



# ATHENA

AT THE PARK



BUILT BY RICHLAND

## WELCOME HOME.





## **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)

### **Dear Homeowner –**

*David Floyd & Associates, Inc. serves as the property management company for Athena.*

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)*

## **PROPERTY MANAGEMENT INFORMATION**

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

*To contact the management company:*

Email: [athena@dfloydassoc.com](mailto:athena@dfloydassoc.com)

Phone: (615) 297-2824

Fax: (615) 297-9340

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

## **MAINTENANCE RESPONSIBILITIES**

The Association is responsible for maintaining all Common Elements. This includes all exterior building maintenance, grounds care, 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 [athena@dfloydassoc.com](mailto:athena@dfloydassoc.com), call (615) 297-2824 or fax (615) 297-9340. Emergency answering service is provided 24/7/365.

## **WARRANTY INFORMATION**

Please consult your sales contract for builder warranty specifics. Warranty requests will be handled by Richland Building Partners. To submit a warranty request, please email [jamie@richlandbuildersllc.com](mailto:jamie@richlandbuildersllc.com).

## **CONCIERGE SERVICES**

Concierge and janitorial services are available to all homeowners and are provided by NFC Lifestyle Live. To sign up for these services, please scan the QR code below:



## **BUILDING AND RESIDENCE ACCESS**

Condo and mailbox keys will be provided to homeowners upon closing. The building and amenities can be accessed using your unique access code. Upon closing, homeowners should email the HOA at [athena@dfloydassoc.com](mailto:athena@dfloydassoc.com) to set up their unique 4-digit access code.

## **PARKING**

All parking spaces at Athena are reserved, with each unit assigned two designated spaces. Parking assignments can be viewed at **AthenaNashville.net**. Garage doors are equipped with an automated system that operates using barcode stickers affixed to vehicle windshields.

## **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, \$25,000).

The HOA's master insurance policy is through Morrison & Fuson Insurance Agency. If you or your lender need a certificate of insurance (COI), please email Stephanie Scott at [sscott@fusonins.com](mailto:sscott@fusonins.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 **AthenaNashville.net**. 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.

# HOMEOWNERS ASSOCIATION DUES

The monthly HOA fee varies by percentage ownership of the common elements (largely based on square footage). The monthly HOA is due on the 1<sup>st</sup> of each month, and a late fee will be assessed if received after the 15<sup>th</sup> of the month. Homeowners have three (3) options to pay their HOA fees:

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

To sign up for auto-draft, please go to <https://dfloydassoc.com/auto-draft-form>. You may also complete the enclosed auto-draft form and return it via email to [accounting@dfloydassoc.com](mailto:accounting@dfloydassoc.com), via mail to Athena HOA c/o David Floyd & Associates, Inc. 104 East Park Drive, Suite 320, Brentwood, TN 37027, or via fax to 615-297-9340. The completed auto-draft form must be received prior to the 25<sup>th</sup> of the current month in order for the draft to begin the following month. *There is no charge to homeowners for this service.*

## **Option 2 – Online Payment of HOA Fees**

To make an online payment, go to [dfal.cincwebaxis.com](http://dfal.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 \$2.99 fee for one-time 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:

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

Please make all checks payable to Athena HOA and include your property address in the memo section.

# **RULES & REGULATIONS:**

## **Nuisances:**

- Any activity that creates a nuisance (excessive noise, foul odors, etc.) is prohibited.
- Quiet hours are from 10:00 PM to 8:00 AM daily.

## **Disposal of Garbage:**

- Trash must be disposed of in the trash room on each floor.
- All trash must be securely bagged.
- Trash may never be left in the hallways or common areas for any period of time.

## **Pets:**

- Pets must remain leashed while inside of the building and on the grounds.
- All pet waste must be immediately picked up and disposed of properly.

## **Parking:**

- Each unit has two (2) assigned parking spaces. There are no unassigned parking spaces. The parking assignments can be viewed on the HOA website – AthenaNashville.org.

## **Grills & Open Flames:**

- Owners and guests may not use or store grills or have open flames of any kind (such as firepits) on balconies.

## **Window Shades:**

- Roller shades or full-length curtains are permitted. The exterior-facing side of the roller shades or curtains must be white in color. Blinds and shutters are not permitted.

## **Exterior Modifications:**

- Owners must obtain written HOA approval before making any exterior modifications.

## **Outdoor Furniture & Décor:**

- Outdoor furniture and décor must be in neutral colors and in a style that complements the exterior of the building. If you are unsure whether or not a piece of furniture or décor is permissible, please email a photo of the piece to [athena@dfloydassoc.com](mailto:athena@dfloydassoc.com) for approval.
- No items may be hung on or over balcony railings (towels, flags, lights, etc.).
- Nothing may be attached to the exterior walls or ceilings without HOA approval.

## **Leasing:**

- An owner may not lease their unit without first obtaining a rental permit from the HOA. If you currently do not have a rental permit but wish to lease your unit in the future, please email [athena@dfloydassoc.com](mailto:athena@dfloydassoc.com) to request to be added to the rental waitlist.
- Investor-owners must provide their tenants' names, contact information, and lease dates to the HOA each time that a new lease is entered.
- All leases must be at least thirty-one (31) days in length.

## **Video Doorbells:**

- Small video doorbells (less than 6.6” H, 2” W and 1.5” D) that are fully black in color (or a combination of black and dark gray, *but not silver*) are allowed. They should be mounted exactly 54 inches from the floor to the top of the camera on the doorframe next to the door handle.

### **Swimming Pool:**

- The pool is open daily from dusk to dawn.
- No lifeguard on duty- swim at your own risk.
- The pool gate must remain closed and locked at all times.
- Children under the age of 16 must be supervised at all times by a responsible adult.
- Proper swimming attire is required. No cut-offs or street clothes are permitted in the pool.
- All babies must wear swim diapers while in the pool.
- No diving is permitted in the pool.
- No running, rough play, excessive noise, or foul language is permitted.
- No pets are permitted within the pool area.
- No glass is permitted within the pool area.
- No smoking or vaping is permitted within the pool area.
- No food or drink is permitted within 3 feet of the pool.
- Private lessons/classes of any type are not permitted.
- Close umbrellas and pick up any trash before you leave. No items should be left behind when you leave.
- If any pool furniture is moved, please return it to its original position when you leave.

### **Fitness Center:**

- The fitness center is open daily 24/7.
- Equipment must be wiped down after use.
- If you listen to music while exercising, please use headphones.
- Children under the age of 16 must be supervised at all times by an adult resident.
- Excessive noise is not permitted, including loud music.
- No personal fitness equipment may be stored in the fitness center.
- Do not prop open the entry door.

### **Lounges:**

- The lounges are open daily from 6:00 AM to 12:00 PM.
- The lounges are for the use of residents and their accompanied guests only.
- Noise must be kept at a reasonable level; no loud music, shouting, or disruptive behavior is permitted.
- Users must clean up after themselves and dispose of trash in designated containers.
- All furniture and equipment must remain in the lounge and be returned to its original position after use.
- Smoking and vaping are prohibited in the lounges.
- Pets are not permitted in the lounges.

### **Conference Room:**

- The conference room is available for use by reservation only. Reservation requests can be submitted through the HOA website – [AthenaNashville.org](http://AthenaNashville.org).

**Insurance:**

- The HOA provides hazard insurance for all units, which would cover the restoration of the units back to original specifications in the event of a major loss (such as a fire).
- Owners must obtain HO-6 insurance policies that cover betterments/improvements, contents, and loss assessments in the amount of the HOA’s master insurance policy deductible (currently \$25,000). Losses that do not exceed the HOA’s master policy insurance deductible would also be covered by owners’ HO-6 policies.
- If you have any insurance questions or need to request a certificate of insurance (COI), please contact Stacy Tipping with Morrison & Fuson Insurance Agency via email at [stipping@fusonins.com](mailto:stipping@fusonins.com). Morrison & Fuson Insurance Agency can also provide owners with quotes for their individual HO-6 insurance policies.

**Contacting the HOA:**

- To contact the HOA, please email [athena@dfloydassoc.com](mailto:athena@dfloydassoc.com). This email address can be used to ask questions, submit requests, report violations, etc.
- In the event on an emergency, please call 615-297-2824.

**Fining Policy:**

- Violation of HOA rules will result in the following consequences:
  - 1st offense: warning
  - 2nd offense: \$50 fine
  - 3rd and subsequent offenses: \$100 fine
- In the event a violation is not resolved within 10 days of notification, a \$50 fine will be issued. If the violation is not resolved within 20 days of the initial notification, an additional \$100 fine will be issued. After 20 days of the initial notification, additional fines of \$100 each will be issued every 10 days that the violation remains unresolved.
- Separate fines may be issued for violations that are considered to be severe or in blatant disregard of the HOA’s governing documents (at the Board’s sole discretion).

**HELPFUL NUMBERS**

*Emergency:*

Police / Fire / Ambulance	911
Non-Emergency Metro Police Dept.	615.862.8600
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
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*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

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*A Property Management Company*

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Office: (615) 297-2824 Fax: (615) 297-9340 Website: 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.\*\*\****

## 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.**

## Athena 2025 HOA Fee Schedule

Unit #	% Ownership	Monthly HOA Fee
103	1.55%	\$ 1,108.67
105	1.59%	\$ 1,140.05
107	1.59%	\$ 1,140.05
109	1.59%	\$ 1,140.05
111	1.59%	\$ 1,140.05
113	1.39%	\$ 995.23
201	2.01%	\$ 1,436.12
202	1.95%	\$ 1,393.48
203	1.54%	\$ 1,104.65
205	1.59%	\$ 1,140.05
207	1.59%	\$ 1,140.05
209	1.59%	\$ 1,140.05
211	1.59%	\$ 1,140.05
213	1.39%	\$ 995.23
301	2.07%	\$ 1,480.37
302	2.30%	\$ 1,645.31
303	1.52%	\$ 1,087.75
304	1.93%	\$ 1,380.61
305	2.15%	\$ 1,539.91
306	2.23%	\$ 1,595.43
307	2.15%	\$ 1,539.91
308	2.23%	\$ 1,595.43
309	2.15%	\$ 1,539.91
310	2.03%	\$ 1,449.80
311	1.69%	\$ 1,211.65
313	1.52%	\$ 1,087.75
401	2.07%	\$ 1,480.37
402	2.30%	\$ 1,645.31
403	1.52%	\$ 1,087.75
404	2.63%	\$ 1,885.06
405	2.15%	\$ 1,539.91
406	2.79%	\$ 1,997.70
407	2.99%	\$ 2,143.32
408	2.15%	\$ 1,539.91
409	2.99%	\$ 2,143.32
410	2.87%	\$ 2,054.02
411	2.15%	\$ 1,539.91
412	2.75%	\$ 1,970.35
413	1.69%	\$ 1,211.65
414	1.81%	\$ 1,292.11
415	1.52%	\$ 1,087.75
416	1.63%	\$ 1,169.82
501	2.07%	\$ 1,480.37
502	2.30%	\$ 1,645.31
505	2.15%	\$ 1,539.91
508	2.15%	\$ 1,539.91
511	2.15%	\$ 1,539.91
513	1.69%	\$ 1,211.65
514	1.80%	\$ 1,287.28
515	1.52%	\$ 1,087.75
516	1.64%	\$ 1,170.62