

# ***Breezewood II Condominiums Homeowner's Association, Inc.***

## **Breakdown of Dues Paid**

The information provided below is not meant to cover all aspects of the *Breezewood II Homeowner Association* Covenants, but the Board has provided below a summary of what benefits *Breezewood II Homeowner Association* homeowners receive from paying HOA dues. *Breezewood II 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 Breezewood II Board members. It is the responsibility of the *Breezewood II 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: \$193 per month (eff. 4.1.24)

Dues Due: First Day of the month  
Draft Date: 17<sup>th</sup> Day of the Month  
Late on the 21<sup>st</sup> Day of the Month Late Fee: 1.5% of unpaid charges

Dues Cover: General Liability Insurance  
Hazard Insurance on Buildings Building and Parking  
Lot Lighting Water and Sewer Service  
External Building Maintenance Common Area  
Maintenance Common Area Landscaping Termite  
Inspections (Annual)  
Pest Control (Quarterly and on Call service) Management Fees

B. Landscaping: Little's Nursery

C. Termite/Pest Control: Clegg's Termite and Pest Management (252)752-5175; Call the pest control company directly to schedule a time for treating the interior of your home, as needed.

HOA manager is Freedom Edmundson

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

***Breezewood II 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

106 Regency Blvd

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.

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

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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

**ATTACH VOIDED COPY OF CHECK HERE**

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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