

Davencroft Village Homeowner's Association, Inc.

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

Homeowner Information Sheet

A. **42 lots**

B. DUES: **\$186.00** per year

Due Date: January 1

Late: If not received by Feb 1, late fee of \$1/month applies

Dues Include: Entrance and Common Area Landscaping and Maintenance

Rules Enforcement

Association Management

Director-Officer/ General Liability Insurance

C. Landscaping: Pirate Lawn Enforcement

Landscaper only maintains the entrance areas of the subdivision. Owners are responsible for maintaining the landscaping for their individual homes.

ALL CONCERNS MUST BE PLACED IN WRITING (UNLESS EMERGENCY)

The HOA manager is Amber Whittington.

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

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Homeowners Association Information Sheet

Property Address: _____

Owner's Name: _____

Spouse or Co-Owner's Name: _____

Owner's Mailing Address: _____

Telephone: _____ (Home)

_____ (Work)

_____ (Cell)

_____ (_____)

Email Address: _____

Email Address: _____

It is very important that we receive this information for your benefit. This is general information needed by your homeowners association and will be filed in your personal file in the **HOA Manager's Office** at 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

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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 _____

Email Address _____

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

Russell Property Management, Inc.

106 Regency Blvd

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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 _____

Email Address _____

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