

PROPERTY OWNERS' ASSOCIATION  
MANAGEMENT CERTIFICATE

for  
Pine Trace Homeowners Association, Inc.

In compliance with the provisions of Section 209.004 of the Texas Property Code, the undersigned entity gives notice that it is managing the herein described Association:

1. **Name of the Subdivision:** Pine Trace Village
2. **Name of the Association:** Pine Trace Homeowners Association, Inc.
3. **Recording Data for the Subdivision:**  
Pine Trace, Section 1, according to the plat recorded in the document 2516447, Pine Trace, Section 2, according to the plat recorded in the document 2516449, Pine Trace, Section 3, according to the plat recorded in the document 20130346603, Pine Trace, Section 4, according to the plat recorded in the document 20140217305, Pine Trace, Section 5, according to the plat recorded in the document 20140488285, Pine Trace, Section 6, according to the plat recorded in the document 2017350468, Pine Trace, Section 7, according to the plat recorded in the document 2017350467, Official Public Records of Harris County, Texas.
4. **Recording Data for the Declaration and the Declaration Amendments:**  
Documents 20070250869, 2017180766, 20140007699, 2017474313, Official Public Records of Harris County, Texas.
5. **Name and Mailing Address of the HOA:**  
Pine Trace Homeowners Association, Inc. c/o SBB Management Company, LLC 12801 N. Central Expressway Suite 1401 Dallas, TX 75243
6. **Name, Mailing Address, Phone Number and Email for designated representative:**  
SBB Management Company, LLC  
2801 N. Central Expressway  
Suite 1401  
Dallas, TX 75243  
972-960-2800  
[support@sbbmanagement.com](mailto:support@sbbmanagement.com)
7. **Website Address for Accessing Dedicatory Instruments:**  
[www.sbbmanagement.com](http://www.sbbmanagement.com) use the "find my community" search bar to locate the community webpage
8. **Fees charged by Association related to property transfer:**
  - Resale Certificate - \$375.00
  - Transfer Fee - \$340.00
  - Resale Certificate Update Fee - \$75.00
  - 1 Business Day Rush - \$360.00
  - 3 Business Day Rush - \$260.00
  - 5 Business Day Rush - \$160.00
  - 7 Business Day Rush - \$75.00
  - Amenity device deactivation fee - \$20.00

This management certificate is filed of record in Harris, Texas by the entity managing the Association. It shall be valid until a later Management Certificate is filed of record by the Association or a successor manager, or until a termination of this Management Certificate is filed of record, whichever is sooner.

*Vanessa Burch*

By Vanessa Burch, Managing Agent for Pine Trace Homeowners Association, Inc.  
Duly Authorized Agent  
Signed: March 25, 2025

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STATE OF TEXAS §

§  
COUNTY OF <sup>Dallas</sup> ~~HARRIS~~ §

This Instrument was signed before me on 3/25/25, and it was acknowledged that this instrument was signed by Vanessa Burch for the purposes and intent herein expressed.

*Lauren Sanders*

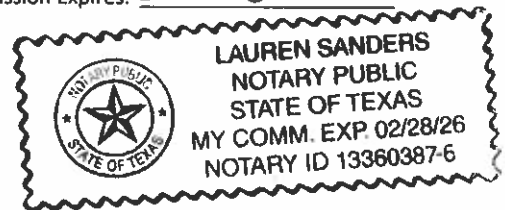
Notary Public in and for the State of Texas

Notary Printed Name: Lauren Sanders

My Commission Expires: 2/28/26

AFTER RECORDING RETURN TO:  
SBB Management Company, LLC  
12801 N. Central Expressway  
Suite 1401  
Dallas, TX 75243

✓



<Notary Stamp Above>

**RECORDER'S MEMORANDUM:**

At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

FILED FOR RECORD

3:32:37 PM

Monday, April 21, 2025

*Leneshia Hudspeth*

COUNTY CLERK, HARRIS COUNTY, TEXAS

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.

THE STATE OF TEXAS

COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED; in the Official Public Records of Real Property of Harris County Texas

Monday, April 21, 2025



*Leneshia Hudspeth*

COUNTY CLERK  
HARRIS COUNTY, TEXAS