

# ***Bellingham Homeowners Association Inc***

## **Breakdown of Dues Paid**

The Board of Directors has provided below a summary of what benefits Bellingham homeowners receive from paying HOA dues assessments. The Bellingham Board of Directors encourages you to read the Covenants and Bylaws thoroughly. If you have any questions about the legal documents consult your attorney, the property management company, or Board members. It is the responsibility of the Bellingham Board of Directors to establish a budget to cover the expenses of the Association and prioritize/approve how funds are spent on the behalf of the HOA and its members.

**Dues Assessment:** \$125 per year

**Due Date:** January 1<sup>st</sup>

**Late:** after 30 days

**Late Fee:** 18% per annum

**Dues Pay For:** General Liability & Directors and Officers Insurance  
Professional Management

**HOA Manager:** Amanda Blomefield  
amanda@russellpm.com  
252-329-7368

***Bellingham Homeowners Association Inc***

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: \_\_\_\_\_

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!**

# Draft Authorization

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

Management to draft my HOA dues for the street address

\_\_\_\_\_

\_\_\_\_\_  
(Home Address)

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

\_\_\_\_\_  
Date of Month for Draft

\_\_\_\_\_  
Amount to be Drafted

Date 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 the 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

# Credit/Debit Card Draft Authorization

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

Management to draft my HOA dues for the street address

\_\_\_\_\_

\_\_\_\_\_  
(Home Address)

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

\_\_\_\_\_  
Date of Month for Draft

\_\_\_\_\_  
Amount to be Drafted

Date 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 the 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.

Account Holder Name: \_\_\_\_\_

\_\_\_\_\_  
Card Billing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

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

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date