

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: 1st day of the month

Draft Date: 15th day of the month

Late Date: 21st 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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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

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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.