

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!

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 A VOIDED CHECK

Russell Property Management, Inc.

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

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