

BIRCH CREEK FOREST PROPERTIES, INC.

OWNERSHIP TRANSFER POLICY

Purpose: The purpose of this Ownership Transfer Policy is to help ensure a smooth and transparent transition of property ownership within Birch Creek Forest Properties, Inc. (the "Association"). Ownership Transfers may occur through various channels, including:

- A sale between individuals.
- A sale through a title company or attorney.
- A transfer between family members.
- Transfers resulting from an inheritance, wills, or probate.

Resale Certificate Recommendation:

While the Association does not require a Resale Certificate for Ownership Transfers, it is strongly recommended. A Resale Certificate provides important subdivision information, including governing documents, fee disclosures, and outstanding balances, and helps protect all parties involved in the transaction.

Exception for Inherited or Family Transfers: (Non-Sale)

The following Ownership Transfers are exempt from transfer fees, regardless of whether the transfer occurs through a title company, attorney, or individual arrangement. These exceptions reflect the Association's commitment to compassion and fairness during life transitions:

- Death of the owner, where the property is inherited by a family member.
- Transfers through a will, trust, or probate to a family member.
- Gifting between family members, not involving a sale.

Important Clarification: This exemption **does not apply** to transfers involving a sale, even if the sale occurs between family members or is processed outside of a title company. **Any transaction involving payment or consideration for the property is subject to the Association's standard transfer fees.**

Management Certificate & Subdivision Information

The Association's Management Certificate is filed with the Real Property Records of Burleson County and available through the Texas Real Estate Commission at www.hoa.texas.gov. It includes:

- Subdivision details.
- Administrative and transfer fee schedules.
- Contact information for the Association.

Additional subdivision documents and resources are available at www.birchcreekforest.com, in accordance with **Texas Property Code Section 209.004**.

Fee Responsibility:

If a Resale Certificate or Ownership Transfer information is not requested or disclosed to the Association prior to the closing of the sale or transfer, the buyer or new owner will be responsible for all applicable administrative and transfer fees, as well as any outstanding balances owed by the seller or previous owner.

Once the Association is notified or becomes aware of an ownership change, the buyer/new owner will be sent, via first-class mail and/or email, an invoice detailing all fees owed.

Contact Information:

For questions, document requests, or Ownership Transfer coordination, please contact the Association: Phone: 979-535-8978 (Daily, 3:00–4:00 PM); Mail: 202 Birch Forest Dr., Somerville, TX 77870; or by Email: bcpboard@gmail.com

CERTIFICATION

We, the undersigned officers of Birch Creek Forest Properties, Inc., hereby certify that this Ownership Transfer Policy was revised and approved by the Board of Directors on June 06, 2026. It has been entered into the official books and records of the Association and shall be recorded in the Official Public Records of Real Property of Bureson County, Texas as an amended and restated version of the Ownership Transfer Policy recorded under Document Numbers 2024-1151 and 2024-1786.



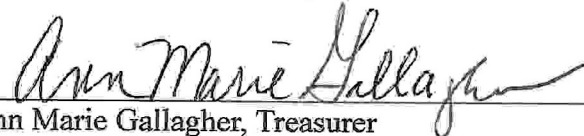
Renita Odstrcil, President



Thomas Scott Howard, Vice-President



John Dunkleman, Secretary



Ann Marie Gallagher, Treasurer



Dennis Shook, Assistant Secretary/Treasurer

PRESIDENT'S CERTIFICATION

I, Renita Odstrcil, the duly elected President of Birch Creek Forest Properties, Inc., hereby certify that the foregoing Ownership Transfer Policy was approved by the Board of Directors of Birch Creek Forest Properties, Inc. in accordance with the Association's governing documents and applicable Texas law, and that this instrument is authorized for recording in the Official Public Records of Burleson County, Texas.

IN WITNESS WHEREOF, I have hereunto set my hand this 9th day, June, 2026



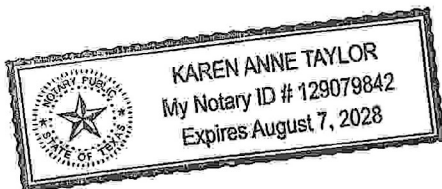
Renita Odstrcil, President
Birch Creek Forest Properties, Inc.

STATE OF TEXAS

COUNTY OF BURLESON

Before me, the undersigned notary public, on this 9th day, June, 2026 personally appeared Renita Odstrcil, President of Birch Creek Forest Properties, Inc. who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

WITNESS my hand and official seal.



Notary Public in and for the State of Texas



VG-6438-2026-2641

Burleson County
Anna L. Schielack
Burleson County Clerk

Instrument Number: 2641

Real Property Recordings

TRANSFER

Recorded On: June 09, 2026 04:21 PM

Number of Pages: 4

" Examined and Charged as Follows: "

Total Recording: \$33.00

***** 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: 2641
Receipt Number: 20260609000023
Recorded Date/Time: June 09, 2026 04:21 PM
User: Erin Z
Station: Clerk02

Record and Return To:

RENITA ODSTRCIL
7147 COUNTY ROAD 224
CALDWELL TX 77836



**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