

**Mill Creek Homeowner's Association of Greenville, Inc.**

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

[www.russellpm.com](http://www.russellpm.com)

**HOA Information Sheet**

A. Dues:      Homes in Phase 1: \$134.30  
                    Homes in Phase 2: \$201.45  
                    Homes in Phase 3: \$201.45

Dues Due:      First Day of Calendar Year

Late:              Considered late if not received by March 1

Late Fee: Effective immediately, late fees will be assessed per Article 8 of the Restrictive Covenants, at 8% per annum. Lots charged \$120 yearly will be assessed .80 cents per month and lots charged \$180 yearly will be assessed \$1.20 per month.

Dues Cover:      Common Area Maintenance  
                    Common Area Landscaping  
                    Retention Pond Maintenance  
                    Signage Lighting  
                    Management Fees

HOA Manager: Amber Whittington

All concerns should be emailed to [amber@russellpm.com](mailto:amber@russellpm.com) or 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)

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.**

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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:

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(Address for unit)

(Mailing address, if different from Unit)

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Draft Payable to (HOA name)

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Date of First Draft

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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**