

June 9, 2022

Dear Forest Edge Cluster Association Member:

Community Management Corporation (CMC) is pleased to have been selected by your Board of Directors to provide full service management to **Forest Edge Cluster Association** effective **June 1, 2022**. For the last three years, CMC has been providing financial only management to the community.

CMC was founded in 1971 for the purpose of providing management and consulting services to common interest communities. Today we manage over 400 communities representing approximately 85,000 homes in Washington, D.C., Virginia, and Maryland. We invite you to visit our website at [www.cmc-management.com](http://www.cmc-management.com) for more information about our company and services we provide.

Amanda Chohamin, CMC HOA Portfolio Manager, will provide the overall guidance and supervision to Forest Edge Cluster Association. Amanda can be reached at our Chantilly office at (703) 631-7200 or [Achohamin@cmc-management.com](mailto:Achohamin@cmc-management.com). The CMC corporate office hours are Monday - Thursday: 9:00 am - 5:00 pm and Friday: 9:00 am - 2:00 pm.

Under a full-service management agreement, CMC will be utilizing our experience and expertise to oversee and manage association vendors, provide management recommendations for Board decisions, manage and oversee community projects, preparation of monthly Board and community reports, and be a resource for committees.

Communication is an essential part of the service we provide. If you are not already signed up for Town Square, please take a moment to do so at [www.townsq.io](http://www.townsq.io). Through Town Square, our all-in-one website and mobile app designed to help you connect, collaborate and stay up-to-date, you will be able to:

- Easily communicate with neighbors, community managers, and board members
- Manage your account and pay online
- Get up-to-date community news and events
- Request and review status of service inquiries
- Participate in community polls
- And more!!

If you cannot locate your account number, contact our customer service team (703) 631-7200 and they will assist you. Your initial log in to Town Square must be done on a computer using Chrome. From that point, you can use either computer or the Town Square app on your mobile phone.

**You do not need to make any changes to where you send assessment payments or the method by which you make payments.**

The CMC customer service team is here to help. Please call (703) 631-7200 Monday – Thursday 9:00 am - 5:00 pm and Friday 9:00 am - 2:00 pm, if you have any questions concerning your account, methods of

4840 Westfields Blvd., Suite 300, Chantilly, VA 20151 / P.O. Box 10821 Chantilly, Virginia 20153-0821 Telephone 703.631.7200 Fax 703.631.9786

8920 Stephens Road, Suite 101 Laurel, Maryland 20723 Telephone 301.692.1700 Fax 240.221.0443

Email [askus@cmc-management.com](mailto:askus@cmc-management.com) Web [www.cmc-management.com](http://www.cmc-management.com)



payment of assessments or want to bring an item or concern to our attention. In emergency situations after hours, weekends, or holidays, the same number will connect you to the CMC emergency on-call management team. If you experience an emergency such as fire, gas leak, or other life-threatening situation, please call 9-1-1 immediately before contacting CMC.

Please let us know if you have any questions with respect to this transition. We look forward to a long-lasting relationship with the Forest Edge Cluster Association.

Sincerely,

A handwritten signature in black ink, appearing to read "B Lord", is written in a cursive style.

Brian Lord, CMCA®, AMS®, PCAM®  
Vice President & HOA Division Director  
Community Management Corporation



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