

Teakwood Green Homeowners Association, Inc.

Breakdown of Dues Paid

The information provided below is not meant to cover all aspects of the *Teakwood Green Homeowners Association, Inc.* Covenants but the Board has provided below a summary of what benefits *Teakwood Green Homeowners Association, Inc.* homeowners receive from paying HOA dues. *Teakwood Green 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 *Teakwood Green 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: \$125.00 per year
Due Date: January 1st
Late: 31st day of January
Late Fee: 1% of unpaid charges

Dues Cover: General Liability Insurance
 Directors and Officers
 Landscaping of Entrance Signage
 Detention Area Maintenance
 Professional Property Management

HOA Manager: Amanda Blomefield
All concerns should be emailed to amanda@russellpm.com or call
252.329.7368.

Russell Property Management
106 Regency Blvd
Greenville, NC 27834

Phone: 252.329-7368/ Fax: 252.355.9641
www.russellpm.com

Teakwood Green 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 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!

Draft Authorization

I, _____, hereby authorize Russell Property

Management to draft my HOA dues for the street address

(Home Address)

Draft Payable to (HOA name)

Date of Month for Draft

Amount to be Drafted

Date 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 the 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

Credit/Debit Card Draft Authorization

I, _____, hereby authorize Russell Property

Management to draft my HOA dues for the street address

(Home Address)

Draft Payable to (HOA name)

Date of Month for Draft

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Date Frequency (circle one) Monthly Quarterly Annual

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Account Holder Name: _____

Card Billing Address

City

State

Zip

Account #: _____

Expiration Date: _____

Security Code: _____

Signature

Date