

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

HOA Information Sheet

A. Dues: \$375 per year eff 1.1.25

Dues Cover: Common Area Maintenance
Common Area Landscaping
Signage Lighting
Management Fees
General Liability Insurance

HOA manager is Tonya Rosado
All concerns and maintenance requests should be emailed to tonyar@russellpm.com or
you may call 252.329.7368.

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Homeowners Association Information Sheet

Property Address: _____

Homeowners 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!

Bank Draft Authorization

ATTACH VOIDED COPY OF CHECK HERE

Credit/Debit Card Draft Authorization

Signature

Date