

# Russell Property Management

106 Regency Blvd  
Greenville, NC 27834

Phone: 252.329-7368/ Fax: 252.355.9641

[www.russellpm.com](http://www.russellpm.com)

## **Savannah Place (Pitt) Owners' Association, Inc.**

Dear Savannah Place Homeowners,

The Savannah Place Owners Association (SPOA) Board has contracted with Russell Property Management (RPM) to provide property management services for your homeowner association. This change is effective March 01, 2023. 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
- Payment of Dues
- Explanation of Online Member Portal
- Homeowner Information Sheet
- HOA Annual Invoice

### **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 65 HOA's including single-family, duplex, townhome and condominium associations. These HOAs consist of over 6,500 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

Amber Whittington – HOA Manager

All concerns, maintenance items and any other issues should be emailed to Amber at [amber@russellpm.com](mailto:amber@russellpm.com).

## Breakdown of Dues Paid

The information provided below is not meant to cover all aspects of the SPOA Covenants, but the Board has provided a summary of what benefits SPOA homeowners receive from paying HOA dues. The SPOA Board of Directors encourages you to read the covenants thoroughly and become active in the association by participating in annual meetings and serving on the board. If you have any further questions about the covenants, consult your attorney, the Property Management Company or Board members.

It is the responsibility of the SPOA Board of Directors to establish a budget to cover the expenses of the association and prioritize/approve how dues are spent on behalf of the HOA and its members.

**HOA dues are \$175 per year due by March 1<sup>st</sup>.**

HOA Dues Cover:

- General Liability Insurance
- Common Area Landscaping
- Entrance Signage and Lighting
- Management Fees

## Paying Dues

When paying dues by check, please mail checks to the following address:

Savannah Place Owners' Association  
106 Regency Blvd.  
Greenville, NC 27834

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. There is a service fee for any payments made with a credit or debit card; this fee is \$2.95, plus up to 3.5 % of the full transaction. Mastercard and Visa charge 3%, Discover and American Express charge 3.5%.

***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 \$28.79 (\$25 plus service fee of \$2.95, plus 3% of the transaction total).

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## Savannah Place Owners Association

### Homeowners Association Information Sheet

Property Address: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Spouse or Co-Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone:

\_\_\_\_\_ (Home)

\_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell)

Email Address: \_\_\_\_\_

It is very important that we get this information for your benefit. This is general information needed by your homeowner's association.

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

**THANK YOU FOR YOUR TIME.**

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

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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
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**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

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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:

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Card Billing Address

City

State

Zip

Account #:

---

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

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Signature

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Date