

202499017171



3  
M20

**AMENDED MANAGEMENT CERTIFICATE  
OF  
CHARLESTON PARKE HOMEOWNERS ASSOCIATION**

This document supersedes all previous Management Certificates. The undersigned, being an officer of Charleston Parke Homeowners Association, and in accordance with Section 209.004 of the Texas Property Code, does hereby certify as follows:

1. The name of the Subdivision: Charleston Parke
2. The name of the Association: Charleston Parke Homeowners Association, a Texas nonprofit corporation.
3. The recording data for the Subdivision:

Declaration of Covenants, Conditions and Restrictions for Charleston Parke recorded under Document No. 12635, Official Public Records of Guadalupe County, Texas.

4. The recording data for the Declaration:

Declaration of Covenants, Conditions and Restrictions for Charleston Parke recorded under Document No. 12635, Official Public Records of Guadalupe County, Texas.

By-Laws of Charleston Parke recorded under Document No. 20080076623 and Vol 2290 PG 0782-0795, Official Public Records of Guadalupe County, Texas.

First Amendment to the By-Laws for Charleston Parke recorded under Document No. 10-016567, Official Public Records of Guadalupe County, Texas.

ACC Guidelines for Flag Poles, Rain Barrels & Energy Generating/ Saving Devices (Solar) for Charleston Parke recorded under Document No. 14-000309, Official Public Records of Guadalupe County, Texas.

Collection Policy and Payment Plan Guidelines for Charleston Parke recorded under Document No. 12-001224, Official Public Records of Guadalupe County, Texas.

Document Retention, Access, Production and Copying Policy for Charleston Parke recorded under Document No. 12-001223, Official Public Records of Guadalupe County, Texas.

Collection Policy for Charleston Parke recorded under Document No. 202299037470, Official Public Records of Guadalupe County, Texas.

Received

JUL 26 2024

Lifetime HOA Manager

5. The name and mailing address of the Association: Charleston Parke Homeowners Association, c/o Lifetime HOA Management, 18585 Sigma Rd., Ste. 104 San Antonio, TX 78258

6. The name, mailing address, telephone number and email address of the Association's Designated Representative:

Lifetime HOA Management, LLC, 18585 Sigma Rd., Ste. 104, San Antonio, TX 78258, Phone: (210) 504-8484; Email: Contact@LifetimeHOAManagement.com.

7. Website where Dedicatory Instruments of the Association are located:

Website: <https://lifetimehoamanagement.com>

Homeowner must register onto the Homeowner Portal to Access.

8. Fees charged by the Association for a property transfer within the Subdivision:

Per lot is due to Lifetime HOA Management at the closing of the sale of each lot Owner to Owner Sale:

- Administrative Transfer Fee: \$200
- Resale Certificate Package:
  - 5 business day turn around: \$375
  - 3 business day turn around: \$375 plus Rush Fee of \$110
  - 1 business day turn around: \$375 plus Rush Fee of \$135
- Statement of Account Only:
  - 5 business day turn around: \$200
  - 3 business day turn around: \$325
  - 1 business day turn around: \$335
  - **Update for Statement of Account is Free up to 14 days.**

Prospective purchasers are advised to independently examine the Declaration, Bylaws, Design Guidelines and all other dedicatory instruments of the Subdivision and Association prior to purchase.

*[Signature Page to follow]*

Received

JUL 26 2024

Lifetime HOA Management

EXECUTED to be effective on the date this instrument is Recorded.

**Charleston Parke Homeowners Association,**  
a Texas non-profit corporation

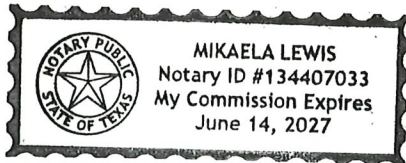
By: *Alex*  
Name: Alex De La Torre  
Title: Managing Agent

THE STATE OF TEXAS           §  
  
COUNTY OF GUADALUPE       §

This instrument was acknowledged before me on the 18<sup>th</sup> day of July 2024, by Alex De La Torre, the Managing Agent of Charleston Parke Homeowners Association., a Texas non-profit corporation, on behalf of said non-profit corporation.

[SEAL]

*Mikaela Lewis*  
Notary Public Signature



202499017171  
I certify this instrument was FILED and RECORDED  
in the OFFICIAL PUBLIC RECORDS  
of Guadalupe County, Texas on  
07/22/2024 01:38:51 PM PAGES: 3 MARISSA  
TERESA KIEL, COUNTY CLERK



*Teresa Kiel*

Received

JUL 26 2024

Lifetime HOA Management