

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: 5th 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. I gig high speed internet.
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 or you may call 252.329.7368.

Dudleys Grant Homeowners Association

Homeowner vs. Association Responsibilities

O-OWNER A-ASSOCIATION

PATIO

Concrete	O
Fence/Gate	A
Landscaping	O

GUTTERS

All Gutters	O (Unless they were installed by the HOA on all units)
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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 (when completed property wide)

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

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.