

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE****for****CULEBRA CROSSING COMMUNITY ASSOCIATION, INC.**

**STATE OF TEXAS**                   §  
    §  
**COUNTY OF BEXAR**           §

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 Culebra Crossing 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 Bexar 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 "Culebra Crossing" are as follows:

| Subdivision Name                           |
|--|
| The Village Subdivision Unit 9E, Block 100 |
| The Village Subdivision Unit 9E, Block 101 |
| The Village Subdivision Unit 9E, Block 102 |
| The Village Subdivision Unit 9E, Block 103 |
| The Village Subdivision Unit 9F, Block 104 |
| The Village Subdivision Unit 9F, Block 105 |
| The Village Subdivision Unit 9F, Block 106 |

**2. Name of the association.**

Culebra Crossing Community Association, Inc.

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

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

| Plat Name   | Filing Date | Clerk File Number |
|---|-------------|-------------------|
| Subdivision Plat Establishing The Village Subdivision Unit 9E | 02/14/2003  | 20030035452       |
| Subdivision Plat Establishing The Village Subdivision Unit 9E | 02/14/2003  | 20030035453       |
| Subdivision Plat Establishing The Village Subdivision Unit 9E | 02/14/2003  | 20030035454       |
| Subdivision Plat Establishing The Village Subdivision Unit 9F | 09/17/2004  | 20040216097       |
| Subdivision Plat Establishing The Village Subdivision Unit 9F | 09/17/2004  | 20040216098       |
| Subdivision Plat Establishing The Village Subdivision Unit 9F | 09/17/2004  | 20040216099       |
| Subdivision Plat Establishing The Village Subdivision Unit 9F | 09/17/2004  | 20040216100       |
| Subdivision Plat Establishing The Village Subdivision Unit 9F | 09/17/2004  | 20040216101       |

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

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

| Document Name   | Filing Date | Clerk File Number |
|---|-------------|-------------------|
| Declaration of Covenants, Conditions and Restrictions for Culebra Crossing  | 07/30/2003  | 20030192653       |
| First Amendment to the Declaration of Covenants, Conditions and Restrictions for Culebra Crossing                   | 09/04/2003  | 20030229681       |
| Assignment of Declarant Rights the Village Subdivision Unit 9E Commonly Known as Culebra Crossing                   | 08/10/2004  | 20040184385       |
| Second Amendment to the Declaration of Covenants, Conditions and Restrictions for Culebra Crossing                  | 09/03/2004  | 20040204634       |
| Supplemental Amendment to Declaration of Covenants, Conditions and Restrictions for the Village Subdivision Unit 9F | 12/09/2004  | 20040280641       |

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

Culebra Crossing Community Association, Inc.  
c/o C.I.A. Services, Inc.  
465 Bear Springs Road  
Pipe Creek, TX 78063-3178

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

C.I.A. Services, Inc.  
465 Bear Springs Road  
Pipe Creek, TX 78063-3178

Telephone: 210-490-0000

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 |

**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.

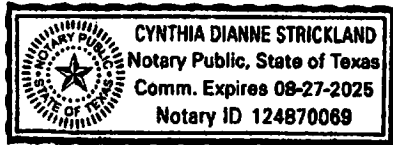
EXECUTED on this 15 day of December, 2023.

**Culebra Crossing Community Association, Inc.**  
By: C.I.A. Services, Inc., Managing Agent

  
Tera Rond, Community Manager

STATE OF TEXAS           §  
   §  
COUNTY OF BEXAR       §

BEFORE ME, the undersigned notary public, on this 15 day of December, 2023 personally appeared Tera Rond, Community Manager for C.I.A. Services, Inc., Managing Agent for Culebra Crossing 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

**File Information**

**eFILED IN THE OFFICIAL PUBLIC eRECORDS OF BEXAR COUNTY  
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

**Document Number:** 20230229479  
**Recorded Date:** December 18, 2023  
**Recorded Time:** 1:58 PM  
**Total Pages:** 5  
**Total Fees:** \$38.00

**\*\* THIS PAGE IS PART OF THE DOCUMENT \*\***

**\*\* Do Not Remove \*\***

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 12/18/2023 1:58 PM



*Lucy Adame-Clark*  
Lucy Adame-Clark  
Bexar County Clerk