

**GLENTOCA INC. DBA. GLENSHANNON  
TOWNHOUSE COMMUNITY ASSOCIATION, INC. MANAGEMENT CERTIFICATE**

This Property Owners' Association Management Certificate is being recorded by Glentoca Inc. dba. Glenshannon Townhouse Community Association, Inc. (the "Association") in compliance with the terms of Chapter 209 of the Texas Property Code and supersedes any prior management certificate filed by the Association. The Association submits the following additional information:

**Name of the Subdivision:** Glentoca Inc. dba. Glenshannon Townhouse Community Association, Inc.

**Name of the Association:** Glentoca Inc. dba. Glenshannon Townhouse Community Association, Inc.

**Recording Data for Association and Restrictions:**

Community	County	Doc Type	Date Recorded	Instrument No.
Glentoca Inc. f/k/a Glenshannon Townhouse Community Association, Inc.	Harris	Architectural Control Committee Formation/Denial Letter and Appeal	23-Mar-22	RP2022154253
		Swimming Pool Enclosure Policy	17-Sep-21	RP2021535287
		2nd Supplemental Notice of Dedicatory Instruments	13-May-14	20140199939
		1st Supplemental Notice of Dedicatory Instruments	30-Dec-11	20110547754

**Name and Mailing Address of the Association**

Glentoca Inc. dba. Glenshannon Townhouse Community Association, Inc.  
C/O HCMS  
18333 Egret Bay Blvd  
Ste 305  
Houston, Texas 77058

**Name, Mailing Address, Telephone Number, and E-mail Address of Person Managing the Association or its Designated Representative**

Houston Community Management Services  
18333 Egret Bay Blvd Ste 305  
Houston, Texas 77058  
832-864-1200  
[customerservice@houcomm.com](mailto:customerservice@houcomm.com)

**Website Address of the Association**

[www.townsq.io](http://www.townsq.io)

**Property Transfer Fee(s) Charged by the Association:**

New account setup fee establishing new owner's account in the association's records: \$95  
Resale Certificate: \$375  
Resale Certificate Update: \$75  
Legacy Account Closure Fee: \$220  
Refinance Statement of Account: \$75  
Expedite Fee for Resale Certificate prior to 10 business day delivery obligation: \$175 for 1 day expedite  
\$125 for 3 day expedite

Executed on this the 24 day of April, 2024

Glentoca Inc. dba. Glenshannon Townhouse Community Association, Inc.  
, acting by and through its managing agent, Houston Community Management Services

Tracy Downs  
Tracy Downs, President

STATE OF TEXAS       §  
                                  §  
COUNTY OF Harris   §

This instrument was acknowledged before me on the 24 day of April, 2024 by Tracy Downs, President with Houston Community Management Services, the managing agent for Glentoca Inc. dba. Glenshannon Townhouse Community Association, Inc., a Texas nonprofit corporation, on behalf of such corporation.



Elizabeth Engelken  
Notary Public, State of Texas

When recorded return to:  
**Houston Community Management**  
**18333 Egret Bay Blvd**  
**Ste 305**  
**Houston, Texas 77058**

RP-2024-213126

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# Pages 3  
06/12/2024 11:20 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$29.00

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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