

Westpointe Townhomes Homeowner's Association, Inc.
Breakdown of Dues Paid

The information provided below is not meant to cover all aspects of the *Westpointe* Covenants but the Board has provided below a summary of what benefits *Westpointe* homeowners receive from paying HOA dues. *Westpointe* 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 *Westpointe* 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. Dues: \$84.38 per month eff 1.1.2026
 Due Date: 1st Day of the month
 Draft Date: 15th Day of the month
 Late: 20th day of month
- Dues Include: Directors and Officers Insurance
 Dumpster Maintenance
 Exterior Building Maintenance
 General Liability Insurance
 Landscaping (outside of patios)
 Management Fees
 Parking Lot/ Street Lighting
 Paving/ Sidewalks
 Pest Control
 Termite Inspections
- B. Pest Control: BAM 252-751-3160
- C. Landscaping: Littles Nursery
- D. Termite Control: 1 annual inspection and on-call basis
 Termite treatment owner responsibility
- E. Maintenance: Exterior Building Maintenance. No interior work.
 No Doors, Windows, or Skylights

HOA Manager: Amanda Blomefield
All concerns should be emailed to amanda@[russellpm.com](mailto:amanda@russellpm.com) or call
252.329.7368.

Russell Property Management, LLC

106 Regency Blvd
Greenville, NC 27834
Phone: 252.329.7368 Fax: 252.355.9641
www.russellpm.com

Westpointe 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 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!

Russell Property Management, LLC

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

Tenant Information Sheet

If you rent your unit, please complete the following information about your tenant(s). This form MUST be returned to the address above or email it to us.

Today's Date: _____ Subdivision: _____

Property Address: _____

Homeowner's Name & Mailing Address: _____

Phone #'s: _____

IS YOUR UNIT AN:

_____ INVESTMENT PROPERTY

_____ FAMILY MEMBER RESIDE IN THIS UNIT

Tenant Name(s): 1. _____ Phone: _____
 2. _____ Phone: _____
 3. _____

Tenant Vehicle Information:

Vehicle #1 Make: _____ Model: _____
 Tag #: _____ Color: _____

Vehicle #2 Make: _____ Model: _____
 Tag #: _____ Color: _____

Do tenants or family members have a Pet? Yes No (Please circle answer)

Please make sure to give all tenants a copy of the Association by-laws and rules/regulations. Should the tenant fail to abide by said documents, the individual homeowner will be held responsible.

Signature of Homeowners

Date

Signature of Homeowners

Date

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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 _____

Email Address _____

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

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Greenville, NC 27834

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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 _____

Email Address _____

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