

***Locksley Woods Condominium Association, Inc.***

106 Regency Blvd.  
Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

www.russellpm.com

A. **Dues Assessment:** \$235.63 effective 1.1.2025

Due Date: 1<sup>st</sup> day of the month

Draft Date: 15<sup>th</sup> day of the month

Late Date: 21<sup>st</sup> day of the month

Late Fee: 1.5% of balance monthly (8% per annum)

**Dues Cover:**

Building and Parking Lot Lighting

Common Area Landscaping

Common Area Maintenance

Community Pool

Directors and Officers Insurance

Escrow for long-term repairs

General Exterior Building Maintenance

General Liability Insurance

Landscaping

Management Fees

Master Policy

Parking lot maintenance/paving

Pest Control (Quarterly and As Needed)

Pond maintenance

Suddenlink Basic Cable TV and Highspeed internet (eft 2.1.21)

Termite Inspections (Annual)

Water and Sewer Service

- B. **Landscaping:** Blueline Landscaping  
All landscape concerns must be put in writing

- C. **Termite and Pest Control Effective 1-1-2025:** Clegg's Pest Control 252-752-5175  
Call Pest Control directly to schedule inside pest treatment.

- D. **Master Insurance Policy:** Steven West Insurance Services - (252) 756-3212  
Each homeowner will need a HO6 (owner occupied) or Business Owners Policy (BOP ~ Investor Owned) insurance policy for their unit(s).

- E. **Parking Permit:** Required by all residents & visitors parking for more than 7 days

- F. **HOA Manager:** Tonya Rosado  
tonyar@russellpm.com 252-329-7368 ext 208

**Russell Property Management**  
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***Locksley Woods 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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**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

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## Resident Parking Permit Registration

Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Circle: Owner or Tenant

Property Address: \_\_\_\_\_

Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Color: \_\_\_\_\_

Tag number: \_\_\_\_\_ Registered to resident: YES \_\_\_\_\_ NO \_\_\_\_\_

If NO: Registered owner name \_\_\_\_\_

Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Color: \_\_\_\_\_

Tag number: \_\_\_\_\_ Registered to resident: YES \_\_\_\_\_ NO \_\_\_\_\_

If NO: Registered owner name \_\_\_\_\_

### Primary Contact Information:

Telephone: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell)

Email Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

All vehicles on the property must comply with the rules issued by the association or be  
subject to towing.

Resident Parking Permit - Blue sticker Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

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## Homeowners Association TENANT Information Sheet

Owner's Name and Mailing address: \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

Check the box to indicate if the property is ☐ used as an investment

or ☐ resided in by a family member

Property Manager: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Tenant's Contact Information:

\_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell) \_\_\_\_\_ (Email)

Tenant's Name: \_\_\_\_\_

Tenant's Contact Information:

\_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell) \_\_\_\_\_ (Email)

Lease Term Dates: \_\_\_\_\_

If you have multiple tenants in one unit, please list information for all persons.

It is very important that we get this information for your benefit in case of an emergency. We ask that you update us each time a new tenant moves in. This is general information needed by your homeowners association and will be filed in your personal file in the homeowners association department of Russell Property Management. We suggest that any owner who rents their unit within Locksley Woods attached the "Crime Free Lease Addendum" to the lease agreement with their tenant/s.

**PLEASE MAIL OR EMAIL OR FAX TO US ASAP!**  
**THANK YOU FOR YOUR TIME.**