

***Southpointe Homeowners Association of Wilson, 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: \$840 annually, effective January 1, 2024

Dues Due: January 1st

Dues Cover: Landscaping of Common Area & Entrance  
Berm Maintenance (Pine straw and weed treatment 1x annually)  
Entrance Sign Maintenance  
Utilities  
Insurance – General Liability & Directors and Officers  
Legal Fees  
Maintenance of Private Streets  
Management Fees

Your Community Manager is April Berges

All concerns and maintenance requests should be emailed to  
[april@russellpm.com](mailto:april@russellpm.com) you may 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.

**PLEASE MAIL OR FAX TO US ASAP!**

**THANK YOU FOR YOUR TIME AND COOPERATION!**

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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

***Russell Property Management, Inc.***

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Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

## **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