



FROM: SBB Management Company, AAMC

RE: Board Meetings for Your Association

Beginning January 1, 2012, Texas law required all Board meetings for your association to be open to homeowners. The association must provide notice of upcoming meetings to homeowners registered to receive the notices.

Texas allows associations several options for providing notice of meetings, but the most cost efficient method is to provide notice via an Internet website or other media and email. Notices of meetings must be provided at least 72 hours in advance of the meeting.

Consequently, your association will be posting notices of upcoming meetings on the web portal provided through SBB Management Company (SBB) and via email reminder to all homeowners registered on the portal to receive email.

SBB encourages all homeowners not already registered to do so as soon as possible. Only registered owners will receive notice of upcoming Board meetings. It is your responsibility as an owner to provide your email address to the association in order to receive notifications of upcoming meetings.

Owners register at [www.sbbmanagement.com](http://www.sbbmanagement.com). Please sign in under SBB Community Portal or click on "Residents" and log in. First time users will have to enter their last name as it appears on the association account statement you receive from SBB, their account number and a valid email address. Owners will receive an email with your initial Resident Log In Name and Password which can be changed upon log in.

If you do not know your account number, or if you have any other questions, please contact SBB's Technology Administrator, Mark Carstensen at [m.carstensen@sbbmanagement.com](mailto:m.carstensen@sbbmanagement.com) or at 972-960-2800, extension 315.

[www.sbbmanagement.com](http://www.sbbmanagement.com)  
Accredited Association Management Company

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