

Russell Property Management

106 Regency Blvd
Greenville, NC 27834

Phone: 252.329-7368/ Fax: 252.355.9641 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: \$327.00

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

Late: March 1st

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
252-329-7368

South Hall Homeowners Association

106 Regency Blvd.

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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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Bank Draft Authorization

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

_____ Home Address City State Zip

_____ (Mailing Address for unit (If different than address above) 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.
- **** Bank Drafts will NOT draft for special assessments (if applicable).
- ***** There is a \$1 fee per draft for this service.

Bank Name: _____

Account Holder Name: _____

Routing #: _____

Account #: _____

Account Type: _____ Checking _____ Savings

_____ Signature Date

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