

Locksley Woods Condominium Association, Inc.

106 Regency Blvd.
Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

www.russellpm.com

A. **Dues Assessment:** \$203.56 per month (\$213.73 eft 1.1.22)

Due Date: 1st day of the month

Draft Date: 15th day of the month

Late Date: 21st day of the month

Late Fee: 1.5% of balance monthly (8% per annum)

Dues Cover:

Building and Parking Lot Lighting

Common Area Landscaping

Common Area Maintenance

Community Pool

Directors and Officers Insurance

Escrow for long-term repairs

General Exterior Building Maintenance

General Liability Insurance

Landscaping

Management Fees

Master Policy

Parking lot maintenance/paving

Pest Control (Quarterly and As Needed)

Pond maintenance

Suddenlink Basic Cable TV and Highspeed internet (eft 2.1.21)

Termite Inspections (Annual)

Water and Sewer Service

B. **Landscaping:** Hawk Creek Landscaping
All landscape concerns must be put in writing

C. **Termite and Pest Control:** Othos Pest Services 252-227-4005
Call Pest Control directly to schedule inside pest treatment.

D. **Master Insurance Policy:** Steven West Insurance Services - (252) 756-3212
Each homeowner will need a HO6 (owner occupied) or Business Owners Policy (BOP ~ Investor Owned) insurance policy for their unit(s).

E. **Parking Permit:** Required by all residents & visitors parking for more than 7 days

F. **HOA Manager:** Cali Hardee
Cali@russellpm.com 252-329-7368 ext 208

Russell Property Management

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Locksley Woods HOA

Homeowners Association Information Sheet

Property Address: _____

Homeowner's Name: _____

Spouse or Co-Owner's Name: _____

Owner's Mailing Address: _____

Telephone: _____ (Home)

_____ (Work)

_____ (Cell)

Email Address: _____

It is very important that we receive this information for your benefit. This is general information needed by your homeowners association and will be filed in your personal file in the HOA Manager's Office at Russell Property Management.

PLEASE MAIL OR FAX TO US ASAP!
THANK YOU FOR YOUR TIME.

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Draft Authorization

I, _____, hereby authorize Russell Property

Management to charge my monthly dues/rent to the following account:

(Address for unit)

(Mailing address, if different from unit)

Draft Payable to (HOA name)

Date of first draft

Amount to be drafted each month

Please note:

* If HOA dues assessments are increased, your draft will automatically be increased. Any special assessments or other charges will require written permission to draft, unless otherwise stated.

** HOA dues will be drafted approximately 5 days before your associations late day. Draft date = 15th of month (unless falls on weekend or holiday), please allow 2-4 business days for your bank to process this transaction

Signature

Date

Please attach a voided check

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HOA Member Portal:

Russell Property Management has a tab on our home page called “Homeowners Associations”. Under this tab, is a menu selection called “HOA Members” that will bring you to the member portal. There is a short video about how to register and use the member portal. Once you are set up in the system, you can use the online HOA Member Portal until you sell your home.

To gain access to your account information, you will have to follow the process below:

1. Select the “Homeowners Associations” tab on the www.russellpm.com home page.
2. Select the “HOA Members” located within the top banner.
3. Enter the required information to sign in or click “Register Now” for first time users.
4. If your email address IS in our system, you will receive an email from PropertyWeb@propertyboss.com that will give you a temporary password. Cut and paste the temporary password into the sign-on screen.
5. If your email address is NOT in our system, your request to be added to the HOA member login must be processed by RPM staff and we will contact you the next business day by email to inform you that you can access your account online.
6. After logging on the first time with the temporary password, the system will ask you to change the password to a permanent password.
7. You may now access the HOA Member Login.

The Member Portal will allow members to:

- a. View/change the contact and account information RPM has on file for you.
- b. Create new work orders or inquire on the status of existing work orders for your home (if applicable).
- c. Pay your dues or other charges online.

HOA members can use a VISA, MasterCard, Discover, American Express, Bank Debit Card (checking or savings) and bank account drafts to pay their dues or other charges online. RPM will charge a service fee in addition to the charges you owe. The service fees are:

Charging Method	Service Fee
Visa, MasterCard, Discover, Debit Cards	\$2.95, plus 3%
Bank drafts for checking/savings accounts	No fee in office; online fees may still apply

EXAMPLE ONLY: THE AMOUNTS BELOW MAY NOT REPRESENT YOUR DUES AND SERVICE FEE AMOUNTS.

You want to pay your \$25.00 HOA dues online. If you use a Visa credit card, the total amount charged to your card will be \$28.79 (service fee of \$2.95, plus 3% of the transaction total).

You can also pay your dues with a credit or debit card at our office or over the phone. The same service fees above will apply. If you sign up for the recurring payment service on the website, service fees will apply.

If you would prefer to have your account automatically drafted by our office each month, there are no fees for this service. You must complete and return the attached draft form to establish this through our office.

You can access the HOA Member Portal via the www.russellpm.com website. For best display results, we recommend that you use Internet Explorer Version 8.0 or higher, Firefox, or Google Chrome. If you have any questions, please feel free to contact our office at 252.329.7368.

Thank you,

Russell Property Management

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Resident Parking Permit Registration

Date: _____

Resident: _____ Circle: Owner or Tenant

Property Address: _____

Vehicle: Make _____ Model _____ Color: _____

Tag number: _____ Registered to resident: YES _____ NO _____

If NO: Registered owner name _____

Vehicle: Make _____ Model _____ Color: _____

Tag number: _____ Registered to resident: YES _____ NO _____

If NO: Registered owner name _____

Primary Contact Information:

Telephone: _____ (Home)

_____ (Work)

_____ (Cell)

Email Address: _____

Permit Number: _____

All vehicles on the property must comply with the rules issued by the association or be
subject to towing.

Resident Parking Permit - Blue sticker Office Use Only

Received by: _____ Date: _____

Entered by: _____ Date: _____

LOCKSLEY WOODS HOA

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Homeowners Association TENANT Information Sheet

Owner's Name and Mailing address: _____

Property Address: _____

Check the box to indicate if the property is used as an investment
or resided in by a family member

Property Manager: _____

Tenant's Name: _____

Tenant's Contact Information:

_____ (Home) _____ (Work)

_____ (Cell) _____ (Email)

Tenant's Name: _____

Tenant's Contact Information:

_____ (Home) _____ (Work)

_____ (Cell) _____ (Email)

Lease Term Dates: _____

If you have multiple tenants in one unit, please list information for all persons.

It is very important that we get this information for your benefit in case of an emergency. We ask that you update us each time a new tenant moves in. This is general information needed by your homeowners association and will be filed in your personal file in the homeowners association department of Russell Property Management. We suggest that any owner who rents their unit within Locksley Woods attached the "Crime Free Lease Addendum" to the lease agreement with their tenant/s.

PLEASE MAIL OR EMAIL OR FAX TO US ASAP!
THANK YOU FOR YOUR TIME.