



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 Roderick Square Homeowner,

We are pleased that you have decided to invest in Roderick Square. 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 will be at the rate of \$300. The fee is due on the first of the month and late after the fifteenth. A late fee will be assessed if received after the fifteenth of the month. There are three different options for payment:

1. Payment of HOA Fees by Auto-Draft (highly recommended): Homeowners are encouraged to pay their HOA fees via auto-draft through David Floyd & Associates, Inc. There is no charge to sign up for auto-draft. Please complete the enclosed auto-draft form and submit it via email to accounting@dfloydassoc.com, via fax to 615-297-9340, or via mail to David Floyd & Associates, Inc. 104 East Park Dr. Suite 320 Brentwood, TN 37027.

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. *If you have not signed in before, you will need to register first.* 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 \$2.99 processing fee for one-time eCheck payments and a 3.25% processing fee for credit card payments.*

3. Payment of HOA Fees by Check: Homeowners may pay their HOA fees by mailing checks to Roderick Square HOA c/o David Floyd & Associates, Inc. PO Box 357 Commerce, GA 30529-0357. Please make sure all checks are made payable to Roderick Square HOA and include your street address number in the memo section. All checks should also be mailed with a payment coupon if possible. A payment coupon can be printed at <https://dfloydassoc.com/roderick-square>.

Your Homeowner's Association also has an email address that all questions and requests should be directed to. This email address is RoderickSquareHOA@dfloydassoc.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,

Leigh Ann Floyd

David Floyd & Associates, Inc.
Managing Agent for Roderick Square

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): _____

If this is a rental unit, please provide the following information. Please complete renter information, and include rental agency information is applicable.

Tenant Name(s): _____

Is Tenant a Family Member? (yes or no): _____

Email(s): _____

Phone(s): _____

If applicable:

Rental Agent: _____

Rental Agent Mailing Address: _____

Rental Agent Email: _____

Rental Agent Phone: _____

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.