

***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  
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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## 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.**