

South Bay Pointe Homeowners Association, Inc

Breakdown of Dues Paid

The information provided below is not meant to cover all aspects of the *South Bay Pointe Homeowners Association, Inc* Covenants but the Board has provided below a summary of what benefits *South Bay Pointe Homeowners Association, Inc* homeowners receive from paying HOA dues. *South Bay Pointe Homeowners Association, Inc* Board of Directors encourages you to read the covenants thoroughly and become active in the association by participating in annual meetings and serving on boards. If you have any further questions about the covenants, consult your attorney, the property Management Company or WP Board members. It is the responsibility of the *South Bay Pointe Homeowners Association, Inc* Board of Directors to establish a budget to cover the expenses of the association and prioritize/approve how dues spent on the behalf of the HOA and its members.

HOA Information Sheet

A. Dues: \$581.95/year eff 1.1.25

Dues Cover:	General Liability Insurance
	Directors and Officers
	Professional Property Management

All concerns should be emailed to Amber Whittington at amber@russellpm.com.

Russell Property Management

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329-7368/ Fax: 252.355.9641

www.russellpm.com

South Bay Pointe Homeowners Association, Inc

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 homeowners association and will be filed in your personal file in the homeowners association department of Russell Property Management.

PLEASE MAIL OR FAX TO US ASAP!

THANK YOU FOR YOUR TIME.

Russell Property Management, Inc.

106 Regency Blvd

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
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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
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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
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(Mailing Address for unit (If different than address above)	City	State	Zip
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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**

