

# ***Spring Forest Condominiums Homeowners Association, Inc.***

## **Breakdown of Dues Paid**

The Board of Directors has provided below a summary of what benefits Spring Forest homeowners receive from paying HOA dues assessments. The Spring Forest 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 Spring Forest 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:** \$225 per month

**Due Date:** 1<sup>st</sup> day of each month

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

Exterior Building Maintenance

Parking Lot Maintenance

Escrow of Long-Term Repairs

Landscaping

Dumpster Repairs

Streetlights

Water

Interior Pest Control and Termite Inspections

Pool Access, Repairs, and Maintenance

HOA Manager: Brittney Bruin

[brittney@russellpm.com](mailto:brittney@russellpm.com)

252.329.7368 ext. 222

***Spring Forest Condominiums 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:

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(Address for unit)

(Mailing address, if different from Unit)

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Draft Payable to (HOA name)

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Date of First Draft

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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.

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Signature

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Date

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_

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

**PLEASE ATTACH A VOIDED CHECK**

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**Credit/Debit Card Draft Authorization**

I, \_\_\_\_\_, hereby authorize Russell Property Management to draft my HOA dues for the following account:

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Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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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: \_\_\_\_\_

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Card Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit/Debit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_