



**CONDOMINIUM MANAGEMENT CERTIFICATE**

**for**

**COLONIAL LAKES OFFICE PARK OWNERS ASSOCIATION, INC.**

**STATE OF TEXAS                   §**  
**§**  
**COUNTY OF FORT BEND       §**

WHEREAS section 82.116 of the Texas Property Code (the "Code") requires that a condominium association file a management certificate in the real property records of the county in which the property is located, and

WHEREAS Colonial Lakes Office Park Owners Association, Inc., a non-profit corporation (the "Association"), is a condominium as defined in section 82.003(a)(8) of the Code and has property located in Fort Bend 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 condominium.**  
Colonial Lakes Office Park
- 2. Name of the association.**  
Colonial Lakes Office Park Owners Association, Inc.
- 3. Location of the condominium.**  
4501 Cartwright Road, Missouri City, Texas 77459

**4. Recording data for the declaration.**

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

Document Name	Filing Date	Clerk File Number
Condominium Declaration for Colonial Lakes Office Park	03/27/2007	2007036095

**5. Mailing address for the association.**

Colonial Lakes Office Park Owners Association, Inc.  
c/o C.I.A. Services, Inc.  
465 Bear Springs Road  
Pipe Creek, TX 78063

**6. Name, mailing address, telephone number, and e-mail address of any management company.**

C.I.A. Services, Inc.  
465 Bear Springs Road  
Pipe Creek, TX 78063

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](http://www.ciaservices.com) select community Colonial Lakes

**8. Amount and description of a fee or fees charged to a unit seller or buyer related to a transfer of a property interest in a unit of the condominium.**

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
Assessment Quote Update	\$35	Optional: update to assessment quote within 30 days
Resale Certificate	\$375	Resale 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/reinspection’s & lender questionnaires
Rush Request	\$100	Optional: within 5 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/reinspection’s & lender questionnaires
Expedited	\$200	Optional: within 2 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/reinspection’s & lender questionnaires

**9. Other information the association considers appropriate.**

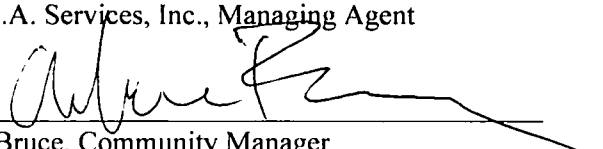
New owners are encouraged to provide email addresses and/or cell phone numbers to Association representative in #6 above to receive emails and/or text messages with Association news, alerts and meeting announcements. Communication preferences may be updated at any time.

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 10 day of September, 2025.

**Colonial Lakes Office Park Owners Association, Inc.**

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

  
Adam Bruce, Community Manager

STATE OF TEXAS

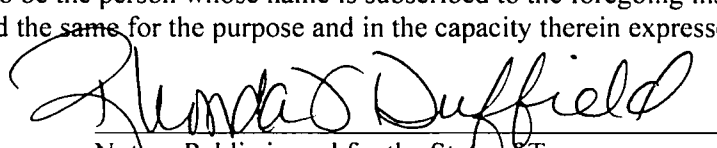
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COUNTY OF FORT BEND

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BEFORE ME, the undersigned notary public, on this 10 day of September, 2025 personally appeared Adam Bruce, Community Manager for C.I.A. Services, Inc., Managing Agent for Colonial Lakes Office Park Owners 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

**After recording, please return to:**

C.I.A. Services, Inc.

PO Box 63178

465 Bear Springs Road

Pipe Creek, TX 78063-3178

