

Cross Creek Homeowner's Association of Greenville, Inc.

Breakdown of Dues Paid

The information provided below is not meant to cover all aspects of the Cross Creek Covenants but the Board has provided below a summary of what benefits Cross Creek homeowners receive from paying HOA dues. The Cross Creek 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 CC Board members. It is the responsibility of the Cross Creek 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.

Dues: \$78.00 per month, due on the 1st day of the month

Draft: 10th Day of the Month

Late Date: 20th of the Month

Late Fee: \$10

The dues you pay at Cross Creek currently pay for the following benefits/expenses of the association:

1. Annual Termite inspections.
2. Pest Control will be provided by Eastline Pest Management 252-633-1719 effective 1-1-2025.
3. Exterior lawn maintenance of areas outside patio (e.g. front lawn, sidewalk, parking lots and entrance). This includes replacement of pine straw and dead or missing bushes.
4. Pressure washing of building exteriors to remove mildew and dirt.
5. Professional management of the association and property by a local property management group.
6. Dumpster supply and maintenance.
7. Parking lot lighting.
8. General liability insurance for the common areas and Board of Directors.
9. Exterior replacement/repair of parking lots, sidewalks, siding, fences, and shingles as needed. Damage to these building components as a result of wind, water, vandalism or fire is not covered by the HOA. Your hazard insurance carrier (e.g. homeowner policy) would cover these types of damage.

HOA manager is Tonya Rosado

All concerns and maintenance requests should be emailed to tonya@russellpm.com or you may call 252.329.7368.

Cross Creek Homeowners Association

Homeowner vs. Association Responsibilities

O-OWNER A-ASSOCIATION

PATIO

Concrete	A
Fence/Gate	A
Landscaping	A

GUTTERS

All Gutters	A
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ROOF

Leaks	A
Shingle (repairs) required due to leaks	A
Shingles (replace) due to normal wear	A

WINDOWS

Replace	O
Repair	O
Seals	O
Shutters	A
Screens	O
Leaks	O

DOORS (Exterior)

Replace	O
Repair	O
Paint	A

MISCELLANEOUS

Ceiling Repairs	O
Light Fixtures and Bulbs (outside)	O
Painting (outside)	A
Pest Control	A
Plumbing Hose Bibbs	O
Siding	A
Termites (Inspection Only)	A
Termites (Damage)	O
External Wood Rot	A
Electrical (outside)	O
Door Bell Buttons	O

Notes:

1. Storm doors and entrance doors must be approved by the association prior to installation.
2. Maintenance responsibilities of CC HOA do not include damage to homes as a result of Fire, Wind, Water or Vandalism. Damage as a result of these causes would be the responsibility of EACH homeowner and/or their insurance carrier.
3. Interior damage to homes as a result of water leaks are the responsibility of each homeowner.
4. Please reference Cross Creek Covenants and Bylaws for more information.

Cross Creek Homeowners Association

106 Regency Blvd
Greenville, NC 27834
Phone: 252.329.7368 Fax: 252.355.9641

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: _____

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