

***Kinsey Creek Owner's Phase 2 Association, Inc.***

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

- A. Dues: \$115.00 per month  
Draft: 5<sup>th</sup> Day of the Month  
Late: 11<sup>th</sup> Day of the Month  
Late Fee: \$10  
Dues Include:       General Liability Insurance  
                          Pest Control  
                          Termite Inspections  
                          Parking Lot/ Street Lighting  
                          Landscaping  
                          Exterior Building Maintenance (except glass surfaces and doors)  
                          Paving/Sidewalks/Street Maintenance  
                          Pond Maintenance
- B. Pest Control:       Othos: 252-227-4005
- C. Landscaping:       Bryan Smith Landscaping
- D. Termite Control:   1 annual inspection and on-call basis  
                          Othos: 252-227-4005
- E. Maintenance:       Exterior Building Maintenance. NO interior work.  
                          No Doors, Windows or Skylights

HOA Manager: Cali Hardee

All concerns and maintenance requests should be emailed to  
[cali@russellpm.com](mailto:cali@russellpm.com) or call 252.329.7368

**Kinsey Creek Phase 2 HOA  
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 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 of Russell Property Management.

**PLEASE MAIL OR FAX TO US ASAP!**

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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 your associations late day.
- \*\* There will be a \$1 service fee per draft.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please attach a voided check**

## **Russell Property Management**

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[www.russellpm.com](http://www.russellpm.com)

### HOA Member Portal:

Russell Property Management has a tab on our home page called “Homeowners Associations” (this is in a green box). After clicking on this tab, there is a menu selection called “HOA Members” (in a blue box), clicking on this will bring you to the member portal. There is a short video about how to register and use the member portal. Once you are set up in the system, you can use the online HOA Member Portal until you sell your home.

To gain access to your account information, you will have to follow the process below:

1. Select the “Homeowners Associations” tab (green box) on the [www.russellpm.com](http://www.russellpm.com) home page.
2. Select the “HOA Members” (blue box) located within the top banner.
3. Enter the required information to sign in or click “Register Now” for first time users.
4. If your email address IS in our system, you will receive an email from [PropertyWeb@propertyboss.com](mailto:PropertyWeb@propertyboss.com) that will give you a temporary password. Cut and paste the temporary password into the sign-on screen.
5. If your email address is NOT in our system, your request to be added to the HOA member login must be processed by RPM staff and we will contact you by email to inform you when you can access your account online.
6. After logging on the first time with the temporary password, the system will ask you to change the password to a permanent password.
7. You may now access the HOA Member Login.

The Member Portal will allow members to:

- a. View/change the contact and account information RPM has on file for you.
- b. Create new work orders or inquire on the status of existing work orders for your home (if applicable).
- c. Pay your dues or other charges online.

HOA members can use a VISA, MasterCard, Discover, American Express, Bank Debit Card (checking or savings) and bank account drafts to pay their dues or other charges online. RPM will charge a service fee in addition to the charges you owe. There is a service fee for any payments made with a credit or debit card; this fee is \$2.95, plus up to 3.5 % of the full transaction. Mastercard and Visa charge 3%, Discover and American Express charge 3.5%.

***EXAMPLE ONLY: THE AMOUNTS BELOW MAY NOT REPRESENT YOUR DUES AND SERVICE FEE AMOUNTS.***

You want to pay your \$25.00 HOA dues online. If you use a Visa credit card, the total amount charged to your card will be \$28.79 (\$25 plus service fee of \$2.95, plus 3% of the transaction total).

You can also pay your dues with a credit or debit card at our office or over the phone. The same service fees above will apply. If you sign up for the recurring payment service on the website, service fees will apply.

If you would prefer to have your account automatically drafted by our office each month, there will be a \$1 service fee per draft. You must complete and return the attached draft form to establish this through our office. \*If you set up draft through the Member Portal with your banking information, please be sure to check the end date as the system may automatically add an end date 1-year from the original created date.

You can access the HOA Member Portal via the [www.russellpm.com](http://www.russellpm.com) website. For best display results, we recommend that you use Internet Explorer Version 8.0 or higher, Firefox, or Google Chrome. If you have any questions, please feel free to contact our office at 252.329.7368.

Thank you,

***Russell Property Management***