# **[HOA NAME], INC.**

## **MANAGEMENT CERTIFICATE**

*As Required by Section 209.004, Texas Property Code*

📅 **DATE:** [INSERT DATE]

In accordance with **Texas Property Code Section 209.001 et seq.**, also known as the **Texas Residential Property Owners Protection Act**, this **Management Certificate** of **[HOA NAME], INC.**, a Texas **Non-Profit Corporation**, shall be recorded in **each county** in which any portion of the residential subdivision is located.

The **residential subdivision** is located wholly within **[INSERT COUNTY]**, Texas.

## **1. SUBDIVISION & ASSOCIATION INFORMATION**

* **SUBDIVISION NAME:** [INSERT NAME], an Addition to **[COUNTY]**, Texas.
* **ASSOCIATION NAME:** **[HOA NAME], INC.**, a Texas **Non-Profit Corporation**.
* **CERTIFICATE OF FORMATION:** Issued by the Texas Secretary of State on **[DATE]**.
* **FILING NUMBER:** [INSERT FILING NUMBER].
* **DOCUMENT NUMBER:** [INSERT DOCUMENT NUMBER].
* **TAX IDENTIFICATION NUMBER (TIN):** [INSERT TIN].
* **TEXAS COMPTROLLER FRANCHISE TAXPAYER NUMBER:** [INSERT NUMBER].

## **2. REGISTERED AGENT & ASSOCIATION CONTACT INFORMATION**

* **REGISTERED AGENT:** [INSERT NAME]
* **REGISTERED ADDRESS:** [INSERT ADDRESS]
* **ASSOCIATION’S DESIGNATED REPRESENTATIVE:**
	+ **NAME:** [INSERT REPRESENTATIVE]
	+ **PHONE NUMBER:** [INSERT PHONE NUMBER]
	+ **EMAIL ADDRESS:** [INSERT EMAIL]

## **3. GOVERNING DOCUMENTS & RECORDING DATA**

The subdivision consists of **[NUMBER]** square feet or **[NUMBER]** acres of land and **[NUMBER]** residential lots. It is a **single-family, detached residential subdivision**, subject to and more fully described in the **Declaration of Covenants, Conditions, and Restrictions (CC&Rs)**, recorded in the official property records of **[COUNTY]**, Texas.

* **DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS (CC&RS):**
	+ Recorded on **[DATE]** as **DOCUMENT NUMBER [XXXX]**, Real Property Records of **[COUNTY]**, Texas.
* **BYLAWS:**
	+ Recorded on **[DATE]** as **DOCUMENT NUMBER [XXXX]**, Official Records of **[COUNTY]**, Texas.
* **RULES & REGULATIONS:**
	+ Recorded on **[DATE]** as **DOCUMENT NUMBER [XXXX]**, Official Records of **[COUNTY]**, Texas.

## **4. ASSOCIATION LEADERSHIP**

### **BOARD OF DIRECTORS:**

* **DIRECTOR 1:** [INSERT NAME]
* **DIRECTOR 2:** [INSERT NAME]
* **DIRECTOR 3:** [INSERT NAME]

### **OFFICERS OF THE ASSOCIATION:**

* **PRESIDENT:** [INSERT NAME]
* **VICE PRESIDENT & SECRETARY/TREASURER:** [INSERT NAME]

### **ARCHITECTURAL CONTROL COMMITTEE (ACC):**

* **CHAIRPERSON:** [INSERT NAME]
* **PHONE NUMBER:** [INSERT PHONE NUMBER]
* **EMAIL ADDRESS:** [INSERT EMAIL]
* **MAILING ADDRESS:** [INSERT ADDRESS]

## **5. FEES & CHARGES**

* **RESALE CERTIFICATE FEE:** **$350.00**
* **UPDATED RESALE CERTIFICATE FEE:** **$75.00**
* **TRANSFER FEE:** **$500.00**
* **HOMEOWNER CLUSTER MAILBOX FEE:** **$500.00**

## **6. SIGNATURES & ACKNOWLEDGMENT**

**SIGNED THIS [DAY] OF [MONTH], 202\_**

### **[HOA NAME], INC.**

#### **BY:**

**[PRESIDENT’S NAME], PRESIDENT**

#### **ATTEST:**

**[SECRETARY’S NAME], SECRETARY**

## **ACKNOWLEDGMENT**

### **STATE OF TEXAS**

### **COUNTY OF [INSERT COUNTY]**

This instrument was acknowledged before me on this **[DAY] OF [MONTH], 202\_**, by **[PRESIDENT’S NAME]**, **PRESIDENT** of **[HOA NAME], INC.**, a Texas **Non-Profit Corporation**.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Notary Public, State of Texas

### **STATE OF TEXAS**

### **COUNTY OF [INSERT COUNTY]**

This instrument was acknowledged before me on this **[DAY] OF [MONTH], 202\_**, by **[VICE PRESIDENT’S NAME]**, **VICE PRESIDENT AND SECRETARY/TREASURER** of **[HOA NAME], INC.**, a Texas **Non-Profit Corporation**.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Notary Public, State of Texas

## **7. AFTER RECORDING RETURN TO:**

[INSERT NAME & MAILING ADDRESS]