

# Sunset Pointe

**Welcome**



## HOA Office Information

### Two Sunset Pointe HOA

2300 Dawn Mist Drive  
Little Elm, TX 75068  
Office: 469-362-0580

**Tim McConville, CMCA, AMS, PCAM**  
Community Manager

[t.mcconville@sbbmanagement.com](mailto:t.mcconville@sbbmanagement.com)

**Roxanne Varela**  
Administrative Assistant

[r.varela@sbbmanagement.com](mailto:r.varela@sbbmanagement.com)

**Maydee Hickman**  
Compliance Coordinator

[m.hickman@sbbmanagement.com](mailto:m.hickman@sbbmanagement.com)

### Office Hours

Monday-Thursday: 8:30-5:30  
Friday: 8:30-5:00

## Welcome to the Community

On behalf of the Two Sunset Pointe Homeowners Association, Inc. and the Board of Directors, we would like to welcome you to your new home and to the community. The office is open Monday through Thursday 8:30 AM to 5:30 PM and Friday 8:30 AM to 5:00 PM. We look forward to meeting you whether it be to stop by and pick up a pool card, pay your assessments, rent any of the amenities, or to just stop by to introduce yourself.

The homeowners association is governed by a Board of Directors, who are all volunteer residents of the community. It is the responsibility of the Board to maintain the common area amenities and to ensure that the members of the association are in compliance with the established covenants and bylaws of Two Sunset Pointe. Protecting the home values is a priority of the Board of Directors.

SBB Management is our property management company. The SBB office may be reached at 972-960-2800. Important information about your account, the community guidelines, and other documents can be accessed through your online portal at <https://www.owner.sbbmanagement.com>.

You can also sign up for our email blasts so that you are always aware of community events, projects, board meetings, and urgent updates.

Again, I would like to welcome you to Two Sunset Point Homeowners Association, Inc.! Feel free to reach out to any one of us with questions or concerns. We are happy to help!

All the best,

Tim McConville, CMCA, AMS, PCAM

On-site Community Association Manager

Two Sunset Pointe Homeowners Association, Inc.



# Owner Portal

<https://owner.sbbmanagement.com>

SBB Management Company, the management company for Two Sunset Pointe HOA, is excited to be launching upgraded web portals. Through your portal you can see your assessment, make payment, apply for architectural modifications, communicate with your community manager, and much more!

## Two Sunset Pointe. Com

Be sure to check out the Association's website at [www.twosunsetpointe.com](http://www.twosunsetpointe.com). Here, you can find important updates, news, documents, photos, and more!

## Facebook

Like the Two Sunset Pointe HOA's official group to get updates, event invites, and more!

Our Facebook page is <https://www.facebook.com/TwoSunsetPointeHOAOfficial>

## Weekly Eblast

Sign up for our weekly email blast to stay up to date on important information and updates!

You can enter your email address to sign up for the eblast at <https://tinyurl.com/yau4dxdn>



## Assessments & Payments

# Payment Methods



Two Sunset Pointe HOA offers a number of ways to pay the quarterly assessments:

- 1) **Pay online through your owner portal.** <https://owner.sbbmanagement.com>
- 2) **Pay with CIT online at** <https://propertypay.cit.com/>.

When you pay online at CIT Bank you can make a One-Time payment by clicking 'Pay Now'. To make a One-Time transaction, fill in all of the required information – It will ask for: Management ID: 20 and Association ID: 251 .

Once you fill out the required information you can choose if you want to make the payment by eCheck or with a Credit or Debit Card. Paying by eCheck is \$1.95, paying with a Credit or Debit card incurs a processing fee (disclosed on website).

If you have any questions or need assistance with the CIT website, please call 1-866-800-4656.

- 3) **Payments may be made at the on-site HOA office at 2300 Dawn Mist Drive.**

You can deposit your check or money order in the mail slot on the front door of the office. A staff member is working each weekday to process the payments as normal.

Please make checks payable to Two Sunset Pointe HOA. Include your address and account number on your check.

- 4) **You can also make payments over the phone by calling 1-866-729-5327.**



## Quarterly Assessments

The Homeowner Association assessments are paid quarterly on the first day of **January, April, July and October.**

You may choose to pay the entire yearly amount of \$600 or \$150 each quarter. You will receive notice of the following year's assessments in early December of each year, so please keep an eye out for this mailing. If you do not receive anything in the mail, please stop by the onsite HOA office and we will be happy to print a statement for you.

We accept payments at our office via check, cashier's check, or money order.

# Amenities

*Two Sunset Pointe features four amenity centers spread throughout the community.*



*Dawn Mist Pool*

Dawn Mist, which is located next to our office features a pool (complete with children's splash pad,) gazebo, playground, basketball courts, hockey rink, and both soccer and baseball fields.

Our center at 2604 Leisure Lane features a pool, playground, and gazebo area.

Our other two centers at 2701 Bahia Rio and 3076 Seabrook include pools and playgrounds.

The pools are accessed with controlled access cards which are issued at our office.

You may also rent any of the amenity centers for birthday parties and events.



*Leisure Lane Playground*

## ask the experts >>>

**Q:** *Can I Make Exterior Improvements to my home?*

**A:** *Yes, with ARC Approval!*

While any Owner may remodel, paint, or redecorate the interior of his or her dwelling without approval, any exterior alteration, decoration, or construction visible from adjoining properties, the public right of way, or community open space requires approval.

You can find the ARC request documents on your owner portal or at [twosunsetpointe.com](http://twosunsetpointe.com). Requests can be uploaded through your portal. The committee will respond within 30 days.



Photo courtesy Ratna Dandamudi

## Walking Trails

The community also includes two catch and release fishing ponds and walking trails located off of Sunflower Drive and 423. This common area is great for exercise and is open from dawn to dusk each day.

## Pool Access

The pools are accessed with controlled access cards which are issued at our office.

Residents requesting cards should visit the Pool and Pavilion Documents section of our website, [twosunsetpointe.com](http://twosunsetpointe.com), in order to download the necessary forms. Completed documents can be emailed or dropped off at the HOA office.

## Update Your Contact Information

Please fill out and return your New Homeowner Form so that the office has your correct contact information and homeowner portal access can be assigned.

You can download a copy of the form from [twosunsetpointe.com](http://twosunsetpointe.com). You can either email the document or drop it off at the HOA office.



# Governing Documents

The Governing Documents are the legally recorded documents that create the Association and govern its operation. In other words, they are the rules that the Board of Directors and homeowners in a community must follow. Please review them at your convenience.

Governing Documents for the community can be downloaded from the Two Sunset Pointe website:  
<https://www.twosunsetpointe.com/documents/governing-documents.aspx>



## Important contacts >>>

SBB Management Company  
972-960-2800  
12801 N. Central  
Expressway, Suite 1401,  
Dallas, Texas 75243  
[www.sbbmanagement.com](http://www.sbbmanagement.com)

Town of Little Elm  
100 W Eldorado Pkwy  
Little Elm, TX 75068  
[www.littleelm.org](http://www.littleelm.org)

Little Elm Police Department  
214-975-0460  
88 W Eldorado Pkwy  
Little Elm, TX 75068  
[www.littleelm.org/134/police](http://www.littleelm.org/134/police)

Little Elm Fire Department  
214-975-0420  
100 W Eldorado Pkwy  
Little Elm, TX 75068  
[www.littleelm.org/98/Fire](http://www.littleelm.org/98/Fire)

Community Waste Disposal  
972-392-9300  
2010 California  
Crossing Road  
Dallas, TX 75220  
[www.communitywastedisposal.com/](http://www.communitywastedisposal.com/)

Coserv Electric  
940-321-7800  
7701 S Stemmons Freeway  
Corinth, TX 76210  
[www.coserv.com](http://www.coserv.com)

Little Elm Animal Services  
972-377-1898  
1605 Mark Tree Lane  
Little Elm, TX 75068  
[www.littleelm.org/81/AnimalServices](http://www.littleelm.org/81/AnimalServices)

Little Elm Rec Center  
972-731-3277  
303 Main Street  
Little Elm, TX 75068  
[www.littleelm.org/810/RecreationCenter](http://www.littleelm.org/810/RecreationCenter)

Little Elm Library  
214-975-0430  
100 W Eldorado Pkwy  
Little Elm, TX 75068  
[www.littleelmlibrary.org](http://www.littleelmlibrary.org)

## Board Meetings

The Two Sunset Pointe HOA Board of Directors meets monthly to conduct business of the Association. Meeting dates and times can be found on [twosunsetpointe.com](http://twosunsetpointe.com), our Facebook page, and the weekly eblast.

The Annual Meeting of the Members is held each February. During this meeting, the Board updates homeowners on the state of the Association and new Board members are elected.

### Trash Collection

Little Elm Utility Customers are serviced by Community Waste Disposal (CWD) for pick up and removal of trash, recycling, bulk trash, and brush. Trash and recycling occur on a weekly basis, while bulk and brush are serviced bi-weekly (twice a month.)

All 95-gallon trash and recycling carts are required to be stored behind the front building line of your home, not curbside. Residents may place carts out by the street on the day before service after 7 p.m. Carts must be removed from curbside by 7 a.m. the day after services.

Trash outside the cart will not be picked up. The cart should be placed at the edge of the street with the lid closed and 4 feet of clearance space on either side of the cart. Please place the cart handle facing your house, and within 3 feet of the curb. Overloaded carts will not be serviced.

For more information about trash collection, please visit the Town of Little Elm's website:  
<https://www.littleelm.org/293/Solid-Waste-Division>

Still Have Questions?  
Contact us at **469 362-0580**  
[www.twosunsetpointe.com](http://www.twosunsetpointe.com)

### Electric and Gas Utilities

CoServ is an electric and gas distribution company that serves North Texas. Incorporated as Denton County Electric Cooperative in 1937 and doing business as CoServ Electric since 1998, they have over 11,253 miles of electric infrastructure serving more than 258,000 meters across Denton, Collin, Cooke, Grayson, Tarrant and Wise counties. Our natural gas affiliate, CoServ Gas, was established in 1998 and serves more than 135,000 gas meters in Denton, Collin and Kaufman counties.

To connect new service or for more information, visit <https://www.coserv.com/>

### Water and Waste Utilities

The Town of Little Elm Utility Billing Office manages the billing for water, wastewater, and trash service. Responsibilities include establishing new accounts, customer inquiries, trash and recycling bin replacement, and providing trash and recycling service information to new customers.

For more information, visit <https://www.littleelm.org/151/Water-Billing-Solid-Waste-Customer-Servi>



# SBB MANAGEMENT COMPANY

An Accredited Association Management Company

12801 North Central Expressway, Suite 1401, Dallas, Texas 75243

SBB has launched a **new 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 fastest response times. You can go paperless and opt for email or text communication instead of snail mail!

## Sign up for your portal today!

1. Go to <https://owner.sbbmanagement.com>
2. Click "Sign up" on the right hand side of the page
3. Submit your information (email address, property address, etc.)

You will receive your login credentials via email after 1-2 business days.

### *New 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!



# Sunset Pointe

## NEW OWNER INFORMATION SHEET

**Office Hours:**  
**Monday-Thursday 8:30am – 5:30pm**  
**Friday 8:30am-5:00pm**  
**Closed Saturday and Sunday**

**Today's Date:** \_\_\_\_\_

**Homeowner's Name: First** \_\_\_\_\_ **Last** \_\_\_\_\_

**Homeowner's Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Secondary Phone Number:** \_\_\_\_\_

**YES, please add my Email address so that I may receive community information and updates.**

**Email Address:** \_\_\_\_\_

**Secondary Email Address:** \_\_\_\_\_

**Closing Date:** \_\_\_\_\_

**If you have any questions, please feel free to contact us at 469-362-0580 or you can email us at [tspfrontdesk@sbbmanagement.com](mailto:tspfrontdesk@sbbmanagement.com).**

**Tim McConville, CMCA, AMS, PCAM**  
Onsite Community Manager



**Waiver and Release of Liability and Use Agreement**

I hereby acknowledge that I \_\_\_\_\_ or my child(ren) (hereinafter referred to as “User”) shall make use of the pool, amenity center, or other common area facilities (“Facilities”) which are owned by Two Sunset Pointe, Inc. (the “Association”), and (if applicable) privileges, activities or services whatsoever being offered by Two Sunset Pointe (“Provider”) FREELY, VOLUNTARILY, AND AT YOUR OWN RISK. Moreover, User hereby agrees and acknowledges to engage in any class, contest, game, function, exercise, competition or any other activity operated, organized, arranged or sponsored by Provider or Association, either on or off the Association’s premises AT OUR OWN RISK.

User assumes all responsibilities, risks, liabilities and hazards incidental to the holding of any function or activity at the Association’s Facilities and irrespective of any acts or omissions by the Association or its agents, including managing agent, whether negligent, intentional or otherwise, User releases and forever discharges the Association, its officers, directors, employees, agents and members past, present and future, and agrees to defend, indemnify, and hold the same harmless, from and against any and all losses, expenses, liens, claims, demands and causes of action of every kind and character for personal injury, death, property damage or any other liability damages, fines or penalties, including costs, attorneys’ fees and settlements, resulting from any act performed by or omission by User, User’s guests/invitees, arising out of or in connection with the use of Association’s Facilities.

Association shall have the right and option to terminate this Agreement and require User, User’s guests/invitees to leave the Association’s Facilities immediately should the Association’s agent determine, in his or her sole judgment, that the conduct of such person using the Association’s Facilities endangers the health or safety of any person, constitutes a threat to any property or violates federal, state or local laws or ordinances or the Association’s rules and regulations. User hereby agrees to comply with all federal, state or local laws or ordinances governing User’s use of the Association’s Facilities and all rules promulgated by Association.

Homeowner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_ Date \_\_\_\_\_





## Homeowner Pool Card Request

Today's Date: \_\_\_\_\_

Sunset Pointe Owner: \_\_\_\_\_

Sunset Pointe Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Homeowner E-Mail: \_\_\_\_\_

Homeowner Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

I hereby give my permission for my child(ren) ages 13-17 to be allowed access to the pool without my presence. I understand that they will be issued photo identification at the HOA office during normal business hours before being allowed into the pool areas by themselves. I understand that I am responsible for their behavior and will be held responsible in the event that they do not follow the pool rules. I understand that the use of any common areas or amenities, including the pools, can be revoked if the rules are not followed.

Minor's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Minor's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Minor's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Minor's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Minor's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Please review the Rules and Regulations for the pool enclosed in your welcome packet.

(over)



# Sunset Pointe

**Assumption of Risk and Release Agreement:** Acceptance of the access card for the Two Sunset Pointe pool and amenity center indicates your acknowledgement that the facility will not have Lifeguards or other attendants at all times. You accept responsibility that any members of your household, family and other invited guests use the pool and other Association common areas at their own risk. By acceptance of this access card, you understand and expressly acknowledge that you, on behalf of your household, family or invited guests, hold harmless and indemnify the Association and all their respective officers, directors, agents, contractors, employees, heirs, successors, assigns, volunteers and guests from all liability for any injury, loss or damage connected in any way whatsoever to your use of the pool or other Association common areas that may result from the Association's negligence, or design of the facility and/or equipment. All personal property brought to the pool or other Association common areas is brought at your sole risk as to its theft, damage or loss. You acknowledge that the members of your household, family or other invited guests will abide by any posted or published rules, procedures or signs associated with the use of the Association's recreational and common facilities and violations may result in a suspension of privileges. You acknowledge that you may be held financially responsible for acts of mischief or vandalism by members of this household, family or other invited guests that result in damage to the Association's equipment or facilities. You acknowledge that if your account with the Association is delinquent, your access to use of the pool is suspended until the delinquent situation is corrected. If any provision of this Release is found to be invalid by a court of competent jurisdiction, the remaining portions and provisions of the "Release" shall remain effective and shall be construed as if the invalid portion or provision had not been contained herein.

**Two cards per household will be issued. Replacement cost of lost cards is \$35 each.**

Homeowner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Signature is required for issuance of access key)

Pool Card #: \_\_\_\_\_  
\_\_\_\_\_

**You may contact the Management Office at [tspfrontdesk@sbbmanagment.com](mailto:tspfrontdesk@sbbmanagment.com) to coordinate picking up your cards. Please bring this completed form with you.**



## VOLUNTEER FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

I am available during the following hours for volunteer assignments and meetings:

Weekdays: \_\_\_\_\_ Weekends: \_\_\_\_\_ Mornings: \_\_\_\_\_ Afternoons: \_\_\_\_\_ Evenings: \_\_\_\_\_

I would be interested in chairing a committee: \_\_\_\_\_ YES \_\_\_\_\_ NO.

Tell us which committee you are interested in volunteering:

\_\_\_\_ Social Committee

\_\_\_\_ Building and Grounds Committee

\_\_\_\_ Communications Committee

\_\_\_\_ Welcome Committee

I cannot make regular meetings, but would be interested in volunteering with community events: \_\_\_\_ YES \_\_\_\_ NO.

Please summarize your special skills and qualifications you have from employment, previous volunteer work, or through other activities, including hobbies and sports.

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By submitting this application, I understand that my application must first be approved by the Board of Directors. I understand that I must be a member of the Two Sunset Pointe Homeowners Association, Inc. and be in good standing. I understand that I must hold myself to a business code of conduct, all information that I receive is confidential and must not be shared with other homeowners, and I must represent the HOA in a positive and professional manner.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Yes, the HOA may share my contact information for official HOA business. \_\_\_\_\_ Please initial.

The Two Sunset Pointe Homeowners Association, Inc. would like to thank you for volunteering to serve your community.