

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE****for****HIDDEN SPRINGS HOMEOWNERS' ASSOCIATION, INC.**

**STATE OF TEXAS**               §  
                                          §  
**COUNTY OF KERR**           §

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 Hidden Springs 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 Kerr 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 Hidden Springs are as follows:

Subdivision Name
Hidden Springs, Kendall County, Texas
Hidden Springs, Kerr County, Texas phase 1
Hidden Springs, Kerr County, Texas phase 2

**2. Name of the association.**

Hidden Springs Homeowners' Association, Inc.

**3. Recording data for the subdivision.**

The recording data in the Plat Records of Kerr County, Texas are as follows:

Plat Name	Filing Date	Clerk File Number
Hidden Springs, Kerr County, Texas phase 1	05/29/2018	18-03295
Hidden Springs, Kerr County, Texas phase 2	02/26/2019	19-01418
Revision of plat for lots 20 and 21 Hidden Springs, Kerr County, Texas Phase 1	03/30/2022	22-02816

**4. Recording data for the declaration and any amendments to the declaration.**

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

Document Name	Filing Date	Clerk File Number
Declaration of Covenants, Conditional and Restrictions	05/31/2018	18-03334
Amendment of Declaration of Covenants, Conditional and Restrictions	06/13/2018	18-03644

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

Hidden Springs Homeowners' Association, Inc.  
c/o C.I.A. Services, Inc.  
465 Bear Springs Road  
Pipe Creek, Texas 78063-3178

**6. Name, mailing address, telephone number and email address of the person managing the association or its designated representative.**

C.I.A. Services, Inc.  
465 Bear Springs Road  
Pipe Creek, Texas 78063-3178

Telephone: 713-981-9000

Email: CustomerCare@ciaservices.com

**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.

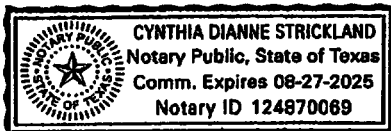
EXECUTED on this 20<sup>th</sup> day of December, 2023.

**Hidden Springs Homeowners' Association, Inc.**  
By: C.I.A. Services, Inc., Managing Agent

  
\_\_\_\_\_  
Brandi Brack, Community Manager

**STATE OF TEXAS**                   §  
                                             §  
**COUNTY OF KERR**               §

BEFORE ME, the undersigned notary public, on this 20<sup>th</sup> day of December, 2023 personally appeared Brandi Brack, Community Manager for C.I.A. Services, Inc., Managing Agent for Hidden Springs 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

## FILED AND RECORDED

**Document Number:** 23-07662

**Document Type:** PROPERTY OWNERS ASSOCIATION  
MANAGEMENT CERTIFICATES

**Filing and Recording Date:** 12/21/2023 9:02:58 AM

**Number of Pages:** 4


**GRANTOR** HIDDEN SPRINGS HOMEOWNERS  
ASSOCIATION INC

**GRANTEE** PUBLIC, THE

**Returned To:** C.I.A. Services Inc  
8811 FM 1960 Bypass Rd W Ste 200  
Humble, TX 77338-3952

I hereby certify that this instrument was FILED on the date and times stamped hereon and RECORDED in the OFFICIAL PUBLIC RECORDS of Kerr County, Texas.



  
\_\_\_\_\_  
**Ian Collum, Clerk**  
Kerr County, Texas  
By: DIANE RODRIGUEZ DEPUTY CLERK

NOTICE: It is a crime to intentionally or knowingly file a fraudulent court record or instrument with the Clerk.

**DO NOT DESTROY - This document is part of the Official Public Record.**