

## **Birch Creek Forest Properties, Inc.**

### **Ownership Transfer Guide**

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 or through an attorney, or family member to family member, etc.

Birch Creek Forest Properties, Inc. (the "Association") requires a Resale Certificate for any and all types of ownership change. The Resale Certificate ensures that all subdivision information, such as documents and transfer fees, are provided to the new owner(s) and helps protect all parties involved in the transaction.

The Association's Management Certificate is on file in the Real Property Records of Burtleson County and TREC ([www.hoa.texas.gov](http://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](http://www.birchcreekforest.com), as required by the Texas Property Code, (Section 209.004 and Section 209.006).

The required Resale Certificate and subdivision information should be requested in advance, or 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.

If the information is not requested and paid for prior to the closing of the sale/ownership transfer, the buyer or new owner will be responsible for all administrative and transfer fees due to the Association, as well as any past due fees that were owed by the seller or previous owner. Once the Association is notified or becomes aware of an ownership change, that wasn't processed prior to closing on the property, the buyer/new owner will be sent, via first class mail and/or email, an invoice of all fees owed along with the required subdivision information.

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](mailto:bcfpboard@gmail.com).

The above Ownership Transfer Guide was approved by majority vote of the Board of Directors on March 02, 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 12<sup>th</sup> day of March, 2024.

Birch Creek Forest Properties, Inc.

By: Renita Odstrcil

Renita Odstrcil, President

THE STATE OF TEXAS

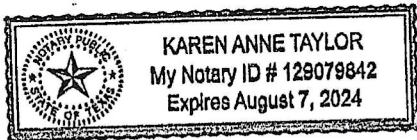
COUNTY OF BURLESON

BEFORE ME, the undersigned notary public, on this 12<sup>th</sup> day of March, 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





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

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**Instrument Number: 1151**

Real Property Recordings  
TRANSFER

Recorded On: March 18, 2024 04:23 PM

Number of Pages: 3

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**" Examined and Charged as Follows: "**

Total Recording: \$29.00

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**\*\*\*\*\* 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: 1151  
Receipt Number: 20240318000008  
Recorded Date/Time: March 18, 2024 04:23 PM  
User: Rachel E  
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 Records of Burleson County, Texas**

Anna L. Schielack  
Burleson County Clerk  
Burleson County, TX