

**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE**

**for**

**BONTERRA AT WOODFOREST COMMUNITY ASSOCIATION, INC.**

**STATE OF TEXAS                   §**  
**§**  
**COUNTY OF MONTGOMERY   §**

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 Bonterra at Woodforest Community 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 Montgomery 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 Bonterra at Woodforest are as follows:

Subdivision Name
Bonterra at Woodforest section 1
Bonterra at Woodforest section 2
Bonterra at Woodforest section 3
Bonterra at Woodforest section 4
Bonterra at Woodforest section 5
Bonterra at Woodforest section 6
Bonterra at Woodforest section 7
Bonterra at Woodforest section 8
Bonterra at Woodforest section 9
Bonterra at Woodforest section 10

**2. Name of the association.**

Bonterra at Woodforest Community Association, Inc.

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

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

Plat Name	Filing Date	Clerk File Number
Bonterra at Woodforest section 1	12/27/2013	2013137500
Bonterra at Woodforest section 2	02/26/2015	2015017143
Bonterra at Woodforest section 3	03/11/2016	2016020636
Bonterra at Woodforest section 4	06/20/2017	2017053431
Bonterra at Woodforest section 5	12/01/2017	2017108720
Bonterra at Woodforest section 6	04/02/2018	2018028063

Bonterra at Woodforest section 7	03/25/2019	2019023383
Bonterra at Woodforest section 8	08/05/2019	2019070348
Bonterra at Woodforest section 9	04/20/2020	2020037034
Bonterra at Woodforest section 10	07/30/2020	2020079942

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

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

Document Name	Filing Date	Clerk File Number
Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Bonterra at Woodforest	11/29/2016	2016107123
First Amendment to the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Bonterra at Woodforest	08/24/2017	2017077026
Second Amendment to the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Bonterra at Woodforest	02/15/2019	2019012126
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 1	02/25/2014	2014016395
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 2	04/16/2015	2015034581
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 3	07/29/2016	2016067230
First Amended and Restated Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 4	08/06/2018	2018075860
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 4	08/24/2017	2017077087
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 5	12/18/2017	2017113289
First Amended and Restated Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 5	08/02/2018	2018074935
First Amended and Restated Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 6	08/06/2018	2018075902
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 6	06/26/2018	2018060703
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 7	04/04/2019	2019027353
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 8	10/21/2019	2019098160
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 9	05/18/2020	2020047008
Initial Use Restriction Designation and Annexation of Property Bonterra at Woodforest Section 10	10/14/2020	2020116147

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

Bonterra at Woodforest Community 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

**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 others 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	Required: Package in compliance with Code
Resale Certificate Update	\$75	Required: 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/re-inspections & lender questionnaires
Rush Request	\$100	Optional: within 5 business days – additional cost for assessment quotes/updates, resale certificates/updates, compliance inspections/re-inspections & lender questionnaires
Expedited	\$200	Optional: within 2 business days – additional cost for

		assessment quotes/updates, resale certificates/updates, compliance inspections/re-inspections & lender questionnaires
Capitalization Fee	\$2,250.00*	100% of the then-current Annual Assessment Rate. Some exemptions apply. *The Capitalization Fee for 2023 is \$2,250.00 and for 2024 is \$2362.00. For future years, the Capitalization fee must be verified with the Association.

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

- Bonterra at Woodforest Community Association is a 55 and Older community in accordance with the Fair Housing Act's Housing for Older Persons exemptions. At least one (1) resident of each property must be a Qualified Resident.
- Bonterra at Woodforest Community Association is part of a master association, Woodforest Community Association. Please see the Management Certificate for Woodforest Community Association for additional requirements, fees, closing information, and filed documents. A separate Maintenance Fee Quote and Resale Certificate are required for all closings.
- New owners are encouraged to provide email addresses and/or cell phone numbers to the 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 perform 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.

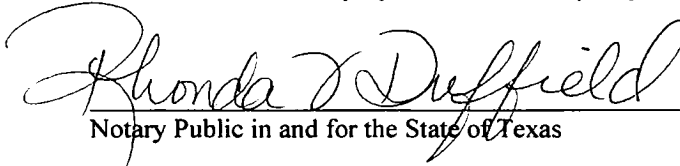
EXECUTED on this 20<sup>th</sup> day of May, 2024.

**Bonterra at Woodforest Community Association, Inc**  
By: C.I.A. Services, Inc., Managing Agent

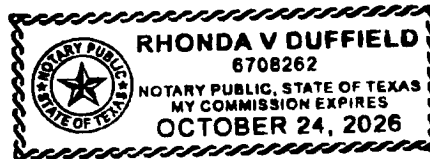
  
Stacey Hitchcock, Community Manager

STATE OF TEXAS           §  
   §  
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned notary public, on this 20 day of May, 2024, personally appeared Stacey Hitchcock, Community Manager for C.I.A. Services, Inc., Managing Agent for Bonterra at Woodforest Community 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



**E-FILED FOR RECORD**

**05/21/2024 01:29PM**



*L. Brandon Steinmann*

County Clerk,  
Montgomery County, Texas

STATE OF TEXAS,  
COUNTY OF MONTGOMERY

I hereby certify that this instrument was e-filed in the file number  
sequence on the date and time stamped herein  
by me and was duly e-RECORDED in the Official Public  
Records of Montgomery County, Texas.

**05/21/2024**



*L. Brandon Steinmann*

County Clerk,  
Montgomery County, Texas