

# ***Dudley's Grant Homeowner's Association, Inc.***

## **Breakdown of Dues Paid**

The information provided below is not meant to cover all aspects of the Dudleys Grant Covenants but the Board has provided below a summary of what benefits Dudleys Grant homeowners receive from paying HOA dues. The Dudleys Grant 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 DG Board members. It is the responsibility of the Dudleys Grant 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: \$93.00/monthly, effective 1.1.2025

Draft Date: 5<sup>th</sup> Day of the Month

Late Date: 30 Days after post date

Late Fee: \$10

The dues you pay at Dudleys Grant currently pay for the following benefits/expenses of the association:

1. Annual Termite Inspections.
2. Pest control when requested by homeowner.
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. Basic cable TV.
5. Pressure washing of building exteriors to remove mildew and dirt.
6. Professional management of the association and property by a local property management group.
7. Dumpster supply and maintenance.
8. Parking lot lighting.
9. General liability insurance for the common areas and Board of Directors.
10. 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 Amber Whittington

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

# *Dudleys Grant 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 DG 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 Dudleys Grant Covenants and Bylaws for more information.

***Dudleys Grant 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 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.**

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

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

**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**

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

106 Regency Blvd  
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

# DUDLEY'S GRANT HOA

106 Regency Blvd.  
Greenville, NC 27834  
Phone: 252.329.7368 Fax: 252.355.9641  
www.russellpm.com

## Tenant Information Sheet

If you rent your unit, please complete the following information about your tenant(s). This form should be returned to:

Russell Property Management  
106 Regency Blvd.  
Greenville, NC 27834  
Email: [hoaadmin@russellpm.com](mailto:hoaadmin@russellpm.com)

Today's Date: \_\_\_\_\_

Unit #: \_\_\_\_\_

Homeowner's Name & Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #'s: \_\_\_\_\_

IS THIS AN INVESTMENT PROPERTY OR DOES A FAMILY MEMBER RESIDE IN THIS UNIT?

Circle correct answer above.

Tenant Name(s):

1. _____	Phone: _____
2. _____	Phone: _____
3. _____	Phone: _____
4. _____	Phone: _____

Tenant Vehicle Information:

Vehicle #1	Make: _____	Model: _____
	Tag #: _____	Color: _____

Vehicle #2	Make: _____	Model: _____
	Tag #: _____	Color: _____

Do you have a pet? Yes or No

Please make sure to give all tenants a copy of the Association by-laws and rules/regulations. Should the tenant fail to abide by said documents, the individual homeowner will be held responsible.