

***Barrington Fields Homeowners Association***

106 Regency Blvd.  
Greenville, NC 27834  
Phone: 252.329.7368 Fax: 252.355.9641  
[www.russellpm.com](http://www.russellpm.com)

**HOA Information Sheet**

**Dues:** \$250.00 per year

**Dues Due:** First Day of Fiscal Year (July 1<sup>st</sup>)  
Late after the 59<sup>th</sup> day  
Late Fee: 1% of unpaid charges monthly

**Dues Cover:** Signage Lighting  
Management Fees

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: \_

Homeowner's Name: \_

Spouse or Co-Owner's Name: \_

Owner's Mailing Address:

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Telephone: \_\_\_\_\_ (Home)  
\_\_\_\_\_ (Work)  
\_\_\_\_\_ (Cell)  
\_\_\_\_\_ ( \_\_\_\_\_ )

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

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

It is very important that we get this information for your benefit. 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 FAX TO US ASAP!  
THANK YOU FOR YOUR TIME.

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**Bank Draft Authorization**

I, \_\_\_\_\_, hereby authorize Russell Property

Management to draft my HOA dues for the street address

\_\_\_\_\_  
Home Address City State Zip

\_\_\_\_\_  
(Mailing Address for unit (If different than address above) City State Zip

\_\_\_\_\_  
Draft Payable to (HOA name)

\_\_\_\_\_  
Day of Month for Draft Amount to be Drafted

Draft Frequency (circle one) \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Annual

Contact Phone Number \_\_\_\_\_

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.
- \*\*\* The HOA will draft the account balance.
- \*\*\*\* Bank Drafts will NOT draft for special assessments (if applicable).
- \*\*\*\*\* There is a \$1 fee per draft for this service.

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

Account Holder Name: \_\_\_\_\_

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

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

Account Type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

\_\_\_\_\_  
Signature Date

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**Credit/Debit Card Draft Authorization**

I, \_\_\_\_\_, hereby authorize Russell Property  
Management to draft my HOA dues for the street address

\_\_\_\_\_  
Home Address City State Zip

\_\_\_\_\_  
Draft Payable to (HOA name)

\_\_\_\_\_  
Day of Month for Draft Amount to be Drafted

Draft Frequency (circle one) \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Annual Contact

Phone Number \_\_\_\_\_

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.
- \*\*\* The HOA will draft the account balance.
- \*\*\*\* Drafts will NOT draft for special assessments (if applicable).
- \*\*\*\*\* There is a 3.0% fee per draft for this service.

Account Holder Name: \_\_\_\_\_

\_\_\_\_\_  
Card Billing Address City State Zip

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

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

\_\_\_\_\_  
Signature Date