South Ridge Homeowners Association of Winterville, Inc.
106 Regency Blvd.
Greenville, NC 27834
Phone: 252.329.7368 Fax: 252.355.9641
www.russellpm.com

Breakdown of Dues Paid

The Board of Directors has provided the below a summary of what benefits South Ridge homeowners receive from paying HOA dues assessments. The South Ridge 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 Ridge 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: $137.00 per year (eft 1.1.27)

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

Late: February 14th

Late Fee: 18% per annum

Dues Pay For:

Annual meeting expenses
Association management by professional company
Lawn maintenance services for subdivision entrances only
Entrance sign lighting and maintenance
General Liability / Directors & Officers Insurance
General mailing charges including copies

HOA Manager: Tonya Rosado
tonyar@russellpm.com
252-329-7368 ext 208

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Homeowner Information Sheet

Property Address: _____

Homeowner's Name:_____

Spouse or Co-Owner's Name: _____

Owner's Mailing Address: _____
*if different from property 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 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!

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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 _____

Email Address _____

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

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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 _____

Email Address _____

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