



**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE**

**for**

**TWIN OAKS VILLAGE COMMUNITY ASSOCIATION, INC.**

**STATE OF TEXAS                   §**  
**§**  
**COUNTY OF FORT BEND       §**

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 Twin Oaks 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 Fort Bend 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 Twin Oaks Village are as follows:

Subdivision Name
Twin Oaks Village section 1
Twin Oaks Village section 2
Twin Oaks Village section 3
Twin Oaks Village section 4
Twin Oaks Village section 5
Twin Oaks Village section 6
Twin Oaks Village section 7
Twin Oaks Village section 8
Twin Oaks Village section 9
Twin Oaks Village section 10
Twin Oaks Village section 11
Twin Oaks Village section 12
Twin Oaks Village section 14
Twin Oaks Village section 16

**2. Name of the association.**

Twin Oaks Village Community Association, Inc.

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

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

Plat Name	Filing Date	Clerk File Number
Twin Oaks Village Sec. 1	11/08/2000	1177000
Twin Oaks Village Sec. 2	11/08/2000	1177001
Twin Oaks Village Sec. 3	01/22/2002	20010214

Twin Oaks Village Sec. 4	01/22/2002	20010215
Twin Oaks Village Sec. 5	11/26/2002	20010401
Twin Oaks Village Sec. 6	01/27/2004	2004010336
Twin Oaks Village Sec. 7	12/17/2002	2002138381
Twin Oaks Village Sec. 8	07/29/2003	2003102534
Twin Oaks Village Sec. 9	03/02/2004	2004024813
Twin Oaks Village Sec. 10	04/26/2005	2005047401
Twin Oaks Village Sec. 11	12/06/2005	2005147407
Twin Oaks Village Sec. 12	05/10/2006	2006054629
Twin Oaks Village Sec. 14	04/26/2005	2005047435
Twin Oaks Village Sec. 16	03/27/2007	2007036172

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

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

Document Name	Filing Date	Clerk File Number
Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village Section One	11/06/2000	2000095579
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Two	02/06/2001	2001010407
Annexation Agreement Section Two	02/06/2001	2001010408
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Three	03/07/2002	2002023522
Annexation Agreement Twin Oaks Village, Section Three	03/07/2002	2002023521
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Four	03/07/2002	2002023523
Annexation Agreement Twin Oaks Village, Section Four	03/07/2002	2002023520
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Five	01/31/2003	2003013671
Annexation Agreement Twin Oaks Village, Section Five	01/31/2003	2003013670
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Six	04/21/2004	2004047295
Annexation Agreement Twin Oaks Village, Section Six	04/21/2004	2004047294
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Seven	02/21/2003	2003023542
Annexation Agreement Twin Oaks Village, Section Seven	02/21/2003	2003023541
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Eight	10/30/2003	2003153329
Annexation Agreement Twin Oaks Village, Section Eight	10/30/2003	2003153328
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Nine	04/21/2004	2004047297
Annexation Agreement Twin Oaks Village, Section Nine	04/21/2004	2004047296
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Ten	06/13/2005	2005068370
Annexation Agreement Twin Oaks Village, Section Ten	06/13/2005	2005068369

Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Eleven	02/13/2006	2006017424
Annexation Agreement Twin Oaks Village, Section Eleven	02/13/2006	2006017423
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Twelve	06/12/2006	2006069107
Annexation Agreement Twin Oaks Village, Section Twelve	06/12/2006	2006069106
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Fourteen	06/13/2005	2005068372
Annexation Agreement Twin Oaks Village, Section Fourteen	06/13/2005	2005068371
Supplemental Declaration of Covenants, Conditions and Restrictions of Twin Oaks Village, Section Sixteen	05/31/2007	2007065907

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

Twin Oaks 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	\$175	Collected at closing if the property actually transfers
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	\$100	Optional: onsite inspection for resale certificate, if required
Compliance Reinspection	\$100	Optional: reinspection for initial non-compliance, if needed
Lender Questionnaire	\$240	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/reinspection's & lender questionnaires
Rush Request	\$75	Optional: within 5 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/reinspection's & lender questionnaires
Expedited	\$150	Optional: within 2 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/reinspection's & lender questionnaires

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

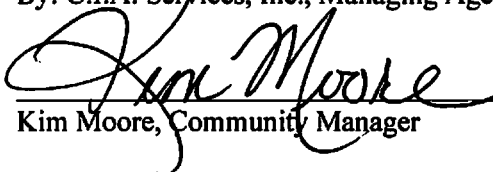
- New owners are encouraged to provide email addresses and/or cell phone numbers to Association representative in #6 above in order to receive emails and/or text messages with Association news, alerts and meeting announcements. Communication preferences may be updated at any time.

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 7<sup>th</sup> day of April, 2022.

**Twin Oaks Village Community Association, Inc.**

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

  
Kim Moore, Community Manager

STATE OF TEXAS

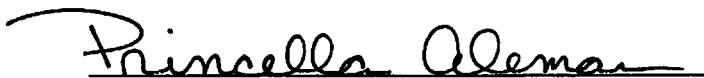
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COUNTY OF HARRIS

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BEFORE ME, the undersigned notary public, on this 7<sup>th</sup> day of April, 2022 personally appeared Kim Moore, Community Manager for C.I.A. Services, Inc., Managing Agent for Twin Oaks 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

