

Windy Ridge Homeowners Association

Breakdown of Dues Paid

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

HOA Information Sheet

- A. Dues Assessment: \$175 per month
Due Date: 1st day of the month
Draft Date: 15th day of the month
Late: 30th day of the month
Late Fee: \$10.50 (6% per annum)

- B. Dues Include:
Association Management
Cable (Suddenlink)
Utilities for common areas
Insurance for Property/General Liability/ Directors and Officers Liability.
Exterior building repair and maintenance
Common grounds repair and maintenance includes:
Landscaping, parking lots, dumpsters, and Clubhouse
Cleggs pest control
Interior bug pest control

- C. Landscaping: WAC

All concerns should be emailed to freedom@russellpm.com or contact Freedom Edmundson at 252.329.7368. If we have an email address for your property, we will email you a statement each month only if there is a balance on the account. We do not mail statements via the postal service unless you do not have an email account.

Windy Ridge Homeowners Association

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

Homeowners Association Information Sheet

Property Address: _____

Homeowner's Name: _____

Spouse or Co-Owner's Name: _____

Owner's Mailing Address: _____

Telephone: _____ (Home)

_____ (Work)

_____ (Cell)

Email Address: _____

Email Address: _____

It is very important that we receive this information 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, EMAIL OR FAX TO US ASAP!

EMAIL TO: FREEDOM@RUSSELLPM.COM

THANK YOU FOR YOUR TIME AND COOPERATION!

Windy RIDGE HOA

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Homeowners Association TENANT Information Sheet

Homeowners Association: _____

Owner's Name and Mailing address: _____

Property Address: _____

Tenant's Name: _____

Tenant's Contact Information:

_____ (Home) _____ (Work)

_____ (Cell) _____ (Email)

Tenant Vehicle Information:

Make and model _____

License Plate _____

If you have multiple tenants in one unit, please list information for all persons.

It is very important that we get this information for your benefit in case of an emergency. We ask that you update us each time a new tenant moves in. 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 EMAIL 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

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

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 _____

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