



## **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)

December 9, 2020

**To: St. Martin Square Homeowners**  
**Re: New Management Company**

Dear St. Martin Square Homeowner,

We're extremely pleased to announce that effective January 1, 2021, **David Floyd & Associates, Inc. will 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've been working with your Board of Directors to ensure a smooth and efficient transition.

**We are constructing a website for your Homeowners Association.** The new website address will be [www.stmartinsquarehoa.com](http://www.stmartinsquarehoa.com). Information such as your association's Governing Documents, Rules & Regulations, Policies, Forms, and Newsletters will be posted on this site. Your website will also have a contact form that is linked to the email address that we have created specifically for your association ([StMartinSquareHOA@gmail.com](mailto:StMartinSquareHOA@gmail.com)). To contact the management company, please utilize this email address or the contact form on your website.

**David Floyd, III will be serving as your property manager.** David III can be reached by emailing [StMartinSquareHOA@gmail.com](mailto:StMartinSquareHOA@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 (#55). 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** can be submitted via email to [StMartinSquareHOA@gmail.com](mailto:StMartinSquareHOA@gmail.com), submitted via the contact form at [www.stmartinsquarehoa.com](http://www.stmartinsquarehoa.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, Suite 320. 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 must be directed to David Floyd & Associates, Inc. and not to 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 telephone and/or email and let them know that we’re asking for their help in correcting a violation of the governing documents and/or rules & regulations. No fines will occur upon the first notice of a violation.

**Effective January 1, 2021, your monthly HOA Fee may be paid online through Union Bank at [hoabankservices.com](http://hoabankservices.com) or by mailing a check with the enclosed payment coupon to the address below:**

*St. Martin Square HOA  
c/o David Floyd & Associates, Inc.  
P.O. Box 531253  
Atlanta, GA 30353-1253*

*\*\*\*Note: Auto-Drafts will NOT occur until February, 2021, so your January HOA Fee may be paid online or by mailing a check with the enclosed payment coupon to the above address.\*\*\**

**All payments that have been made previously through Apex Ventures (through 12/31/20) will be transferred to our firm. If you have already paid your January HOA fee, there is no need to pay it again. Late fees will not be charged in the month of January.**

You may also complete the enclosed auto-draft form and we can set up your account to automatically draft on or near the 6th of each month. (Please be aware that auto-drafts will NOT begin until February 2021). A payment coupon is also included and will be available for printing on your website. Your accounts will be held at Union Bank.

**You will have three (3) options to pay your monthly HOA Fees:**

- 1) PAYMENT OF HOA FEES BY AUTO-DRAFT:** This saves owners the worry from having to remember to pay their fees, avoids late fees, and, at the same time, helps with the HOA’s cash flow. There is no charge to sign up on the Payment-by-Auto-Draft program. 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. Please fill out the enclosed auto-draft form and mail (with a voided check) to David Floyd & Associates, Inc. at 104 East Park Drive, Suite 320, Brentwood, TN 37027. (*\*Auto-drafts will not begin until February 2021, so your January 2021 HOA Fee may be paid online or by mailing a check.*)

- 2) **ONLINE PAYMENT OF HOA FEES:** St. Martin Square will be set up to allow owners to pay their monthly fee online by going to [hoabankservices.com](http://hoabankservices.com) (*please refrain from trying to make online payments until 1/1/21*). To make a payment, simply choose your HOA (St. Martin Square), and then enter your account number. Your account number is based on the combination of your St. Martin Square building number and your individual unit number. For example, the account number for 305 Seven Springs Way, Apt 101 is 305-101, and the account number for 311 Seven Springs Way, Apt 404 is 311-404. There is NO charge for online payments unless you pay by credit card. The free payment method is known as payment by e-check.
- 3) **PAYMENT OF HOA FEES BY CHECK:** Owners are welcome to pay their HOA Fees the old-fashioned way by mailing a check each month to St. Martin Square HOA, c/o David Floyd and Associates, Inc., P.O. Box 531253, Atlanta, GA 30353-1253 (*please refrain from mailing checks until 1/1/21*). Please make sure all checks are mailed with a payment coupon (enclosed and will be available to print at [www.stmartinsquarehoa.com](http://www.stmartinsquarehoa.com)).

We ask for your patience and understanding during the first month or two of the management transition, as we realize there will 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.**

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***Payment Coupon for St. Martin Square HOA***

**Name:** \_\_\_\_\_

**St. Martin Square Address:** \_\_\_\_\_

**Amount Enclosed (TOTAL):** \$ \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

***Please send to:***  
**St. Martin Square HOA**  
**c/o David Floyd & Associates, Inc.**  
**P.O. Box 531253**  
**Atlanta, GA 30353-1253**

# 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 25<sup>th</sup> of the current month in order for it to begin drafting the following month.***