



CREATIVE MANAGEMENT COMPANY

April 16, 2020

Thank you for contacting our office to order the Resale Certificate concerning the property located at 2379 BRIARWEST BLVD., #45, which is part of AUTUMN CHACE TOWNHOMES OWNERS ASSOCIATION, INC.. We hope that you will find this information useful when considering this investment.

Our transfer fee is normally \$300.00. However, since you have obtained this Resale Certificate prior to closing, the transfer fee has been reduced to only \$250.00. We offer a reduction in the transfer fee in order to ensure that all perspective buyers are made aware of the items detailed on this certificate prior to closing. Since \$125.00 was paid when this certificate was ordered only \$125.00 remains due for the balance of the transfer fee.

Please be sure that your Title Company is aware that only \$125.00 is due so they can account for the reduction on your closing statement. We suggest that you provide the Title Company with this certificate as soon as possible so they are sure to collect the proper fee.

Please be sure that the proper mailing address is reflected on your closing statement as this is the information that we use when setting up our account and to assure you receive all important information related to the community. We ask that you complete and return the Buyer's Affidavit as soon as possible after your closing. You may want to consider taking the Buyer's Affidavit with you to your closing and have your Title Company send it to our office along with your closing documents. Within weeks of receiving the closing documents from your Title Company, your account will be set up and you will receive a letter from our office welcoming you to the community.

As with any investment, we are sure that you will have questions in the first few months of ownership. As the managing agent for your community we are here to help answer those questions. You may contact a member of our staff between the hours 8:00 a.m. and 5:00 p.m., Monday through Friday. You may also visit our webpage at www.cmctx.com.

Your community manager is:

Creative Management Company
8323 Southwest Freeway #330
Houston, TX 77074
713-772-4420

Manager: CONNIE VERNON
Email: cvernon@cmctx.com



CREATIVE MANAGEMENT COMPANY

BUYER'S AFFIDAVIT

FROM YOUR CLOSING, PLEASE RETURN THIS **BUYER'S AFFIDAVIT** ALONG WITH A COPY OF THE SETTLEMENT STATEMENT, ANY PAST DUE ASSESSMENTS (\$.00) AND **TWO MONTHS** PREPAID ASSESSMENTS (\$ 570.00) PAYABLE TO AUTUMN CHACE TOWNHOMES OWNERS ASSOCIATION, INC.. ALSO, INCLUDE BY SEPARATE CHECK \$125.00 FOR THE UNPAID BALANCE OF THE \$250.00 **TRANSFER FEE** (which includes the cost of the resale certificate) PAYABLE TO CREATIVE MANAGEMENT COMPANY. A COPY OF THE ASSOCIATION'S DECLARATION AND BY-LAWS MUST BE PROVIDED TO THE BUYER AND MAY BE OBTAINED FROM OUR OFFICE FOR THE COST OF REPRODUCTION \$20.55.

_____ (BUYER) of 2379 BRIARWEST BLVD., #45 has been made aware of the monthly charges in the amount of \$285.00. Payment is due payable on or before the first (1st) day of each month and will incur a late charge of \$40.00 if payment is not received before the 10th of each month.

Please make check payable to: **AUTUMN CHACE TOWNHOMES OWNERS ASSOCIATION, INC.**
c/o Creative Management Company
8323 Southwest Freeway, Suite 330
Houston, Texas 77074

ALL OWNERS MUST PROVIDE PROOF OF INSURANCE WITHIN 10 DAYS OF CLOSING

PLEASE COMPLETE THE FOLLOWING:

1. Closing Date _____ Purchase is for an Investment _____ or Residence _____
2. Buyer's Name(s) _____
3. Buyer's Mailing Address _____
4. Buyer's Telephone Number (Cell) _____ (Work) _____
5. Buyer's Email Address _____
6. Buyer's Mortgage Company _____ Loan # _____

BY SIGNING THIS AFFIDAVIT, BUYER CONFIRMS THAT BUYER HAS BEEN PROVIDED WITH A RESALE CERTIFICATE, AS WELL AS A COPY OF THE DECLARATION AND BY-LAWS THAT GOVERN THE HOMEOWNERS ASSOCIATION.

BUYER'S SIGNATURE

BUYER'S SIGNATURE

Sworn before me this _____ day of _____, 20____.

Notary Public in and for the State of Texas
My Commission expires _____

**SUBDIVISION INFORMATION, INCLUDING RESALE CERTIFICATE FOR
PROPERTY SUBJECT TO MANDATORY MEMBERSHIP IN AN
OWNERS' ASSOCIATION**

THE INFORMATION PROVIDED HEREIN IS PURSUANT TO CHAPTER 207 OF THE TEXAS PROPERTY CODE AND IS CURRENT AS OF THE DATE ISSUED BY THE REPRESENTATIVE OF THE OWNERS' ASSOCIATION. AS CONDITIONS OF THE PROPERTY AND THE OWNERS' ASSOCIATION CAN CHANGE FREQUENTLY, OWNERS ARE ADVISED TO HAVE THIS RESALE CERTIFICATE UPDATED PRIOR TO CLOSING.

RESALE CERTIFICATE

RESALE CERTIFICATE concerning the Property (including any common area assigned to the Property) located at 2379 BRIARWEST BLVD., #45 (street address), City of Houston, Harris County, Texas, (the "Property") on behalf of AUTUMN CHACE TOWNHOMES OWNERS ASSOCIATION, INC. (the "Owners' Association") by the Association's governing body (the Board) as requested by the Owner(s) whose names appear below. The certificate contains the most current information and attachments available as of the preparation date of the certificate.

- A. The Property [] is [X] is not subject to a right of first refusal or other restraint contained in the restrictions or restrictive covenants that restricts the Owner's right to transfer the Owner's property. If a right of first refusal or other restraint exists, see Section ____ of the Declaration.
- B. The current regular expense assessment for the Property is \$ 285.00, per month.
- C. There IS NOT a special assessment for the Property due after the date this certificate is prepared. There IS NOT an installment past due and unpaid by the seller to the Owner's Association at this time. The total amount is \$.00
- D. Regular assessment(s) payable to the Association for the Property [] are [X] are not due and unpaid. The total amount of any due and unpaid regular assessment is \$.00 and is for (see attached addendum A)
- E. Other amounts payable to the Association for the Property [] are [X] are not due. The total amount due is \$.00 and is for (see attached addendum A)
- F. **The total of all amounts currently due and unpaid to the Owner's Association (i.e., all due and unpaid amounts in items C, D, & E) that are attributed to this property is \$.00 (Please refer to attached Addendum A)**

- G. The capital expenditures approved by the Owners' Association for its current fiscal year are \$000.00.
- H. The amount of reserves for capital expenditures is \$ see attached balance sheet and budget.
- I. Unsatisfied judgments against the Owners' Association total \$ 000.00 (zero).
- J. Other than lawsuits relating to unpaid ad valorem taxes of an individual member of the Association, there are are not any suits filed and/or pending against the Owners' Association. If applicable, the cause number, style, and court of each pending suit are attached.
- K. The association does or does not provide insurance on the building for the benefit of the Unit Owners. A copy of a certificate of insurance reflecting property and liability insurance coverage relating to the common areas and common elements as defined by the Declaration is attached. This coverage **DOES NOT INCLUDE INSURANCE ON THE DWELLING**. For a certificate of insurance, please contact the insurance agent as follows: Brady, Chapman and Holland @ 713-979-9252.
- L. The Owners' Association has actual knowledge has no actual knowledge of any alterations, improvements or any other conditions to the unit or to the limited common elements that are in violation of the restrictions applying to the subdivision or the By-Laws or Rules of the Owner's Association. Known violations are: No independent investigation or inspection of the unit has been made to determine whether any such alterations, improvements or violations exist.
- M. The Owners' Association has has not received notice from a governmental authority concerning violations of health or housing violations on the preparation date of this certificate and relating to the Property or any common areas or facilities owned or leased by the Association. If applicable, a copy of each notice is attached.
- N. The administrative transfer fee when ownership of the Property changes is \$300.00. This fee is reduced to \$250.00 when the resale certificate is obtained. The transfer fee is payable to Creative Management Company, and includes the cost of this certificate and one update of the certificate, if necessary. (See Item P)
- O. The restrictions do do not allow foreclosure of the Owners' Association's Lien on the Property for failure to pay any assessment charged to the unit.
- P. OBTAIN UPDATE OF RESALE CERTIFICATE. Information in a Resale Certificate and its attachments can change daily. Shortly before closing, the buyer should obtain a written Update of Resale Certificate to learn of any changes in the certificate or any of its attachments. One update is included with this certificate; all other updates will be provided at an expense of \$25.00 each. Update must be requested within 90 days. (See Item N)
- Q. **BUYER'S ADDRESS:** After closing, buyer should notify the Association of the buyer's name(s) and mailing address.

- R. THE OWNERS' ASSOCIATION AND MANAGEMENT COMPANY IS NOT AND SHALL NOT IN ANY WAY BE CONSIDERED AN INSURER OR GUARANTOR OF SECURITY WITHIN THE SUBDIVISION OR THE PROPERTY OF THE OWNER.
- S. The remaining term of any leasehold estate that affects the condominium is (not applicable) and the provisions governing an extension or renewal of the lease are (not applicable).
- T. COPIES OF DECLARATION AND DOCUMENTS. A selling owner is required by law to provide a copy of the Declaration, Restrictions, By-Laws, and Rules to the buyer. The Owner's Association is not a party to the above-referenced transaction and is providing the information contained in the Resale Certificate at the specific request of the Owner(s). The Owners' Association believes the information contained in this resale certificate is accurate. Information regarding deed restriction compliance may vary from day-to-day and is based on a cursory visual observation from a distance at regularly scheduled intervals, which may be as much as 30 days apart. An on-site inspection has not been conducted. Accordingly, a violation may exist at the premises in question, of which the Owners' Association is not aware. The Owner's Association's dedicatory instruments which may include Declaration of Covenants, Conditions and Restrictions (Deed Restrictions), Articles of Incorporation, By-Laws, Architectural Control Guidelines and Rules and Regulations, which are to Owners' Association's operative documents, are available for a cost of reproduction \$20.55. (If these documents are not obtained in conjunction with this resale certificate, then it has been represented to Management and/or the Owners' Association that the documents have previously been obtained, and are not necessary at this time). This resale certificate should not be construed, under any circumstances, to affect those documents in any respect.

ATTACHMENTS TO CERTIFICATE (shaded if applicable):

- Ledger of any amounts currently due (See Item F) and/or due at the time of sale
- Cause number, style, and court of any pending suits against the Association.
- Summary or copy of notice(s) from governmental authorities concerning existing health or building code violations of the Unit or the Association common areas or facilities.
- Architectural Control Publications (if any)
- Other _____

REQUIRED ATTACHMENTS:

1. *Restrictions
2. *Rules
3. *Bylaws
4. Current Balance Sheet
5. Current Operating Budget
6. Certificate of Insurance concerning property and liability insurance for common areas and facilities – this certificate does not include coverage on the dwelling
7. Governmental Notices of Health of Housing Code Violations (IF ANY)

* Providing the buyer with a set of the legal documents (Restrictions, Rules and Bylaws) is mandatory. The cost for the documents is not included in the cost for this certificate, however, they can be obtained for the costs of reproduction, \$20.55, or the seller (only) may obtain the documents free of charge to provide to the buyer by logging on as a Homeowner on our website at www.cmctx.com By acceptance of this certificate the seller agrees that he has provided the documents to the buyer and the buyer agrees that he has received the documents from the seller.

Association Name	AUTUMN CHACE TOWNHOMES OWNERS ASSOCIATION, INC.
Managing Agent	Creative Management Company 8323 Southwest Freeway #330 Houston, TX 77074-1692
Contact Information	Phone: 713.772.4420 Fax: 713.772.8655 Email: general@cmctx.com Website: www.cmctx.com
Date Certificate Prepared	04/16/2020
Person Signing for Association	Joyce Gaytan, Managing Agent
Signature of Preparer	

NOTICE: THIS SUBDIVISION INFORMATION MAY CHANGE AT ANY TIME

This form is a modified version of form 32-0 promulgated by the Texas Real Estate Commission and contains all information this is set forth within the promulgated form and other information which may be of interest.

DELIVERY INFORMATION (see attached form)

Date: 04/16/2020

Delivered to: Jim Chaplin – jimchaplin@sbcglobal.net

The legal documents were paid for and taken when the resale certificate was ordered.

The legal documents were not ordered; providing the buyer with a set of the legal documents (Restrictions, Rules and Bylaws) is mandatory. The cost for the documents is not included in the cost for this certificate, however, they can be obtained for the cost of reproduction, \$20.55 or the seller (only) may obtain the documents free of charge to provide to the buyer by logging on as a Homeowner on our website at www.cmctx.com By acceptance of this certificate the seller agrees that he has provided the documents to the buyer and the buyer agrees that he has received the documents from the seller.

Addendum A
(Attachment to Resale Certificate)

As of 04/16/2020, the fees resulting from the transfer of the unit to be collected at closing:

Check Payable to: AUTUMN CHACE TOWNHOMES OWNERS ASSOCIATION, INC.

Current Balance on Account	\$.00 (breakdown follows)
Two Months Assessments – this will be applied to the first 2 months of ownership	\$ 570.00
Capital Reserve Contribution	\$ 00.00
Association Transfer Fee	\$ 00.00

Check Payable to: CREATIVE MANAGEMENT COMPANY

Transfer Fee	\$ 300.00
	\$ 125.00- paid when resale certificate was ordered
	\$ 50.00- discount for obtaining resale certificate
	\$ 125.00 BALANCE DUE AT CLOSING

Item C:

00.00

Item D:

00.00

Item E:

00.00

Item F (total C, D and E):

00.00