



SBB
COMMUNITY MANAGEMENT

HOMEOWNERS' ASSOCIATION, INC.
WELCOME PACKET



ABOUT HOMEOWNERS' ASSOCIATION, INC.

The Utey n Homeowners Association, Inc. is a non-profit corporation chartered under the laws of the State of Texas. Membership is mandatory and each owner automatically becomes a member of the Association upon acquiring a home in Utey n . The Association is governed by the Declaration of Covenants, Conditions and Restrictions and operates according to the By-Laws of the Association.

One of the major responsibilities of the Association is to protect the homeowner's investment and enhance the value of their property. The Association provides for the maintenance and operation of the common areas and facilities such as landscaped areas, pool, and recreation areas. The Association is also responsible for enforcing the protective covenants and may do anything lawful to protect, beautify or benefit the property under its jurisdiction, such as, care for vacant and unkempt lots, pay for the cost of maintaining the common areas, operation of streetlights, lighting at entries, administrative expenses, etc.

The Association collects an annual assessment from the owners of each lot. This assessment is due by January 1st. Any assessment not paid within thirty days after the due date shall bear interest from the date. Assessments, late charges, costs and reasonable attorney's fees, shall be a charge on the land and shall be a continuing lien upon the property. The Association may bring an action at law against the owners personally obligated to pay the same, or foreclose the lien against the property.

The affairs of the Association are managed by a board of three (3) directors. The original Board of Directors is appointed by the developer and the developer may retain control and authority to appoint all members of the Board until the last lot is sold or a document releasing control is recorded by the developer in the Official Public Records of Harris County prior to that time. The Board of Directors is required to determine the policies of the Association. Each Director must use their best discretion, care and diligence in the performance of their duties. The Directors do not receive any compensation for their services.

Architectural Control is monitored by the Architectural Review Committee (ARC). The ARC is organized to provide and maintain uniformity and harmony in the construction of improvements to the homes in Utey n . Any improvement made to the exterior of your home or property must have prior approval of the Architectural Review Committee.

The Association's Declaration provides several restrictions prohibiting activities that tend to decrease property values. Some of these restrictions include: Lots shall not be used for storage of materials and/or equipment other than normal residential requirements or for construction of improvements as permitted by Deed Restrictions. No boats, trailers, motor homes or commercial vehicles may be kept or stored in public view. Pets must be leashed when not confined.

There are many other use restrictions established for your Association. Article III of the Declaration of Covenants, Conditions and Restrictions enumerates them for you. The Association hopes this gives you an overview of what an Association is, and why you have one. If you have a question or are unsure if something is acceptable, please contact your management company at 281-857-6027 or at support@sbbmanagement.com.



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At SBB Community Management, we are all excited about this opportunity to be the premier community management company in Houston by providing experience, innovation, and exceptional service in all we do.

Our Customer Support Team is standing by to provide you with service and support at 281-857-6027 or support@sbbmanagement.com.

SBB's office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Should an emergency arise outside of these hours, our 24-hour answering service will ensure a prompt response to the emergency. We look forward to working with you in your community!

FAQs:

How do I reach you for help?

We have a team of industry professionals standing by to assist you. Here are the various ways you can reach us:

- Email: support@sbbmanagement.com
- Phone: 281-857-6027
- On the web: www.sbbmanagement.com
- ACC Requests: acc.houston@sbbmanagement.com

How can I pay my association fees?

For your convenience, we offer multiple payment options.

Option 1: Mail-In Your Payment to the following address:

Luckey Ranch Homeowner's Association
Inc. c/o SBB Community Management
PO Box 52954
Phoenix, AZ 85072-2954

Option 2: Vantaca web portal: Your account balance is also available by accessing your Vantaca portal.

From the web:

- Login to Vantaca at owner.sbbmanagement.com
- Select "Make a Payment" and follow the instructions on making a payment attached to this memo.

Option 3: Bank Bill Pay Service - If you use a bill payment service that automatically makes payments for you, please change the name of the payee and the address for payment to the PO Box address referenced above. You will need to note your account number and association code in the memo section of your check.



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6630 Cypresswood Dr, Suite 100, Spring TX 77379, 281-857-6027

Vantaca?

Vantaca is an all-in-one web-based portal designed to help you connect, collaborate, and stay up to date with your community – any time on any device. Vantaca streamlines operations for Board members and simplifies community living for homeowners. With Vantaca you can:

- Manage your account and pay online
- Get up-to-date community news and events
- Request and review the status of service inquiries
- Access community forms and documents
- And more...

How do I register for Vantaca?

Registering for Vantaca is fast and easy. Follow the steps below to get started:

- Access Vantaca here: owner.sbbmanagement.com
- Click “Sign Up”
- Enter your information, including:
 - Account Number
 - Registration Key

I tried logging into Vantaca using the instructions that were sent to me, but my account information isn’t reflected there yet. How can I access this information?

If this information isn’t already available, please check back after the 15th of the month to allow time for updating.

How can I update my contact information?

Contact our Customer Support Team at (281) 857-6027 or support@sbbmanagement.com

I recently submitted an architectural modification request for the committee’s review. Do I need to do anything further currently?

The way your ACC Application is processed has not changed, so you should not have to take any additional action. If you have not received a reply to your request within 15 days of the submission date, please contact Customer Support (acc.houston@sbbmanagement.com) to check the status of your application.

Corporate Office

6630 Cypresswood Dr, Suite 100, Spring TX 77379,, 281-857-6027

HOMEOWNERS ASSOCIATION, INC.
C/O SBB COMMUNITY MANAGEMENT, INC.
 6630 Cypresswood Dr, Suite 100,
 Spring TX 77379,
 Phone: 281-857-6027
 Email: support@sbbmanagement.com

FOR OFFICE USE ONLY

Date received: _____

OWNER/RESIDENT INFORMATION FORM

Owners are required to provide the Association with the following information within 30 days of acquiring an interest in a property. This information can be critical in an emergency.

Property Address:			Owner <input type="checkbox"/> Resident <input type="checkbox"/>	
Full Name:		Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/>		
Mailing Address:	City	State	Zip	
Home Phone:		Business Phone:		
Fax:		Mobile Phone:		
E-Mail Address:				

SPOUSE INFORMATION:

Name:		Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/>		
Business Phone:		Mobile Phone:		
Other:		Fax:		
E-Mail Address:				

Children/Other Resident Names	Date of Birth	Sex

VEHICLES

LICENSE TAG:	YEAR:	MAKE:	MODEL:	COLOR:

EMERGENCY CONTACT

Full Name:		Relationship:	
Home Phone:		Business Phone:	
		Mobile Phone:	

This information will be kept confidential. The purpose of the request is to maintain proper records, identify the residents entitled to use the facilities, and have emergency contact information.

Please send this completed form via email at support@sbbmanagement.com or mail to – 6630 Cypresswood Dr, Suite 100, Spring TX 77379

Request for Home Improvement / Architectural Modifications

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

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

Please mark ALL improvements you are applying for. Each improvement checked below is considered a separate application. 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 improvement(s) 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 each improvement included on this form.

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 planned improvements. 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(s) until the Architectural Control Committee notifies me of their decision.

Signature of Homeowner

Date

✓ IS YOUR REQUEST COMPLETE?

- Described improvements, 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

