

# **Birch Creek Forest Properties, Inc.**

## **Ownership Transfer Guide**

This, Birch Creek Forest Properties, Inc.'s (the 'Association') Ownership Transfer Guide, supersedes any previous Ownership Transfer Guide and shall be attached to the Association's Management Certificate and filed in the Real Property Records of Burleson County and TREC ([www.hoa.texas.gov](http://www.hoa.texas.gov)). The Management Certificate lists information regarding the subdivision, as well as the administrative and transfer fees that will be charged in an ownership transfer. General subdivision information can also be accessed on the Association's website [www.birchcreekforest.com](http://www.birchcreekforest.com), as required by the Texas Property Code, (Section 209.004 and Section 209.006).

The purpose of this Ownership Transfer Guide is to help ensure a smooth transition from one person to another in any type of ownership transfer i.e., seller and buyer through a title company, seller and buyer individually, seller and buyer through an attorney, family member to family member, or friend to friend, etc.

The Association recommends requesting a Resale Certificate and the HOA Transfer Information as soon as possible by any party involved in the transaction. This will help ensure all administrative/transfer fees are disclosed and determine whether any outstanding or past due fees are owed to the Association by the seller or previous owner. Requesting a Resale Certificate will also ensure that HOA documents and important subdivision information is provided to the new owner(s) and helps protect all parties involved in the transaction.

If the HOA Transfer Information or Resale Certificate are not requested, nor the fees paid, prior to the closing of the sale or ownership change, the buyer or new owner will be responsible for all administrative and transfer fees, as well as any past due fees, owed to the Association. Once the Association is notified or becomes aware of an ownership change, the buyer/new owner will be sent an invoice and be responsible for all fees owed to the Association.

All inquiries and requests for subdivision information or any further questions regarding ownership transfers can be made by calling the Association office at 979-535-8978 daily between 3:00 and 4:00, by mail at 202 Birch Forest Dr., Somerville, TX 77870 or by email at [bcpiboard@gmail.com](mailto:bcpiboard@gmail.com).

The above Ownership Transfer Guide was approved by majority vote of the Board of Directors on April 17, 2024, to be effective immediately, and now appears in the books and records of the Association and recorded in the Official Public Records of Real Property of Burleson County, Texas.

TO CERTIFY which witness my hand this 18<sup>th</sup> day of April, 2024.

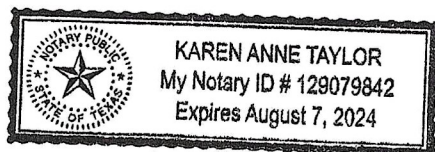
Birch Creek Forest Properties, Inc.

By: Renita Odstrcil  
Renita Odstrcil, President

THE STATE OF TEXAS

COUNTY OF BURLESON

BEFORE ME, the undersigned notary public, on this 18<sup>th</sup> day of April, 2024,  
Personally appeared Renita Odstrcil, President of Birch Creek Forest  
Properties, Inc., known to me to be the person whose name is subscribed to the forgoing  
instrument, and acknowledged to me that he/she executed the same for the purpose and in  
the capacity therein expressed.



Karen Anne Taylor  
Notary Public in and for the State of Texas