

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE**

**for**

**SUNRISE PINES HOMEOWNERS ASSOCIATION, INC.**

**STATE OF TEXAS** §  
§  
**COUNTY OF HARRIS** §

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 Sunrise Pines Homeowners 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 Harris 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.

• **Name of the subdivision.**

The name of the subdivisions collectively known as Sunrise Pines are as follows:

Subdivision Name
Sunrise Pines Section 1
Sunrise Pines Section 2
Sunrise Pines Section 3
Sunrise Pines Section 4
Sunrise Pines Section 5

• **Name of the association.**

Sunrise Pines Homeowners Association, Inc.

• **Recording data for the subdivision.**

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

Plat Name	Filing Date	Clerk File Number
Sunrise Pines Sec. 1	01/25/2006	Z048661
Sunrise Pines Sec 2	06/08/2011	20110233644
Sunrise Pines Sec 3	09/10/2014	20140406644
Sunrise Pines Sec 4	07/14/2015	20150309708
Sunrise Pines Sec 5	09/15/2015	20150420174

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

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

Document Name	Filing Date	Clerk File Number
Declaration of Covenants, Conditions and Restrictions for Sunrise Pines	05/18/2006	Z309917
First Amendment to Declaration of Covenants, Conditions and Restrictions for Sunrise Pines	03/25/2011	20110121478

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Second Amendment to Declaration of Covenants, Conditions and Restrictions for Sunrise Pines	10/19/2012	20120487970
Third Supplemental Notice for Sunrise Pines – Retaining Wall	05/16/2016	RP-2016-204769
Fifth Amendment to Declaration of Covenants, Conditions and Restrictions for Sunrise Pines	10/02/2015	20150451602
Supplemental Declaration Providing for Annexation of Sunrise Pines Section 2	07/08/2011	20110280922
Annexation and Amendment to Declaration of Covenants, Conditions and Restrictions for Sunrise Pines	10/31/2014	20140492534
Annexation and Amendment to Declaration of Covenants Conditions and Restrictions for Sunrise Pines	09/23/2015	20150432935
Annexation and Amendment to Declaration of Covenants, Conditions and Restrictions for Sunrise Pines Sec. 5	01/20/2016	RP-2016-24064
Assignment of Declarant's Rights	01/07/2011	20110011550
Assignment of Property Rights – Sections 1 and 2	01/07/2011	20110011551
Assignment of Property Rights – Section 3	01/07/2011	20110011547

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

Sunrise Pines Homeowners Association, Inc.  
c/o C.I.A. Services, Inc.  
18333 Timber Forest Drive  
Humble, TX 77346

- **N424=ame, 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

- **Website address of any internet website on which the association's dedicatory instruments are available.**

[www.ciaservices.com](http://www.ciaservices.com)

- **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

- **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 29 day of December, 2023.

**Sunrise Pines Homeowners Association, Inc.**

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



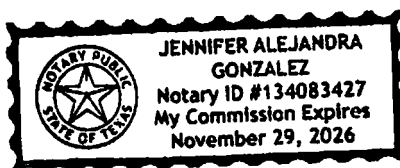
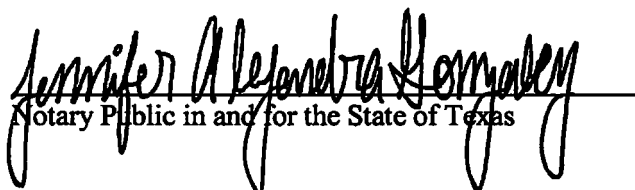
Adam Bruce, Community Manager

STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this 29<sup>th</sup> day of December, 2023 personally appeared Adam Bruce, Community Manager for C.I.A. Services, Inc., Managing Agent for Sunrise Pines Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

Notary Public in and for the State of Texas

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**After recording, please return to:**

**C.I.A. Services, Inc.**

**PO Box 63178**

**465 Bear Springs Road**

**Pipe Creek, TX 78063-3178**

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01/02/2024 08:51 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$37.00

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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