

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



Diane Barta, Community Manager
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Natalie Guyton, Administrative Assistant
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Happy Fourth of July!



The Two Sunset Pointe HOA Board of Directors and Staff wish residents a safe and happy Independence Day.

The HOA office will be closed on Friday, July 3, 2020. It will resume normal hours on Monday July 6, 2020.

In an emergency, SBB's Emergency Dispatch can be reached directly by calling 972-960-8500



Assessments



**Your Next
Assessments Are
Now Due**

Assessments Are Now Due



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.

Pay online at www.mutualpayproperty.com
or www.sbbmanagement.net

**Download Payment
Options**

**In an emergency, SBB's
Emergency Dispatch can be
reached directly by calling
972-960-8500.**

**Bulk Trash Pick Up
July 6th**

The next scheduled pickup is on

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

Payments made after July 30, 2020 are considered late and may be subject to additional fees.

HOA 101



The Role of the Management Company

In a homeowner's association, the Board of Directors and the management company must work together to run the HOA, which is considered a corporation. It is important to distinguish the management company's responsibilities from that of the Board of Directors (BOD).

The management of a large community is similar to running a large business. There is a great deal of work that needs to be done to ensure the community is operating smoothly; communities generally employ management companies like SBB to run the day-to-day operation. While policy, maintenance and fiduciary decisions ultimately rest with the Board of Directors, the Manager and staff can be counted on to carry out the Board's directives.

With many projects going on simultaneously, the management staff includes the Community Manager, Compliance Coordinator and Administrative Assistant. The staff's duties include assisting with all administrative work, acting as an advisor (not a decision maker) to the Board, drafting the annual budget, processing and paying invoices for all vendors, providing the Board with reports to assist with their decisions, processing architectural applications, performing property inspections, maintaining the common areas, and upholding the CC&Rs, Bylaws, and Rules and Regulations of the community. The HOA staff also answer homeowner's questions via phone or email as they arise.

The HOA staff is supported by SBB's corporate team. This team provides accounting, collections, a resale department, and direction when legal advice is needed. Each month the accounting department provides the financial reports, collection reports, and process and maintain homeowner's assessments and accounts. The HOA staff takes these items to the BOD and provides feedback or details on decisions made during open session meetings to the financial team as necessary.

Keeping our community operating smoothly is a true team effort with the BOD, HOA staff and of course, the homeowners!

The next scheduled pickup is on July 6, 2020 for sections of the community West of Little Elm High School. Remember, items should not be placed on the curb until 7 AM on the Saturday before pickup.

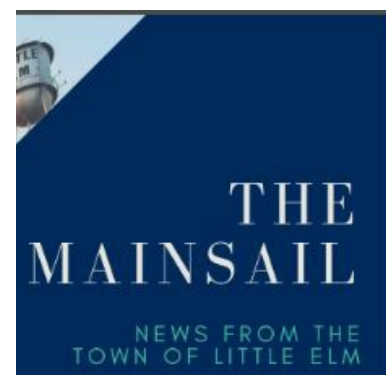


Improving Your Community



The HOA has replaced old and outdated signs around the community, specifically at the retention ponds. We will continue to update signage in the next few weeks.

Please remember that the ponds are catch and release only.



Board Meeting

July 9, 2020



meeting

The next board meeting will be held on July 9, 2020 via Zoom. Open session will be called at 6:30 pm and will immediately recess to executive session. Open session will reconvene at 7:00 pm for homeowners to join.

[Join Zoom Meeting By Clicking Here](#)

Meeting ID: 995 3314 2044

Password: 071174

Or Dial In:

+1 346 248 7799 US

You can email questions for the board to
d.barta@sbbmanagement.com

[Click Here To Download The Agenda](#)

Did You Know?



All external modifications require ARC approval before work can begin. This includes, but is not limited to, exterior painting, roof installations, driveway repairs, fence replacements, and adding accessory structures like sheds or playsets.

Once approved, projects must adhere to the plans submitted. Any change in work would require ARC approval. For example, if a pool installation is approved with a specific access point to the property, any change would have to be approved before beginning.

[For more information about ARC approvals, or to download forms, please visit our website by clicking here.](#)

Pools Are Open!

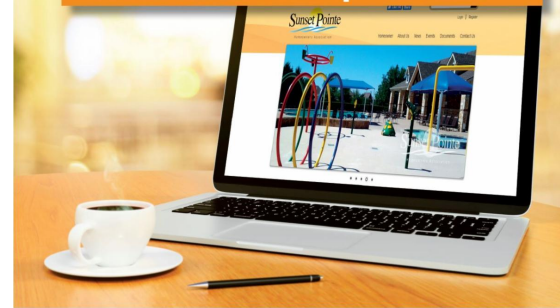
All homeowners, residents, and/or tenants wishing to access the pools this season must fill out a release form and return it to the management staff.

Due to the holiday weekend, pool cards will not be activated for the July 4 weekend after Thursday, July 2, 2020.

All release forms must be accompanied by a copy of each adult's ID or driver's license. All adults in the household must sign the release and all children's names must be listed.

[Click Here to Download the Pool Release Form.](#)

www.twosunsetpointe.com



SBB Homeowner Portal

SBBgo

If you need details about your account

such as your Account Balance, Payment History, Making a Payment, setting up Recurring Payments, finding information about what's going on in your HOA Community, the HOA Policy Rules and Regulations, Board Meetings and more, Please register on the online portal at <https://sbb251.sbbportal.com>.

The online portal can be accessed 24 hours a day, 7 days a week.

If you would like to make a payment over the phone, Please call Paylease at 1-866-729-5327.

Sunset Pointe

The onsite staff is working daily to assist

the residents of Two Sunset Pointe. The staff is available to answer your questions by calling 469-362-0580 from 8:00 AM to 5:00 PM, Monday through Friday.

If you would like to drop off your assessment check to the HOA office, please make sure that it is payable to Two Sunset Pointe HOA. Also, make sure your address and account number is included. If you do not have your account number, you may contact the HOA office and one of the staff

For a complete list of forms, pool hours, and additional rules please visit our website at twosunsetpointe.com.

members will be happy to assist you.

Two Sunset Pointe HOA

2300 Dawn Mist Drive
Little Elm, TX 75068
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Contact
Us

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