

**IRJ PROPERTY MANAGEMENT**  
**PO Box 1189, Garner, NC 27529 · 919-322-4680**  
**info@irjpm.com**

**Welcome Packet Contents:**

- 1. Welcome Letter**
- 2. Resident Information Sheet**
- 3. Information About Dues**
- 4. Important Preston Creekside Documents**  
*\* These QR Codes link directly to these vital documents for your convenience!*
- 5. Architectural Review Form**

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**[info@irjpm.com](mailto:info@irjpm.com)**

Dear New Homeowner,

On behalf of the Preston Creekside Condominium Association Board of Directors and the other homeowners in the community, we welcome you to the community.

The operation of your homeowner's association is governed by a board of volunteer directors. The Board members are elected on a staggered basis by the community. Elections are held at the annual homeowners meeting in January. The Board is responsible for overseeing the daily functions and financial responsibilities of the Association, and for maintaining members' compliance with the established rules and regulations. Please take the time to read through the Covenants, Bylaws and Rules and Regulations that are included in your welcome packet. Digital copies are available as well, if needed. Please contact [info@irjpm.com](mailto:info@irjpm.com) and they will be sent to you.

Quarterly, the Board distributes community newsletters out to residents, and important, time sensitive information is also sent to the community via email from us as the property manager. Please complete the attached residential information form, to include your email address for email communications, and mail it to:

IRJ Property Management  
PO Box 1189  
Garner, NC 27529

We at IRJ Property Management are the community's contracted property management company. Your Property Manager, Hannah Pellas, can be reached at 919-322-4680 or via email at [info@irjpm.com](mailto:info@irjpm.com). She should be contacted regarding any service issues in regard to community property, any apparent violations of rules and guidelines, and for any questions about your homeowner dues and assessments.

As a new homeowner, you may already have some ideas on how you would like to improve your property. Please keep in mind, the Association has an Architectural Review Process to help maintain the quality of our neighborhood. Its function is to evaluate the plans for all exterior additions such as storm doors, exterior lighting, planter boxes, and curtains to ensure compliance with all covenants, restrictions and guidelines. The purpose of this review is to protect our scenic environment and maintain the value of our homes. Modifications to the exterior of your home and

property must be submitted to the Board of Directors for review before being installed. If work is started without prior approval, the homeowner may be required to alter or remove the changes.

Again, welcome to the Preston Creekside community! We know you will find this neighborhood is a great place to live!

Sincerely,

IRJ Property Management

# Preston Creekside Homeowner Information Sheet

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

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

**PLEASE COMPLETE THIS SECTION ONLY  
IF YOUR UNIT IS RENTED/LEASED:**

Tenant's Name: \_\_\_\_\_

Tenant's Phone Number: \_\_\_\_\_

Rental Unit Address: \_\_\_\_\_

\_\_\_\_\_

**IF UNIT IS RENTED, PLEASE SEND A COPY OF YOUR LEASE  
AGREEMENT TO [INFO@IRJPM.COM](mailto:INFO@IRJPM.COM)**

**Vehicles Parked at Property:**

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_

**Please mail this form to:  
IRJ Property Management  
PO Box 1189  
Garner, North Carolina 27529**

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## **Dues Information Sheet**

Accounts are billed on the first of the month and are due by the end of the month. Any payments not received by the end of the month are subject to a \$10 late fee.

You may pay your dues one of three ways:

- 1) You may mail a check made out to Preston Creekside Homeowners Association to P.O. Box 1189, Garner, North Carolina 27529
- 2) You may fill out the attached ACH form and we will automatically draft your bank account on the first of the month.
- 3) You may make receive monthly invoices and pay them online via our secure website.

Please contact us at [info@irjpm.com](mailto:info@irjpm.com) and let us know how you will be paying your dues. We look forward to working with you!

Sincerely,

IRJ Property Management

# Recurring ACH Payment Authorization

You authorize regularly scheduled charges to your checking/savings account. Each billing cycle, you will be charged the amount indicated below. The charge will appear on your bank statement as an "ACH Debit." You agree that no prior notification will be provided unless the date or amount change, in which case you will receive notice from us at least 10 days prior to the payment being collected.

I \_\_\_\_\_ authorize IRJ Property Management, on behalf of Preston Creekside Homeowners Association to charge my bank account indicated below for \$ \_\_\_\_\_ on the \_\_\_\_\_ day of each month.

This payment is for Preston Creekside Homeowner Dues.

## Billing Information

Billing Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

## Bank Details

Checking       Savings

Account Name \_\_\_\_\_

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

Account Number \_\_\_\_\_

Routing Number \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and agree to notify IRJ Property Management, LLC in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the payment date falls on a weekend or holiday, I understand the payment may be executed on the next business day. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that IRJ Property Management, LLC may, at its sole discretion, attempt to process the charge again within 30 days and agree to an additional \$10.00 charge for each attempt which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law. I certify that I am an authorized user of this bank account and will not dispute these authorized scheduled transactions with my bank.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## Important Preston Creekside Documents

To access Preston Creekside's Recorded Covenants, scan the QR Code below with your phone's camera and the link to the document will open.



To access Preston Creekside's Recorded Bylaws, scan the QR Code below with your phone's camera and the link to the document will open.



To access Preston Creekside's Recorded Rules & Regulations, scan the QR Code below with your phone's camera and the link to the document will open.



If you would like email or hard copies of these documents, please request them at [info@irjpm.com](mailto:info@irjpm.com).

A printing fee may be required for hard copies.

# **Preston Creekside Condominiums Architectural Change Request Form**

*Please submit this application and any attachments to:  
PO Box 1189, Garner, NC 27529 OR info@irjpm.com*

Homeowner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Homeowner's Phone: \_\_\_\_\_

Homeowner's Email: \_\_\_\_\_

## **Request Statement and Agreement**

I determine this proposed project to be fully compliant with the Preston Creekside Covenants. I request project approval by the Association and/or Architectural Committee for the following described project only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. I also agree to cause the proposed improvement to be properly maintained. If IRJ Property Management and/or the Architectural Committee determines this project in any way violates the existing Association Covenants, is not completed within the allotted time, or not maintained to the satisfaction of Preston Creekside Homeowner's Association, I will cause the project to become completed in a manner fully compliant with the covenants and appropriately maintained or allow the Association to cause the project and my entire property to become fully compliant with the covenants and maintenance standards and reimburse the Association for all expenses associated with the compliance. I will be responsible for obtaining all necessary permits required (If necessary) by local governments having jurisdiction. Furthermore, I will be responsible for calling 1-800-632-4949 (Call-Before-You-Dig-Hotline) if I am planting in or near a common area easement.

### ***PLEASE READ CAREFULLY:***

*PROCESSING TIME FOR ARCHITECTURAL REQUESTS VARIES. PLEASE ALLOW 30-60 DAYS FROM RECEIPT OF COMPLETE APPLICATION FOR A FULL REVIEW. CONSIDER THIS TIMEFRAME WHEN SCHEDULING CONTRACTORS, ETC. PLEASE COMPLETE THIS FORM CAREFULLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE, AS REQUESTS FOR ADDITIONAL INFORMATION MAY LENGTHEN THIS PROCESS. THANK YOU, YOUR ASSOCIATION MANAGER*

**I also accept the responsibility for obtaining all necessary permits associated with this request.**

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date



Please have all adjacent condo owners' sign that they have seen the plans of the proposed project:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Describe proposed changes or additions:**

*To speed up the process the proposed plan should include sizes, styles, colors, heights & dimensions, description of materials, etc. Attach a copy of your plot plan (if possible) or sketch and indicate location of proposed exterior design change on lot in relation to house, other existing structures and property lines. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application. Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be considered in review & approval of any mechanical equipment, i.e. trees restricting views and pool pumps.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED CONSTRUCTION DATES: \*Start \_\_\_\_\_ Finish \_\_\_\_\_  
Please make sure your contractor adheres to your schedule, since the Association can force its completion.

*\*Be advised that the review process may take 30-60 days from receipt of application.*

**Architectural Committee/Manager use only**  
**Special Conditions for Approval:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Conditional Approval \_\_\_\_\_  
(Include reason) (See above)

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

\_\_\_\_\_  
IRJ Property Management Officer  
And/or Architectural Committee Member or HOA President