

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 (eft 1.1.23)

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: Cali Hardee

Cali@russellpm.com

252-329-7368 ext 222

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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 for your benefit. This is general information needed by your homeowners association and will be filed in your personal file in the HOA Manager's Office of Russell Property Management.

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

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HOA Member Portal:

Russell Property Management has a tab on our home page called "Homeowners Associations". Under this tab, is a menu selection called "HOA Members" that will bring you to the member portal. There is a short video about how to register and use the member portal. Once you are set up in the system, you can use the online HOA Member Portal until you sell your home.

To gain access to your account information, you will have to follow the process below:

1. Select the "Homeowners Associations" tab on the www.russellpm.com home page.
2. Select the "HOA Members" located within the top banner.
3. Enter the required information to sign in or click "Register Now" for first time users.
4. If your email address IS in our system, you will receive an email from PropertyWeb@propertyboss.com that will give you a temporary password. Cut and paste the temporary password into the sign-on screen.
5. If your email address is NOT in our system, your request to be added to the HOA member login must be processed by RPM staff and we will contact you the next business day by email to inform you that you can access your account online.
6. After logging on the first time with the temporary password, the system will ask you to change the password to a permanent password.
7. You may now access the HOA Member Login.

The Member Portal will allow members to:

- a. View/change the contact and account information RPM has on file for you.
- b. Create new work orders or inquire on the status of existing work orders for your home (if applicable).
- c. Pay your dues or other charges online.

HOA members can use a VISA, MasterCard, Discover, American Express, Bank Debit Card (checking or savings) and bank account drafts to pay their dues or other charges online. RPM will charge a service fee in addition to the charges you owe. The service fees are:

Charging Method	Service Fee
Visa, MasterCard, Discover, Debit Cards	\$2.95, plus 3.1%
Bank drafts for checking/savings accounts	No fee in office; online fees may still apply

EXAMPLE ONLY: THE AMOUNTS BELOW MAY NOT REPRESENT YOUR DUES AND SERVICE FEE AMOUNTS.

You want to pay your \$25.00 HOA dues online. If you use a Visa credit card, the total amount charged to your card will be \$28.81 (service fee of \$2.95, plus 3.1% of the transaction total).

You can also pay your dues with a credit or debit card at our office or over the phone. The same service fees above will apply. If you sign up for the recurring payment service on the website, service fees will apply.

If you would prefer to have your account automatically drafted by our office each month, there are no fees for this service. You must complete and return the attached draft form to establish this through our office.

You can access the HOA Member Portal via the www.russellpm.com website. For best display results, we recommend that you use Internet Explorer Version 8.0 or higher, Firefox, or Google Chrome. If you have any questions, please feel free to contact our office at 252.329.7368.

Thank you,

Russell Property Management

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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.