

Inglenook



A GUIDE TO YOUR NEW COMMUNITY



Dear Homeowner –

David Floyd & Associates, Inc. serves as the property management company for Inglenook Townhomes.

Our mission is to protect and enhance your property values while working with and under the leadership of your Board of Directors and the Association's members with a genuine attitude of service, professionalism, and integrity. Keeping an open and transparent line of communication and information flowing to the Board and to the Association's members will be a priority. From a financial perspective, our shared goal will be to maximize the value for every dollar spent on your behalf while meeting your operating expenditure requirements and setting aside funds for reserves.

We have been managing homeowners associations in Middle Tennessee since 1987. Our corporation is locally owned and operated. Our phones are answered 24/7/365.

We look forward to serving you!

Regards,

David Floyd & Associates, Inc.

104 East Park Drive, Suite 320
Brentwood, TN 37027

(615) 297-2824 Office
(615) 297-9340 Fax

www.dfloydassoc.com



DAVID FLOYD & ASSOCIATES, INC.
A Property Management Company

PROPERTY MANAGEMENT INFORMATION

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The property management company for Inglenook Townhomes HOA is **David Floyd & Associates, Inc.** Office hours are 9 AM - 5 PM, Monday through Friday.

To contact the management company:

Email: inglenooktownhomes@gmail.com

Phone: (615) 297-2824

Fax: (615) 297-9340

Emergency answering service is provided 24/7/365 by calling 615-297-2824.

David Floyd III will be serving as your community manager. David is a 2016 graduate of Lipscomb Academy and a 2019 graduate of Vanderbilt University, where he earned a degree in Economics while playing on the football team. During his time at Vanderbilt, 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 serves as Vice President of David Floyd & Associates, Inc.

MAINTENANCE RESPONSIBILITIES

The Association is responsible for grounds maintenance, roofs, trash removal, streets, and parking areas.

If you have any requests or questions, please email inglenooktownhomes@gmail.com, call (615) 297-2824, or fax (615) 297-9340.

In the event you are locked out, you will need to contact a locksmith. David Floyd & Associates, Inc. does not have a key to your townhome.

The Individual Owners are responsible for the interior and exterior maintenance of their townhomes. All owners must obtain their own hazard insurance policies that cover the interior and exterior of their townhomes.

PROPERTY MANAGEMENT INFORMATION

WATER

Water at Inglenook is sub-metered by Conservice. In order to account for water used, individual sub-meters were purchased and installed in all units. Conservice reads the meters remotely each month and handles the water billing. To set up your water billing, please contact David Floyd & Associates, Inc. at InglenookTownhomes@gmail.com. Water bills will be mailed directly to owners by Conservice with payment options and information on how to create an account on the first bill.

INSURANCE

Each owner MUST have hazard insurance that covers the interior of their townhome. The HOA provides shell-only hazard insurance that covers the exterior.

WEBSITE

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 **InglenookTownhomes.com**. Homeowners may also submit maintenance requests and questions through this website (in addition to the options listed above).

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.

PARKING

Inglenook residents may park in their assigned parking spaces or garage (as applicable). Non-reserved parking spaces are intended for visitor parking.

PROPERTY MANAGEMENT INFORMATION

HOMEOWNERS ASSOCIATION DUES

The monthly HOA fee is \$175. Homeowners have three (3) options to pay their HOA fees:

Option 1 – Payment of HOA Fees by Auto-Draft (highly recommended)

Homeowners are encouraged to pay their HOA fees via auto-draft through David Floyd & Associates, Inc. To sign up for auto-draft, please complete the attached auto-draft form and return it via email to accounting@dfloydassoc.com, via fax to 615-297-9340, or via mail to:

Inglenook Townhomes HOA c/o David Floyd & Associates, Inc.
104 East Park Drive, Suite 320, Brentwood, TN 37027

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 owners for this service.

Option 2 – Online Payment of HOA Fees

To make an online payment, go to <https://dfa1.cincwebaxis.com> and sign in at the top right corner of the screen. [NOTE: You will need to register prior to signing in for the first time. 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 \$1.99 fee for eCheck payments and a 3.25% fee for credit card payments.

Option 3 – Payment of HOA Fees via Check

Homeowners may pay their HOA fees by mailing a check each month to:

Inglenook Townhomes HOA c/o David Floyd & Associates, Inc.
P.O. Box 357, Commerce, GA 30529-0357

Please make all checks payable to Inglenook Townhomes HOA and include your street address number in the memo section. A payment coupon should be included with each mailed check if possible (will be available to print at inglenooktownhomes.com).

NOTE: A \$10 late fee will be charged each month that a payment is late or missed.

ADDITIONAL INFORMATION

MOVING IN

Please dispose of packing materials and cardboard off-site.

No cardboard/moving boxes of any kind should be placed in the onsite dumpster. Please take all cardboard and bulk items to the location below:

EAST CONVENIENCE CENTER

943A Doctor Richard G. Adams Drive, Nashville, TN 37207

(615) 880-1955

Hours: Tuesday – Saturday 8:00 AM - 4:30 PM

For additional information please visit the Metro Nashville Public Works website: nashville.gov/Public-Works.aspx

TRASH GUIDELINES

Waste services for Inglenook is provided by Waste Management via a central dumpster. All trash must be taken out of the townhome into the central dumpster.

All cardboard boxes must be broken down BEFORE placement in the dumpster containers! If not broken down properly, boxes will prevent routine garbage from being collected. This becomes problematic and costly for everyone.

All trash must be placed inside the dumpster and not left in the dumpster enclosure. Your trash service providers WILL NOT pick up anything that's not in the dumpster bin. This includes large, oversized items such as mattresses, box springs, rugs, old furniture, etc. These should be taken to the nearest Metro disposal site.

Please make every effort to close the trash enclosure doors after using the dumpster for garbage disposal. This ensures a tidy appearance for the community and assists in long-term maintenance and functionality of the doors as well as minimizing pest control.

Recycling services are not currently offered at Inglenook. Recycling can be taken to the nearest Metro recycling site.

ADDITIONAL INFORMATION

PETS

Pets are welcome at Inglenook. However, because residents are living in such close community, we want to remind everyone of the necessity to observe the following common courtesies for the ease and comfort of ALL homeowners – including non-pet owners.

All pets must be kept on a leash when outside of the townhome. This is a Metro Nashville ordinance.

Owners must pick up after their pets immediately.

Pet urine is very hard on grass and shrubs. Please make an effort to not have your pets go repeatedly to the same spot for their bathroom needs.

HELPFUL NUMBERS

Emergency:

Police / Fire / Ambulance	911
Non-Emergency Metro Policy Dept.	615.862.7611
Non-Emergency Fire Dept.	615.862.5421
Nashville Emergency Pet Clinic	615.383.2600

Electric:

Nashville Electric Services – www.nespower.com	615.736.6900
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Water:

Conservice - www.conservice.com	866.947.7379
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Phone/Cable/Internet:

AT&T – www.att.com	866.861.6075
Comcast/Xfinity – www.xfinity.com	800.266.2278

AUTHORIZATION AGREEMENT FOR AUTOMATIC DRAFT

I hereby authorize David Floyd & Associates, Inc. on behalf of my Homeowners Association, hereinafter called ORGANIZATION, to initiate debit or credit entries to my Checking Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit/credit the same to such account on the sixth of each month (or on the next banking business day if the sixth falls on a weekend or holiday). 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: _____

Homeowners Association Name: _____

Address at Property to be Credited: _____

Owner Name: _____

Phone Number: _____

Email Address: _____

*****Please provide a voided check with this authorization form if possible*****

Please send this completed form via email to accounting@dfloydassoc.com, via fax to 615-297-9340, or via mail to David Floyd & Associates, Inc. 104 East Park Drive, Suite 320, Brentwood, TN 37027.

NOTE: This completed auto-draft form must be received prior to the 25th of the current month in order for the account to begin drafting the following month.

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NEW OWNER INFORMATION FORM

This form must be completed by the buyer(s) at closing and mailed to the management company with the closing checks. It is the responsibility of the title company to provide this form to the buyer(s).

Date of Closing: _____

Name(s) of New Owner(s): _____

Name of Homeowners Association: _____

Address at Subject Property: _____

Mailing Address (if different from above): _____

Email(s): _____

Phone(s): _____

Is this property being purchased with the intent of being used as a rental (YES or NO)? _____

**If YES, please provide the tenant(s)' names and contact information along with the lease terms to the management company. Please note that many Homeowners Associations restrict or prohibit rentals- please be sure to familiarize yourself with your Homeowners Association's rules regarding rentals prior to leasing your property.*

By signing below, I acknowledge that I am joining the Homeowners Association in which the subject property is located within, and I hereby agree to abide by all rules and regulations of the Homeowners Association and to pay all fees charged by the Homeowners Association. Furthermore, I understand that monthly late fees may be assessed if HOA fee payments are late or missed, and I understand that fines may be issued for not complying with the rules & regulations of the Homeowners Association.

Signature(s) of New Owner(s): _____

Information regarding HOA fee payment options can be found at <https://dfloydassoc.com/pay-hoa-fees>.

If you have any questions, please email us at info@dfloydassoc.com or call 615-297-2824.

******Please mail this completed form with the closing checks to David Floyd & Associates, Inc. 104 East Park Drive, Suite 320, Brentwood, TN 37027.******



Dear Inglenook Townhome Corporation Owners:

Effective July 18, 2023, a master insurance policy has been placed with **Acuity Insurance Company**. There is some very important information in this letter that you need to know about the association's coverage.

All buildings are covered on a **replacement cost basis**, which is a rebuild feature in case of a covered loss. The structure is covered for "SHELL ONLY" also known as STUDS-OUT which is the replacement cost of the outer portion of all the buildings including roofs. The unit owners will be responsible to insure the full replacement cost of the inside of their unit. Other areas of coverage in this policy include liability protection for the association, directors and officer's insurance and crime coverage. The deductibles under the Master Policy are \$10,000 per occurrence for all other perils, a separate \$75,000 deductible per occurrence for Wind/Hail applies.

As a unit owner, you should maintain your own Homeowners Insurance policy, often called an HO-6. This policy will cover your contents, personal liability, valuable articles, and the dwelling replacement of the inside of your unit.

If your mortgage company sends you a letter requesting proof of insurance coverage for the Master Policy's insurance, you will need to make arrangements to have a "certificate of insurance" sent to your lender. You can do that by contacting the agency below:

Robins Insurance Agency, Inc.
11 Music Circle S
Nashville, TN 37203
Phone: (615) 665-9200 Fax: (615) 665-9207
certificates@robinsins.com

A certificate of insurance can be requested by fax or you can order a certificate via the email address listed above. Normally, lenders request proof of coverage annually.

This brief description does not contain, extend, modify or explain all the clauses, conditions, exclusions, or amounts of coverage under the policies. It only reflects basic coverage in force at the time of printing. Please refer to the individual policies on file with the association for specific coverage.

We appreciate the opportunity to service the insurance needs of your homeowner's association.

Sincerely,

Jake Linkous, CLCS