Crystal Springs Homeowner's Association

Welcome to the Crystal Springs Homeowners Association. The association is managed by Signature Management of Johnston County, NC LLC. Listed below is General Information regarding the Homeowners Association.

WEBSITE:

Important information including architectural change request forms, covenants, and online payment instructions can be found at www.SignatureMgt.com/Crystal-springs/.

ANNUAL DUES STATEMENTS:

Homeowners' Annual Dues are currently $180.00 per year. Annual Dues are due January 1st and considered past due February 1sth, of each calendar year.

Late fees are currently $20 per month starting February 15th. Homeowners' Dues Statements are sent via email, unless we do not have one on file.

You may request USPS mailed statements. However, homeowners may incur fees from the association in the future for a mailed statement.

PAYMENT FORMS:

We accept online payments via the New Homeowner Portal or Check.

Checks should be made out to: **Crystal Springs Homeowners Association**

*Please make sure the Homeowners Association name and property address are on all forms of payment. Otherwise, your payment may not be applied to the correct account. *

Please mail payments to our New Lockbox Address:

c/o Signature Management of Johnston County
P.O. Box 178
Commerce, GA 30529

HOMEOWNER PORTAL:

To submit payments online you will need to register your **Homeowner Portal**. Please visit our website www.signaturemgt.com/online-payments/ for information on how to register or use the QuickPay feature.

ARCHITECTURAL CHANGE REQUESTS:

To find out if the modifications you are planning for your property require an approved Architectural Change Request form, please review the Covenants. You can also find Answers to Frequently Asked Questions at www.Signaturemgt.com/acr-info/. Architectural Change Request forms can be accessed and submitted through the Homeowner Portal. Alternatively, you can access the form on your community's webpage.

VIOLATIONS:

Drive-through inspections occur monthly by Signature Management. Any property that is in violation of the covenants will receive a violation notice letter via email or mail. If the occurred violation is resolved, no action needs to be taken by the homeowner. Violations that are not resolved after 3 notices will be sent to the board for review and subject to future fines.

ACCOUNT INQUIRIES/RESIDENT SUPPORT:

If you have any questions regarding your account or a statement you have received, please contact us at Accountinquiry@SignatureMgt.com or by phone at 919-703-8900. Please allow 2 business days for a response to your request.

Download the Homeowner Portal Mobile App using the QR Codes Below!

Apple Store

Google Play

Signature MANAGEMENT *Of Johnston County NC LLC*

Providing Homeowner and Community Association Management Services
In Johnston County, NC, and Surrounding Areas