

**PROPERTY OWNERS' ASSOCIATION  
MANAGEMENT CERTIFICATE**  
*for*  
**Potranco Ranch West Home Owners Association**

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In compliance with the provisions of Section 209.004 of the Texas Property Code, the undersigned entity gives notice that it is managing the herein described Association:

- 1. Name of the Subdivision:** Potranco Ranch West
- 2. Name of the Association:** Potranco Ranch West Home Owners Association
- 3. Recording Data for the Subdivision:**  
Subdivision Plat Establishing Potranco West II Unit I, recorded on January 4, 2023 as Document No. 2023000074 of the map or plat records of Medina County, Texas Amending Plat of Potranco West II, Unit I, recorded on May 18, 2023 as Document No. 2023004254 of the map or plat records of Medina County, Texas
- 4. Recording Data for the Declaration and the Declaration Amendments:**  
Declaration of Covenants, Conditions and Restrictions for Potranco Ranch West recorded on May 31, 2022 as Document No. 2022005728 of the Official Public Records of Medina County, Texas
- 5. Name and Mailing Address of the HOA:**  
Potranco Ranch West Home Owners Association c/o SBB Management Company, LLC 12801 N. Central Expressway Suite 1401 Dallas, TX 75243
- 6. Name, Mailing Address, Phone Number and Email for designated representative:**  
SBB Management Company, LLC  
2801 N. Central Expressway  
Suite 1401  
Dallas, TX 75243  
972-960-2800  
[support@sbbmanagement.com](mailto:support@sbbmanagement.com)
- 7. Website Address for Accessing Dedicatory Instruments:**  
[www.sbbmanagement.com](http://www.sbbmanagement.com) use the "find my community" search bar to locate the community webpage
- 8. Fees charged by Association related to property transfer:**
  - Resale Certificate- \$375.00
  - Transfer Fee- \$340.00
  - Resale Certificate Update Fee- \$75.00
  - 1 Business Day Rush- \$360.00
  - 3 Business Day Rush- \$ 260.00
  - 5 Business Day Rush- \$160.00
  - 7 Business Day Rush- \$ 75.00
  - Amenity device deactivation fee- \$20.00

This management certificate is filed of record in Medina, Texas by the entity managing the Association. It shall be valid until a later Management Certificate is filed of record by the Association or a successor manager, or until a termination of this Management Certificate is filed of record, whichever is sooner.

Vanessa Burch

By Vanessa Burch, Managing Agent for Potranco Ranch West Home Owners Association

Duly Authorized Agent

Signed: March 25, 2025

STATE OF TEXAS §

§  
Dallas  
COUNTY OF ~~MEDINA~~ §

This Instrument was signed before me on 03/25/25, and it was acknowledged that this instrument was signed by Vanessa Burch for the purposes and intent herein expressed.

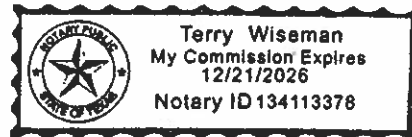
Terry Wiseman

Notary Public in and for the State of Texas

Notary Printed Name: Terry Wiseman

My Commission Expires: 12/21/2026

AFTER RECORDING RETURN TO:  
SBB Management Company, LLC  
12801 N. Central Expressway  
Suite 1401  
Dallas, TX 75243



<Notary Stamp Above>



\*VG-25-2025-2025003579\*

**Medina County  
Gina Champion  
Medina County Clerk**

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**Instrument Number:** 2025003579

Real Property Recordings

Recorded On: April 21, 2025 11:31 AM

Number of Pages: 3

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**" Examined and Charged as Follows: "**

Total Recording: \$29.00

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\*\*\*\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\*

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

**File Information:**

Document Number: 2025003579  
Receipt Number: 20250421000024  
Recorded Date/Time: April 21, 2025 11:31 AM  
User: Ruby G  
Station: ccscan1.medinacounty.local

**Record and Return To:**

SBB MANAGEMENT COMPANY  
12801 N CENTRAL EXPRESSWAY SUITE 1401  
  
DALLAS TX 75243



**STATE OF TEXAS  
Medina County**

**I hereby certify that this Instrument was filed in the File Number sequence on the date/time printed hereon, and was duly recorded in the Official Records of Medina County, Texas**

Gina Champion  
Medina County Clerk  
Medina County, TX