

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE**

**for**

**YAUPON RANCH 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 Yaupon Ranch 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.

**1. Name of the subdivision.**

The name of the subdivisions collectively known as Yaupon Ranch are as follows:

Subdivision Name
Yaupon Ranch Section 1
Yaupon Ranch Section 2
Yaupon Ranch Section 3
Yaupon Ranch Section 4
Yaupon Ranch Section 5
Yaupon Ranch Section 6
Yaupon Ranch Section 7

**2. Name of the association.**

Yaupon Ranch Homeowners Association, Inc.

**3. 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
Yaupon Ranch Sec. 1	07/25/2002	V962462
Yaupon Ranch Sec. 2	05/21/2003	W684653
Yaupon Ranch Sec. 3	05/28/2004	X649210
Yaupon Ranch Sec. 4	09/29/2004	X953115
Yaupon Ranch Sec. 5	06/22/2005	Y558243
Yaupon Ranch Sec. 6	09/28/2005	Y786545
Yaupon Ranch Sec. 7	10/27/2006	20060155080

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**4. 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 Yaupon Ranch	11/12/2002	W2106520
Amendment to Declaration of Covenants, Conditions and Restrictions for Yaupon Ranch	07/23/2003	W860836
Amendment to Declaration of covenants, Conditions and Restrictions and Supplemental Declarations for Yaupon Ranch	07/13/2010	20100296484
Second amendment to Declaration of Covenants conditions and Restrictions for Yaupon Ranch	08/04/2005	Y665762
Third amendment to Declaration of Covenants, conditions and Restrictions for Yaupon Ranch	08/10/2006	Z519496
Supplemental Declaration Providing for Annexation of Yaupon Ranch, Sec. 2 Into Yaupon Ranch Homeowners Association, Inc.	07/23/2003	W860835
Supplemental Declaration Providing for Annexation of Proposed Yaupon Ranch, Sec. 3 and 4 into Yaupon Ranch Homeowners Association, Inc.	03/31/2004	X498424
Supplemental Declaration Providing for Annexation of Yaupon Ranch, Sec. 5 into yaupon Ranch Homeowners Association, Inc.	08/04/2005	Y665764
Supplemental Declaration Providing for Annexation of Yaupon Ranch, Section 6 into Yaupon Ranch Homeowners Association, Inc.	11/21/2005	Y911879
Supplemental Declaration Providing for Annexation of Yaupon Ranch, Section 6 into Yaupon Ranch Homeowners Association, Inc.	02/01/2006	Z062399
Supplemental Declaration Providing for annexation of Yaupon Ranch, Section 7 into Yaupon Ranch Homeowners Association, Inc.	11/16/2006	20060203521

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

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

**6. Name, 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

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

www.ciaservices.com

**8. 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/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 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.

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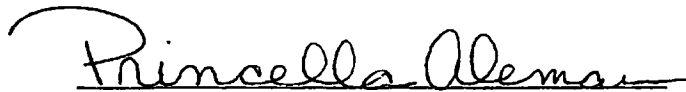
EXECUTED on this 17 day of December, 2023.

**Yaupon Ranch Homeowners Association, Inc.**  
By: C.I.A. Services, Inc., Managing Agent

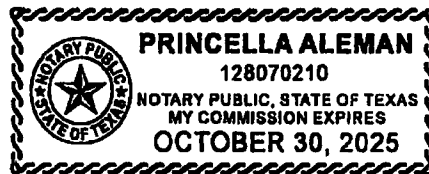
  
\_\_\_\_\_  
Tra'Neshia Williams, Community Manager

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS   §

BEFORE ME, the undersigned notary public, on this 12 day of December, 2023 personally appeared Tra'Neshia Williams, Community Manager for C.I.A. Services, Inc., Managing Agent for Yaupon Ranch Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she 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



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# Pages 5  
12/14/2023 12:02 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$30.00

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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