

Russell Property Management

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329-7368/ Fax: 252.355.9641 www.russellpm.com

The Irish Creek Section 2 Owners' Association, Inc. Board of Directors has contracted with Russell Property Management (RPM) to provide property management services. To welcome you to the RPM team you will find the following information in this packet:

- An introduction to our RPM team
- HOA Dues Breakdown
- Homeowner Information Sheet
- Explanation of Online Member Portal
- Tenant Information Sheet (if applicable)

The RPM Team

RPM is a locally owned company that manages Homeowner Associations and rental properties in Pitt and surrounding counties. RPM has been managing HOAs since 2007. We currently manage over 60 HOA's including single-family, duplex, townhome and condominium associations. These HOAs consist of over 5,500 homes. Rocky Russell, the president of RPM, is also a developer and has developed several single and multi-family developments in the Greenville area since 2002. He holds the following professional licenses:

- Licensed residential and commercial contractor and owner of Rocky Russell Builders, Inc.
- Licensed real estate agent and owner of Pitt County Real Estate Firm, Lever and Russell Real Estate, LLC
- N.C. Realtor and member of the Greenville-Pitt County Board of Realtors

Chelsey Bennett is your Community Association Manager. She has been employed at RPM since 2014 and received her certification as a Certified Manager of Community Associations in 2019. Chelsey has experience managing all types of neighborhoods including condominiums, duplexes, townhomes, and single-family communities. Her responsibilities include preparing budgets, tracking income and expenses, property management, as well as homeowner and vendor communications.

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Breakdown of Dues Paid

The Board of Directors has provided the below a summary of what benefits Irish Creek Sect. 2 homeowners receive from paying HOA dues assessments. The Irish Creek 2 Board of Directors encourages you to read the Covenants and Bylaws thoroughly. If you have any questions about the legal documents consult your attorney, the property management company, or Board members. It is the responsibility of the Irish Creek 2 Board of Directors to establish a budget to cover the expenses of the Association and prioritize/approve how funds are spent on the behalf of the HOA and its members.

Dues: \$150.00 per year

Due Date: March 1, 2023

Late: June 1, 2023

Late Fee: \$20 per month

Dues Cover: Entrance Berm Landscaping
General Liability and D&O Insurance Policy
Management Fees
Monument Sign Upkeep

HOA Manager: Freedom Edmundson
freedom@russellpm.com
252-329-7368

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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: _____

Email Address: _____

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

PLEASE MAIL OR FAX TO US ASAP!
THANK YOU FOR YOUR TIME AND COOPERATION!

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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 _____

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

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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 _

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