

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE**

**for**

**RESERVE AT CLEAR LAKE COMMUNITY ASSOCIATION, INC.**

**STATE OF TEXAS** §  
§  
**COUNTY OF HARRIS** §

WHEREAS section 209.004 of the Texas Property Code (the "Code") requires that a property owners' association file a management certificate in the real property records of the county in which the property is located, and

WHEREAS Reserve at Clear Lake Community Association, Inc., a non-profit corporation (the "Association"), is a property owners' association as defined in section 209.003 of the Code and has property located in Harris County, Texas,

NOW THEREFORE, the undersigned, being the Managing Agent for the Association, submits the following information pursuant to Section 209.004 of the Code which supersedes any prior Management Certificate filed by the Association.

**1. Name of the subdivision.**

The name of the subdivisions collectively known as The Reserve are as follows:

Subdivision Name
El Dorado Clear Lake City section 1
El Dorado Clear Lake City section 2
El Dorado Clear Lake City section 3
El Dorado Clear Lake City section 4
El Dorado Clear Lake City section 5
El Dorado Clear Lake City section 6
El Dorado Clear Lake City section 7
El Dorado Clear Lake City section 8
El Dorado Clear Lake City section 9
El Dorado Clear Lake City section 10
El Dorado Clear Lake City section 11
El Dorado Clear Lake City section 12
El Dorado Clear Lake City section 13
El Dorado Clear Lake City section 14
El Dorado Clear Lake City section 15
El Dorado Clear Lake City section 16

**2. Name of the association.**

Reserve at Clear Lake Community Association, Inc.

**3. Recording data for the subdivision.**

The recording data in the Plat Records of Harris County, Texas are as follows:

Plat Name	Filing Date	Clerk File Number
El Dorado Clear Lake City Sec 1	07/18/2014	20140314468
El Dorado Clear Lake City Sec 2	05/07/2015	20160194681
El Dorado Clear Lake City Sec 3	05/07/2015	20150194682
El Dorado Clear Lake City Sec 4	07/18/2014	20140314470
El Dorado Clear Lake City Sec 5	05/20/2015	20150215680
El Dorado Clear Lake City Sec 6	07/24/2014	20140323729
El Dorado Clear Lake City Sec 7	05/09/2016	RP-2016-193410
El Dorado Clear Lake City Sec 8	07/13/2016	RP-2016-305198
El Dorado Clear Lake City Sec 9	11/03/2016	RP-2016-498947
El Dorado Clear Lake City Sec 10	03/24/2017	RP-2017-124558
El Dorado Clear Lake City Sec 11	06/15/2017	RP-2017-265461
El Dorado Clear Lake City Sec 12	06/15/2017	RP-2017-265462
El Dorado Clear Lake City Sec 13	02/22/2018	RP-2018-73499
El Dorado Clear Lake City Sec 14	05/17/2018	RP-2018-216121
El Dorado Clear Lake City Sec 14 Partial Replat No 1	07/08/2020	RP-2020-300205
El Dorado Clear Lake City Sec 15	06/01/2018	RP-2018-241309
El Dorado Clear Lake City Sec 16	05/24/2018	RP-2018-230333

**4. Recording data for the declaration and any amendments to the declaration.**

The recording data in the Real Property Records of Harris County, Texas are as follows:

Document Name	Filing Date	Clerk File Number
Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City	12/22/2014	20140568373
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section One (1)	02/16/2015	20150062431
First Amendment to the Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section One	06/13/2016	RP-2016-251563
Second Amendment to the Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section One (1)	11/08/2016	RP-2016-505408
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Two (2)	02/23/2016	RP-2016-73395
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City	02/23/2016	RP-2016-73396

Commonly Referred to as The Reserve at Clear Lake City Annexing Section Three (3)		
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Five (Re-filed)	05/09/2016	2016194046
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Seven	05/16/2016	RP-2016-204797
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Eight	11/03/2016	RP-2016-498639
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Nine	02/14/2017	RP-2017-64185
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Ten	4/21/2017	RP-2017-171036
First Amended & restated to the Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Eleven	04/20/2018	RP-2018-169597
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Twelve	10/26/2017	RP-2017-471694
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Thirteen	04/26/2018	RP-2018-177950
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Fourteen	07/23/2018	RP-2018-330226
First Amended and Restated Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Fourteen	10/30/2020	RP-2020-528443
Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Fifteen	10/19/2018	RP-2018-478193

Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for El Dorado Clear Lake City Commonly Referred to as The Reserve at Clear Lake City Annexing Section Sixteen	06/13/2019	RP-2019-250335
Second Amended and Restated Architectural and Deed Restriction Guidelines for The Reserve at Clear Lake Community Association, Inc.	10/26/2023	RP-2023-410785

**5. Name and mailing address for the association.**

Reserve at Clear Lake Community Association, Inc.  
c/o C.I.A. Services, Inc.  
18333 Timber Forest Drive  
Humble, TX 77346

**6. Name, mailing address, telephone number and email address of the person managing the association or its designated representative.**

C.I.A. Services, Inc.  
18333 Timber Forest Drive  
Humble, TX 77346

Telephone: 713-981-9000

Email: CustomerCare@ciaservices.com

**7. Website address of any internet website on which the association's dedicatory instruments are available.**

www.ciaservices.com

**8. Amount and description of a fee or fees charged by the association relating to a property transfer in the subdivision.**

The following fees may be charged relating to a property transfer. Those marked as optional are only required if the document or service is requested by the buyer, seller or their agents, the lender, title company or other associated with the property transfer.

Fee	Amount	Description
Transfer Fee	\$250	Collected at closing if the property actually transfers
Transfer Fee - Refinance	\$100	Collected at closing if the property loan is refinanced
Assessment Quote	\$75	Verification of fees due to Association
Quote Update	\$35	Optional: update to assessment quote within 30 days
Resale Certificate	\$375	Required: package in compliance with Code
Resale Certificate Update	\$75	Required: update to resale certificate within 180 days
Compliance Inspection	\$120	Optional: onsite inspection for resale certificate, if required
Compliance Reinspection	\$120	Optional: reinspection for initial non-compliance, if needed
Lender Questionnaire	\$275	Optional: document requested by some lenders for loan
Standard Response Time	\$0	No later than 10 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/re-inspections & lender questionnaires
Rush Request	\$100	Optional: within 5 business days – additional cost for assessment quotes/updates, resale certificates/updates,

		compliance inspections/re-inspections & lender questionnaires
Expedited	\$200	Optional: within 2 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/re-inspections & lender questionnaires
Capitalization Fee	\$*	100% of the then current Annual Assessment Rate. Some exemptions apply. *The Capitalization Fee for 2023 is \$1049 and for 2024 is \$1112.00. For future years, the Capitalization fee must be verified with the Association.

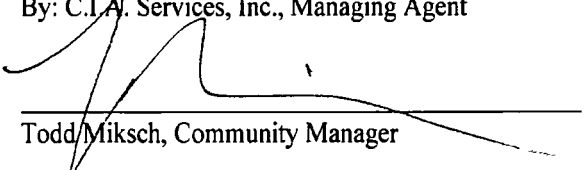
**9. Other information the association considers appropriate.**

- New owners are encouraged to provide email addresses and/or cell phone numbers to Association representative in #6 above in order to receive emails and/or text messages with Association news, alerts and meeting announcements. Communication preferences may be updated at any time.

Prospective purchasers are advised to independently examine all dedicatory instruments and governing documents for the association, as well as performing a physical inspection of the property and common areas, prior to purchase. This Management Certificate does not purport to identify every publicly recorded document affecting the subdivision/association. No person should rely on this Management Certificate for anything other than for identifying and contacting the Association.

EXECUTED on this 24<sup>th</sup> day of May, 2024.

**Reserve at Clear Lake Community Association, Inc.**  
By: C.I.A. Services, Inc., Managing Agent

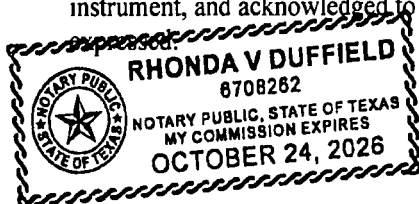
  
\_\_\_\_\_  
Todd Miksch, Community Manager

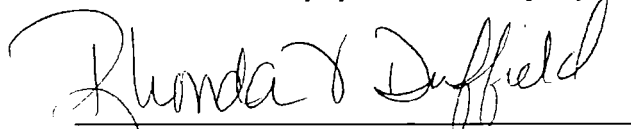
STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this 24 day of May, 2024 personally appeared Todd Miksch, Community Manager for C.I.A. Services, Inc., Managing Agent for Reserve at Clear Lake Community Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein



  
\_\_\_\_\_  
Notary Public in and for the State of Texas

**After recording, please return to:**

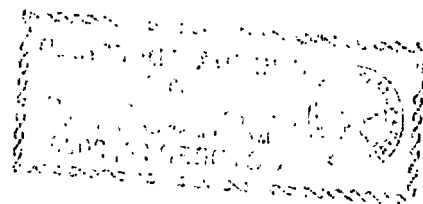
**C.I.A. Services, Inc.**

**PO Box 63178**

**465 Bear Springs Road**

**Pipe Creek, TX 78063-3178**

RP-2024-192184



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# Pages 7  
05/28/2024 01:57 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$45.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically  
and any blackouts, additions or changes were present  
at the time the instrument was filed and recorded.

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.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in  
File Number Sequence on the date and at the time stamped  
hereon by me; and was duly RECORDED in the Official  
Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP-2024-192184