



DAVID FLOYD & ASSOCIATES, INC.

A Property Management Company

Maryland Farms Office:
104 East Park Drive, Suite 320
Brentwood, TN 37027
Office: (615) 297-2824 Fax: (615) 297-9340

January 24, 2020

Members

Hearthstone Manor Home Owners Association, Inc.

Brentwood, TN 37027

Re: New Management Company

Dear Hearthstone Manor Homeowner:

We're extremely pleased to announce that effective February 1, 2020, **David Floyd & Associates, Inc. will become the new 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 while maximizing the return for every dollar that is spent on your behalf. 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, meeting your operating expenditure requirements, and working to set aside enough for reserve funding.*** We've been working with Ghertner and Co. to ensure a smooth and efficient transition.

We are constructing a new website for your HOA. The new website address will be **HearthstoneManor.Net** Please note that you must register and be approved in order to be able to review the private information such as the minutes, financial reports, and other proprietary information. The public side of the website will allow viewers to access your Charter and Governing Documents and/or any other amendments which have been recorded and are public. Please go ahead and register now so that you'll be able to watch as more information is built on the public and private side of the website.

David Floyd III will be serving as your property manager and will be conducting inspections of your development. David (D3) can be emailed at HearthstoneManorHOA@gmail.com and he can be reached at 615-947-6186. ***Our website address is Dfloydassoc.com. David III is a graduate of Lipscomb Academy '16 and a graduate of Vanderbilt University '19 with a degree in Economics. He***

was a football player (#55) at VU and in three (3) years, received two (2) bowl rings and had 3 straight wins over UT (where Mom & Dad attended) and was an SEC Academic Honor Roll Merit Student from 2017-2019, two-time Hope Scholar Athlete of the week, and now serves as Vice President of our corporation. **Your development will be inspected regularly in an effort to help improve the overall appearance of your development and to protect and enhance your property values and the curb appeal of your neighborhood.**

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 documents. This will be a friendly reminder and no fines will occur upon the first notation of a violation.

Maintenance requests can always be emailed to HearthstoneManorHOA@gmail.com, phoned into our office at 615-297-2824, or faxed at 615-297-9340. DF&A, Inc.’s office is located in Brentwood at 104 East Park Dr. 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 calls, emails, and letters 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.

Your FEBRUARY HOA PAYMENT should be sent to the following address:

Hearthstone Manor Home Owners Association, Inc.

c/o David Floyd & Associates, Inc.

104 East Park Dr. #320

Brentwood, TN 37027

***Note: Auto-Drafts will NOT occur until March 2020. In other words, ALL February HOA Payments will need to be sent in via USPS to the above address.**

You may also complete the attached auto-draft form and we can set up your account to automatically draft at, or near the 6th of each month and this draft will begin in March 2020. **(Please be aware that auto-drafts will NOT start until MARCH 2020).** A payment coupon is also included and is available on the website. Your accounts will be held locally at Pinnacle Bank.

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 FLOYD & ASSOCIATES, INC.

David A. Floyd, Jr.

David A. Floyd, Jr., President

