

# McKinney Greens Association

## Spring Landscape Reminders & Modifications Memo

By purchasing a home in McKinney Greens residents become members of the McKinney Greens Homeowners Association and assume individual responsibility for upholding our community covenants. This includes adhering to the design guidelines related to home upkeep. We all play a part in creating the cohesive appeal and high property values here in North Texas. These desirable outcomes are not only the responsibility of the Board of Directors, Committee volunteers, or Professional staff, but rather of our collective efforts.

As a homeowner it is your responsibility to be aware of, and understand the community guidelines. The McKinney Greens Homeowners Association has established specific Declaration of Covenants, Conditions, and Restrictions which outline these guidelines. The document outlines the expectations of the association as they pertain to your home. The DCCRS can be found in your homeowner portal under the documents tab. If you have questions or require additional assistance in understanding the DCCRS please contact the association manager.

### Spring into Action!

Each owner, at their own expense, must maintain their yard at a level, standard, and appearance that is commensurate with the neighborhood. Owners are expected to maintain attractive ground cover, rocks, bark mulch or lawn on all yards visible from a street, Common Areas or park/greenbelt with consistent watering. Bare dirt is not allowed. It is imperative you mow lawns and trim all plant materials at regular intervals and dispose of clippings. Fertilize as required and practice proper weed control. Trees must be maintained in good health. Now is the time to start your spring lawn care. McKinney Greens Compliance Inspectors tour the neighborhood every couple of weeks, please make sure you are staying on top of your lawn maintenance now as the warmer temps and spring rains will increase weeds and overgrowth.

#### **Maintaining your Texas lawn might feel like a lot of work:**

You might be wondering what lawn care steps you really have to take to keep your yard in good shape. Do you have time to give your lawn the care it really needs to look great? What if you mess something up or overlook a critical task? And, do you have time to maintain your lawn as you should?

#### **Lawn Care Tip #1 Fertilize your Texas lawn year-round.**

Consistency is the key! Your lawn needs ongoing nutrition. Consistent, year-round fertilization prevents regression in the lawn.

#### **Lawn Care Tip #2 Don't wait for weeds to grow before treating them. Preventive and curative weed control works best.**

Pre-emergent weed control is a treatment that is applied to your lawn before you even see the weeds. Pre-emergent applications help prevent weeds, particularly crabgrass, from reaching the soil line. Pre-emergent is a proactive way to manage crabgrass, which is a problem in many Texas lawns. But, pre-emergent is not a stand-alone solution for minimizing weeds, as it mainly addresses crabgrass. Curative treatments are also critical, this is called post-emergent weed control. **The take-away: Pre-emergent and post-emergent applications work together, so both are part of a complete lawn care program.**

**Lawn Care Tip #3 Follow these mowing best practices.**

Avoid the temptation to cut your grass extra short. You might think this will buy you time in between mowing's, but grass that is mowed too short is more susceptible to damage from harsh environmental conditions. In Texas, grass that's cut too short runs a greater risk of getting damaged by the hot, dry summer weather. Another common mowing error is cutting more than 1/3 of the total grass height at a time. Ideally, you should adjust the mowing frequency based on how fast your grass is growing, so you'll need to mow more often in early spring than in late summer. *Only cut off 1/3 of your grass's total height at a time.* The other problem is, you can damage the lawn if you leave long grass clippings on your property. Those clippings will basically suffocate the healthy grass, preventing nutrients, sun and oxygen from reaching it.

**In Texas, our lawns are one of these three turf types: Zoysia grass, Bermuda grass and St. Augustine grass. Zoysia can be mowed at 1½ to 3 inches. Bermuda grass should be mowed to 2 inches in height. And, St. Augustine grass can be mowed to 2½ to 4 inches.**

**Lawn Care Tip #4 Provide the right amount of water to your lawn year-round.**

Consistent, year-round watering helps maintain healthy soil and turf. Aim to water once per week in winter and two to three times per week in warm-weather months. But keep in mind, too much of a good thing can be—well, bad. Over-watering can trigger lawn diseases. Also, timing is critical. Be sure to water your Texas lawn in the early morning so whatever moisture is not absorbed by the soil is evaporated by the sun. Water that sits on a lawn during the night can cause fungal lawn diseases, defeating the whole point of watering in the first place: to keep your lawn healthy. **Make sure to follow the City of McKinney water restrictions when watering your lawn.**

**Lawn Care Tip #5 Manage lawn diseases before they become serious lawn problems.**

Take time to notice areas of your lawn that might be struggling. Look for thin or matted turf, brown spots and general indications that the grass is not performing. There is always a reason why. When you identify lawn diseases early, they can be treated effectively so your lawn has the greatest chance of recovering and growing strong.

**Lawn Care Tip #6 Keep an eye out for lawn pests and address them immediately.**

Monitor your lawn and identify any changes in appearance or vigor. A lawn care professional who visits your property weekly and gets to know your landscape will detect changes that could indicate issues like lawn pests. Again, early identification and treatment is the key to getting your lawn back on track and healthy, and pest issues are often hard for the average homeowner to diagnose. It's best to have a pro on board who is helping you on a consistent basis. Lawn pests aren't necessarily a huge problem—if they are managed right away (or on a proactive basis).

**Lawn Care Tip #7 Aerate and overseed your lawn annually, or when necessary.**

Aeration pulls up soil plugs, which breaks up thatch and loosens up compacted soil so grass roots have space to grow. Aeration also helps your lawn benefit from fertilizer applications because treatments can actually reach the turf roots once the lawn is "unplugged." When combined with overseeding—which is applying new, resilient grass seed to your existing lawn—the two best practices revitalize your lawn. Some homeowners look at aeration and overseeding as extras and wonder if they're really necessary. You can apply fertilizers and weed control year in and year out, but if you never address the grass roots and soil, your lawn will not reach its full potential.

## What is a Modification?

The word “**modifications**” can refer to a wide range of projects. Whether you’re hoping to add something new to your home exterior, or you need **to repair, replace, or update** already-existing features, you may need to submit an application and receive Committee approval to do so. By not submitting for approval a violation may be placed on your account. Like the gas company says, “Call before you Dig”, that is the ideal mindset when it comes to your home, you do not want to begin costly modifications or updates that may not meet the approval standards.

Article V provides additional information on Architectural Approval. This Information is posted below. The Committee does not want to set the tone that they’re demanding and controlling over what you can and cannot do with your home. **The Architectural Control Committees main goal is to keep in line with the architectural standards set forth by the community guidelines by preserving the consistency and integrity of The McKinney Greens Homeowners Association.** Over time the committee has considered new design styles and has approved variances to the original standards.

- 5.2 Submission of Plans to Architectural Control Committee, No building, fence, wall, parking area, swimming pool, spa, pole, mail box, driveway, fountain, pond, tennis court, sign, exterior color or shape, or new or modification of a structure shall be commenced, erected or initiated upon any Lot or the patio or garage used in connection with any Lot after the purchase of any Lot from Declarant, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same are submitted to and approved by the Committee. Plans and specification shall be submitted to the Committee at least fourteen (14) days prior to the commencement of any construction or modification. The following s shall be submitted for approval: a site plan showing the entire Lot with existing improvements, and floor plan and elevations of all faces of the proposed structure; and a description of all exterior construction materials. A copy of the above described plans and specifications may be retained by Declarant.

## I know the Guidelines, How do I Submit for Approval?

SBB has a new online portal for our homeowners where you can access your owner account, contact management, review open items such as violations, pay dues, and submit modification plans for review and approval.

**Below is a screenshot of what a homeowner account looks like while logged into the new portal**

- On the left hand side there is a tab labeled “**My Items**”, click on it and then the right side of the screen a new page will populate.
- You will then see an option to “**Submit a Request**”, by clicking submit a request this will then populate an option for “**General**” or “**ARC Request**”.
  - “**General**” relates to sending messages internally and populates options like “billing questions” or “work order”.
  - The “**ARC Request**” tab allows you to enter all information relating to an upcoming modification request.

- Once you click **“ARC Request”** a new screen will populate where you can enter more detailed information about your upcoming project.
  - Below the ARC Request option there is a PDF link to the McKinney Greens ACC Form, **this form is required when submitting for approval**. You can download and fill out the form and then attach under the ARC Request tab.

When submitting for approval it is important you include all required documents. Oftentimes the Committee has had to push back a request to a homeowner due to lack of information. The ACC form gives details on what is needed for review and ideally approval.

**Examples of required documentation include one or more of the following:**

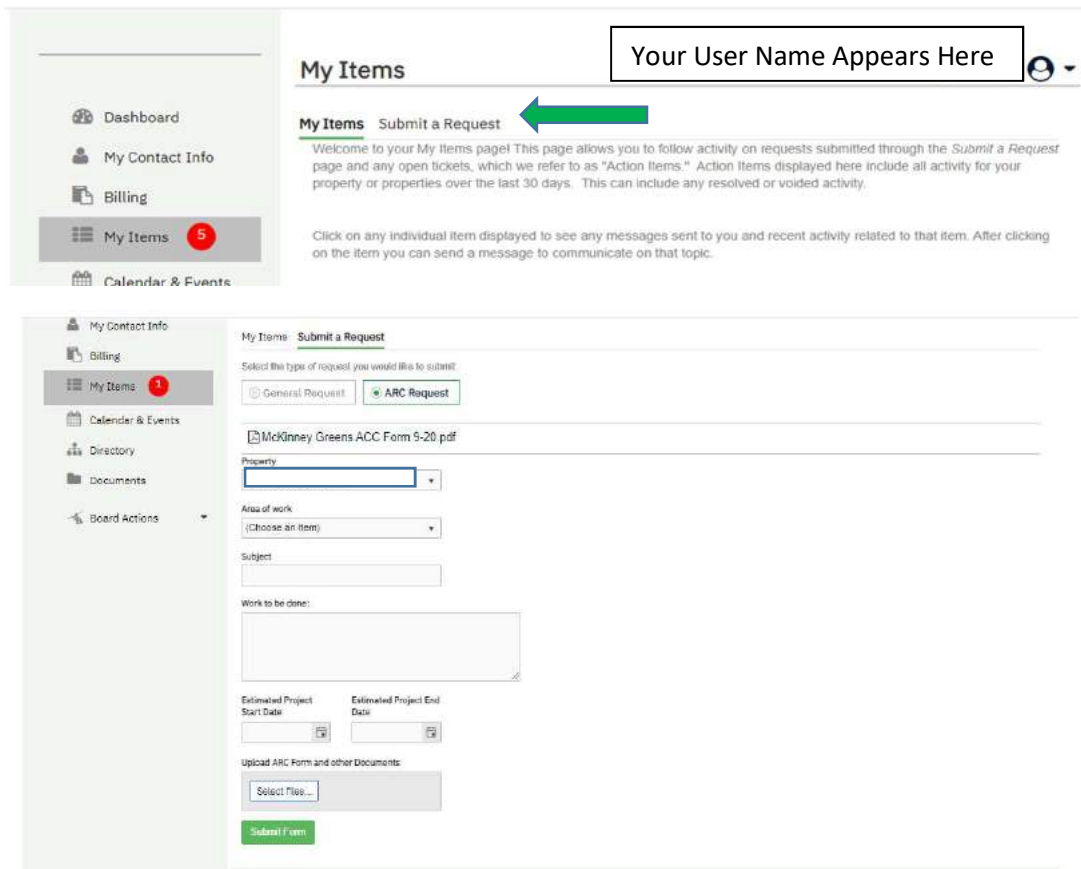
- A complete materials list for the project, including exact paint samples and/or stain color.
- A picture or drawing of the modification, complete with dimensions (height, width, depth, etc.).
- A site plan complete with dimensions. This plan must show the location of the following in relation to each other: the house, any other structures on the lot, the proposed structure including setbacks, and all property lines. You or your contractor will need to use a tape measure and complete the legwork necessary to supply these figures.

Most contractors are accustomed to working with HOA's and know the items required for submission, however, it is still the responsibility of the homeowner to make sure a thorough detail of work is submitted with the application for review.

**I've Started or Completed Modifications and Did Not Submit for Approval, What Do I Do?**

You will need to login to the owner portal and submit for approval, you will follow the steps above. You will also need to contact management so they can place a note on your account that you have already either started modifications or have completed them and you are submitting after the fact for approval.

**SBB HOMEOWNER PORTAL SCREEN SHOT ON NEXT PAGE**



The ACC Form required is posted on the next page, you can also download from inside your owner portal. You will fill out the form and upload with the additional supplemental documentation that support the improvements you're wanting to make to your home. Once you upload all documents required and submit from your homeowner portal the ARC Committee is notified and can begin the review process.

### **I Have Submitted My Documents How Long Will the Review Process Take?**

The McKinney Greens ARC Committee has up to 30 days to respond to your Modification Application request. However, they work to respond to applications in a more timely manner. The new owner portal has afforded the Committee the ability to review documents more quickly and provide owners with faster responses.

**If you have not yet signed up to have access to the portal please do so 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.

**On the next 3 pages you will see images of the McKinney Greens Homeowners Association Request for Architectural Control Committee Approval Document.**

## McKinney Greens HOA — Request For ACC Approval

This is your application for approval by the Architectural Control Committee of an improvement to your lot or home. Please read it carefully. The Architectural Control Committee will review your information and approve or deny your request. The Architectural Control Committee has up to (14) fourteen days to respond with a decision following the receipt of this request. Please send by mail, fax or email TWO (2) completed request forms to:

McKinney Greens HOA ACC  
12801 N. Central Expressway, Suite 1401  
Dallas, Texas 75243

Phone: 972-960-2800  
Email: acc@sbbmanagement.com

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

HOME PHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_

WORKPHONE: \_\_\_\_\_

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

### Check Appropriate Request:

\_\_\_\_\_ INSTALL SATELLITE DISH — Please include map or describe proposed location. Satellite dishes larger than eighteen to twenty four inches (18" to 24") in diameter shall not be allowed unless they comply in all respects with the Declaration of Covenants, Conditions and Restriction sf or McKinney Greens Homeowners Association, Inc.

\_\_\_\_\_ FENCE ADDITION OR REPLACEMENT

\_\_\_\_\_ PERGOLAOR PATIO ADDITION (Include: city work permit)

\_\_\_\_\_ NEW ROOF (Include: city work permit, manufactures specs — type, color, warranty)

OTHER \_\_\_\_\_

### DETAILOF WORK:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please include a copy of the SURVEY of your Lot showing the EXACT location, height/square-footage of the improvements, existing structures and property lines and a complete list of construction materials and construction drawings/plans.

### CERTIFICATION AND AGREEMENTS:

Homeowner certifies that all materials submitted to the Architectural Control Committee with this application for review are true and correct. Homeowner understands and agrees that no work may be performed prior to or in deviation from the terms of a permit approved by the Architectural Control Committee. Homeowner agrees to be bound by the Architectural Control Committee Rules and Standards.

McKinney Greens HOA — Request For ACC Approval

Page 2

Date of Application \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Complete Date: \_\_\_\_\_

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

McKinney Greens HOA — Request For ACC Approval

Page 2

Date Received by HOA Management

\_\_\_\_\_

Date Received by the ACC

\_\_\_\_\_

Architectural Control Committee Action:

\_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved      Other \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Homeowners Association McKinney Greens Inc. Architectural Control Committee

By: \_\_\_\_\_

Date of Action:

---

THIS APPLICATION HAS BEEN REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING THE AESTHETIC COMPATIBILITY OF DESIGN WITH THE VARIOUS PROVISIONS OF HOMEOWNERS ASSOCIATION OF MCKINNEY GREENS, INC. DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. NO REVIEW HAS BEEN MADE WITH RESPECT TO FUNCTIONALITY, SAFETY, COMPLIANCE WITH GOVERNMENTAL REGULATION, OR OTHERWISE AND ANY PARTY WITH RESPECT TO ANY SUCH MATTERS SHOULD MAKE NO RELIANCE ON THIS APPROVAL. THE ABOVE SIGNED EXPRESSLY DISCLAIMS LIABILITY OF ANY KIND WITH RESPECT TO THIS REQUEST, THE REVIEW THEREOF, OR ANY STRUCTURES BUILT PURSUANT THERETO. THE ARCHITECTURAL CONTROL COMMITTEE MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, OR ANY OF ITS MEMBERS AND NONE ARE TO BE INFERRED FROM APPROVING OR DISAPPROVING THIS APPLICATION.

**As noted, this can be found in the homeowner portal or by request via email to your Association Manager. It is best advised to go ahead and get signed up on the portal as that is how modifications request are to be submitted for review.**

The McKinney Greens Board of Directors and ARC Committee thank you for reviewing the Spring Landscape Reminders and Modifications Memo.

Please contact the Association Manager, Angie Beené ([a.beene@sbbmanagement.com](mailto:a.beene@sbbmanagement.com)) if you have any additional questions, you can also submit questions through the homeowner portal.

March 15, 2021