

***Abigail Trails Homeowners Association, Inc.***

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

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

**HOA Information Sheet**

A. Dues: \$50 per month

The HOA dues assessment is assessed on the first day of the month. The current dues assessment is \$50 a month per lot.

Dues Cover: General Liability Insurance for Common Area  
Directors Insurance  
Landscaping outside fenced-in areas  
Pond maintenance

HOA manager is Amber Whittington.

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

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**Homeowners Association Information Sheet**

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

Homeowners Name: \_\_\_\_\_

Spouse or Co-Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ (Home)

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

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

Primary Email Address: \_\_\_\_\_

Secondary Email Address: \_\_\_\_\_

It is very important that we receive this information from you for your benefit. This is general information needed by your homeowner's association and will be filed in your personal file in the **HOA Office** at Russell Property Management and your email will be used to invite you to the FrontSteps portal. You can email this form back to your manager rather than returning it via postal mail.

**PLEASE EMAIL, 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 the associations late day.

\*\*\* There is a \$1 fee per draft for this service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

**PLEASE ATTACH OR EMAIL IN A PICTURE OF A VOIDED CHECK**