

Hampton Creek Homeowner's Association, Inc.

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

Breakdown of Dues Paid

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

HOA Information Sheet

A. Dues Assessment: \$35.70 per month

Due Date: 1st of the month

Draft Date: 5th of the month

Late: 11th of the month

Late Fee: 1.5% of balance monthly (8% per annum) or \$10.00, whichever is greater

Dues Include: Lawn Maintenance (outside of fence only)

Directors and Officers Insurance

General Liability Insurance

Management Fees

C. Landscaping: Little's Nursery

HOA manager is Tonya Rosado.

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

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

Hampton Creek HOA

Homeowner 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!

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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

HAMPTON CREEK HOA

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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.