

***Brook Valley Realty Owners Association of Greenville, 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: \$200 per year

Dues Cover: Common Area Maintenance  
Common Area Landscaping  
Signage Lighting  
Management Fees

HOA Manager: Amber Whittington

All concerns should be emailed to [amber@russellpm.com](mailto:amber@russellpm.com) or 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)

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!**

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

ATTACH VOIDED COPY OF CHECK HERE

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

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Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

**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