

**PROPERTY OWNERS' ASSOCIATION
MANAGEMENT CERTIFICATE**
for
CANYON LAKE HILLS PROPERTY OWNERS ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF COMAL §

The undersigned, being the Managing Agent of (Canyon Lake Hills Property Owners Association, Inc.), a non-profit corporation ("**Association**") organized and existing under the laws of the State of Texas, submits the following information pursuant to Section 209.004 of the Texas Property Code, which supersedes any Management Certificate previously filed by the Association:

1. Name of Subdivision: The name of the subdivision is Canyon Lake Hills - Units 1, 2, 3, 4, 5, 6, Canyon Lake, TX 78133.
2. Name of Association: The name of the Association is:
Canyon Lake Hills Property Owners Association
3. Recording Data for the Subdivision:
 - a. Canyon Lake Hills, Unit 1 a subdivision in Comal County, Texas according to the maps or plats thereof recorded in Volume 2, Page 17, *et seq.*,* of the Plat Records of Comal County, Texas and all amendments to or replats of said maps or plats, if any.
 - b. Canyon Lake Hills, Unit 2 a subdivision in Comal County, Texas according to the maps or plats thereof recorded in Volume 2, Page 18, *et seq.*,* of the Plat Records of Comal County, Texas and all amendments to or replats of said maps or plats, if any.
 - c. Canyon Lake Hills, Unit 3 a subdivision in Comal County, Texas according to the maps or plats thereof recorded in Volume 2, Page 19, *et seq.*,* of the Plat Records of Comal County, Texas and all amendments to or replats of said maps or plats, if any.
 - d. Canyon Lake Hills, Unit 4 a subdivision in Comal County, Texas according to the maps or plats thereof recorded in Volume 2, Page 37, *et seq.*,* of the Plat Records of Comal County, Texas and all amendments to or replats of said maps or plats, if any.
 - e. Canyon Lake Hills, Unit 5 a subdivision in Comal County, Texas according to the maps or plats thereof recorded in Volume 2, Page 38, *et seq.*,* of the Plat Records of Comal County, Texas and all amendments to or replats of said maps or plats, if any.
 - f. Canyon Lake Hills, Unit 6 a subdivision in Comal County, Texas according to the maps or plats thereof recorded in Volume 2, Page 39, *et seq.*,* of the Plat Records of Comal County, Texas and all amendments to or replats of said maps or plats, if any.



4. Recording Data for the Declaration*:

a. Documents

- (1) Canyon Lake Hills Unit 1
- (2) Canyon Lake Hills Unit 2
- (3) Canyon Lake Hills Unit 3
- (4) Canyon Lake Hills Unit 4
- (5) Canyon Lake Hills Unit 5
- (6) Canyon Lake Hills Unit 6

b. Recording Information:

(*Note: Restrictive Covenants are Lot Specific but similar to the following)

- (1) Volume 220, Page 935, *et seq.*, in the Official Public Records of Comal County, Texas. Comal County Clerk's File No. 135171
- (2) Volume 229, Page 630, *et seq.*, in the Official Public Records of Comal County, Texas. Comal County Clerk's File No. 140749
- (3) Volume 318, Page 511, *et seq.*, in the Official Public Records of Comal County, Texas. Comal County Clerk's File No. 206405
- (4) Volume 243, Page 216, *et seq.*, in the Official Public Records of Comal County, Texas. Comal County Clerk's File No. 150526
- (5) Volume 410, Page 575, *et seq.*, in the Official Public Records of Comal County, Texas. Comal County Clerk's File No. 250093
- (6) Volume 417, Page 742, *et seq.*, in the Official Public Records of Comal County, Texas. Comal County Clerk's File No. 252478

5. Other Dedicatory Instruments:

a. Document:

- (1) Amended and Restated Bylaws of the Canyon Lake Hills Property Owners Association
- (2) Amendment to Amended and Restated Bylaws of the Canyon Lake Hills Property Owners Association

b. Recording Information:

- (1) Comal County Clerk's File No. 201706049946
- (2) Comal County Clerk's File No. 202306024704

6. Other Dedicatory Instruments:

a. Document:

- (1) Collection Policy for Canyon Lake Hills Property Owners Association.
- (2) Governing Documents Enforcement and Fine Policy for Canyon Lake Hills Property Owners Association. (11/12/2024)
- (3) Leasing Policy for Canyon Lake Hills Property Owners Association.
- (4) Open Records Policy for Canyon Lake Hills Property Owners Association

- b. Recording Information:
(1) Comal County Clerk's File No. 201706055763
(2) Comal County Clerk's File No. 202406034392
(3) Comal County Clerk's File No. 201806046809
7. Other Dedicatory Instruments:
(a) Document:
(1) Defining the term "Improvement" for ACC/CLHPOA Canyon Lake Hills Property Owners Association. (4/27/23)
(b) Recording Information:
(1) Comal County Clerk's File No 202306018933
8. Other Dedicatory Instruments:
(a) Document:
(1) Trailer Policy for Canyon Lake Hills Property Owners Association. 02/28/2025
(b) Recording Information:
(1) Comal County Clerk's File No 202506005604
9. Name and Mailing Address of the Association: The name and mailing address of the Association is:
Canyon Lake Hills Property Owners Association
1045 Scenic Dr.
Canyon Lake, TX 78133
10. The Contact Information for the Association's Designated Representative:
The contact information of the designated representative of the Association is:
Melba Cunningham - Property Records Administrator
1045 Scenic Dr., Canyon Lake, TX 78133
281 701-9907
admin@canyonlakehillspoa.org
11. The Association's Dedicatory Instruments are available to Members online at:
Canyonlakehillspoa.org
12. The Amount and Description of the Fees and Other Charges Charged by the Association in Connection with a Property Transfer: (effective May 2025)

Description	Fee
Resale Certificate	\$ 280.00
Statement of Account	\$ 180.00
Expedite Fee	\$ 180.00
Transfer Fee for Any Conveyance of Title	\$ 140.00
Update Requests	\$ 75.00



Executed on this 1st day of July, ~~2023~~ ²⁰²⁵ 2025

CANYON LAKE HILLS PROPERTY OWNERS ASSOCIATION, INC
A Texas Non-Profit Corporation

By: [Signature]

Name: Dr. Sharon Carrazos

Title: CLHPOA President

*This Management Certificate does not purport to identify every publicly recorded document affecting the Subdivision, or to report every piece of information pertinent to the Subdivision. Rather, the purpose of this Management Certificate is to provide information sufficient for a title company or others to correctly identify the Subdivision and to contact the Association. No person should rely on this Management Certificate for anything other than instructions for identifying and contacting the Association.

THE STATE OF TEXAS

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COUNTY OF COMAL

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BEFORE ME, the undersigned notary public, on this 1st day of July, 2023 personally appeared Sharon Carrazos, President of Canyon Lake Hills Property Owners Association, 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.

[Signature]
Notary Public in and for the State of Texas

