



SBB
COMMUNITY MANAGEMENT

Dear Homeowner,

Congratulations on the purchase of your new home! SBB is the resource for all things related to your HOA. Here is some useful information to help get you started:

Office hours: 8:30 a.m. to 5:30 p.m. - Monday through Thursday
8:30 a.m. to 3:30 p.m. - Friday
Closed - Saturday & Sunday

Here is how to reach your team at SBB:

- Email – support@sbbmanagement.com
- On the web – www.sbbmanagement.com
- Phone – 972-960-2800

What are my payment options?

- By Mail → SBB Processing Center, P.O. Box 60875, Phoenix, AZ 85082-0875.
(Please include your account number on your payment.)
- Through the portal: www.sbbmanagement.com
 - Click on the “Payments/Resident Portal” link
- Call Pay Lease/Zego at 1-866-729-5327

What can I do on the portal?

Homeowners can view documents such as the DCCRs for the community, check their balance, pay their assessments, submit an architectural application, view the community calendar, request fee waivers, download a statement, ask for payment plans, and send messages to various departments such as customer care, accounts receivable, manager, amenities...etc.



Greetings!

As you may have heard, Texas law requires all Board meetings for your association to be open to homeowners. The association must provide 144 hours (6 days) advance notice of upcoming Board meetings. Your association will be posting notices of these meetings on the web portal provided through SBB Community Management (SBB) and via email reminder to all homeowners registered on the portal to receive email.

If you are not already registered, please do so – that way we can make sure that you receive notifications. Only registered owners will receive notice of upcoming Board meetings.

SBB provides an online portal for homeowners - Some of the highlights include:

1. Financial Transparency: View your financial history online, download a statement, and easily make an online payment.
2. Architectural Applications: Complete a request form on your computer, submit via the portal, and track the status of your application. The portal will save a digital archive of your application, supporting documents, and the Committee's final decision. You will also experience faster turn-around times on applications.
3. Communication: Submit questions to SBB via your portal for the fastest response times. You can go paperless and opt for email communication instead of USPS.

Sign up for your portal today!

1. Locate your account # on your statement
2. Go to www.sbbmanagement.com
3. Click the light blue "Payments / Resident Portal" button at the top of the webpage
4. Click "Sign up" on the right-hand side of the page
5. Submit your information (email address, property address, etc.)

➔ Contact us at 972-960-2800 or support@sbbmanagement.com for assistance if needed.

Online Services



Manage My Home

Submit and track architectural requests and view violations.



Financial Services

Make online payments, view account history, and download a statement



Communication

Communicate seamlessly with your Community Manager. Trackable and transparent messaging

Request for Home Improvement / Architectural Modification

Association or Subdivision: _____
Owner's Name: _____
Property Address: _____
Mailing Address: _____
Home Phone: _____ Mobile Phone: _____
Email: _____

Section 1: Overview of the improvement you are applying for:

Please mark only ONE improvement per application. If you have multiple improvements, please submit them under separate applications. This allows the committee to make decisions on each improvement individually.

- | | | |
|--|--|--|
| <input type="checkbox"/> Basketball Goal | <input type="checkbox"/> House Addition | <input type="checkbox"/> Pool/Spa |
| <input type="checkbox"/> Permanent <input type="checkbox"/> Portable | <input type="checkbox"/> Landscape | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Outdoor Kitchen | <input type="checkbox"/> Sidewalk/Walkway |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Outbuilding/Shed | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Extension <input type="checkbox"/> Repair | <input type="checkbox"/> Paint | <input type="checkbox"/> Tree Removal/Addition |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Patio | <input type="checkbox"/> Window Replacement |
| <input type="checkbox"/> Flagpole | <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Yard Art |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Play Set | |
| | <input type="checkbox"/> Trampoline <input type="checkbox"/> Swing Set | |
| <input type="checkbox"/> Other _____ | | |

Please describe the improvement in specific detail. As appropriate for your project, please include elevation drawings, property survey, or photos.

Is this request in response to a violation letter we sent you? Yes ☐ No ☐

Please note the length, width, and height for the improvement:

Section 2: Proposed Materials

As applicable, please detail the materials you plan to use in your project. The words 'same' or 'to match' cannot be used in reference to what is already in place. You must specify the specific materials on this application. You must include a paint/stain sample if applicable to your project. You may include an attachment from the manufacturer's website with this application (digital is accepted).

Lumber Type(s): _____

Brick or Stone Type(s) & Color: _____

Fence material: _____ Fence Height: _____

Shingles

Manufacturer & Line: _____ Color: _____ Warr. Yr: _____

Paint/Stain

Siding -Body Manufacturer	_____	Color Number	_____	Color Name	_____
Trim Manufacturer	_____	Color Number	_____	Color Name	_____
Accent Manufacturer	_____	Color Number	_____	Color Name	_____

Section 3: Before vs After Comparison

To help the committee better understand the Before vs. After impact of your changes, please complete the relevant items below:

Brick Color: _____
Current/proposed

Siding Color: _____
Current/proposed

Trim Color: _____
Current/proposed

Accent Color: _____
Current/proposed

Front Door Color: _____
Current/proposed

Garage Door Color: _____
Current/proposed

Section 4: Project Execution

Contractor name and phone # _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

Section 5: Signature

It is required that any homeowner considering improvement on their deeded property submit a request to the Architectural Control Committee for approval by the Homeowners Association prior to initiating work on the planned improvement. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement from their property. By signing this application, I understand that the Committee will act on this request as quickly as possible and contact me in writing regarding their decision. I agree not to begin property improvement until the Architectural Control Committee notifies me of their decision.

Signature of Homeowner

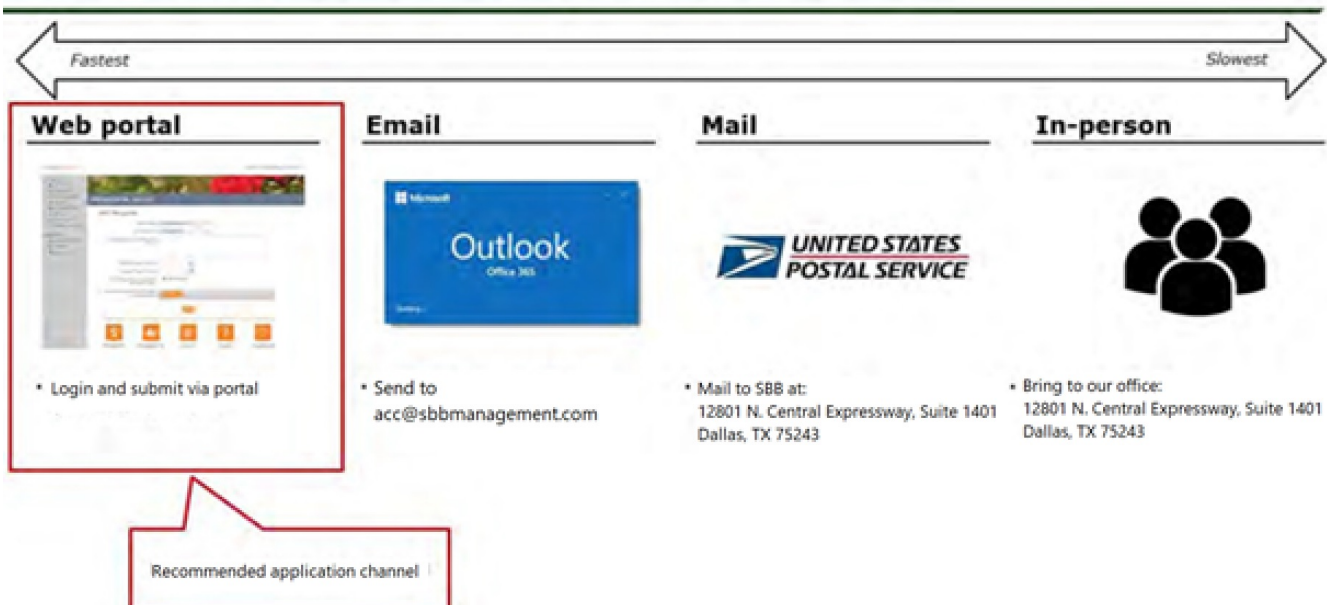
Date

✓ IS YOUR REQUEST COMPLETE?

- Described improvement, and attached elevation drawings, brochures or photos
- Attached your SURVEY showing the exact location of the proposed improvements and distances to the property lines (except for painting, roofs or window replacement)
- Attached sample(s) of the paint, if painting or stain(s) if staining
- Defined the dimensions (length- width - height) of the structure, improvements and/or fence.
- You will be notified if additional information or an application fee is required for your community
- Signed the application.

*You may attach additional documents or digital files of additional information to assist in the process.

There are 4 ways to submit your application





THE ROLE OF SBB COMMUNITY MANAGEMENT

SBB Community Management (SBB) is a professional management firm with over forty (40) years of experience in the field, serving many communities throughout the Dallas-Ft. Worth Metroplex.

The day-to-day activities of your community's team include many different tasks, but most will fall under the following categories:

- Advise and provide administrative, managerial, and operational counsel to the Board of Directors to assist the Board in decision-making and operating the business affairs of the Association.
- Perform site inspections of the community and inspections of individual homes for resale certificates.
- Direct enforcement of the restrictive covenants.
- Solicit, evaluate, and assist in acquiring insurance consistent with the requirements of the Declaration of Covenants, Conditions, and Restrictions and in accordance with instructions from the Board of Directors.
- Solicit and evaluate bids for all association services.
- Supervise maintenance activities and contractor performance.
- Provide and explain association financial reports, which are kept in accordance with GAAP (Generally Accepted Accounting Principles).
- Financial collections and disbursements (including the collection of delinquent accounts and working with title companies prior to the selling of a home).
- Help develop association budgets.
- Work with an independent CPA firm to audit the Association's books and records.
- Serve as a receiving center for association-related homeowner and vendor telephone calls.
- Provide privacy to homeowners by having a third party involved in cases of dispute.

SBB team members keep current with changes in Federal, State, County, and City legislation that affects planned communities. They regularly attend seminars, in-house training sessions and Community Associations Institute (CAI) courses specific to community association management. SBB works closely with a network of independent attorneys, CPAs, insurance agents, and others who specialize in their field as it applies to non-profit planned communities. As a result, if you have a legal or professional question that SBB can't answer, we will have ready access to someone who knows the answer.

Welcome to McCreary Estates

Trash and Recycle bins are picked up on Friday.

*Please place them out at the curb the night before Friday pickup. Trash pickup begins by 7:00am in our neighborhood. *

Every 4th Saturday of the month CWD will do a Bulk & Brush collection pickup. Please limit to 4 cubic yards (3-foot-wide x 12-foot-long)

If you need a bulk trash pick-up other than the 1 a month please call CWD @972-392-9300

Pool /Playground Key Fob – Please email:
e.hermida@sbbmanagement.com

Pool Hours are 9:00am to 9:00pm Daily / Pool opens Mid-May thru October.

McCreary Estates Facebook page for residents only:

<https://www.facebook.com/groups/695789183807121>

We use this page to connect with our neighbors and making community posts.

For any changes to your home exterior or property you must fill out an ARC Form and submit for approval. (If you do not get an approved ARC and make changes or additions you could be subject to penalties.) Please use either website to get your form:

<https://mccrearyestateshoa.com>

<https://owner.sbbmanagement.com/>

SBB Community Manager:

Eusty Hermida

Office: 972-960-2800

Email : e.hermida@sbbmanagement.com

Please keep all animals on leashes while walking them and pickup any waste they may leave. We have some doggy bag pickup stations located along the front of the neighborhood off McCreary Road and one in front of the the pool.