

**MANAGEMENT CERTIFICATE FOR  
THE SANCTUARY TEXAS HOMEOWNERS ASSOCIATION, INC.  
BEXAR COUNTY**

STATE OF TEXAS           §  
COUNTY OF BEXAR       §

1.     **Name of Subdivision:**           The Sanctuary at Helotes Subdivision
2.     **Name of Association:**         The Sanctuary Texas Homeowners Association, Inc.
3.     **Recording Data for Subdivision:**         See Exhibit "A"
4.     **Recording Data for Declaration:**         See Exhibit "A"
5.     **Name and mailing address of Association:** The Sanctuary Texas Homeowners Association,  
3424 Paesanos Pkwy, Suite 100, San Antonio, Texas 78231.
6.     **The Association's designated representative is:** FirstService Residential San Antonio, LLC,  
3424 Paesanos Pkwy, Suite 100, San Antonio, Texas 78231; 210-829-7202 Office; 210-829-5207  
Fax.  
Email: [sanantonio@fsresidential.com](mailto:sanantonio@fsresidential.com)  
Community Website: <https://thesanctuarytexashoa.connectresident.com/>
7.     **Resales Disclosure Package:** \$375.00  
**Homeowner Setup/ Unit Transfer Fee:** There is a transfer fee in the amount of \$295.00 collected  
at closing from the buyer.  
**HOA Transfer Fee:** \$75.00 (All Closings) & **HOA Reserve Fee:** \$75.00 (All Closings)
8.     **Other information the Association considers appropriate for the governing, administration  
or operation of the subdivision and Association:** See Exhibit "A"

*Prospective purchasers are advised to independently examine all dedicatory instruments and governing documents for The Sanctuary Texas Homeowners Association, Inc. 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. No person should rely on this Management Certificate for anything other than for identifying and contacting the Association.*

The Sanctuary Texas Homeowners Association, Inc.

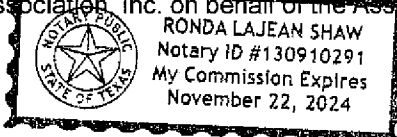
By: Kristie Rose-Zapp

Print Name: Kristie Rose-Zapp

Print Title: Managing Agent

STATE OF TEXAS           §  
COUNTY OF BEXAR       §

This instrument was acknowledged and signed before me on this the 24<sup>th</sup> day of January, 2023 by Kristie Rose-Zapp, the Managing Agent of The Sanctuary Texas Homeowners Association, Inc. on behalf of the Association.



Ronda Shaw  
Notary Public – State of Texas

**After Recording Return To:**  
FirstService Residential San Antonio, LLC  
3424 Paesanos Pkwy Ste. 100  
San Antonio, TX 78231

## EXHIBIT "A"

The Sanctuary Texas Homeowners Association, Inc., a subdivision located in Bexar County, Texas, and any other subdivisions which have been or may be subsequently annexed thereto and made subject to the authority of The Sanctuary Texas Homeowners Association, which sections were originally encumbered by dedicatory instruments filed of record in Bexar County, Texas as follows:

Recording Date	Filed Document	Recording Information
01/11/2007	Declaration of Residential Restrictions	2007009136
08/27/2009	Declaration of Covenants, Conditions and Restrictions	20090168186
07/11/2012	Special Warranty Deed with Vendor Lien	20120130535
08/03/2012	Bylaws	20140148618
08/03/2012	Resolution of the Board of Directors (Multiple Policies)	20120148617
12/05/2012	Declaration of Annexation Unit 5A	20120237460
03/17/2015	Declaration of Annexation Unit 5B	20150044831
12/08/2015	1 <sup>st</sup> Amendment to DCCR	20150248197
09/29/2017	Collection Policy	20170193529
07/17/2020	Fine Policy	20200156579
09/02/2021	Security Measures Policy	
09/02/2021	Swimming Pool Enclosures Policy	
09/02/2021	Religious Displays Policy	
09/02/2021	Architectural Review Policy	
09/02/2021	Enforcement Policy	

**File Information**

**eFILED IN THE OFFICIAL PUBLIC eRECORDS OF BEXAR COUNTY  
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

**Document Number:** 20230013635  
**Recorded Date:** January 26, 2023  
**Recorded Time:** 8:55 AM  
**Total Pages:** 3  
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**\*\* THIS PAGE IS PART OF THE DOCUMENT \*\***

**\*\* Do Not Remove \*\***

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 1/26/2023 8:55 AM



*Lucy Adame-Clark*  
Lucy Adame-Clark  
Bexar County Clerk