

# Charlestown

CHARLESTOWN OWNERS ASSOCIATION

## NOTICE OF ADDRESS CHANGE FOR COA DUES PAYMENTS

Dear Homeowners,

Cardinal Management Group has changed the address for Dues/Assessment payments from the Ashburn, VA address located on your payment coupons, to the address below:

**PO Box 71209  
Philadelphia, PA 19176-6209**

Please send all future payments to this address. If you use an online banking service to make your payments, you will need to change this information in your Billing information. Dues paid by automatic withdrawal will not be affected by this change.

If your payment has already been sent to the Ashburn address – **it will be forwarded** to the address above. We apologize for any inconvenience this may cause.

**Thank you for your cooperation!**

Cardinal Management Group  
Agents for the Charlestown Owners Association

Charlestown Owners Association 8533 Lakinhurst Lane Springfield, 22152  
Phone (703) 569-1959 Fax (703) 569-6109 [www.charlestowncoa.org](http://www.charlestowncoa.org)