Laurel Ridge Townhome Association, Inc.
106 Regency Blvd.
Greenville, NC 27834
Phone: 252.329.7368 Fax: 252.355.9641
www.russellpm.com

HOA Information Sheet

A. Dues: $360/quarter

The HOA dues assessment is typically assessed on the first day of the fiscal year. The current dues assessment is $360.00 per quarter per unit.

Assessment Date: January 1, April 1, July 1, October 1

Dues Cover: Building maintenance
Landscaping
Common area maintenance
Dumpsters
Parking Lot Maintenance
Management Fees

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)

Primary Email Address: _____

Secondary 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.
106 Regency Blvd
Greenville, NC 27834
Phone: 252.329.7368 Fax: 252.355.9641

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