

***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:                     \$80.86 per month eff 2.1.25  
       Due Date:             1<sup>st</sup> Day of the month  
       Draft Date:          15<sup>th</sup> Day of the month  
       Late:                 20<sup>th</sup> 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 Control/Inspections

- B.     Pest Control:         Eastline Pest control 252-633-1719
- C.     Landscaping:         Littles Nursery
- D.     Termite Control:     1 annual inspection and on-call basis  
                                  Eastline Pest control- 252-633-1719
- 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 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.**

**Westpointe HOA**  
106 Regency Blvd  
Greenville, NC 27834  
Phone: 252.329.7368 Fax: 252.355.9641

## Draft Authorization

I, \_\_\_\_\_, hereby authorize Russell Property

Management to charge my monthly dues/rent to the following account:

\_\_\_\_\_  
(Address for unit)

\_\_\_\_\_  
Draft Payable to (HOA name)

\_\_\_\_\_  
Date of first draft

\_\_\_\_\_  
Amount to be drafted each month

Please note:

- \* If HOA dues are increased, your draft will automatically be increased
- \*\* HOA dues will be drafted on the 1<sup>st</sup> of each month
- \*\* There will be a \$1 service fee per draft.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please attach a voided check**

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**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

# Russell Property Management

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

[www.russellpm.com](http://www.russellpm.com)

## HOA Member Portal:

Russell Property Management has a tab on our home page called “Homeowners Associations” (this is in a green box). After clicking on this tab, there is a menu selection called “HOA Members” (in a blue box), clicking on this will bring you to the member portal. There is a short video about how to register and use the member portal. Once you are set up in the system, you can use the online HOA Member Portal until you sell your home.

To gain access to your account information, you will have to follow the process below:

1. Select the “Homeowners Associations” tab (green box) on the [www.russellpm.com](http://www.russellpm.com) home page.
2. Select the “HOA Members” (blue box) located within the top banner.
3. Enter the required information to sign in or click “Register Now” for first time users.
4. If your email address IS in our system, you will receive an email from [PropertyWeb@propertyboss.com](mailto:PropertyWeb@propertyboss.com) that will give you a temporary password. Cut and paste the temporary password into the sign-on screen.
5. If your email address is NOT in our system, your request to be added to the HOA member login must be processed by RPM staff and we will contact you by email to inform you when you can access your account online.
6. After logging on the first time with the temporary password, the system will ask you to change the password to a permanent password.
7. You may now access the HOA Member Login.

The Member Portal will allow members to:

- a. View/change the contact and account information RPM has on file for you.
- b. Create new work orders or inquire on the status of existing work orders for your home (if applicable).
- c. Pay your dues or other charges online.

HOA members can use a VISA, MasterCard, Discover, American Express, Bank Debit Card (checking or savings) and bank account drafts to pay their dues or other charges online. RPM will charge a service fee in addition to the charges you owe. There is a service fee for any payments made with a credit or debit card; this fee is \$2.95, plus up to 3.5 % of the full transaction. Mastercard and Visa charge 3%, Discover and American Express charge 3.5%.

***EXAMPLE ONLY: THE AMOUNTS BELOW MAY NOT REPRESENT YOUR DUES AND SERVICE FEE AMOUNTS.***

You want to pay your \$25.00 HOA dues online. If you use a Visa credit card, the total amount charged to your card will be \$28.79 (\$25 plus service fee of \$2.95, plus 3% of the transaction total).

You can also pay your dues with a credit or debit card at our office or over the phone. The same service fees above will apply. If you sign up for the recurring payment service on the website, service fees will apply.

If you would prefer to have your account automatically drafted by our office each month, there will be a \$1 service fee per draft. You must complete and return the attached draft form to establish this through our office. \*If you set up draft through the Member Portal with your banking information, please be sure to check the end date as the system may automatically add an end date 1-year from the original created date.

You can access the HOA Member Portal via the [www.russellpm.com](http://www.russellpm.com) website. For best display results, we recommend that you use Internet Explorer Version 8.0 or higher, Firefox, or Google Chrome. If you have any questions, please feel free to contact our office at 252.329.7368.

Thank you,

***Russell Property Management***