

**HIGH  
VIEW**



**A GUIDE TO YOUR NEW COMMUNITY**



**3000 - 3079 Edwin Circle  
Nashville, TN 37207**

# Dear Homeowner –

*David Floyd & Associates, Inc. serves as the property management company for High View Cottages.*

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](http://www.dfloydassoc.com)



**DAVID FLOYD & ASSOCIATES, INC.**  
*A Property Management Company*

# PROPERTY MANAGEMENT INFORMATION

## PROPERTY MANAGEMENT INFORMATION

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

*To contact the management company:*

Email: [highviewcottages@gmail.com](mailto:highviewcottages@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.

# PROPERTY MANAGEMENT INFORMATION

## MAINTENANCE RESPONSIBILITIES

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

If you have any requests or questions, please email [highviewcottages@gmail.com](mailto:highviewcottages@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 cottage.

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

## INSURANCE

Each owner **MUST** have hazard insurance that covers the entirety (interior and exterior) of their cottage. The HOA does not provide hazard insurance. The HOA may require that owners submit evidence of property insurance from time to time.

## 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 **HighViewNashville.org**. 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.

# PROPERTY MANAGEMENT INFORMATION

## HOMEOWNERS ASSOCIATION DUES

The monthly HOA fee is \$140. 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](mailto:accounting@dfloydassoc.com), via fax to 615-297-9340, or via mail to:

High View Cottages 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:

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

Please make all checks payable to High View Cottages HOA and include your street address number in the memo section. A payment coupon should be included with each mailed check if possible (available to print at [highviewnashville.org](http://highviewnashville.org)).

*NOTE: A late fee equal to 10% of the monthly HOA 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](http://nashville.gov/Public-Works.aspx)

## TRASH GUIDELINES

Waste services for High View are provided by Waste Management via a central dumpster. All trash must be taken out of the cottage 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 High View. Recycling can be taken to the nearest Metro recycling site.

# ADDITIONAL INFORMATION

## PETS

Pets are welcome at High View. 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 cottage. 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 – <a href="http://www.nespower.com">www.nespower.com</a>	615.736.6900
Metro Water Services – <a href="http://www.nashville.gov/departments/water">www.nashville.gov/departments/water</a>	615.862.4600

### Phone/Cable/Internet:

AT&T – <a href="http://www.att.com">www.att.com</a>	866.861.6075
Comcast/Xfinity – <a href="http://www.xfinity.com">www.xfinity.com</a>	800.266.2278
Google Fiber – <a href="http://fiber.google.com">fiber.google.com</a>	866.777.7550

# 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](mailto: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 25<sup>th</sup> of the current month in order for the account to begin drafting the following month.***