

The Cottages at Swift Creek
106 Regency Blvd.
Greenville, NC 27834
Phone: 252.329.7368 Fax: 252.355.9641
www.russellpm.com

HOA Information Sheet

A. Dues: \$140/quarter

Dues Due: January 1, April 1, July 1, October 1

Late Date & Fee: Late fees post on 31st day after assessment in the amount of 18% of the unpaid balance

Dues Cover: Entrance and Pond Landscaping
Entrance Lighting
General Liability Insurance
Mail Kiosk Repair
Management Fees
Pond Maintenance
Sidewalk Maintenance/Repair (Around Pond)
Signage Lighting

HOA manager is Brittney Bruin

All concerns and maintenance requests should be emailed to
brittney@russellpm.com or you may call 252.329.7368 ext. 222

Please visit our website to access legal documents, make work order requests, or contact the manager: <https://russellpm.com/homeowners-associations/homeowners-associations-listings/the-cottages-at-swift-creek/>

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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.

PLEASE MAIL OR FAX TO US ASAP!