



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

June 1, 2023

To: Pennington Villas Homeowners

Re: HOA Banking Change & New HOA Fee Payment Options (IMPORTANT)

Dear Pennington Villas Homeowners,

The HOA's bank accounts will be transferred to Pinnacle Financial Partners effective July 1, 2023, and the bank accounts currently held at Pacific Western Bank will be closed.

Effective July 1, 2023, homeowners that have been paying their HOA fees via mailed check, online through HOABankServices.com, or via bill-pay will need to begin paying their HOA via one of the options listed below. Any recurring payments set up through HOABankServices.com will need to be cancelled prior to July 1, 2023. If you are currently on auto-draft directly through David Floyd & Associates, Inc., no action is required.

- 1. Payment of HOA Fees by Auto-Draft (*HIGHLY RECOMMENDED*):** 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 Pennington Villas 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 pay your HOA fees online, please go to <https://dfa1.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. It may take up to 2 business days for your registration to be approved. 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 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 Pennington Villas HOA c/o David Floyd & Associates, Inc. PO Box 357 Commerce, GA 30529-0357. Please make sure all checks are made payable to Pennington Villas 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 dfloydassoc.com/pennington-villas).

NOTE: No late fees will be charged during the month of July.

If you have any questions, please email accounting@dfloydassoc.com or call 615-297-2824.

Kindest Regards,

David Floyd & Associates, Inc.

Managing Agent for Pennington Villas HOA

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: _____

Address at Property to be Credited: _____

Owner Name: _____

Phone Number: _____

Email Address: _____

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

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.