

## **RIVIERA OWNERS ASSOCIATION, INCORPORATED MANAGEMENT CERTIFICATE**

This Property Owners' Association Management Certificate is being recorded by Riviera Owners Association, Incorporated (the "Association") in compliance with the terms of Chapter 209 of the Texas Property Code and supersedes any prior management certificate filed by the Association. The Association submits the following additional information:

**Name of Subdivision:** Riviera Owners Association, Incorporated

**Name of the Association:** Riviera Owners Association, Incorporated

**Recording Data for Association:**

The Subdivision is recorded according to the Map and Plat Records in Galveston County, Texas, as follows;

Vol. 18, Page 88, File No. 8616880, Vol. 18, Page 159, File No 9738350, 1&2 Replat,  
Vol. 18, Page 729, File No. 9744548

**Recording Data for Restrictions:**

The Declarations for the Association are recorded in the Real Property Records of Galveston County, Texas, as follows:

- (a) Amended And Restated By-Laws, under Galveston County Clerk's File No. 2015063825, along with any amendments or supplements thereto;
- (b) Management Certificate, under Galveston County Clerk's File No. 2002000010, along with any amendments or supplements thereto;
- (c) Management Certificate, under Galveston County Clerk's File No. 2002035507, along with any amendments or supplements thereto;
- (d) Amendment To Protective Covenants, under Galveston County Clerk's File No. 2007005235, along with any amendments or supplements thereto;
- (e) Property Owners' Association Management Certificate, under Galveston County Clerk's File No. 2009067244, along with any amendments or supplements thereto;
- (f) First Amendment To The By-Laws, under Galveston County Clerk's File No. 2011021636, along with any amendments or supplements thereto;
- (g) Property Owners' Association Management Certificate, under Galveston County Clerk's File No. 2013077046, along with any amendments or supplements thereto;
- (h) ACC Denial and Appeal Hearing Policy, under Galveston County Clerk's File No. 2022005590, along with any amendments or supplements thereto;
- (i) Deed Restriction Hearing Policy, under Galveston County Clerk's File No. 2022005589, along with any amendments or supplements thereto;

- (j) Large Contract Bid Solicitation Policy, under Galveston County Clerk's File No. 2022005588, along with any amendments or supplements thereto;
- (k) Records Retention Policy, under Galveston County Clerk's File No. 2022005587, along with any amendments or supplements thereto;
- (l) Policy Regarding Records Inspection & Production, under Galveston County Clerk's File No. 2022005586, along with any amendments or supplements thereto;
- (m) Assessment Collection Policy, under Galveston County Clerk's File No. 2022005585, along with any amendments or supplements thereto;

**Name and Mailing Address of the Association**

Riviera Owners Association, Incorporated  
c/o Houston Community Management  
18333 Egret Bay Blvd  
Houston, Texas 77058

**Name, Mailing Address, Telephone Number, and Email Address of Person Managing the Association or its Designated Representative**

Houston Community Management  
18333 Egret Bay Blvd #305  
Houston, TX 77058  
832-864-1200  
customerservice@houcomm.com

**Website Address of the Association**

[www.townsq.io](http://www.townsq.io)

**Property Transfer Fee(s) Charged by the Association:**

New account setup fee establishing new owner's account in the association's records: \$75.00  
Resale Certificate: Starting \$370.00  
Resale Certificate Update: Starting \$72.00  
Legacy Account Closure Fee: \$220.00  
Refinance Statement of Account: Starting \$75.00  
Transfer Fee: None Noted  
Working Capitalization Fees: None Noted  
Expedite Fee for Resale Certificate prior to 10 business day deliver obligation: \$175.00 for 1 day and \$125.00 for 3 day.

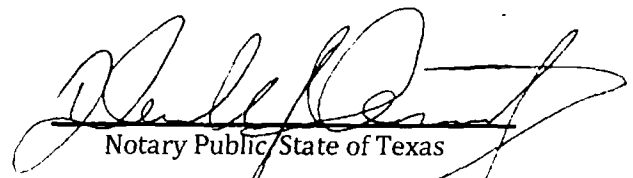
Executed on this the 7 day of may 2025.

Riviera Owners Association,  
Incorporated acting by and through  
its managing agent, Houston  
Community Management of Houston  
Texas

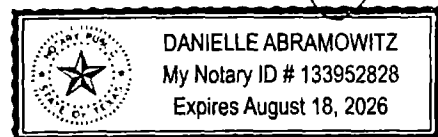
  
Rebecca Full, Branch President

STATE OF TEXAS       §  
                                  §  
COUNTY OF HARRIS   §

This instrument was acknowledged before me on the 7 day of May, 2025 by  
Rebecca Full , Branch President with Houston Community Management, the managing agent  
for Riviera Owners Association, Incorporated a Texas nonprofit corporation, on behalf of  
such corporation.

  
Notary Public, State of Texas

When recorded return to:  
Houston Community Management  
18333 Egret Bay Blvd #305  
Houston, TX 77058



## FILED AND RECORDED

Instrument Number: 2025027300

Recording Fee: 33.00

Number Of Pages: 4

Filing and Recording Date: 06/12/2025 9:41AM

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



A handwritten signature in black ink, reading "Dwight D. Sullivan". The signature is fluid and cursive, with a large, sweeping "S" at the end.

Dwight D. Sullivan, County Clerk  
Galveston County, Texas

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

**DO NOT DESTROY** - *Warning, this document is part of the Official Public Record.*