

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: 5th Day of the Month
Late: 11th 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 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!

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I, _____, hereby authorize Russell Property Management to
draft my HOA dues for the street address _____

ATTACH VOIDED COPY OF CHECK HERE

Russell Property Management, Inc.

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

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