

To All Thomas Choice Gardens Condominium Owners

Dear Homeowner:

We are pleased to announce that effective **January 1, 2026**, Comsource Management, Inc. will assume **financial management** responsibilities for the **Thomas Choice Gardens Condominium Association**. Comsource is a full-service community management firm founded in 1972, and we are honored to support your community and Board of Directors.

Assessment Payments & Billing Information

- Your **first assessment payment to Comsource is due January 1, 2026**.
- **Payment coupons** will be mailed separately to the address on file. Please review your coupons carefully and notify us of any errors in your account information.

We highly encourage residents to enroll in our **Direct Debit** payment program using the enclosed authorization form. Please note:

- **Direct debit setup takes approximately three weeks.**
- If your enrollment is not active by January 1, you may pay the first months assessment by check.
- Any outstanding payments for prior monthly assessments should be submitted by check after our management begins on 1/1/2026.

Important: The December 2025 payment was the last payment due to the Association's previous management company. Please do not send future payments to the prior agent.

Payment Options

Direct Debit (Recommended – No Fees):

To enroll in automatic monthly withdrawals complete the enclosed Direct Debit Authorization Form.

Return it to:

**Comsource Management, Attn: Amber Finnigan
3414 Morningwood Drive, Olney, MD 20832**

Or email: afinnigan@comsource.com

Direct Debit setup takes about 3 weeks.

Bill Payer (No Fees):

Using your bank's online bill payer service, set up your payee as **Thomas Choice Gardens Condominium** c/o Comsource

- Mail checks to: **PO Box 2100, Charlotte, NC 28219-2100**

- Include your **account number and property address** as a reference
- Note: Banks may take 6–10 days to mail electronic checks. Please plan accordingly.

Paper Checks (No Fees):

Checks can also be mailed directly to **PO Box 2100, Charlotte, NC 28219-2100** using the coupons that will be sent.

Online Payments via Town Square (Fees Apply):

Once registered on Town Square, you may submit payments online via credit card or e-check.

Please note: A third-party processing fee will apply to all online payments made through the portal. To avoid fees, consider using Direct Debit, bank bill payer, or mailing a check.

Town Square Registration

Comsource utilizes **Town Square**, an online platform that allows homeowners to:

- View account balances and make payments
- Submit maintenance requests
- Access Association documents
- Submit requests for Architectural Modifications
- Receive community updates

You will receive a separate registration invitation for Town Square in the near future.

Community Manager Contact

Your assigned Community Manager is **Julian Watson**, who will serve as your primary point of contact. You may email Julian at JWatson@comsource.com or call **(301) 924-7355** to reach his direct line.

We're Here to Support You

We understand that management transitions can raise questions, and we're committed to making this process smooth and seamless. Please do not hesitate to reach out. We're excited to begin this partnership with you and to support the **Thomas Choice Gardens Condominium** with the professionalism and care your community deserves.

Respectfully,

Gary M. Simon, CMCA, AMS, PCAM
President, Comsource Management, Inc.