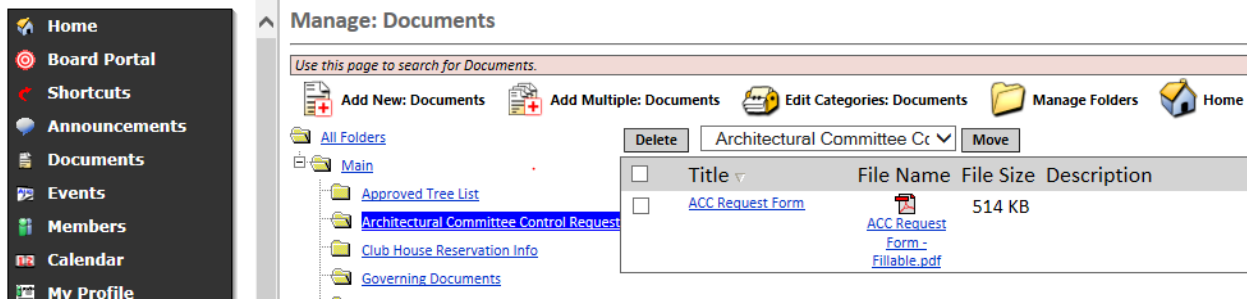
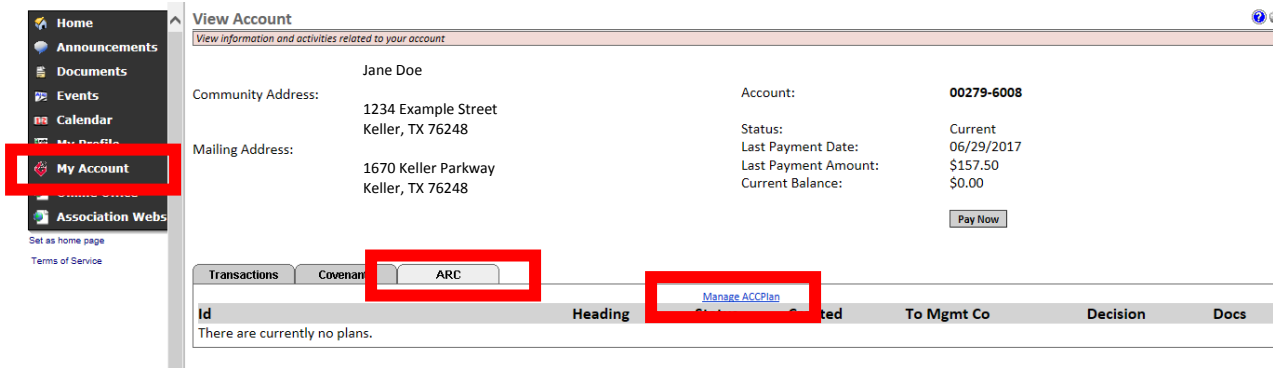


# ONLINE SUBMISSION OF ARCHITECTURAL PROJECTS OR EXTERIOR MODIFICATIONS

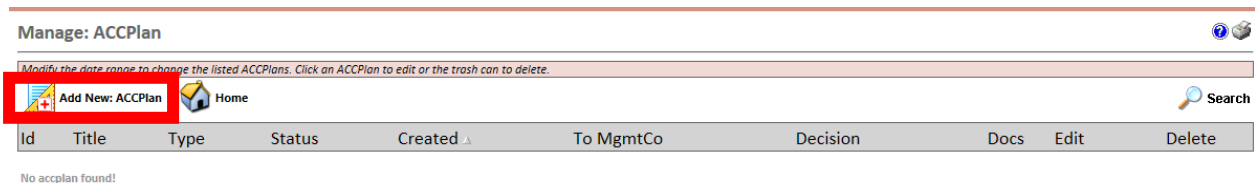
- Log in to [www.sbbmanagement.com](http://www.sbbmanagement.com)
- Click Documents on the left navigation pane
- Select Architectural Committee Control folder
- Open the ACC Request Form-Fillable
- Complete ACC Request form, and SAVE to your computer



- Click **My Account** on the left navigation pane
- Click the **ARC** tab
- Click the link for **Manage ACCPlan**



- Click the button to **Add New: ACCPlan**



- Enter the details of your project including the Title (ex: patio Cover, gazebo, shed), description of your project, contractor information (if available), and planned start and end date. Then click save.

**Instructions**  
Please complete an Architectural Control Committee (ACC) Request form and save to your computer. The form can be found in the documents section of this website. Then enter the details of your project including the Title (ex: patio Cover, gazebo, shed), description of your project, contractor information (if available), and planned start and end date click save. Then attach all appropriate documents to support your project request including the ACC Request form, plat, contractor construction plans, paint samples, and/or images of examples.

Title:

Type:

Description:

Contractor Name:

Contractor Phone:

Contractor Email:

Planned Start Date:

Planned End Date:

- In the next window, attach the completed ACC Request form , and any supporting documents including your plat, paint samples, construction plans, or images of examples
- Once all documents are submitted, click the link to **Submit Plan to Management Company**

**\*\*\*\*ACC Request form must be completed and attached for all projects. The form can be found in the documents section of this website**

ACCPlan - Shed

**Instructions**  
Please complete an Architectural Control Committee (ACC) Request form and save to your computer. The form can be found in the documents section of this website. Then enter the details of your project including the Title (ex: patio Cover, gazebo, shed), description of your project, contractor information (if available), and planned start and end date click save. Then attach all appropriate documents to support your project request including the ACC Request form, plat, contractor construction plans, paint samples, and/or images of examples.

**Plan Info**  
Name:

Status: [Submit Plan to Management Company](#)  
**This Plan has not yet been submitted for management company review**

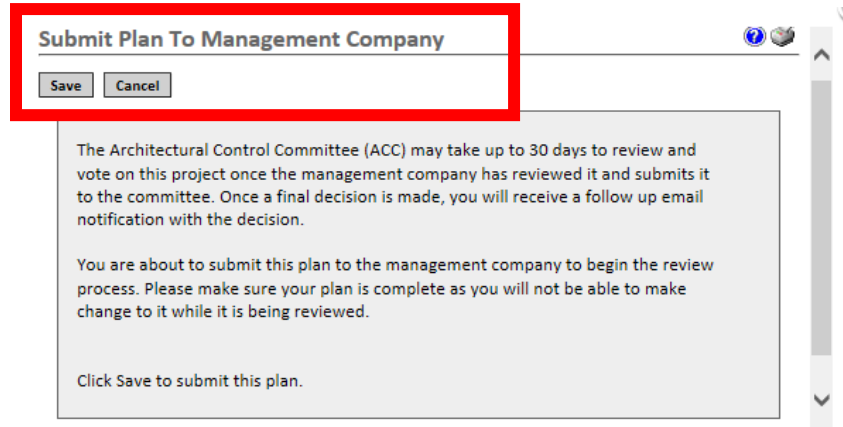
**Documents:** [Add Document](#)

Title	Type	File	Created	Last Update
ACC REQ - 1234 Example Street - Shed.pdf			09/13/2017	09/13/2017
plat of my lot.pdf			09/13/2017	09/13/2017
construction plans.pdf			09/13/2017	09/13/2017
paint sample.pdf			09/13/2017	09/13/2017

**Plan Status**  
Submitted to MgmtCo:  
Decision Date:  
Deposit:  
Deposit Refund:  
Submitted to ACC:  
Letters:

**Project Status**  
Contractor: Tough Shed  
Planned Start: 12/01/2017  
Planned Completion: 12/02/2017  
Actual Start:  
Actual Completion:  
Final Inspection Date:

- In the pop-up window, select **SAVE** to submit the project plan to SBB Management Company. The management company will review your request to ensure it's complete. If complete, the management company will submit to the Architectural Control Committee for review.



- You will then be returned to the project screen. Your project status should now say Pending Review.
- The project status will change once a decision has been made.

#### ACCPlan - Shed

**Done**

**Plan Info**

Name: Jane Doe

Address: 12345 Example Street

Status: **Pending Review**

ID: 138024

Title: Shed

Type: Shed

Description: Shed - 8ft tall x 10ft wide x 10 ft depth. Will be painted and shingled to match the home, and located in the back left corner of my yard with 5feet setback from side and back fence lines

Documents:

Title	Type	File	Created	Last Update
<a href="#">ACC REQ - 1234 Example Street - Shed.pdf</a>			09/13/2017	09/13/2017
<a href="#">plat of my lot.pdf</a>			09/13/2017	09/13/2017
<a href="#">construction plans.pdf</a>			09/13/2017	09/13/2017
<a href="#">paint sample.pdf</a>			09/13/2017	09/13/2017

**Plan Status**

Submitted to MgmtCo: 09/13/2017

Decision Date:

Deposit:

Deposit Refund:

Submitted to ACC:

Letters:

**Project Status**

Contractor: Tough Shed

Planned Start: 12/01/2017

Planned Completion: 12/02/2017

Actual Start:

Actual Completion:

Final Inspection Date:

FOR ANY QUESTIONS ON THIS PROCESS, PLEASE CONTACT:

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 817-482-1547 ext. 469