

## ***Cranberry Ridge Phase II Sections 2 & 3 Homeowners Association Inc***

### **Breakdown of Dues Paid**

The Board of Directors has provided the below a summary of what benefits Cranberry Ridge homeowners receive from paying HOA dues assessments. The Cranberry Ridge 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 Cranberry Ridge 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:** \$185 per year

**Due Date:** January 1st

**Late:** 31<sup>st</sup> day of the year

**Dues Pay For:** Maintain the drainage easement located on the property line between the houses owned Marble Court and Dolostone Court

Maintain the storm water pond banks located behind 3238 thru 3241 Dolostone Court.

Maintain the HOA owned land identified under parcel 3701968813.000.

Maintain the HOA own vacant land identified under parcel 3711063768.000.

General Liability & Directors and Officers Insurance

Professional Management

**HOA Manager:** Amanda Blomefield  
[amanda@russellpm.com](mailto:amanda@russellpm.com)  
252.329.7368 ext 232

***Cranberry Ridge Phase II Sections 2 & 3 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!**

***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**