



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: dfloydassoc@gmail.com

Re: **New Owner Welcome Packet**

Dear Brentwood Pointe II Homeowner,

We are pleased that you have decided to invest in Brentwood Pointe II. 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 \$165 and you have three different options for payment:

Owners are welcome to pay their HOA Fees the old-fashioned way by mailing a check to our office at 104 East Park Drive, Suite 320 Brentwood, TN 37027. Please make sure all checks include the HOA name and individual address / unit number.

You may also pay by auto-draft from your checking or savings account. 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 flows. There is no charge to sign up on the payment-by-auto-draft program. In most instances, the draft actually takes place between the 6th and 10th of each month. If you change your bank account or sell your home, please remember to notify us in writing at least ten (10) days before the change occurs. If you are interested in setting up auto-draft, please complete the included Automatic Draft Authorization Form and return to our office with a *voided check*.

Brentwood Pointe II is also set up to allow owners to pay their monthly fee online by going to <https://www.hoabankservices.com>. Just choose your HOA, and then enter your account number (same as unit number / street address). Recurring payments can be set up as well through this platform. There is no charge for online payments unless you pay by credit card. The free payment method is known as payment by e-check.

Your Homeowner's Association has a website that allows for homeowners to view important documents, financial information, meeting minutes, newsletters, and other items. The website address is BrentwoodPointe2.com. Please register on the website in order to access the private

items such as financial information and meeting minutes. Once you register, we will verify that you are a homeowner and approve you for full access.

Your Homeowner's Association also has an email address that all questions and requests should be directed to. This email address is BrentwoodPointe2@gmail.com.

At closing, you should have received a pool key fob from the seller. If you need a replacement key fob, please let us know.

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. The governing documents can also be viewed on your HOA's website at BrentwoodPointe2.com.

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 Brentwood Pointe II

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.

BRENTWOOD POINTE II

IMPORTANT OWNERSHIP INFORMATION!!

The Board of Directors would like to thank you for investing in and/or calling Brentwood Pointe II home! We would also like to remind you of some commonly overlooked regulations and policies. Please note that the following items enhance your investment and make Brentwood Pointe a more attractive and better place to live. If you rent your unit, please make sure that all current and future tenants are aware of these items. Owners who fail to comply or enforce these items will be subject to incremental fines.

To avoid any future problems the following items must have prior approval by the board of directors or property manager before installing.

1) Storm door replacements

The storm door color should match the color of the front door or match the color of the building's primary siding color. Since none of the buildings are "White" – this color is not allowed. Storm doors should be full non-tinted glass (with no bar across the middle).

2) Replacement windows

The replacement window's trim must be a dark bronze and resemble the existing windows.

3) Replacement or painting of the front door

The front door must be of solid construction (no glass or decorative features) and similar to other doors in the development. The color of the front door must also match the color of the shutters.

4) Satellite dishes

A partially-refundable deposit (depending on damage to structure) of \$150.00 is now required prior to the installation of any satellite dish. The satellite dish should be installed on the wood fascia boards never on the roof.

Please be considerate of your neighborhood and neighbors and follow the next items.

5) Pet waste

Needs to be removed from the grounds by the person walking the animal. Common areas are used for walking dogs and active children and residents enjoying an afternoon stroll. Please remove the waste immediately and dispose of properly.

6) Dogs

Please do not leave pets unattended in the patio area. This isn't safe for the animals and can be a nuisance to the neighbors.

7) Parking

Each unit is allowed to park one vehicle in front of the buildings. All other vehicles are required to park in areas not adjacent to the buildings.

8) Trailers

Residents and guests are not allowed to park or store trailers in our development overnight.

9) Trash

All trash items must be placed in trash bags. Items not in bags or larger items (i.e. Christmas trees, mattresses, book shelves, etc.) are not included in the trash contract and will not be removed by the trash company. You are required to haul off these larger items.

10) Storage

The grass areas adjacent to your privacy fence are not for the "storage of materials". Storing any items or materials in these areas is a violation.

11) Signs

For Sale or For Rent signs are not allowed on the property. The board of directors will allow a small sign to be placed on the inside of a window that faces the interior parking areas.

Please take pride in our neighborhood. If you notice someone littering please let us know. When you are out walking and see trash in the parking lot or on the grounds – please pick it up.