

  
MARY LOUISE NICHOLSON  
COUNTY CLERK

PROPERTY OWNERS ASSOCIATION 6<sup>th</sup> AMENDED MANAGEMENT CERTIFICATE FOR  
**COLLINS TERRACE HOMEOWNERS ASSOCIATION, INC.**

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.

This amends all prior Management Certificates filed for this association.

*Per Texas Property Code 209.004 "The County Clerk of each county in which a Management Certificate is filed as required by this section shall record the Management Certificate in the real property records of the county and index the document as a "Property Owners' Association Management Certificate"*

State of Texas               §

County of Tarrant       §

1.     Name of Subdivision:               Collins Terrace
2.     Subdivision Location:            Tarrant County
3.     Name of Homeowners Association:   Collins Terrace Homeowners Association, Inc.
4.     Recording Data for Association:   The recording data for the subdivision is that certain plat for Collins Terrace, Phase II, recorded as Document No. D202123293, in Cabinet A, Slide 7454 of the Plat Records. Tarrant County, Texas.
5.     Recording Data for Declaration:   The recording data for the Declaration is Document No. D202282971 and any amendments thereof or supplements thereto recorded in the Official Public Records of Tarrant County, Texas.
6.     Other information the Association considered appropriate for the governing, administration or operation of the subdivision and homeowners' association:

Articles of Incorporation and Bylaws are filed with the county under Doc No. D216167767.

The following resolutions dated 10/12/2016 are filed under Document No. D216250442:

- Records Retention Policy
- Records Inspection Policy
- Payment Plan Policy
- Membership Voting Policy
- E-mail Registration Policy
- Religious Item Display
- Solar Energy Guidelines
- Roofing Material Guidelines
- Rainwater Collection Devices
- Flag Display Guidelines
- Drought-Resistant Landscaping and Natural Turf Guidelines

- Assessment Collection Schedule
- Violation Enforcement Resolution
- Application of Payments Policy
- Conflict of Interest Policy
- Electronic & Telephonic Action Policy
- Payment Plan Policy
- Standby Electric Generators Guidelines
- Uncurable Violation Enforcement Resolution

Update Mailing Address and Contact Information is filed on September 17, 2018 under Document No. D218207490

Update Mailing Address and Contact Information was filed under Document No. D220014074.

Collins Terrace Homeowners Association, Inc. Billing Policy and Payment Plan Guidelines were filed under Document No. D220050050

7. Mailing Address and Contact Information for the Association and the Managing Agent:

Spectrum Association Management  
 17319 San Pedro Ave, #318  
 San Antonio, TX 78232  
 contact@spectrumam.com  
 210-494-0659  
[www.spectrumam.com/homeowners](http://www.spectrumam.com/homeowners)

8. Fee(s) related to Property Transfer:

- Administrative Transfer Fee - \$200.00
- Resale Package = \$375.00
  - Rush for Resale Package:
    - 1 business day = \$120.00 / 3 business days = \$95.00
  - Add a Rush to an existing order = \$75.00 + Cost of a Rush
  - Update for Resale Package:
    - 1-14 days = \$15.00 / 15-180 days = \$50.00
- Statement of Account only = \$120.00
  - Rush for Statement of Account only:
    - 1 business day = \$110.00 / 3 business day = \$85.00
  - Update for Statement of Account only:
    - 1-30 days - No Cost / 31-45 days = \$50.00 / 46-90 days = \$50.00
- Capitalization Fee = 0.30% of Sale Amount (0.15% from Seller & 0.15% from Buyer)

Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of the Association, together with obtaining an official Resale Certificate, and performing a comprehensive physical inspection of the lot/home and common areas prior to purchase.

THE PURPOSE OF THIS CERTIFICATE IS TO PROVIDE INFORMATION SUFFICIENT FOR A TITLE COMPANY TO CORRECTLY IDENTIFY THE SUBDIVISION AND TO CONTACT ITS GOVERNING ASSOCIATION. THIS CERTIFICATE DOES NOT PURPORT TO IDENTIFY EVERY PUBLICLY RECORDED DOCUMENT AFFECTING THE SUBDIVISION, OR TO REPORT EVERY PIECE OF INFORMATION PERTINENT TO THE SUBDIVISION. NO PERSON SHOULD RELY ON THIS CERTIFICATE FOR ANYTHING OTHER THAN INSTRUCTIONS FOR CONTACTING THE ASSOCIATION IN CONNECTION WITH THE TRANSFER OF TITLE TO A HOME IN THE SUBDIVISION. THE REGISTERED AGENT FOR THE ASSOCIATION IS ON FILE WITH THE TEXAS SECRETARY OF STATE.

Signed this 25<sup>th</sup> day of October, 2021.

Collins Terrace Homeowners Association, Inc.

By: Shelby Welch  
Shelby Welch (of Spectrum Association Management), Managing Agent

State of Texas §

County of Bexar §

This instrument was acknowledged and signed before me on 25<sup>th</sup>  
October, 2021 by Shelby Welch, representative of Spectrum Association

Management, the Managing Agent of Collins Terrace Homeowners Association, Inc., on behalf of said association.

Denise J Mahan  
Notary Public, State of Texas

After Recording, Return To:  
Spectrum Association Management  
Attn: Transitions  
17319 San Pedro Ave., Ste. #318  
San Antonio, TX 78232

