

**PROPERTY OWNERS ASSOCIATION MANAGEMENT CERTIFICATE  
FOR  
KIRBY LAKES PROPERTY OWNERS ASSOCIATION OF PASADENA, INC.**

THE STATE OF TEXAS §  
COUNTY OF HARRIS §

The undersigned, being the Community Manager for Kirby Lakes Property Owners Association of Pasadena, Inc. (hereinafter the "Association"), a non-profit corporation organized and existing under the laws of the State of Texas, submits the following information pursuant to Section 209.004 of the Texas Property Code, which supersedes any prior Management Certificate filed by the Association.

1. **Name of Subdivision(s):**  
The name of the Subdivision is Kirby Lakes.
2. **Name of Association:**  
The name of the Association is Kirby Lakes Property Owners Association of Pasadena, Inc.
3. **Recording Data for the Subdivision(s):**  
The recording data for the subdivision is: Film Code No. 402095, Map Records of Harris County, Texas
4. **Recording Data for the Declaration(s):**  
The recording data for the declaration is as follows:

Declaration of Covenants, Conditions and Restrictions for Kirby Lakes, recorded under Harris County Clerk's File No. T034349.

5. **Association Information:**  
The contact information and website for the association is as follows:  
Kirby Lakes Property Owners Association of Pasadena, Inc.  
c/o RealManage, LLC  
P.O. Box 803555  
Dallas, Texas 75380-3555  
Website: [www.realmanage.com](http://www.realmanage.com)  
Phone Number: (866)473-2573

6. **Designated Representative Information:**  
The contact information for the person or entity managing the association is as follows:  
RealManage, LLC  
c/o Wendy Troxlar, Community Manager  
P.O. Box 803555  
Dallas, Texas 75380-3555  
Phone Number: 866-473-2573      Email: [kirlake@ciramail.com](mailto:kirlake@ciramail.com)

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7. Fees Related to Property Transfer:  
Working Capital Assessment: \$100.00  
Ownership Conveyance Processing Fee: \$325.00  
Statement of Account Fee: \$250.00  
Conveyance Document with Statement of Account: \$375.00  
Rush Fee: \$200.00  
Update: \$75.00

8. Optional Information:  
None

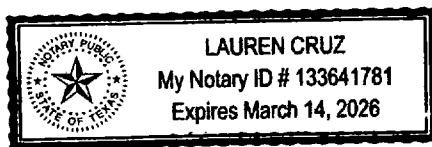
Executed this the 14<sup>th</sup> day of December, 2023

Kirby Lakes Property Owners Association  
of Pasadena, Inc.

By Wendy Troxlar  
Wendy Troxlar, Community Manager

THE STATE OF TEXAS            §  
   §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me on this the 14<sup>th</sup> day of December, 2023 by Wendy Troxlar, Community Manager of Kirby Lakes Property Owners Association of Pasadena, Inc., a Texas property owners association, on behalf of said association.



Lauren Cruz  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

Disclaimer: Please note, this certificate only contains information as required under Tex. Prop. Code §209.004, and may not contain all of the recorded dedicatory instruments for the Association.

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# Pages 3  
12/18/2023 08:15 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$22.00

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

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