

# Russell Property Management

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329-7368/ Fax: 252.355.9641 [www.russellpm.com](http://www.russellpm.com)

***South Hall Owner's Association of Greenville, Inc.*** Board of Directors has contracted with Russell Property Management (RPM) to provide property management services. To welcome you to the RPM team you will find the following information in this packet:

- An introduction to our RPM team
- HOA Dues Breakdown
- Homeowner Information Sheet
- Explanation of Online Member Portal
- Tenant Information Sheet (if applicable)

## The RPM Team

RPM is a locally owned company that manages Homeowner Associations and rental properties in Pitt and surrounding counties. RPM has been managing HOAs since 2007. We currently manage over 60 HOA's including single-family, duplex, townhome and condominium associations. These HOAs consist of over 5,500 homes. Rocky Russell, the president of RPM, is also a developer and has developed several single and multi-family developments in the Greenville area since 2002. He holds the following professional licenses:

- Licensed residential and commercial contractor and owner of Rocky Russell Builders, Inc.
- Licensed real estate agent and owner of Pitt County Real Estate Firm, Lever and Russell Real Estate, LLC
- N.C. Realtor and member of the Greenville-Pitt County Board of Realtors

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### **Breakdown of Dues Paid**

The Board of Directors has provided below a summary of what benefits South Hall homeowners receive from paying HOA dues assessments. The South Hall 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 South Hall 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:** \$315.00

**Due Date:** 1<sup>st</sup> Day of the fiscal year (January 1)

**Late:** March 1<sup>st</sup>

**Late Fee:** 10% per annum

**Dues Cover:** Entrance Landscaping  
General Liability and D&O Insurance Policy  
Management Fees

**HOA Manager: Freedom Edmundson**  
[freedom@russellpm.com](mailto:freedom@russellpm.com)  
252-329-7368

***South Hall 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:

\_\_\_\_\_

\_\_\_\_\_

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 homeowner's 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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I, \_\_\_\_\_, hereby authorize Russell Property Management to  
draft my HOA dues for the street address \_\_\_\_\_

ATTACH VOIDED COPY OF CHECK HERE

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## **Credit/Debit Card Draft Authorization**

I, \_\_\_\_\_, hereby authorize Russell Property Management to  
draft my HOA dues for the street address

\_\_\_\_\_  
Home Address City State Zip

\_\_\_\_\_  
Draft Payable to (HOA name)

\_\_\_\_\_  
Day of Month for Draft Amount to be Drafted

Draft Frequency (circle one) \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Annual Contact Phone Number \_\_\_\_\_

Please note:

- \* If HOA dues are increased, your draft will automatically be increased
- \*\* HOA dues will be drafted approximately 5 days before your associations late day.
- \*\*\* The HOA will draft the account balance.
- \*\*\*\* Drafts will NOT draft for special assessments (if applicable).
- \*\*\*\*\* There is a 3.0% fee per draft for this service.

Account Holder Name: \_\_\_\_\_

\_\_\_\_\_  
Card Billing Address City State Zip

Account #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

\_\_\_\_\_  
Signature Date