



DAVID FLOYD & ASSOCIATES, INC.

A Property Management Company

104 East Park Drive, Suite 320
Brentwood, TN 37027

Office: (615) 297-2824 Fax: (615) 297-9340 Website: dfloydassoc.com

September 28, 2022

To: Lofts at 30th Homeowners

Re: Introduction of New Management Company

Dear Homeowners,

We're extremely pleased to announce that **effective October 1, 2022, David Floyd & Associates, Inc. will become the Management Company for Lofts at 30th**. Our mission is to protect and enhance your property values while working with and under the direction of your Board of Directors and the Association's members while displaying a genuine attitude of service in a professional and prompt manner. Keeping an open and transparent line of communication and information flowing to the Board and to the Association's members will remain a priority. From a financial perspective, our shared goal will be to maximize the value for every dollar spent on your behalf while meeting your operating expenditure requirements and setting aside funds for reserves. We have been managing Homeowners Associations in Middle Tennessee since 1987. Our corporation is locally owned and operated. Our phones are answered 24/7/365.

David Floyd III will be serving as your community manager. David is a 2016 graduate of Lipscomb Academy and a 2019 graduate of Vanderbilt University, where he earned a degree in Economics while playing on the football team. During his time at Vanderbilt, David received two bowl rings, was a two-time Hope Scholar Athlete of the Week, and was a three-time SEC Academic Honor Roll Student. David currently serves as Vice President of our corporation.

Maintenance requests and questions can be submitted via email to lofsat30thhoa@gmail.com, phoned into our office at 615-297-2824, or faxed to 615-297-9340. David Floyd & Associates, Inc.'s office is located in Brentwood at 104 East Park Drive, Building 300. Our office hours are 9-5, Monday-Friday. Emergency answering service is provided 24/7 by calling 615-297-2824.

We are currently constructing a new website for Lofts at 30th. The website address will be lofsat30thhoa.com. This website will house important information such as the Association's governing documents, rules & regulations, budgets, financials, meeting minutes, forms, etc. Homeowners may also submit maintenance requests and questions through this website (in addition to the options listed above). Homeowners must register on the website to view private information pertaining to the Association.

Any automatic payments set up through Village Property Management will cease after 9/30/2022. Please refrain from attempting to make additional payments through Village Property Management after 9/30/2022.

Beginning 10/1/2022, homeowners will have three (3) options to pay their HOA fees:

- 1. Payment of HOA Fees by Auto-Draft (highly recommended):** Homeowners are encouraged to pay their HOA fees via auto-draft through our company. To sign up for auto-draft, please complete the enclosed auto-draft form and return it via email to accounting@dfloydassoc.com, via mail to Lofts at 30th HOA c/o David Floyd & Associates, Inc. 104 East Park Drive, Suite 320, Brentwood, TN 37027, or via fax to 615-297-9340. The completed auto-draft form must be received prior to the 25th of the current month in order for the draft to begin the following month. *There is no charge to homeowners for this service.*
- 2. Online Payment of HOA Fees:** To make an online payment, go to <https://dfal.cincwebaxis.com> and sign in at the top right corner of the screen. *[NOTE: You will need to register prior to signing in for the first time. Your account number is the same as your unit number.]* Once signed in, click on "Pay Fees" at the top left corner of the screen. Select your desired payment method (eCheck or credit card) and provide your payment information. Click "Submit eCheck/Credit Card Payment." Make sure that your payment information is correct and click "Submit Payment." *Please note that the payment platform charges a \$1.99 fee for eCheck payments and a 3.25% fee for credit card payments.*
- 3. Payment of HOA Fees via Check:** Homeowners may pay their HOA fees by mailing a check each month to Lofts at 30th HOA c/o David Floyd & Associates, Inc. PO Box 357 Commerce, GA. 30529-0357. Please make sure all checks are made payable to Lofts at 30th HOA and include your unit number in the memo section. A payment coupon should be included with each mailed check if possible (will be available to print at loftsat30thhoa.com).

NOTE: No late fees will be charged in the months of October and November.

We appreciate your patience and understanding during the management transition, as we realize there may be a few issues along the way. *We look forward to serving you!*

Very truly yours,

David A. Floyd, Jr.

David A. Floyd, Jr., President
David Floyd & Associates, Inc.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DRAFT

I hereby authorize David Floyd & Associates, Inc. on behalf of my Homeowners Association, hereinafter called ORGANIZATION, to initiate debit or credit entries to my Checking Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit/credit the same to such account on the sixth of each month (or on the next banking business day if the sixth falls on a weekend or holiday). I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Financial Institution Name: _____

Routing Number: _____ Account Number: _____

This authorization is to remain in full force and effect until ORGANIZATION has received written notification from me of its termination in such time and in such manner as to afford ORGANIZATION and DEPOSITORY a reasonable opportunity to act on it.

Name: _____

Signature: _____ Date: _____

Homeowners Association Name: Lofts at 30th Condominium Association, Inc.

Address of Property to be Credited: 210 30th Ave N Apt _____

Owner Name: _____

Phone Number: _____

Email Address: _____

*****Please provide a voided check with this authorization form*****

Please send this completed form via email to accounting@dfloydassoc.com, via fax to 615-297-9340, or via mail to David Floyd & Associates, Inc. 104 East Park Drive, Suite 320, Brentwood, TN 37027.

NOTE: This completed auto-draft form must be received prior to the 25th of the current month in order for the account to begin drafting the following month.