

**BEAR CREEK OAKS PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS RESOLUTION**

Date: October 24, 2025

Resolution to Adjust Resale Certificate and Transfer Fees

WHEREAS, the Bear Creek Oaks Property Owners Association ("Association") is responsible for issuing Resale Certificates and processing ownership transfers in accordance with Texas Property Code §207 and the Association's governing documents; and

WHEREAS, the Association's Bookkeeper, Kathryn Rosenbluth, has recommended that the Board increase the current Resale Certificate fee of **\$50.00** and Transfer Fee of **\$50.00** to reflect the time and administrative costs involved in preparing and processing resale and transfer documents; and

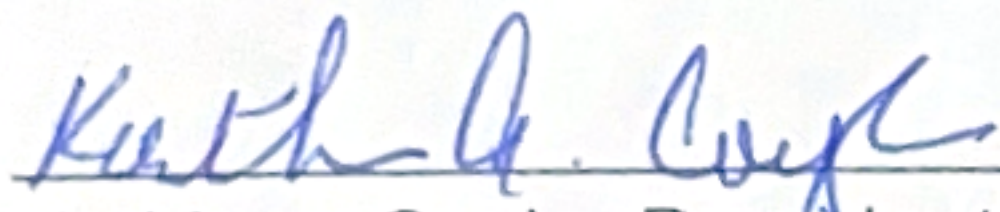
WHEREAS, the Board of Directors has reviewed the recommendation and finds that the proposed fee adjustment is reasonable and in the best interest of the Association.

NOW, THEREFORE, BE IT RESOLVED that effective immediately upon adoption of this Resolution, the fees shall be adjusted as follows:

- **Resale Certificate Fee:** increased from **\$50.00** to **\$375.00**
- **Transfer Fee:** increased from **\$50.00** to **\$300.00**

FURTHER RESOLVED, that the Bookkeeper, Treasurer, and Secretary are authorized to update the Association's official fee schedule, website, and any applicable forms to reflect these changes.

APPROVED AND ADOPTED by the Board of Directors on this 24th day of October, 2025.



Kathleen Coyle, President, Bear Creek Oaks Property Owners Association



Devon Banta, Secretary, Bear Creek Oaks Property Owners Association