

# ***Spring Forest Condominiums HOA Inc.***

## **Breakdown of Dues Paid**

The information provided below is not meant to cover all aspects of the *Spring Forest Homeowner Association* Covenants but the Board has provided below a summary of what benefits *Spring Forest Homeowner Association* homeowners receive from paying HOA dues. *Spring Forest Homeowner Association* Board of Directors encourages you to read the covenants thoroughly and become active in the association by participating in annual meetings and serving on boards. If you have any further questions about the covenants, consult your attorney, the Property Management Company or Spring Forest Board members. It is the responsibility of the *Spring Forest Homeowner Association* Board of Directors to establish a budget to cover the expenses of the association and prioritize/approve how dues spent on the behalf of the HOA and its members.

### **HOA Information**

#### **Sheet A. Dues: \$180**

Dues Due:      First Day of the month  
                    Draft Date: 10<sup>th</sup> Day of the Month  
                    Late on the 11<sup>th</sup> Day of the Month  
                    Late Fee: \$25.00

Dues Cover:   General Liability Insurance  
                    Association Management  
                    Directors and Officers Insurance  
                    Master Policy  
                    Exterior Building Maintenance  
                    Parking Lot Maintenance  
                    Escrow for Long Term Repairs  
                    Landscaping  
                    Dumpster Repair  
                    Street Lights  
                    Water  
                    Termite/Pest Control  
                    Pool

B.      Landscaping: WB Denton

C.      Termite/Pest Control: Othos Pest Control (252-227-4005); Call the pest control company directly to schedule a time for treating the interior of your home, as needed.

HOA manager is Tonya Jones.

All concerns and maintenance requests should be emailed to [hoaadmin@russellpm.com](mailto:hoaadmin@russellpm.com)  
or you may call 252.329.7368.

***Spring Forest Homeowner Association***

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

www.russellpm.com

**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: \_\_\_\_\_

**PLEASE MAIL OR FAX TO US ASAP!**

**THANK YOU FOR YOUR TIME AND COOPERATION!**

***Russell Property Management, Inc.***

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

**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 are increased, your draft will automatically be increased
- \*\* HOA dues will be drafted approximately 5 days before your associations late day.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please attach a voided check**

# **Russell Property Management**

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Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

[www.russellpm.com](http://www.russellpm.com)

## **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](http://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](mailto: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:

<b>Charging Method</b>	<b>Service Fee</b>
Visa, MasterCard, Discover, American Express, Debit Cards	\$2.95, plus 3%
Bank drafts for checking/savings accounts	No fees 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](http://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***

# Russell Property Management

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Greenville, NC 27834

Phone: 252.329.7368/ Fax: 252.355.9641

## Homeowners Association TENANT Information Sheet

Homeowners Association: \_\_\_\_\_

Owner's Name and Mailing address: \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Tenant's Contact Information:

\_\_\_\_\_ (Home)                      \_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell)                      \_\_\_\_\_ (Email)

Tenant Vehicle Information:

Make and model \_\_\_\_\_

License Plate \_\_\_\_\_

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.

PLEASE MAIL OR EMAIL OR FAX TO US ASAP!

THANK YOU FOR YOUR TIME.