



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

September 1, 2021

To: Exchange Lofts Homeowners

Re: Introduction of New Management Company

Dear Exchange Lofts Homeowners,

We're extremely pleased to announce that **effective September 1, 2021, David Floyd & Associates, Inc. has become the Management Company for your Homeowners Association.** 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 during our tenure. From a financial perspective, our shared goal will be to maximize the value for every dollar that is 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 100% locally owned and operated. Our phones are answered by a live person 24/7/365.

We are constructing a website for your Homeowners Association. The new website address will be ExchangeLoftsNashville.com. Information such as your association's Governing Documents, Rules & Regulations, Policies, Forms, Newsletters, etc. will be posted on this website. Your website will also have a contact form that is linked to the email address that we have created specifically for your Association (ExchangeLoftsNashville@gmail.com). To contact the management company, please utilize this email address or the contact form on your website. We ask that all owners register for full-access on the website in order to view private information such as financials, budgets, and meeting minutes.

David Floyd, III will be serving as your property manager. David can be reached by emailing ExchangeLoftsNashville@gmail.com or by calling 615-297-2824. David III 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 tenure at VU, 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. Your community will be inspected regularly in an effort to help improve the overall appearance of your community and to protect and enhance your property values.

Maintenance requests and questions can be submitted via email to the Association's email address (ExchangeLoftsNashville@gmail.com), submitted via the contact form at ExchangeLoftsNashville.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 in the 300 building. Office hours are from 9-5, Monday-Friday. Emergency answering service is provided 24/7 by calling our office at 615-297-2824. Please note that all correspondence should be directed to David Floyd & Associates, Inc. and not to individual Board members – this will allow us to document each request and to be accountable for necessary follow-up on each item that is brought to our attention.

When necessary, instead of just sending a “violation” letter, we will try to reach out to owners via phone and/or email and let them know that the Association is requesting their assistance in correcting a violation of the governing documents and/or the rules & regulations (especially for first offenses).

*****All HOA fee payments made through Village Property Management will be transferred to our firm. Please refrain from making additional payments through Village Property Management going forward.*****

Your monthly HOA Fees may now be paid by mailing a check with the enclosed payment coupon to the address below OR by auto-draft (highly recommended). Please note that the completed auto-draft form (enclosed) must be received prior to the 25th of the current month in order for the account to begin drafting the following month. Auto-drafts will not begin until October, 2021.

You will have two (2) options to pay your monthly 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. This saves owners the worry from having to remember to pay their HOA fees, avoids late fees, and helps with the Association's cash flow. There is no charge to sign up for auto-draft. If you change your bank account or if you sell your home, please remember to notify us in writing at least ten (10) days before the change occurs. To sign up for auto-draft, please complete the auto-draft form located at the bottom of this page and return it (along with a voided check) to Exchange Lofts c/o David Floyd & Associates, Inc. via mail to 104 East Park Drive, Suite 320, Brentwood, TN 37027, via fax to 615-297-9340, or via email to accounting@dfloydassoc.com.
- 2) **Payment of HOA Fees by Check:** Owners are welcome to pay their HOA Fees by mailing a check each month to Exchange Lofts HOA, c/o David Floyd & Associates, Inc., 104 East Park Drive, Suite 320, Brentwood, TN 37027. Please make sure all checks are mailed with a payment coupon (enclosed and will be available to print at ExchangeLoftsNashville.com).

NOTE: No late fees will be charged in the months of September or October.

Lastly, we request that all owners provide us with their current contact information by filling out a brief form at <https://dfloydassoc.com/update-your-contact-info>. This will allow us to create an accurate and comprehensive roster that will be used for communicating with owners & residents.

We ask for your patience and understanding during the first month or two of the management transition, as we realize there may be a few issues and hiccups 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.

Payment Coupon for Exchange Lofts HOA

Name: _____

Exchange Lofts Unit Number: _____

Amount Enclosed (TOTAL): \$ _____

*****Please provide your contact info below.*****

Name: _____

Email Address: _____

Phone Number: _____

Parking Space Number(s): _____

Please send to:

**Exchange Lofts HOA
c/o David Floyd & Associates, Inc.
104 East Park Drive, Suite 320,
Brentwood, TN 37027**

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. 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: **EXCHANGE LOFTS**

Unit Number: _____

Owner Name: _____

Phone Number: _____

Email Address: _____

Parking Space Number(s): _____

Please send this completed form (along with a voided check) via email to accounting@dfloydassoc.com, via fax to 615-297-9340, or via mail to Exchange Lofts HOA c/o 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.