

***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: Tonya Rosado

All concerns and maintenance requests should be emailed to  
[tonyar@russellpm.com](mailto:tonyar@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 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!

***Russell Property Management, Inc.***

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Greenville, NC 27834

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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**