



# A GUIDE TO YOUR NEW COMMUNITY



**600 E Trinity Lane • 2900 Edwin Way  
Nashville, TN 37207**

# Dear Homeowner –

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

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 Flats HOA is **David Floyd & Associates, Inc.** Office hours are 9 AM - 5 PM, Monday through Friday.

*To contact the management company:*

Email: [highviewflats@gmail.com](mailto:highviewflats@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 maintaining all Common Elements. This includes all exterior building maintenance, grounds care, pool maintenance, etc.

The Individual Owners are responsible for all maintenance of, repairs to, and replacements within and to their Unit and the Limited Common Elements exclusively serving their unit. These include doors, windows, flooring, interior walls, fixtures, appliances, heating/cooling systems, plumbing and electrical inside of the units, cabinets, etc.

To submit a maintenance request, please email [highviewflats@gmail.com](mailto:highviewflats@gmail.com), call (615) 297-2824 or fax (615) 297-9340. Emergency answering service is provided 24/7/365.

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 unit.

# PROPERTY MANAGEMENT INFORMATION

## INSURANCE

The HOA provides hazard insurance for all of the condos. All owners should obtain individual HO6 insurance policies that cover your contents, any betterments/improvements, and loss assessments (in the amount of the HOA's master policy deductible, \$10,000).

The HOA's master insurance policy is through Robins Insurance Agency. If you or your lender need a certificate of insurance (COI), please email [certificates@robinsins.com](mailto:certificates@robinsins.com). If you would like a quote for a personal HO6 insurance policy from Robins Insurance Agency, please email [jlinkous@robinsins.com](mailto:jlinkous@robinsins.com)

## HOA 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 varies by percentage ownership of the common elements (largely based on square footage). 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 Flats 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.] 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 Flats HOA c/o David Floyd & Associates, Inc.  
P.O. Box 357, Commerce, GA 30529-0357

Please make all checks payable to High View Flats HOA and include your property address in the memo section. A payment coupon should be included with each mailed check if possible (will be 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

## LEASING

The total number of leased condominiums within High View Flats cannot exceed 31 units (35%). All leases must be at least thirty (30) days in length. NO SHORT-TERM RENTALS ARE PERMITTED.

Any owners desiring to lease their condos must have a leasing permit. Leasing permits will initially be issued by the developer to buyers that purchase their condos with the intention of leasing them. After the initial sales, the HOA will manage the issuing of new leasing permits. A leasing permit will allow an Owner to lease his or her condo provided that such lease is in accordance with the terms of the Association's governing documents.

If no lease permits are available, an owner desiring to lease their condo may have their name placed on a waiting list until the current number of leases drops below the maximum allowed. To apply for a leasing permit, please email [highviewflats@gmail.com](mailto:highviewflats@gmail.com).

Investor-owners must provide their tenants' names, contact information, and lease dates to the HOA each time a lease is entered.

## 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.

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

Owners must immediately pick up and properly dispose of their pet's waste.

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.

# 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 condo 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

## WATER

Water at High View Flats is sub-metered by Utility Management Solutions (UMS). In order to account for water used, individual sub-meters were purchased and installed in all units. UMS reads the meters remotely each month and handles the water billing. Instructions on how to create an online account with UMS, set up eBills, and enroll in automatic payments are included in this packet.

## HELPFUL NUMBERS

### Emergency:

Police / Fire / Ambulance	911
Non-Emergency Metro Police 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
--	--------------

### Water:

Utility Management Solutions – <a href="http://www.utilitymanage.com">www.utilitymanage.com</a>	877.934.4346
---	--------------

### 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.***

# 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 Website: [dfloydassoc.com](http://dfloydassoc.com)

## 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](mailto: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.\*\*\****

## High View Flats 2023 Fee Schedule

Account #	Percentage Liability for Expenses (Applicable to All Units)	Monthly Unit Share of Expenses (Applicable to All Units)	Percentage Liability for Expenses (Applicable to Phase B Units)	Monthly Unit Share of Expenses (Applicable to Phase B Units)	TOTAL Monthly Fees
<b>PHASES A1, A2, &amp; A3 (600 E Trinity Lane)</b>					
6A	1.29%	\$153.75	N/A	N/A	\$153.75
7A	0.96%	\$114.98	N/A	N/A	\$114.98
8A	1.74%	\$207.23	N/A	N/A	\$207.23
9A	0.98%	\$117.15	N/A	N/A	\$117.15
10A	0.98%	\$117.15	N/A	N/A	\$117.15
11A	0.98%	\$117.15	N/A	N/A	\$117.15
12A	0.98%	\$117.15	N/A	N/A	\$117.15
13A	0.98%	\$117.15	N/A	N/A	\$117.15
14A	0.98%	\$117.15	N/A	N/A	\$117.15
15A	0.98%	\$117.15	N/A	N/A	\$117.15
16A	0.98%	\$117.15	N/A	N/A	\$117.15
17A	0.98%	\$117.15	N/A	N/A	\$117.15
18A	0.98%	\$117.15	N/A	N/A	\$117.15
19A	0.96%	\$114.98	N/A	N/A	\$114.98
20A	0.96%	\$114.98	N/A	N/A	\$114.98
21A	0.96%	\$114.98	N/A	N/A	\$114.98
22A	0.96%	\$114.98	N/A	N/A	\$114.98
101A	1.40%	\$166.28	N/A	N/A	\$166.28
102A	0.98%	\$117.15	N/A	N/A	\$117.15
103A	0.98%	\$117.15	N/A	N/A	\$117.15
104A	0.98%	\$117.15	N/A	N/A	\$117.15
105A	0.98%	\$117.15	N/A	N/A	\$117.15
106A	1.29%	\$153.75	N/A	N/A	\$153.75
107A	0.96%	\$114.98	N/A	N/A	\$114.98
108A	1.74%	\$207.23	N/A	N/A	\$207.23
109A	0.98%	\$117.15	N/A	N/A	\$117.15
110A	0.98%	\$117.15	N/A	N/A	\$117.15
111A	0.98%	\$117.15	N/A	N/A	\$117.15
112A	0.98%	\$117.15	N/A	N/A	\$117.15
113A	0.98%	\$117.15	N/A	N/A	\$117.15
114A	0.98%	\$117.15	N/A	N/A	\$117.15
115A	0.98%	\$117.15	N/A	N/A	\$117.15
116A	0.98%	\$117.15	N/A	N/A	\$117.15
117A	0.98%	\$117.15	N/A	N/A	\$117.15
118A	0.98%	\$117.15	N/A	N/A	\$117.15
119A	0.96%	\$114.98	N/A	N/A	\$114.98
120A	0.96%	\$114.98	N/A	N/A	\$114.98
121A	0.96%	\$114.98	N/A	N/A	\$114.98

122A	0.96%	\$114.98	N/A	N/A	\$114.98
201A	1.40%	\$166.28	N/A	N/A	\$166.28
202A	0.98%	\$117.15	N/A	N/A	\$117.15
203A	0.98%	\$117.15	N/A	N/A	\$117.15
204A	0.98%	\$117.15	N/A	N/A	\$117.15
205A	0.98%	\$117.15	N/A	N/A	\$117.15
206A	1.29%	\$153.75	N/A	N/A	\$153.75
207A	0.96%	\$114.98	N/A	N/A	\$114.98
208A	1.74%	\$207.23	N/A	N/A	\$207.23
209A	0.98%	\$117.15	N/A	N/A	\$117.15
210A	0.98%	\$117.15	N/A	N/A	\$117.15
211A	0.98%	\$117.15	N/A	N/A	\$117.15
212A	0.98%	\$117.15	N/A	N/A	\$117.15
213A	0.98%	\$117.15	N/A	N/A	\$117.15
214A	0.98%	\$117.15	N/A	N/A	\$117.15
215A	0.98%	\$117.15	N/A	N/A	\$117.15
216A	0.98%	\$117.15	N/A	N/A	\$117.15
217A	0.98%	\$117.15	N/A	N/A	\$117.15
218A	0.98%	\$117.15	N/A	N/A	\$117.15
219A	0.96%	\$114.98	N/A	N/A	\$114.98
220A	0.96%	\$114.98	N/A	N/A	\$114.98
221A	0.96%	\$114.98	N/A	N/A	\$114.98
222A	0.96%	\$114.98	N/A	N/A	\$114.98
301A	1.40%	\$166.28	N/A	N/A	\$166.28
302A	0.98%	\$117.15	N/A	N/A	\$117.15
303A	0.98%	\$117.15	N/A	N/A	\$117.15
304A	0.98%	\$117.15	N/A	N/A	\$117.15
305A	0.98%	\$117.15	N/A	N/A	\$117.15
<b>PHASE B (2900 Edwin Way)</b>					
101B	1.74%	\$207.23	5.62%	\$32.76	\$239.99
102B	1.07%	\$127.01	3.44%	\$20.08	\$147.09
103B	1.07%	\$127.01	3.44%	\$20.08	\$147.09
104B	1.07%	\$127.01	3.44%	\$20.08	\$147.09
105B	1.07%	\$127.01	3.44%	\$20.08	\$147.09
106B	1.74%	\$207.23	5.62%	\$32.76	\$239.99
201B	1.74%	\$207.23	5.62%	\$32.76	\$239.99
202B	1.07%	\$127.01	3.44%	\$20.08	\$147.09
203B	1.07%	\$127.01	3.44%	\$20.08	\$147.09
204B	1.07%	\$127.01	3.44%	\$20.08	\$147.09
205B	1.07%	\$127.01	3.44%	\$20.08	\$147.09
206B	1.74%	\$207.23	5.62%	\$32.76	\$239.99
301B	1.74%	\$207.23	5.62%	\$32.76	\$239.99
302B	1.07%	\$127.01	3.44%	\$20.08	\$147.09

<b>303B</b>	1.07%	\$127.01	3.44%	\$20.08	<b>\$147.09</b>
<b>304B</b>	1.07%	\$127.01	3.44%	\$20.08	<b>\$147.09</b>
<b>305B</b>	1.07%	\$127.01	3.44%	\$20.08	<b>\$147.09</b>
<b>306B</b>	1.74%	\$207.23	5.62%	\$32.76	<b>\$239.99</b>
<b>401B</b>	1.74%	\$207.23	5.62%	\$32.76	<b>\$239.99</b>
<b>402B</b>	1.07%	\$127.01	3.44%	\$20.08	<b>\$147.09</b>
<b>403B</b>	1.07%	\$127.01	3.44%	\$20.08	<b>\$147.09</b>
<b>404B</b>	1.07%	\$127.01	3.44%	\$20.08	<b>\$147.09</b>
<b>405B</b>	1.07%	\$127.01	3.44%	\$20.08	<b>\$147.09</b>
<b>406B</b>	1.74%	\$207.23	5.62%	\$32.76	<b>\$239.99</b>



## Self-Enrollment Guide

Below are step-by-step instructions for creating your online account with UMS, setting up eBills, and enrolling in automatic payments (ACH or AutoPay). ACH is a free automatic withdrawal directly from a bank account. AutoPay uses a debit/credit card and is subject to a processing fee.

If you have questions or difficulties, you can contact UMS at (952) 934-6887 or toll-free at (877) 934-4346. We would be happy to assist you over the phone. Our office hours are 8am-6pm CST, Monday through Friday.

### Create Your Online Account

1. Navigate to the UMS website: [www.umsbilling.com](http://www.umsbilling.com)
2. Click on the "Resident Account Log In" button
3. Click the "Sign up now" link
4. Enter the Security Code (from your utility bill. Note – this is case sensitive and do include the dashes)
5. Enter your email address (Note – this email will be used as the default for the eBill setup below)
6. Find the confirmation email in your inbox (or spam folder) and enter the code to verify your email address
7. Create a password and log into the account

### Self-Enroll for E-Bills (Electronic notification of billing statements)

1. Click on the "My Account" tab in the upper right
2. Under "Bill Delivery", click on "eBill"
3. Click the toggle switch to "ON" which will prompt an email to be sent verifying this change
4. You will no longer receive a paper copy in the mail allowing you to view and pay your balance immediately

### Self-Enroll in Automatic Payments

1. Click on the "My Account" tab at the top-right
2. Under "Payment Settings", click on either the "ACH"\* or "AutoPay"\*\* option
3. Click the toggle switch to "ON", enter your payment information, and follow the prompts

*\*ACH is a recurring payment method only and cannot be used to make a one-time payment. Monthly payment is withdraw from your bank account the first business day prior to the due date. You **must** enroll at least 7 business days prior to your due date to allow time for our system to verify your bank account.*

*\*\*AutoPay is recurring payment method linked to a debit/credit card. Monthly payment is charged on the due date. Accepted cards are MasterCard, Visa, and American Express. All credit/debit card payments are subject to a processing fee.*

*\*\*\*Account Status: "Inactive" – please contact UMS directly for assistance. Your account will display this message when it has timed out after 90 days of inactivity for security reasons or too many failed log in attempts. The reset password option will not resolve this issue.*

# ENJOY CAR WASHES, DETAILS & GAS DELIVERY AT YOUR HOME.

## \$10 Monthly Discount on Yoshi Membership

High View residents receive a **\$10 monthly discount** on Yoshi membership. Yoshi delivers gas, car washes, and automotive services on your schedule, right to your parked vehicle. Simply download the Yoshi mobile app and schedule/pay for the services you need.

Enter promo code: **HIGHVIEWMASTER** in the mobile app profile tab to claim your \$10 monthly discount.

## Services Provided for High View Residents

- ✓ Gas Delivery (2-mile price match)
- ✓ Interior & Exterior Details
- ✓ Exterior Car Washes
- ✓ Tire Tread & Air Checks

**1**

### GET STARTED

Scan the QR code to get the Yoshi mobile app and create your account. Add the promo code in your **profile** tab

**2**

### GET SCHEDULED

Order your service from the app **home** or **service** screens and select the day & time

**3**

### GET SERVICED

Enjoy the convenience of fuel and vehicle services delivered where you live

Visit [startyoshi.com](http://startyoshi.com)