

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE**

**for**

**WILLOW LAKE VILLAGE 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 Willow Lake Village 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 Willow Lake Village are as follows:

|                     |
|---------------------|
| Subdivision Name    |
| Willow Lake Village |

**2. Name of the association.**

Willow Lake Village 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 |
|---------------------|-------------|-------------------|
| Willow Lake Village | 09/17/2013  | 20130478583       |

**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 Willow Lake Village | 10/10/2013  | 20130520060       |

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

Willow Lake Village 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

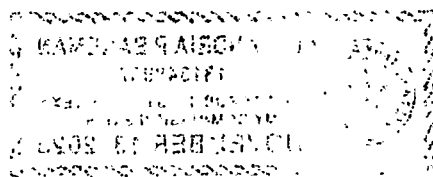
**8. Amount and description of a fee or fees charged by the association relating to a property transfer in the subdivision.**

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          | \$104  | Verification of fees due to Association                                                                                                                                                                     |
| Quote Update              | \$35   | Optional: update to assessment quote within 30 days                                                                                                                                                         |
| Resale Certificate        | \$375  | Optional: package in compliance with Code                                                                                                                                                                   |
| Resale Certificate Update | \$75   | Optional: 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        | \$850  | 100% of the then current Annual Assessment Rate. Some exemptions apply. The Capitalization Fee for 2023 & 2024 is \$850.00. 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.

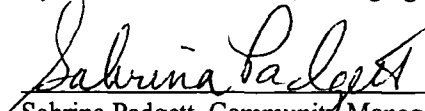


Prospective purchasers are advised to independently examine all dedicatory instruments and governing documents for the association, as well as performing a physical inspection of the property and common areas, prior to purchase. This Management Certificate does not purport to identify every publicly 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 20 day of December, 2023.

**Willow Lake Village Community Association, Inc.**

By: C.I.A. Services, Inc., Managing Agent

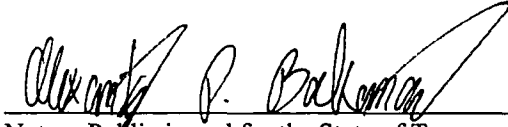
  
\_\_\_\_\_  
Sabrina Padgett, Community Manager

STATE OF TEXAS

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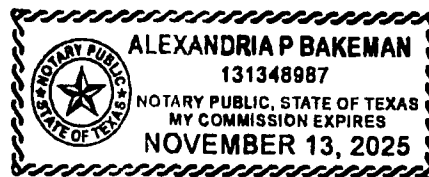
COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this 20<sup>th</sup> day of December, 2023 personally appeared Sabrina Padgett, Community Manager for C.I.A. Services, Inc., Managing Agent for Willow Lake Village Community Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.

  
\_\_\_\_\_  
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-2024-231  
# Pages 5  
01/02/2024 08:52 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$37.00

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-2024-231