Harris Landing Homeowners Association, Inc
106 Regency Blvd.
Greenville, NC 27834
Phone: 252.329.7368 Fax: 252.355.9641
www.russellpm.com

HOA Information Sheet

A. Dues: $93.52/annually

Initial Capital Contribution: $550 at closing of each sale of the dwelling.

Dues Due: First Day of Calendar Year

Dues Cover: Landscaping around CBU
Landscaping of Common Area (behind homes along Blount Hall Road and Sam Mclawhorn Road)
General Liability Insurance and Directors & Officers
Maintenance of CBU (as needed)
Streetlights
Professional Property Management

Your Community Manager is Brittney Bruin

All concerns and maintenance requests should be emailed to brittney@russellpm.com or you may call 252.329.7368.

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Homeowners Association Information Sheet

Property Address: _____

Homeowners 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!

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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 A VOIDED CHECK

Russell Property Management, Inc.
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Credit/Debit Card Draft Authorization

I, _____, hereby authorize Russell Property

Management to draft my HOA dues for the following account:

_____
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

Credit/Debit Card #: _____

Expiration Date:_____ Security Code: _____

_____ _____
Signature Date