

## MANAGEMENT CERTIFICATE

### Burnet Hilltop Estates Property Owners Association, Inc.

The undersigned, being an Officer of Burnet Hilltop Estates Property Owners Association, Inc. (the "Association"), and in accordance with Section 209.004 of the Texas Property Code, does hereby certify as follows:

1. The name of the subdivision is Burnet Hilltop Estates POA (the "Subdivision Development").
2. The name of the Association is Burnet Hilltop Estates Property Owners' Association, Inc. (the "Association").
3. The recording data for the Subdivision Development is as follows:

39.95 Acres out of the Chamberlain Survey, Abstract No. 1889 Burnet County, Texas and being more particularly described in Final Plat of Burnet Hilltop Estates Document No. 202211185, Plat Records of Burnet County, Texas.

4. The recording data for the declaration applicable to the Subdivision Development, and all amendments thereto, is as follows:

DCCR for Burnet Hilltop Estates Property Owners' Association, Inc. recorded under Document No. 202211740 of the Official Public Records of Burnet County, Texas.

Bylaws for Burnet Hilltop Estates Property Owners' Association, Inc. recorded under Document No. 202211741 of the Official Public Records of Burnet County, Texas.

DCCR for Burnet Hilltop Estates Property Owners' Association, Inc. recorded under Document No. 202212215 of the Official Public Records of Burnet County, Texas.

5. The name and mailing address of the Association is:

Burnet Hilltop Estates POA  
c/o Preferred Association Management Company  
700 Market Street, Building 3  
Cedar Park, TX 78613

6. The name, mailing address, telephone number, and email address of the person or entity managing the Association is:

Preferred Association Management Company  
700 Market Street, Building 3  
Cedar Park, TX 78613  
Tel: (512) 918-8100  
Email: [panco@pamcotx.com](mailto:panco@pamcotx.com)

7. The website address at which the Association's dedicatory instruments are available in accordance with Section 207.006 of the Texas Property Code is <https://pamcotx.com/>;

8. The following described fees are charged by the Association in relation to a property transfer in the Subdivision Development:

Transfer Fee (paid at close)	\$200.00
Resale Disclosure (TREC Form)	\$575.00

Statement of Account 1 business days Rush Fee	\$150.00
Statement of Account 2 business days Rush Fee	\$100.00
Statement of Account 3 business days Rush Fee	75.00
Resale Disclosure 1 business days Rush Fee	\$150.00
Resale Disclosure 2 business days Rush Fee	\$100.00
Resale Disclosure 3 business days Rush Fee	\$75.00
Multi-Product Order 1 business days Rush Fee	\$150.00
Multi-Product Order 2 business days Rush Fee	\$100.00
Multi-Product Order 3 business days Rush Fee	\$75.00
Lender Questionnaire 1 business days Rush Fee	\$150.00
Lender Questionnaire 2 business days Rush Fee	\$100.00
Rush Existing Order (*Add this fee to Rush Fees)	\$75.00
Statement of Account Update from 1 to 14 days	\$0.00
Statement of Account Update from 15 to 45 days	\$50.00
Statement of Account Update from 46 to 90 days	\$50.00
Refinance Statement of Account Update from 1 to 14 days	\$0.00
Refinance Statement of Account Update from 15 to 45 days	\$50.00
Refinance Statement of Account Update from 46 to 90 days	\$50.00
Resale Disclosure Update from 1 to 14 days	\$0.00
Resale Disclosure Update from 15 to 45 days	\$50.00
Resale Disclosure Update from 46 to 90 days	\$50.00
Lender Questionnaire Update from 1 to 31 days	\$25.00
Premier Resale Package (TREC Form, Statement of Account, and Association Documents)	\$375.00
"Resale Disclosure (TREC Form) and Complete Association Documents Package"	\$375.00
Statement of Account Only (No Assoc Docs)	\$175.00
Owner's Account Statement (REQUIRED FOR REFIs!)	\$100.00
Premier Lender Questionnaire Bundle (Best Value!)	\$200.00
Standard Lender Questionnaire Package	\$175.00
"Bank Owned Property Package (REQUIRED FOR FORECLOSED PROPERTIES)"	\$375.00
Statement of Account	\$175.00
Refinance Statement of Account	\$100.00
Resale Disclosure	\$175.00
"Lender Questionnaire"	\$150.00
Custom Questionnaire Fee (*Add this fee to Questionnaire Fee)	\$50.00
Appraiser Questionnaire	\$25.00
Documents:	
Annual Board Meeting Minutes	\$15.00
Articles of Incorporation	\$25.00
Budget	\$25.00
Bylaws	\$25.00
Current Unaudited Financial Documents	\$15.00
Declaration-CC&Rs	\$25.00
Important Information	\$0.00
Insurance Dec Page	\$25.00
Rules and Policies	\$15.00
Unit Ledger	\$25.00
Utility Bill	\$0.00
W-9	\$0.00

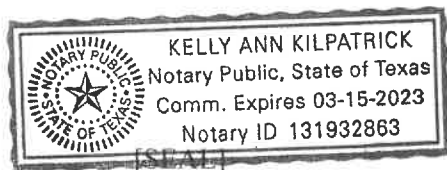
This Management Certificate is effective as of the 14 day of DECEMBER, 2022.

BURNET HILLTOP ESTATES PROPERTY OWNERS'  
ASSOCIATION, INC., Texas nonprofit corporation

By: \_\_\_\_\_  
Name: Doug Plas  
Title: Registered Agent

THE STATE OF TEXAS       §  
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on 14 day of December, 2022, by  
Doug Plas, Registered Agent for Burnet Hilltop Estates Property Owners'  
Association, Inc., a Texas nonprofit corporation, on behalf of said corporation.



Kelly A. Kilpatrick  
Notary Public Signature

AFTER RECORDING RETURN TO:

Preferred Association Management Company  
700 Market Street, Building 3  
Cedar Park, TX 78613



FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS

Vicinta Stafford  
Vicinta Stafford, County Clerk

Burnet County Texas  
3/13/2023 1:44:16 PM

FEE: \$34.00       202302333  
CERT

MANAGEMENT CERTIFICATE  
BURNET HILLTOP ESTATES POA