



VG-364-2025-202500079640

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

Instrument Number: 202500079640

Real Property Recordings

Recorded On: April 18, 2025 11:04 AM

Number of Pages: 3

" Examined and Charged as Follows: "

Total Recording: \$29.00

******* 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: 202500079640
Receipt Number: 20250418000352
Recorded Date/Time: April 18, 2025 11:04 AM
User: Pamela G
Station: CC149

Record and Return To:

SBB MANAGEMENT COMPANY
12801 N CENTRAL EXPY STE 1401

DALLAS TX 75243



STATE OF TEXAS

Dallas County

**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

PROPERTY OWNERS' ASSOCIATION
MANAGEMENT CERTIFICATE

for

Charleston Commons Homeowners' Association, Inc.

In compliance with the provisions of Section 209.004 of the Texas Property Code, the undersigned entity gives notice that it is managing the herein described Association:

1. **Name of the Subdivision:** Charleston Commons
2. **Name of the Association:** Charleston Commons Homeowners' Association, Inc.
3. **Recording Data for the Subdivision:**
Charleston Commons Phase 1 according to the plat recorded in the document 200101638082,
Charleston Commons, Phase 2, according to the plat recorded in the document 200402813149, Official
Public Records of Dallas County, Texas
4. **Recording Data for the Declaration and the Declaration Amendments:**
Document 2002-10308479, Official Public Records of Dallas County, Texas
5. **Name and Mailing Address of the HOA:**
Charleston Commons Homeowners' Association, Inc. c/o SBB Management Company, LLC 12801
N. Central Expressway Suite 1401 Dallas, TX 75243
6. **Name, Mailing Address, Phone Number and Email for designated representative:**
SBB Management Company, LLC
2801 N. Central Expressway
Suite 1401
Dallas, TX 75243
972-960-2800
support@sbbmanagement.com
7. **Website Address for Accessing Dedicatory Instruments:**
www.sbbmanagement.com use the "find my community" search bar to locate the community webpage
8. **Fees charged by Association related to property transfer:**
 - Resale Certificate- \$375.00
 - Transfer Fee- \$340.00
 - Resale Certificate Update Fee- \$75.00
 - 1 Business Day Rush- \$360.00
 - 3 Business Day Rush- \$ 260.00
 - 5 Business Day Rush- \$160.00
 - 7 Business Day Rush- \$ 75.00
 - Amenity device deactivation fee- \$20.00

This management certificate is filed of record in Dallas, Texas by the entity managing the Association. It shall be valid until a later Management Certificate is filed of record by the Association or a successor manager, or until a termination of this Management Certificate is filed of record, whichever is sooner.



By Vanessa Burch, Managing Agent for Charleston Commons Homeowners' Association, Inc.
Duly Authorized Agent
Signed: March 25, 2025

STATE OF TEXAS §

§

COUNTY OF DALLAS §

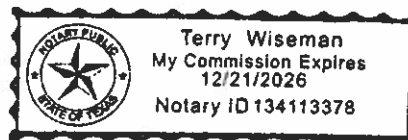
This Instrument was signed before me on 03/25/25 and it was acknowledged that this instrument was signed by Vanessa Burch for the purposes and intent herein expressed.

Terry Wiseman
Notary Public in and for the State of Texas

Notary Printed Name: Terry Wiseman

My Commission Expires: 12/21/2026

AFTER RECORDING RETURN TO:
SBB Management Company, LLC
12801 N. Central Expressway
Suite 1401
Dallas, TX 75243



<Notary Stamp Above>