



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 Villa Homeowner,

We are pleased that you have decided to invest in Brentwood Villa. 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 and can be found on the Brentwood Villa website at BrentwoodVillaCondos.com. 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 enclosed auto-draft form and return it via email to accounting@dfloydassoc.com, via mail to Brentwood Villa 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 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) 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 via Mailed Check:** Homeowners may pay their HOA fees by mailing checks to Brentwood Villa HOA c/o David Floyd & Associates, Inc. PO Box 357 Commerce, GA 30529-0357. Please make sure all checks are made payable to Brentwood Villa HOA and include your street address number in the memo section. A payment coupon should be included with each mailed check and can be printed at BrentwoodVillaCondos.com.

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 BrentwoodVillaCondos.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 BrentwoodVillaCondos@gmail.com.

At closing, you should have received a pool key from the seller. If you need a replacement key, 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 BrentwoodVillaCondos.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 Villa

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.

Brentwood Villa Condominiums HOA 2025 Fee Schedule

Address	Monthly HOA Fee	Monthly Supplemental Fee	TOTAL MONTHLY FEES
100 Villa View Court	\$252.32	\$10.92	\$263.24
101 Villa View Court	\$225.99	\$9.78	\$235.77
102 Villa View Court	\$252.32	\$10.92	\$263.24
103 Villa View Court	\$225.99	\$9.78	\$235.77
104 Villa View Court	\$252.32	\$10.92	\$263.24
105 Villa View Court	\$312.67	\$13.54	\$326.21
106 Villa View Court	\$252.32	\$10.92	\$263.24
107 Villa View Court	\$312.67	\$13.54	\$326.21
108 Villa View Court	\$252.32	\$10.92	\$263.24
109 Villa View Court	\$312.67	\$13.54	\$326.21
110 Villa View Court	\$252.32	\$10.92	\$263.24
111 Villa View Court	\$312.67	\$13.54	\$326.21
112 Villa View Court	\$252.32	\$10.92	\$263.24
113 Villa View Court	\$225.99	\$9.78	\$235.77
114 Villa View Court	\$252.32	\$10.92	\$263.24
115 Villa View Court	\$225.99	\$9.78	\$235.77
116 Villa View Court	\$252.32	\$10.92	\$263.24
117 Villa View Court	\$225.99	\$9.78	\$235.77
118 Villa View Court	\$252.32	\$10.92	\$263.24
119 Villa View Court	\$261.58	\$11.32	\$272.90
120 Villa View Court	\$252.32	\$10.92	\$263.24
121 Villa View Court	\$312.67	\$13.54	\$326.21
123 Villa View Court	\$312.67	\$13.54	\$326.21
125 Villa View Court	\$312.67	\$13.54	\$326.21
127 Villa View Court	\$312.67	\$13.54	\$326.21
129 Villa View Court	\$225.99	\$9.78	\$235.77
131 Villa View Court	\$261.58	\$11.32	\$272.90
200 Glenstone Circle	\$227.52	\$9.85	\$237.37
201 Glenstone Circle	\$290.98	\$12.60	\$303.58
202 Glenstone Circle	\$290.98	\$12.60	\$303.58
203 Glenstone Circle	\$290.98	\$12.60	\$303.58
204 Glenstone Circle	\$345.16	\$14.94	\$360.10
205 Glenstone Circle	\$290.98	\$12.60	\$303.58
206 Glenstone Circle	\$345.16	\$14.94	\$360.10
207 Glenstone Circle	\$290.98	\$12.60	\$303.58
208 Glenstone Circle	\$345.16	\$14.94	\$360.10
209 Glenstone Circle	\$290.98	\$12.60	\$303.58
210 Glenstone Circle	\$345.16	\$14.94	\$360.10
211 Glenstone Circle	\$290.98	\$12.60	\$303.58
212 Glenstone Circle	\$225.99	\$9.78	\$235.77
213 Glenstone Circle	\$290.98	\$12.60	\$303.58
214 Glenstone Circle	\$312.67	\$13.54	\$326.21
215 Glenstone Circle	\$290.98	\$12.60	\$303.58
216 Glenstone Circle	\$227.52	\$9.85	\$237.37
218 Glenstone Circle	\$312.67	\$13.54	\$326.21
219 Glenstone Circle	\$290.98	\$12.60	\$303.58
220 Glenstone Circle	\$345.16	\$14.94	\$360.10

Brentwood Villa Condominiums HOA 2025 Fee Schedule

Address	Monthly HOA Fee	Monthly Supplemental Fee	TOTAL MONTHLY FEES
221 Glenstone Circle	\$290.98	\$12.60	\$303.58
222 Glenstone Circle	\$345.16	\$14.94	\$360.10
223 Glenstone Circle	\$290.98	\$12.60	\$303.58
224 Glenstone Circle	\$345.16	\$14.94	\$360.10
225 Glenstone Circle	\$290.98	\$12.60	\$303.58
226 Glenstone Circle	\$345.16	\$14.94	\$360.10
227 Glenstone Circle	\$290.98	\$12.60	\$303.58
228 Glenstone Circle	\$227.52	\$9.85	\$237.37
229 Glenstone Circle	\$290.98	\$12.60	\$303.58
230 Glenstone Circle	\$312.67	\$13.54	\$326.21
231 Glenstone Circle	\$290.98	\$12.60	\$303.58
232 Glenstone Circle	\$227.52	\$9.85	\$237.37
233 Glenstone Circle	\$290.98	\$12.60	\$303.58
234 Glenstone Circle	\$312.67	\$13.54	\$326.21
235 Glenstone Circle	\$290.98	\$12.60	\$303.58
236 Glenstone Circle	\$345.16	\$14.94	\$360.10
237 Glenstone Circle	\$290.98	\$12.60	\$303.58
238 Glenstone Circle	\$345.16	\$14.94	\$360.10
239 Glenstone Circle	\$290.98	\$12.60	\$303.58
240 Glenstone Circle	\$345.16	\$14.94	\$360.10
241 Glenstone Circle	\$290.98	\$12.60	\$303.58
242 Glenstone Circle	\$345.16	\$14.94	\$360.10
243 Glenstone Circle	\$290.98	\$12.60	\$303.58
244 Glenstone Circle	\$227.52	\$9.85	\$237.37
245 Glenstone Circle	\$290.98	\$12.60	\$303.58
246 Glenstone Circle	\$312.67	\$13.54	\$326.21
247 Glenstone Circle	\$290.98	\$12.60	\$303.58
248 Glenstone Circle	\$225.99	\$9.78	\$235.77
249 Glenstone Circle	\$290.98	\$12.60	\$303.58
250 Glenstone Circle	\$312.67	\$13.54	\$326.21
251 Glenstone Circle	\$227.52	\$9.85	\$237.37
252 Glenstone Circle	\$345.16	\$14.94	\$360.10
253 Glenstone Circle	\$312.67	\$13.54	\$326.21
254 Glenstone Circle	\$345.16	\$14.94	\$360.10
255 Glenstone Circle	\$345.16	\$14.94	\$360.10
256 Glenstone Circle	\$345.16	\$14.94	\$360.10
257 Glenstone Circle	\$345.16	\$14.94	\$360.10
258 Glenstone Circle	\$345.16	\$14.94	\$360.10
259 Glenstone Circle	\$345.16	\$14.94	\$360.10
260 Glenstone Circle	\$227.52	\$9.85	\$237.37
261 Glenstone Circle	\$345.16	\$14.94	\$360.10
262 Glenstone Circle	\$312.67	\$13.54	\$326.21
263 Glenstone Circle	\$227.52	\$9.85	\$237.37
264 Glenstone Circle	\$312.67	\$13.54	\$326.21
265 Glenstone Circle	\$312.67	\$13.54	\$326.21
266 Glenstone Circle	\$227.52	\$9.85	\$237.37
267 Glenstone Circle	\$227.52	\$9.85	\$237.37

Brentwood Villa Condominiums HOA 2025 Fee Schedule

Address	Monthly HOA Fee	Monthly Supplemental Fee	TOTAL MONTHLY FEES
268 Glenstone Circle	\$312.67	\$13.54	\$326.21
269 Glenstone Circle	\$312.67	\$13.54	\$326.21
270 Glenstone Circle	\$345.16	\$14.94	\$360.10
271 Glenstone Circle	\$345.16	\$14.94	\$360.10
272 Glenstone Circle	\$345.16	\$14.94	\$360.10
273 Glenstone Circle	\$345.16	\$14.94	\$360.10
274 Glenstone Circle	\$345.16	\$14.94	\$360.10
275 Glenstone Circle	\$345.16	\$14.94	\$360.10
276 Glenstone Circle	\$227.52	\$9.85	\$237.37
277 Glenstone Circle	\$345.16	\$14.94	\$360.10
278 Glenstone Circle	\$312.67	\$13.54	\$326.21
279 Glenstone Circle	\$227.52	\$9.85	\$237.37
281 Glenstone Circle	\$345.16	\$14.94	\$360.10
5901 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5902 Stonebrook Drive	\$227.52	\$9.85	\$237.37
5903 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5904 Stonebrook Drive	\$227.52	\$9.85	\$237.37
5905 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5906 Stonebrook Drive	\$345.16	\$14.94	\$360.10
5907 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5908 Stonebrook Drive	\$345.16	\$14.94	\$360.10
5909 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5910 Stonebrook Drive	\$345.16	\$14.94	\$360.10
5911 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5912 Stonebrook Drive	\$345.16	\$14.94	\$360.10
5913 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5914 Stonebrook Drive	\$227.52	\$9.85	\$237.37
5915 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5916 Stonebrook Drive	\$312.67	\$13.54	\$326.21
5917 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5918 Stonebrook Drive	\$227.52	\$9.85	\$237.37
5919 Stonebrook Drive	\$312.67	\$13.54	\$326.21
5920 Stonebrook Drive	\$312.67	\$13.54	\$326.21
5921 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5922 Stonebrook Drive	\$345.16	\$14.94	\$360.10
5923 Stonebrook Drive	\$258.50	\$11.19	\$269.69
5924 Stonebrook Drive	\$345.16	\$14.94	\$360.10
5926 Stonebrook Drive	\$345.16	\$14.94	\$360.10
5928 Stonebrook Drive	\$345.16	\$14.94	\$360.10
5930 Stonebrook Drive	\$227.52	\$9.85	\$237.37
5932 Stonebrook Drive	\$312.67	\$13.54	\$326.21