

West Hills Homeowner's Association of Greenville

Breakdown of Dues Paid

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

Dues: \$93.52/monthly, effective 1.1.2026

Late: 20th Day of the Month

Late Fee: 1.5% of unpaid charges

The dues you pay at West Hills currently pay for the following benefits/expenses of the association:

1. Annual Termite Inspections.
2. Pest control when requested by homeowner.
3. Exterior lawn maintenance of areas outside patio (e.g. front lawn, sidewalk, parking lots and entrance). This includes replacement of pine straw and dead or missing bushes as funds are available.
4. Pressure washing of building exteriors to remove mildew and dirt, as funds are available.
5. Professional management of the association and property by a local property management group.
6. Parking lot lighting.
7. General liability insurance for the common areas and Board of Directors.
8. Exterior replacement/repair of parking lots, sidewalks, siding, and shingles as needed. Damage to these building components as a result of wind, water, vandalism or fire is not covered by the HOA. Your hazard insurance carrier (e.g. homeowner policy) would cover these types of damage.

HOA Manager: Amber Whittington

All concerns or maintenance requests should be emailed to 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

West Hills HOA

Homeowner's Association 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 get this information for your benefit. This is general information needed by your homeowners association and will be filed in your personal file in the homeowners association department of 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**

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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
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_____ 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
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Account #:

Expiration Date: _____ Security Code: _____

Signature	Date
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