



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

Re: New Owner Welcome Packet

Dear Burlington Townhomes Homeowner,

We are pleased that you have decided to invest in Burlington Townhomes. It is a terrific place in which to own and live. David Floyd & Associates, Inc. serves as the managing agent for your Homeowners Association (HOA). We work closely with your Board of Directors to serve you under the provisions of the governing documents for your association.

Your monthly HOA fees are charged based on the square footage of your home. You have three different options for payment:

- 1. Payment of HOA Fees by Auto-Draft (*highly recommended*):** To sign up for auto-draft, please complete the attached auto-draft form and return it via email to accounting@dfloydassoc.com, via mail to Burlington Townhomes 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.
- 2. Online Payment of HOA Fees:** To pay your HOA fees online, please go to <https://dfal.cincwebaxis.com> and sign in at the top right corner of the screen. *[NOTE: You must register and be approved prior to signing in for the first time. Your account number is the same as your street address 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), input your payment information, and click "Submit." Verify that your payment information is correct and click "Submit Payment." *Please note that the payment platform charges a \$1.99 processing fee for eCheck payments and a 3.25% processing fee for credit card payments.*
- 3. Payment of HOA Fees via Mailed Check:** Homeowners may pay their HOA fees by mailing checks to Burlington Townhomes HOA c/o David Floyd & Associates, Inc. PO Box 357 Commerce, GA 30529-0357. Please make sure all checks are made payable to Burlington Townhomes HOA and include your street address number in the memo

section. A payment coupon should be included with each mailed check if possible (available to print at dfloydassoc.com/burlington).

Your Homeowner's Association also has an email address that all questions and requests should be directed to. This email address is BurlingtonTownhomes@gmail.com.

We look forward to serving you and will be visiting your property regularly to inspect the common areas, review HOA-related issues, and ensure that the vendor services are being provided according to the contracts. Should you have any concerns, complaints, ideas, or suggestions, please email, fax, or send via U.S. Mail.

Our primary objective is to work with your Board to maximize the value of every dollar spent by the HOA and at the same time be able to adequately fund the reserve accounts to avoid the need for any future special assessments.

If you have not been provided a copy of the governing documents, please let us know and we can email them to you or provide a hard copy to you for your records.

This packet includes a Homeowner Information Form. Please take a few minutes to carefully review and complete the form as it is critical to our being able to keep you updated and informed as it pertains to your Homeowners Association.

Should you have any questions, please contact us at your convenience.

Again, we look forward to being of service to you.

Respectfully,

David Floyd

David Floyd & Associates, Inc.
Managing Agent for Burlington Townhomes

Burlington Townhomes HOA Fee Schedule

Unit #	% Ownership	2023 Monthly HOA Fee	2024 Monthly HOA Fee	<i>Difference</i>
501	2.42%	\$265.69	\$318.83	\$53.14
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503	2.06%	\$226.17	\$271.40	\$45.23
504	2.06%	\$226.17	\$271.40	\$45.23
505	2.06%	\$226.17	\$271.40	\$45.23
506	2.42%	\$265.69	\$318.83	\$53.14
507	2.06%	\$226.17	\$271.40	\$45.23
508	3.07%	\$337.06	\$404.47	\$67.41
509	2.06%	\$226.17	\$271.40	\$45.23
510	3.07%	\$337.06	\$404.47	\$67.41
511	2.42%	\$265.69	\$318.83	\$53.14
512	3.33%	\$365.60	\$438.72	\$73.12
513	2.42%	\$265.69	\$318.83	\$53.14
514	3.33%	\$365.60	\$438.72	\$73.12
515	2.06%	\$226.17	\$271.40	\$45.23
516	3.07%	\$337.06	\$404.47	\$67.41
517	2.06%	\$226.17	\$271.40	\$45.23
518	3.07%	\$337.06	\$404.47	\$67.41
519	2.06%	\$226.17	\$271.40	\$45.23
520	2.38%	\$261.31	\$313.56	\$52.25
521	2.06%	\$226.17	\$271.40	\$45.23
522	2.13%	\$233.86	\$280.63	\$46.77
523	2.42%	\$265.69	\$318.83	\$53.14
524	2.13%	\$233.86	\$280.63	\$46.77
525	2.42%	\$265.69	\$318.83	\$53.14
526	2.11%	\$231.66	\$277.99	\$46.33
527	2.06%	\$226.17	\$271.40	\$45.23
528	2.13%	\$233.86	\$280.63	\$46.77
529	2.06%	\$226.17	\$271.40	\$45.23
530	2.38%	\$261.31	\$313.56	\$52.25
531	2.06%	\$226.17	\$271.40	\$45.23
532	2.42%	\$265.69	\$318.83	\$53.14
533	2.06%	\$226.17	\$271.40	\$45.23
534	2.06%	\$226.17	\$271.40	\$45.23
535	2.42%	\$265.69	\$318.83	\$53.14
536	2.06%	\$226.17	\$271.40	\$45.23
537	2.42%	\$265.69	\$318.83	\$53.14
538	4.10%	\$450.14	\$540.17	\$90.03
539	2.06%	\$226.17	\$271.40	\$45.23
541	2.06%	\$226.17	\$271.40	\$45.23
543	2.06%	\$226.17	\$271.40	\$45.23
545	2.42%	\$265.69	\$318.83	\$53.14

NEW OWNER INFORMATION FORM

Dear New Homeowner,

In order to keep our records up-to-date and to maintain contact with homeowners/residents, we ask that you complete and return this form to David Floyd & Associates, Inc. via mail at 104 East Park Drive #320 Brentwood, TN 37027, via email to dfloydassoc@gmail.com, or via fax to 615-297-9340. Please note that this information may be published in your HOA's directory unless you request that it not be published.

Name(s) of New Owner(s): _____

Name of Homeowners Association: _____

Address at Subject Property: _____

Mailing Address (if different from above): _____

Email(s): _____

Phone(s): _____

AUTHORIZATION AGREEMENT FOR AUTOMATIC DRAFT

I hereby authorize David Floyd & Associates, Inc. on behalf of my HOA, 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: _____

Address at Property to be Credited: _____

Owner Name: _____

Phone Number: _____

Email Address: _____

Please mail this completed form along with a voided check to:

David Floyd & Associates, Inc.
104 East Park Drive, Suite 320
Brentwood, TN 37027.

NOTE: Completed form must be received prior to the 25th of the current month in order for it to begin drafting the following month.