

**PROPERTY OWNERS' ASSOCIATION  
MANAGEMENT CERTIFICATE  
for  
BAY CREEK COMMUNITY ASSOCIATION, INC.**

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STATE OF TEXAS           §  
                                     §  
COUNTY OF HARRIS       §

The undersigned, being the Managing Agent for Bay Creek Community Association, Inc., a non-profit corporation ("Association") 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: The name of the subdivision is Bay Creek.
2. Name of Association: The name of the Association is Bay Creek Community Association, Inc.
3. Recording Data for the Subdivision:  
  
Bay Creek, Section One (1), a subdivision in Harris County, Texas according to the map or plat thereof recorded under Film Code No. 707753 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
4. Recording Data for the Declaration:\*
  - a. Documents:
    - (1) Declaration of Covenants, Conditions, and Restrictions for Bay Creek.
  - b. Recording Information:
    - (1) Harris County Clerk's File No. RP-2024-259008.
5. Name and Mailing Address of the Association: The name and mailing address of the Association is Bay Creek Community Association, Inc. c/o Houston Community Management Services, 18333 Egret Bay Blvd., Suite 305, Houston, Texas 77058.
6. The Contact Information for the Association's Designated Representative: The contact information of the designated representative of the Association is: Houston Community Management Services. Address: 18333 Egret Bay Blvd., Suite 305, Houston, Texas 77058. Phone No.: 832.864.1200. Email Address: customerservice@houcomm.com.

7. The Association's Dedicatory Instruments are Available to Members Online at: [www.townsq.io](http://www.townsq.io).
8. The Amount and Description of the Fees and Other Charges Charged by the Association in Connection with a Property Transfer:

Description	Fee
New Account Setup Fee	\$ 95.00
Resale Certificate Fee	\$ 375.00
Resale Certificate Update Fee	\$ 75.00
Legacy Account Closure Fee	\$ 220.00
Refinance Statement of Account Fee	\$ 75.00
Expedite Fee for Resale Certificate prior to 10 business day delivery obligation	\$175.00 1 day expedite; \$125.00 3 day expedite
Capitalization Fee [Declaration Article XV, Section E]	Each person or entity acquiring title to a lot within the property agrees to pay the Association a Capitalization Fee in an amount equal to 100% of the then-current Annual Assessment rate plus 100% of the then-current Service Area Assessment (if applicable). The Capitalization Fee for a Builder acquiring title to a lot is an amount equal to 50% of the then-current Annual Assessment plus 50% of the then-current Service Area Assessment (if applicable) which applies to lot Owners other than Builder or Declarant. The Capitalization Fee is payable to the Association on the date of the transfer of title to a lot. Some exemptions apply. The Capitalization Fee must be confirmed with the Association.

EXECUTED on this 2 day of August, 2024.

**BAY CREEK COMMUNITY  
ASSOCIATION, INC.**

By: **Houston Community Management Services,  
Managing Agent**

By: *Tracy Downs*

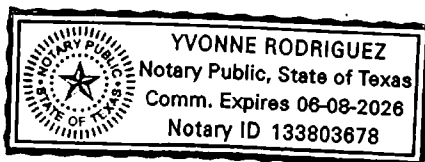
Printed: Tracy Downs

Its: Branch President

\*This Management Certificate does not purport to identify every publicly recorded document affecting the Subdivision, or to report every piece of information pertinent to the Subdivision. Rather, the purpose of this Management Certificate is to provide information sufficient for a title company or others to correctly identify the Subdivision and to contact the Association. No person should rely on this Management Certificate for anything other than instructions for identifying and contacting the Association.

THE STATE OF TEXAS     §  
   §  
COUNTY OF HARRIS     §

BEFORE ME, the undersigned notary public, on this 2 day of August, 2024 personally appeared Tracy Downs, Branch President for Houston Community Management, Managing Agent for Bay Creek Community Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed.



*Yvonne Rodriguez*  
Notary Public in and for the State of Texas

RP-2024-283528  
# Pages 4  
08/05/2024 12:07 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$33.00

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

RP-2024-283528