dallas County Clerk**

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**Instrument Number:** 202500020641

eRecording - Real Property

**Recorded On:** February 03, 2025 10:07 AM

**Number of Pages:** 3

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**" Examined and Charged as Follows: "**

**Total Recording:** \$29.00

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**\*\*\*\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\***

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.

**File Information:**

**Document Number:** 202500020641  
**Receipt Number:** 20250203000251  
**Recorded Date/Time:** February 03, 2025 10:07 AM  
**User:** Chanteon R  
**Station:** Cc143

**Record and Return To:**

Simplifile



**STATE OF TEXAS  
COUNTY OF DALLAS**

**I hereby certify that this Instrument was FILED In the File Number sequence on the date/time  
printed hereon, and was duly RECORDED in the Official Records of Dallas County, Texas.**

John F. Warren  
Dallas County Clerk  
Dallas County, TX

A handwritten signature in black ink, likely of John F. Warren, the Dallas County Clerk.