

***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 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 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, Inc.***

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)

\_\_\_\_\_  
(Mailing address, if different from 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 approximately 5 Days before the associations late day.

\*\*\* There is a \$1 fee per draft for this service.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

**PLEASE ATTACH OR EMAIL IN A PICTURE OF 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