

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE****for****THE OVERLOOK HOMEOWNERS' ASSOCIATION**

**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 The Overlook Homeowners' Association, 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 "The Overlook" are as follows:

Subdivision Name
The Overlook P.U.D.

**2. Name of the association.**

The Overlook Homeowners' Association

**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 of The Overlook P.U.D.	12/16/1997	97-0177432
Subdivision Plat of The Overlook P.U.D.	12/16/1997	97-0177433
Subdivision Plat of The Overlook P.U.D.	12/16/1997	97-0177434
Subdivision Plat of The Overlook P.U.D.	12/16/1997	97-0177435
Subdivision Plat of The Overlook P.U.D.	12/16/1997	97-0177436
Subdivision Plat of The Overlook P.U.D.	12/16/1997	97-0177437

**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 the Overlook, a Planned Unit Development	02/12/1998	98-0021595

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

The Overlook Homeowners' Association  
 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<sup>th</sup> day of December, 2023.

**The Overlook Homeowners' Association**  
By: C.I.A. Services, Inc., Managing Agent

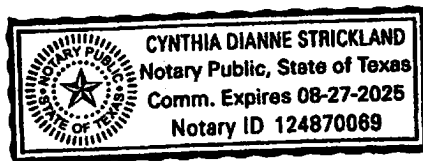
Nancy Bowling  
Nancy Bowling, Community Manager

STATE OF TEXAS

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COUNTY OF BEXAR

BEFORE ME, the undersigned notary public, on this 15<sup>th</sup> day of December 2023 personally appeared Nancy Bowling, Community Manager for C.I.A. Services, Inc., Managing Agent for The Overlook Homeowners' Association, 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.



Cynthia D Strickland  
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:** 20230229714  
**Recorded Date:** December 18, 2023  
**Recorded Time:** 3:49 PM  
**Total Pages:** 4  
**Total Fees:** \$34.00

**\*\* 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 3:49 PM



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