



SBB's Web Portal

Overview For Homeowners

Agenda

- **Homeowner portal overview**
- **Process for submitting requests for architectural modifications**

Web Portal:

Homeowners can login to the portal at <https://owner.sbbmanagement.com/>

POWERED BY Vantaca

Welcome, Neighbor!

Welcome Neighbor!

On behalf of your Community, we are excited to bring you a new look and enhanced site for your Owners' Association. Our hope is that this community website serves as an effective information resource for your community and as a useful tool for tracking your communications with us.

Login FAQs

If This Website Is Not Recognizing Your Password: Please click the "I forgot My Login/Password" link above the Email field (on the right) to generate a new password. Please allow up to 15 minutes for the email with the new password to reach your inbox. If the new password you receive does not work, it is almost always due to a typo in which similar looking characters are mistaken for each other (e.g. lowercase l and capital I, or letter O and number 0).

If You Do Not Have a Login: Please click the "Sign Up" link on the right. That will take you to the Registration page. Then, fill out the fields that include Email, Name, Phone, Account, Password, Confirm Password, and Registration Key.

If you do not have a Registration Key: Click the "I Do Not Have a Valid Key" hyperlink to be taken to the Sign Up page. There you will fill out the fields, submit your Sign Up request, and a member of our team will review your request and reply back within 2 business days.

Log in to your account

Email

Password

[Forgot your login?](#)

[Log In](#)

[Don't have an account? Sign Up](#)

All other homeowners can "sign up" for their account at any time.

Dashboard: Easily pay your balance and see open items.

Dashboard

Payments

Requests

Calendar & Events

Directory

Documents

Portal FAQs

FAQs

My Profile

Payments?

Credit Card

Ledger 1 of 1

<

Account Balance:
\$0.00

Account #:
C106407503
1205 Greenpark Dr
Brittmoore Tanner Business Park Two...

>

Upcoming Charges: \$0.00 > ?

Account Details →

Recent Requests?

New Request

View All Requests →

One-click
to make an
online
payment.

See open
items or
requests.

Payments: Full visibility into all charges and payments on your account. Easily download a statement and make an online payment.

- Dashboard
- Payments**
- Requests
- Calendar & Events
- Directory
- Documents
- Portal FAQs
- FAQs
- My Profile

Account Balance:
\$0.00
Next Assessment: 1/01/2025
[Hide Account Activity](#)

Account Activity

Make an
online
payment.

[ACH / Credit Card](#)

[All Account History](#)

[↓ Statement](#)

Click here to
download a
current copy
of your
statement.

Requests: Make requests and see account activity from the last 30 days, including violations (if any) with pictures.

Dashboard

Payments

Requests

Calendar & Events

Directory

Documents

Portal FAQs

FAQs

My Profile

New Request

Submit a Request

My Items

Select the type of request you would like to submit:

General Request

ARC Request

New requests can be made here.

General Request: ask a question about your account or community.

ARC Request: submit an architectural application.

New Request

Submit a Request

My Items

Account activity from the last 30 days is reflected here.

From

Subject

Message

Date

Violations: A copy of violation letters from the last 30 days and a picture of each violation are available on the portal.

Presidential Valley

May 16, 2020

Presidential Valley
Current Resident
2001 Pennsylvania Ave
Washington, DC 20500

Property: 2001 Pennsylvania Ave
Violation: Maintenance [Ref #: XN30439]

Dear George Bush:

One of the primary goals of Presidential Valley is to protect the aesthetic appeal and property values of the neighborhood. In order to accomplish this, certain rules and regulations are established by which homeowners and residents must abide. A concern was noted during a recent inspection and we felt it necessary to send this gentle reminder.

Please clean up the exterior of your property.

The condition of your property violates the following: "Article IX - Maintenance; Section C: In the event any Owner of any Homesite fails to maintain the exterior of the Homesite, including the exterior of the Dwelling or other structures and the parking areas, in a manner consistent with the overall standard established within the Property in the sole discretion of the Board of Directors of the Association, the Association, after thirty (30) days' notice to the Owner of the Homesite setting forth the action intended to be taken by the Association and after approved by a two-thirds (2/3) vote of the Board of Directors, shall have the right, but not the obligation through its agents, contractors and/or employees, to enter upon said Homesite and to repair, maintain, or restore the exterior of the Dwelling, other structure or parking areas."

We understand that many times residents are simply unaware that a problem exists, or the inspector may have observed a very temporary situation that will be taken care of shortly.

We sincerely appreciate your time and attention to this matter. Please remedy this situation in the next 30 days.

Have a question about the violation? Need more time? Prefer to receive emails instead of letters? **Login to your online account by visiting portal.scsmgmt.com.** This will appear on your "My Items" page under the reference number XN30439. You can click "reply" on this page should you have any additional questions.

Thank you in advance for your cooperation.

Sincerely,
Presidential Valley

Friendly Reminder Notice



A full-size color picture of a violation is available via email and on the portal.



Calendar: Quickly see upcoming community events and important deadlines.

Dashboard

Payments

Requests

Calendar & Events

Directory

Documents

Portal FAQs

FAQs

My Profile

Today < > December, 2024 Copy Event							Day Week Month Agenda			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
24 Send Portal Logins	25 Send Portal Logins	26 Send Portal Logins	27 Send Portal Logins	28 Send Memo to Community Send Portal Logins	29 Send Portal Logins	30 Send Portal Logins				
01 Send Portal Logins	02 Send Portal Logins	03 Send Portal Logins	04 Send Portal Logins	05 Board Meeting Send Portal Logins	06 Send Portal Logins	07 Send Portal Logins				
08 Send Portal Logins	09 Send Portal Logins	10 Send Portal Logins	11 Send Portal Logins	12 Send Portal Logins	13 Send Portal Logins	14 Send Portal Logins				
15 Send Broadcast Email To Owners Send Broadcast Email To Owners Send Broadcast Email To Owners ...	16 Send Portal Logins	17 Send Portal Logins	18 Late Fee Send Portal Logins	19 Send Portal Logins	20 Send Portal Logins	21 Send Portal Logins				

Directory: The directory can help neighbors get to know each other and build community.

Dashboard

Payments

Requests

Calendar & Events

Directory

Documents

Portal FAQs

FAQs

My Profile

Community Directory

Name	Phone	Email	Address
			1888 Germany In
Favorite Homeowner Ever			1444 Germany In
			1358 Germany In
Joe King			2002 Germany In
			1654 Germany In
John Presidential			123 Other Street
Sarah, My Favorite Trust, LLC			

By default, your phone number and email address are hidden.

You control how much info you share under: My Profile/Contact Info/Directory Preferences.

Directory Preferences

☐

Hide Name In Directory?

☐

Hide Email In Directory?

☐

Hide Phone In Directory?☐

Documents: Homeowners can easily access governing documents, basic financial statements, and more!

- Dashboard
- Payments
- Requests
- Calendar & Events
- Directory
- Documents
- Portal FAQs
- FAQs
- My Profile

Documents		
<div><input type="text" value="Search"/></div> <div></div>		
Name	Number of files	Last Update
- Web Portal Information - Owners	<u>4</u>	02/26/2024
Amenities	<u>0</u>	12/09/2024
Architectural Documents	<u>1</u>	04/02/2024
Association Financial Reports	<u>16</u>	11/18/2024
Budget	<u>0</u>	12/09/2024
Events	<u>0</u>	12/09/2024
Forms	<u>2</u>	04/02/2024
Governing Documents	<u>31</u>	12/18/2023
Homeowner Meeting Information	<u>1</u>	08/28/2024
Newsletters	<u>0</u>	12/09/2024
Portal Payment Instructions	<u>1</u>	02/01/2024

Note: Board members will see additional "board-only" folders.

Portal FAQs: Homeowners can view short videos which walk through some of the most common homeowner portal actions.

Dashboard

Payments

Requests

Calendar & Events

Directory

Documents

Portal FAQs

FAQs

My Profile

Vantaca

Quick Guide

Modern Portal: How to update your contact information

Vantaca

Quick Guide

Modern Portal: The Association Directory

Vantaca Home

How-To

Change your Login Email or Password

Vantaca

Quick Guide

Modern Portal: The My Items page

Vantaca

Quick Guide

Modern Portal: The Community Calendar

Vantaca Home

How-To

Submitting Architectural Requests

Vantaca

Quick Guide

Modern Portal: How to view the Association Documents

Vantaca

Quick Guide

Modern Portal: How to see your account history

ZE GO

Zego Pay Resident Tutorials

Dashboard Overview

Set Up Autopay

Vantaca

Quick Guide

Modern Portal: How to download a Statement

Click any box above for a direct link to a video.

My Profile: Homeowners can select their communication preference (email or paper) and what info to share in the directory.

Dashboard

Payments

Requests

Calendar & Events

Directory

Documents

Portal FAQs

FAQs

My Profile

Profile Settings

Logout

Contact Info

My Login

General Communication Preference

Email

Paper

Billing Communication Preference

Email

Paper

Directory Preferences

Hide Name In Directory?

Hide Email In Directory?

Hide Phone In Directory?

Hide Property In Directory?

Profile Settings

Contact Info

My Login

To update your login or password for this site, please enter your preferred information and click "Update Login".

Login Email

Current Password

New Password

Confirm New Password

Update

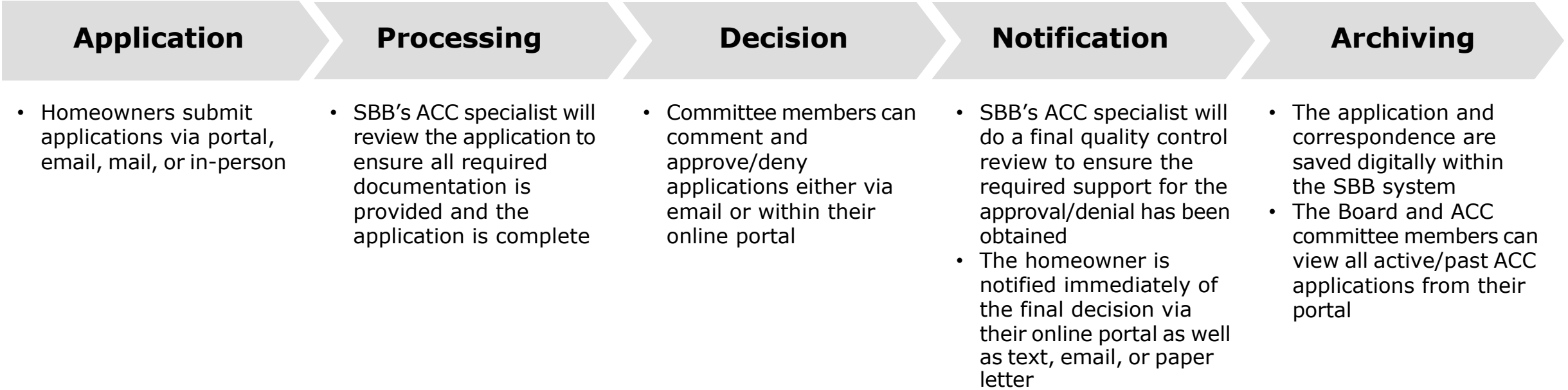
Change your login email or password here.

Agenda

- **Homeowner portal overview**

- **Process for submitting requests for architectural modifications**

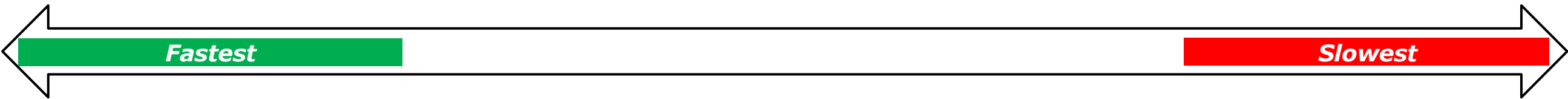
Our process is simple, streamlined, and efficient



A completely paperless process for those that want it!

We will also continue processing paper applications for those that prefer to submit in that manner.

Application: Homeowners can submit their application in 4 ways.



1.

Web Portal - *Recommended*

Login and submit via portal
<https://owner.sbbmanagement.com>

2.

Email

SBB Houston
acc.houston@sbbmanagement.com

SBB DFW
acc@sbbmanagement.com

3.

Mail

SBB Houston
13231 Champion Forest Dr., Ste. 112
Houston, TX 77069

SBB DFW
12801 N Central Expy, Ste. 1401
Dallas, TX 75243

4.

In-person – bring to our office

SBB Houston
13231 Champion Forest Dr., Ste. 112
Houston, TX 77069

SBB DFW
12801 N Central Expy, Ste. 1401
Dallas, TX 75243


Application: Submitting via the portal is very easy.

ARC Request

Please be sure to click on the PDF link to the Architectural Request Form below and fill, sign, and date it. **The completed Architectural Request Form will need to be saved onto your device and then uploaded via the “Select Files” button below**, along with the other documents (plans/photos/product info) where applicable.

This form can also be used for United States Department of Housing and Urban Development (HUD) request of “reasonable accommodation”. In the “Association/Subdivision” field of the Architectural Request PDF, type “Reasonable Accommodation Request” following the association name.

- Dashboard
- Payments
- Requests**
- Calendar & Events
- Directory
- Documents
- Portal FAQs
- FAQs
- My Profile

 ACC Form.pdf

Property

1111 Lennar Way

Area of work

(Choose an Item)


Subject

Work to be done:

Estimated Start Date

Estimated End Date

Upload ARC Form and other Documents

 Select files...

Submit Form

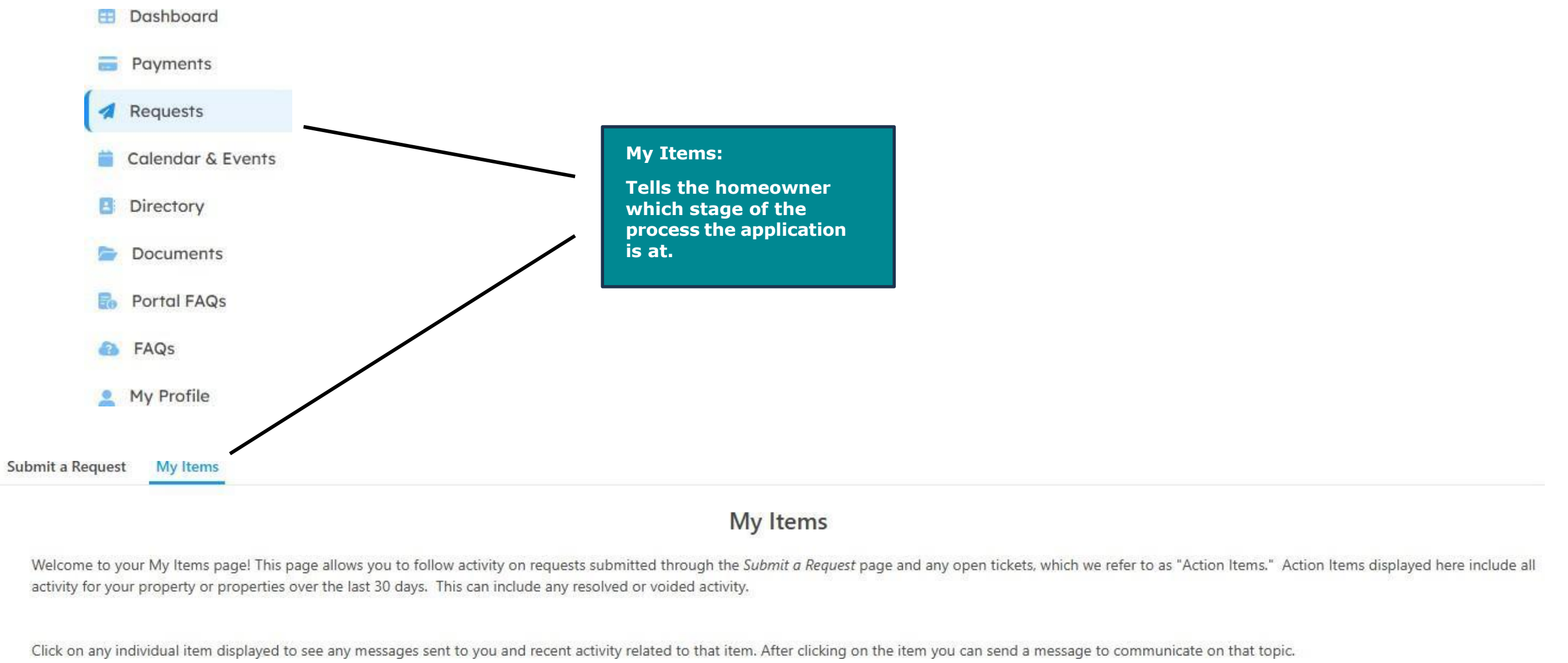
It's as easy as 1-2-3:

- 1. Enter basic details about the project.**
- 2. Upload the application and any other supporting documents.**
- 3. Click submit when done.**

Processing: The ACC specialist at SBB will ensure the application is complete before sending it to the Committee.



Processing: At any point in the process, the homeowner can see the status of their application through their portal.



Notification: The applicant will receive a notification of the decision according to that person’s communication preference.

