

# ***Wesley Commons Owner's Association, Inc.***

## **Breakdown of Dues Paid**

The information provided below is not meant to cover all aspects of the Wesley Commons Covenants but the Board has provided below a summary of what benefits Wesley Commons homeowners receive from paying HOA dues. The Wesley Commons 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 Board members. It is the responsibility of the Wesley Commons 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.

A. Units: Actual Units: 422  
Voting Shares: 630

B. Dues: Duplex/Homes \$27.00 monthly, effective 4.1.2024  
Apartments \$14.00 monthly, effective 4.1.2024

Late: 21<sup>st</sup> Day of the Month  
Late Fee: 1.5% of unpaid charges

C. Dues Pay for:  
General Liability Insurance  
Directors and Officers Insurance  
Mail House Repair  
Landscaping  
Escrow savings for Long-term repairs

C. Facilities: None

D. Pest Control: None

E. Termite Control: None

F. Landscaping Contractor: Bryan Smith Landscaping

G. Building Maintenance: Owners do their own maintenance

H. Cable TV: None

**ALL CONCERNS MUST BE PLACED IN WRITING, UNLESS AN EMERGENCY**

HOA Manager: Amber Whittington  
Email all concerns to [amber@russellpm.com](mailto:amber@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

***Wesley Commons HOA***

**Homeowner 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 homeowners association and will be filed in your personal file in the HOA Manager's Office at 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

**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

**ATTACH VOIDED COPY OF CHECK  
HERE**

***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

\_\_\_\_\_  
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