



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

February 12, 2020

Members

Hearthstone Manor Homeowners Association, Inc.
Brentwood, TN 37027

Re: Special Assessment & Other Information

Dear Hearthstone Manor Homeowner:

Please be advised that a Special Assessment was approved at the 2020 Annual Homeowners meeting. The Special Assessment is \$3,000 which is due as follows:

<i>December 31, 2020</i>	<i>\$1,000</i>
<i>December 31, 2021</i>	<i>\$1,000</i>
<i>December 31, 2022</i>	<i>\$1,000</i>

The Special Assessment can be paid in lump sum increments of \$1,000 per year or monthly as follows:

2020: Starting in February, a monthly payment of \$90.90 will be due in February, March, April etc. through December 2020.

2021 & 2022: Starting in January, a monthly payment of \$83.33 will be due for each month through December 2022.

There is also a discount option available for early payment of the Special Assessment. If a homeowner pays the Special Assessment in three lump sums and the lump sum payments are made before February 28 of each year starting with February 28, 2020, there is a 5% discount making the total due by February 28 of 2020, 2021, and 2022 \$950 instead of \$1,000. If a homeowner pays the entire Special Assessment in a lump sum and the payment is made before February 28, 2020, there is a 5% discount making the total due \$2,850 instead of \$3,000.

The Special Assessment may be paid by mailing checks to Hearthstone Manor HOA c/o David Floyd & Associates, Inc. 104 E Park Dr. #320 Brentwood, TN 37027. Please make sure that all checks include your unit number and the word Special Assessment in the memo section.

Two new Board members were elected at the Annual Homeowners meeting. Please welcome homeowners Gary Armstrong and Steve Miller to the Board.

Please don't forget to REGISTER on your new website!

The new website address is HearthstoneManor.net Please note that you must register and be approved in order to be able to review the private information such as the meeting minutes, financial reports, and other proprietary information. The public side of the website will allow viewers to access your Charter, Governing Document, and other amendments which have been recorded and are public.

David Floyd III is now serving as your property manager.

David (D3) can be emailed at HearthstoneManorHOA@gmail.com and can be reached at 615-297-2824. **David Floyd & Associates, Inc.'s website address is dfloydassoc.com.**

Maintenance requests must be emailed to HearthstoneManorHOA@gmail.com, faxed to 615-297-9340, or phoned into our office at 615-297-2824. All maintenance requests must be submitted through DF&A so that accurate records can be kept of requests, expenses, and resolution of the request.

DF&A, Inc.'s office is located in Brentwood at 104 East Park Drive #320. Office hours are from 9-5, Monday-Friday. We can be reached at 615-297-2824, via fax at 615-297-9340, or by e-mail at David@Dfloydassoc.com. Emergency answering service is provided 365/24/7 by calling our main number at 615-297-2824.

Your monthly HOA fees may be sent to:

Hearthstone Manor Homeowners Association, Inc.

c/o David Floyd & Associates, Inc.

104 East Park Dr. #320

Brentwood, TN 37027

You may an auto-draft form (available on HearthstoneManor.net) and we can set up your account to draft at, or near the 6th of each month and this draft will begin in March 2020. A payment coupon is also included and is available on the website. Your accounts will be held locally at Pinnacle Bank. **PLEASE NOTE THAT ALL FEBRUARY PAYMENTS MUST BE MAILED TO OUR BRENTWOOD OFFICE.** Auto-draft for monthly HOA dues payments is not available to start until March.

We look forward to serving you!

Very truly yours:

David Floyd & Associates, Inc.

David A. Floyd, Jr.

David A. Floyd, Jr., President

