

# ***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: 1<sup>st</sup> day of the month  
Draft Date: 15<sup>th</sup> day of the month  
Late: 30<sup>th</sup> 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](mailto: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](http://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**

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

www.russellpm.com

## **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

**Bank Draft Authorization**

I, \_\_\_\_\_, hereby authorize Russell Property Management to draft my HOA dues for the  
street address

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Home Address City State Zip

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(Mailing Address for unit (If different than address above) City State Zip

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Draft Payable to (HOA name)

---

Day of Month for Draft

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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

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Signature Date

ATTACH VOIDED COPY OF CHECK HERE

***Russell Property Management, Inc.***

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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 \_\_\_\_\_

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