

COUNCIL OF UNIT OWNERS OF CLARKSBURG CONDOMINIUM II, INC

NOTICE – CHANGE IN MANAGEMENT COMPANIES FOR OUR CONDOMINIUM

March 10, 2023

Dear Unit Owner:

The Board of Directors is pleased to inform you we have begun transitioning management responsibility for our condominium association to a new company - **Community Association Services, Inc. (CAS)**. CAS will assume responsibility for the Clarksburg Condominium II effective April 1, 2023. In business for over 35 years, CAS manages over 90 associations in Maryland, Virginia and Delaware and manages several premiere properties locally including the Clarksburg Town Center.

Your new management team will be Property Manager Karen Cooper and Assistant Manager Lauren Anders. Their contact information is below.

Karen Cooper - Email: Karen.Cooper@casinc.biz * Phone: 301-840-1800 ext 25
Lauren Anders - Email: Lauren.Anders@casinc.biz * Phone: 301-840-1800 ext 27

Payment of Assessments

You should continue to make assessment payments for the month of March 2023 (or before) to Abaris Realty until the end of March. They will not accept payments after March 31 so be sure to get your payment in early. Accounting records are being provided by Abaris to CAS and any past due or prepaid balance on an owner's account will be transferred into CAS' records. This will happen automatically; there is no need to call CAS.

Enclosed you will find an invoice for the April 2023 assessment. On the invoice is your new CAS account number. Please make note of it. Include the remittance stub with your payment if possible. IMPORTANT! If you are paying through your bank please review the instructions later in this letter. You will receive in the mail payment coupons for the months of May through December, 2023.

Direct Debit of Assessments

If you wish to use CAS' free direct debit service you must submit a form permitting CAS to debit your bank account. This applies even if you had previous debit service with Abaris. To sign up complete the enclosed *Direct Debit Form* and submit it as indicated on the form. **Please submit by March 31, 2023 if you wish to have your assessments debited beginning April, 2023.** Direct debit is the preferred method for owners to make payments.

Bank Bill Pay Service

Referring to the enclosed invoice, contact your bill pay service or go online and create a new payment with the Association as a new vendor and with the new account number and payment address. **Do NOT simply edit the existing payment set up because it will not work!**
Payment address: Clarksburg Condominium II, c/o CAS, Inc., PO Box 11973, Newark, NJ 07101-4973
Be sure to reference your new account number on all payments

Credit Card, e-Check and PayPal/Zego payments

CAS is working to set up these on-line payment options. More information will be available to you regarding this option in the coming weeks.

March 10, 2023
Notice to Owners of New Management
Page 2

In April, CAS will launch a website for the Condominium. You will be notified by email and by postcard when the site is launched. This new site will be a terrific vehicle for communication with unit owners and management. To stay informed on association business it is imperative that you provide us with an email address. Please be sure to complete and return the enclosed *Owner Information form*. This information will not be shared but will be used strictly for communication from the association.

We are excited about this change and appreciate your patience during this time.

Best regards,

Clarksburg Condominium II
Board of Directors

Enclosures:

Direct Debit Form
Owner Information Form
April 2023 Invoice