

Birch Creek Forest Properties, Inc.

Ownership Transfer Guide

This, Birch Creek Forest Properties, Inc.'s (the 'Association') Ownership Transfer Guide, supersedes any previous Ownership Transfer Guide and shall be attached to the Association's Management Certificate and filed in the Real Property Records of Burleson County and TREC (www.hoa.texas.gov). The Management Certificate lists information regarding the subdivision, as well as the administrative and transfer fees that will be charged in an ownership transfer. General subdivision information can also be accessed on the Association's website www.birchcreekforest.com, as required by the Texas Property Code, (Section 209.004 and Section 209.006).

The purpose of this Ownership Transfer Guide is to help ensure a smooth transition from one person to another in any type of ownership transfer i.e., seller and buyer through a title company, seller and buyer individually, seller and buyer through an attorney, family member to family member, or friend to friend, etc.

The Association recommends requesting a Resale Certificate and the HOA Transfer Information as soon as possible by any party involved in the transaction. This will help ensure all administrative/transfer fees are disclosed and determine whether any outstanding or past due fees are owed to the Association by the seller or previous owner. Requesting a Resale Certificate will also ensure that HOA documents and important subdivision information is provided to the new owner(s) and helps protect all parties involved in the transaction.

If the HOA Transfer Information or Resale Certificate are not requested, nor the fees paid, prior to the closing of the sale or ownership change, the buyer or new owner will be responsible for all administrative and transfer fees, as well as any past due fees, owed to the Association. Once the Association is notified or becomes aware of an ownership change, the buyer/new owner will be sent an invoice and be responsible for all fees owed to the Association.

All inquiries and requests for subdivision information or any further questions regarding ownership transfers can be made by calling the Association office at 979-535-8978 daily between 3:00 and 4:00, by mail at 202 Birch Forest Dr., Somerville, TX 77870 or by email at bcfpboard@gmail.com.

The above Ownership Transfer Guide was approved by majority vote of the Board of Directors on April 17, 2024, to be effective immediately, and now appears in the books and records of the Association and recorded in the Official Public Records of Real Property of Burleson County, Texas.

TO CERTIFY which witness my hand this 18th day of April, 2024.

Birch Creek Forest Properties, Inc.

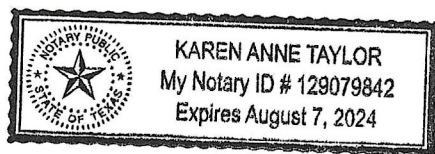
By: Renita Odstrcil

Renita Odstrcil, President

THE STATE OF TEXAS

COUNTY OF BURLESON

BEFORE ME, the undersigned notary public, on this 18th day of April, 2024,
Personally appeared Renita Odstrcil, President of Birch Creek Forest
Properties, Inc., known to me to be the person whose name is subscribed to the forgoing
instrument, and acknowledged to me that he/she executed the same for the purpose and in
the capacity therein expressed.



Karen Anne Taylor

Notary Public in and for the State of Texas



VG-6438-2024-1786

**Burleson County
Anna L. Schielack
Burleson County Clerk**

Instrument Number: 1786

Real Property Recordings

TRANSFER

Recorded On: April 18, 2024 04:39 PM

Number of Pages: 3

" Examined and Charged as Follows: "

Total Recording: \$29.00

******* THIS PAGE IS PART OF THE INSTRUMENT *******

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.

File Information:

Document Number: 1786
Receipt Number: 20240418000017
Recorded Date/Time: April 18, 2024 04:39 PM
User: Erin Z
Station: Clerk02

Record and Return To:

BIRCH CREEK FOREST PROPERTIES INC
202 BIRCH CREEK DR

SOMERVILLE TX 77879



**STATE OF TEXAS
Burleson County**

I hereby certify that this Instrument was filed in the File Number sequence on the date/time printed hereon, and was duly recorded in the Official Public Records of Burleson County, Texas

Anna L. Schielack
Burleson County Clerk
Burleson County, TX