

Medford Pointe Homeowner's Association of Greenville, Inc.

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

www.russellpm.com

The Board of Directors has provided the below a summary of what benefits Medford Pointe homeowners receive from paying HOA dues assessments. The Medford Pointe Board of Directors encourages you to read the Covenants and Bylaws thoroughly. If you have any questions about the legal documents consult your attorney, the property management company, or Board members. It is the responsibility of the Medford Pointe Board of Directors to establish a budget to cover the expenses of the Association and prioritize/approve how funds are spent on the behalf of the HOA and its members.

Dues Assessment: \$70.00 per year

Due Date: 1st Day of the fiscal year (January 1)

Late: February 1st

Late Fee: 18% per annum

Dues Cover: Entrance landscaping (including flowers, mowing, and irrigation)

Landscaping maintenance around sidewalk along Briarcliff Dr and front of the cemetery

Management fees

HOA Manager: Tonya Rosado

tonyar@russellpm.com

252-329-7368 ext 222

Medford Pointe Homeowners Association

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Homeowners Association Information Sheet

Property Address: _____

Owner's Name: _____

Spouse or Co-Owner's Name: _____

Owner's Mailing Address: _____

*if different from property address

Telephone:

_____ (Home)

_____ (Work)

_____ (Cell)

_____ (Other)

Email Address: _____

Spouse/Co-Owner 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

Medford Pointe HOA

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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.

We suggest that any owner who rents their unit within Medford Pointe attach 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.