



## 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 Email: [info@dfloydassoc.com](mailto:info@dfloydassoc.com)

June 28, 2022

To: Eve Homeowners

### **Re: Introduction of New Management Company**

Dear Homeowners,

We're extremely pleased to announce that **effective July 1, 2022, David Floyd & Associates, Inc. will become the Management Company for Eve.** 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. He graduated from Vanderbilt in three years 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 now serves as Vice President of our corporation.

Maintenance requests and questions can be submitted via email to [EveOnTheRiverHOA@gmail.com](mailto:EveOnTheRiverHOA@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 have constructed a new website for Eve. The website address is [EveOnTheRiverHOA.com](http://EveOnTheRiverHOA.com). This website will house important information such as the governing documents, budgets, financials, meeting minutes, forms, etc. Homeowners may register for full website access.

All HOA fee payments made through First Service Residential will be transferred to our corporation. Please refrain from making additional payments through First Service Residential after 6/30/2022.

**Going forward, 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 attached auto-draft form and return it via email to [accounting@dfloydassoc.com](mailto:accounting@dfloydassoc.com), via mail to Eve 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 30th of the current month in order for the draft to begin the following month. There is no charge to the individual owners for this service.
- 2. Online Payment of HOA Fees:** To make an online payment, go to <https://dfa1.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 Eve HOA c/o David Floyd & Associates, Inc. PO Box 357 Commerce, GA. 30529-0357. Please make sure all checks are made payable to Eve HOA and include your unit number in the memo section. A payment coupon should be included with each mailed check (attached and can be printed at [EveOnTheRiverHOA.com](http://EveOnTheRiverHOA.com)).

**NOTE: No late fees will be charged in the months of July and August.**

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 / Savings Account (*circle one*) 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: \_\_\_\_\_

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

Homeowners Association Name: \_\_\_\_\_ EVE

Unit Number at Property to be Credited: \_\_\_\_\_

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

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

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

**Please send this completed form (along with a voided check) via email to [accounting@dfloydassoc.com](mailto: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 30<sup>th</sup> of the current month in order for the account to begin drafting the following month.***

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## *Payment Coupon*

Management Company Code: DFA1 (*David Floyd & Associates, Inc.*)

Homeowners Association Name: EVE (*Eve Condominium Association, Inc.*)

Unit Number: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Total Amount Enclosed: \$ \_\_\_\_\_

*In case we need to contact you, please provide your contact info below:*

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

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

*Please mail check and payment coupon to:*

**Eve Condominium Association, Inc.  
c/o David Floyd & Associates, Inc.  
PO Box 357 Commerce, GA 30529-0357**