

## TEMPLATE



## COMMUNITY of NOLAN RIVER ESTATES

[DATE]

Re: Community of Nolan River Estates - Resale Certificate and Statement of Dues/Claims

To Whom It May Concern:

Nolan River Estates is a restricted subdivision located at the south end of S. Nolan River Road, outside city limits. Our records show subject property known as [ADDRESS], [LOT][BLOCK][PHASE] is located within Nolan River Estates; and the present owners are [ALL PROPERTY OWNER NAMES].

This subdivision has an active mandatory home/property owner's association: Community of Nolan River Estates.

Annual dues are currently \$50.00 and dues for [YEAR] have been [PAID/OUTSTANDING]. Annual dues are subject to change based on voting by CNRE Active Members; however, they have been \$50 or less per year since 1998.

All dues paid go back into the community; no association officer receives any compensation. Payment of dues is currently voluntary. Although all owners are automatically members of the Association by right of property ownership, payment of dues classifies owners as "active members" and insures them the right to "vote" on all community issues. Dues also support and fund the following community programs:

1. CNRE formal operating budget and reserve legal fund and annual audits thereof;
2. CNRE Newsletter, special mailings and our website support [www.nolanriverestates.com](http://www.nolanriverestates.com);
3. Community "Loaner Program" providing and maintaining such items as tables, chairs, canopies, etc. for CNRE property owners;
4. Purchase and maintenance of street Crime-Watch signs;
5. Operation of the "Good Samaritan" program by purchasing plants, gifts, cards, etc. for community members;
6. Community social events;
7. Production of requested community documents, i.e. telephone lists, plats, FAQ, CCR, Bylaws, etc;
8. Production of Newcomer Packages to new owners and potential buyers;
9. Provision of Pet Tags which are provided to members at no charge;
10. Production of 911 Signs, Cleanup Signs and Meeting Signs and maintenance of the existing Community Sign.

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The cost for this Resale Certificate is: \$300 made payable to: Community of Nolan River Estates. It may be mailed to the address listed in the signature block below.

**The Community of Nolan River Estates has [NO, OR BELOW LISTED]] current or anticipated claims of any type against this property.**

Sincerely,  
(Original signed by)

[NAME OF OFFICER]  
Community of Nolan River Estates HOA  
[OFFICE HELD]  
[ADDRESS]  
Cleburne, TX 76033

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**NOTE TO TITLE COMPANY: THE FORM LETTER FROM CNRE LISTED ABOVE WILL BE PROVIDED ONCE WE RECEIVE YOUR WRITTEN REQUEST FOR SAME. AT THE LEAST CNRE WILL NEED THE FOLLOWING INFORMATION FROM YOUR RECORDS:**

1. LEGAL DESCRIPTION AND ADDRESS OF SUBJECT PROPERTY
2. FULL NAMES OF ALL PURCHASERS AND SELLERS
3. PHONE NUMBERS AND EMAILS FOR EACH PURCHASER AND SELLER