

**The Trails at Woodlot Homeowners Association,
Inc.**

c/o ProCom, 400 Serendipity Drive
Millersville, MD 21108
<https://procom.cincwebaxis.com>
<https://thetrailsatwoodlot.com/>



January 20, 2026

Property Address:

RE: NEW MANAGEMENT & 2026 ASSESSMENTS

Dear Homeowners,

It is my pleasure to introduce Professional Community Management, Inc. (*"ProCom"*) as The Trails at Woodlot Homeowners Association, Inc.'s (*"the Association's"*) new managing agent as of January 1, 2026. As your management company, ProCom will be working directly with your Board of Directors (*"the Board"*), implementing all Board decisions, and handling most of the Association's day-to-day operational duties.

ProCom has been serving Maryland community associations since 1991. Our mission is to help our communities be their best. We accomplish this by assigning our managers a reasonable workload, providing support from above and below, and through an industry leading training and development program. We utilize the best technology available, which maximizes efficiencies for the Board, homeowners, and management. Our managers have the knowledge, experience, and TIME to provide individualized attention to their communities and to help their boards accomplish their goals.

ProCom's business hours are 8:30 A.M. - 5:00 P.M. Monday - Thursday and 8:30 A.M - 1:00 P.M. on Friday. ProCom's policy is to return all phone calls and respond to all E-Mails within 24 hours or the next business day. If you have an after-hours emergency, call ProCom and the auto attendant will walk you through the steps to get in touch with our answering service.

Please visit <https://procom.cincwebaxis.com> and register for ProCom's homeowner portal. Once management verifies your registration, you will receive an E-Mail with a link to create your password. After creating your password, navigate back to <https://procom.cincwebaxis.com> and login. A short video demonstrating the registration process can be found at the following link: <https://tinyurl.com/CINCWebAxisRegistration>. On the portal, you will be able to update your profile and contact information, view your account history and make payments, view association documents and calendars, submit architectural change requests, submit work order requests, respond to violations, and contact management.

Please download ProCom's homeowner app on your mobile device. Search for *Professional Community Mgmt* in the Apple App Store or in the Google Play Store. The icon is the three little blue houses you see in our logo.

Your new homeowner account number is _____. **The 2026 assessments are as follows:**

- **Single family homes** - \$370.77 due annually on the first of February
- **Townhomes *WITH* driveways** - \$323.64 due quarterly on the first of February April, July, and October
- **Townhomes *WITHOUT* driveways** - \$256.54 due quarterly on the first of February, April, July, and October

If you were enrolled in any form of recurring payment program, whether it be ACH, e-check or credit card payments, or a bill pay service via your personal financial institution, you will need to make changes. Below are details regarding the Association's collection policy and the various ways you can make your assessment payments.

- Single family home payments are due annually on the first of February, and townhome payments are due quarterly on the first of February, April, July, and October. This means that they must be RECEIVED by the first. As such, please submit your payments a week or two in advance to assure that the Association receives them on time.
- Similar to any other recurring obligation (your mortgage, vehicle payment, utilities, etc.), there is a grace period before any penalties and/or interest may be assessed. Any account with a balance 15-days after each due date will be charged a \$15 late fee.
- A severely delinquent balance could result in your account being turned over to the association's legal counsel for further collection action.

The best way to pay your assessments is to enroll in ProCom's recurring ACH debit program. It is free, secure, and once enrolled, your payments will be automatically deducted from your linked bank account shortly after each due date in perpetuity. In addition, if the assessment amount ever changes, the debited amount will automatically adjust. By signing up for this program, you will never have to worry about your assessment payment ever again. It truly is "*Set it and forget it!*" The application can be found on ProCom's homeowner portal by selecting *Sign Up for ACH Debit* under the *Pay Assessments* menu.

You can also pay by e-check or credit card, via your bank's bill pay service, or by mailing a physical check. Additional details are enclosed and can also be found on ProCom's homeowner portal by clicking on the *Pay Assessments* menu.

Your new association manager will be Savannah Coller. She can be reached at (410) 721-0777 x102 or via e-mail at SColler@procomgt.com. If you have any questions or concerns, please do not hesitate to reach out. We look forward to serving you!

Sincerely,

Scott Davis, CMCA, AMS, PCAM
President
Professional Community Management, Inc.