

# **Russell Property Management**

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329-7368/ Fax: 252.355.9641 [www.russellpm.com](http://www.russellpm.com)

The Vineyards Homeowner's Association of Pitt County, Inc Board of Directors has contracted with Russell Property Management (RPM) to provide property management services. 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
- Delinquent Summary
- Homeowner Information Sheet
- Draft Authorization
- Explanation of Online Member Portal
- Tenant Information Sheet (if applicable)

## **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 60 HOA's including single-family, duplex, townhome, and condominium associations. These HOAs consist of over 5,500 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

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# ***The Vineyards Homeowner's Association of Pitt County, Inc.***

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## **HOA Information Sheet**

The Vineyards Board of Directors encourages you to thoroughly read all legal documents pertaining to your property, including but not limited to the Restrictive Covenants and Bylaws. 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 Vineyards 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. The Board of Directors has provided below a summary of what benefits Vineyards homeowners receive from paying HOA dues assessments.

**Contains:** 155 units, 16 Buildings

**Dues Assessment:** \$792 per year  
monthly installments accepted in the amount of \$66.00 per month  
(effective January 1, 2025)

**Due Date:** 1<sup>st</sup> of the month

**Draft Date:** 5<sup>th</sup> of the month

**Late Fee:** 1.5% per annum applied on the 21<sup>st</sup> of the month  
\*See attached Policy for Acceleration of Delinquent Annual Assessment

### **Dues Assessment Covers:**

- Association Management
- Directors & Officers Insurance
- Dumpster repair
- Exterior building general maintenance
- General Liability Insurance
- Landscaping (mowing, shrub trimming, etc)
- Mulch in flower beds (even years)
- Parking lot maintenance/paving
- Pest control/Termite inspections
- Streetlights

**HOA Manager:** Freedom Edmundson  
freedom@russellpm.com  
252-329-7368

**Pest Control:** Quarterly exterior spraying plus annual exterior termite inspection.  
On-call basis for interior services - Clegg's Termite and Pest Management (252)752-5175

*The Vineyards Homeowner's Association of Pitt County, Inc.*  
Policy for Acceleration of Delinquent Annual Assessment

1. The Vineyards Restrictive Covenants provide for an annual assessment but also provide that the Board of Directors may set the due dates for the payment of the annual assessment. The Board of Directors has historically assessed the annual assessment with payments of 1/12 of the annual assessment due to be paid monthly and with late fees being applied if the payment is not made within 21 calendar days from the monthly due date.
2. The Board of Directors will continue to set due dates for the annual assessment to be paid in 12 equal installments (the "monthly installment payment") as a convenience for the lot owners, but the Board of Directors also adopts a new policy that provides for the acceleration of due dates for the annual assessment for certain lots should any monthly installment payment be past due, as follows:
  - a. Current Assessment Year Acceleration -- For any lot where any monthly installment payment is past due for more than 60 calendar days from the due date, the total remaining unpaid annual assessment for that assessment year shall be accelerated and due within 15 calendar days from the date of written demand by the Association and the Association shall make demand for the past due balance and any unpaid portion of the annual assessment for that assessment year.
  - b. Subsequent Assessment Year Acceleration -- For any lot where two or more monthly installment payments are past due at the time the notice of the annual assessment for the upcoming assessment year is issued, the total annual assessment for that lot for that assessment year shall be due within 15 calendar days from the date of the notice of the annual assessment to that lot owner.
3. This policy shall be published to the membership and shall be in effect for any unpaid assessment past due 30 calendar days after the publication of the policy to the membership.  
Published date: February 11, 2020

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**Homeowners 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 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.**

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

Greenville, NC 27834

# 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
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	

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

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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 \_

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