

***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: \$200 semiannually

Dues Due: April 1, October 1

Late Date & Fee: Late fees post on 31<sup>st</sup> 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](mailto: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.***

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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**

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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