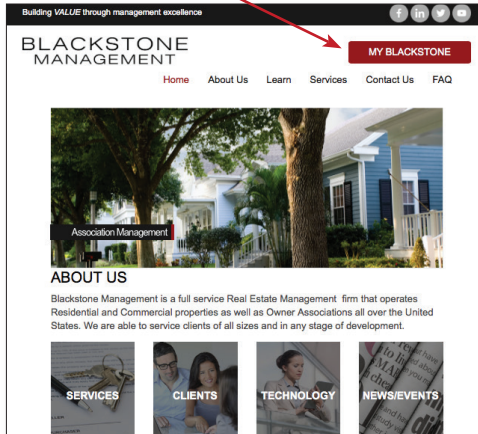


# ARCHITECTURAL ALTERATION REQUESTS

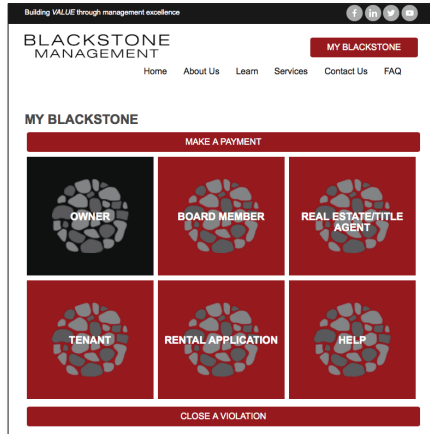
When planning projects for your home, it's important to plan ahead to save time and frustration. My Blackstone steps you through the process of submitting your architectural project requests. Your Architectural Committee is allowed up to 45 days to respond to your request. Alterations can not begin without the proper approval of your association.

1. Go to [www.BlackstoneAM.com](http://www.BlackstoneAM.com)

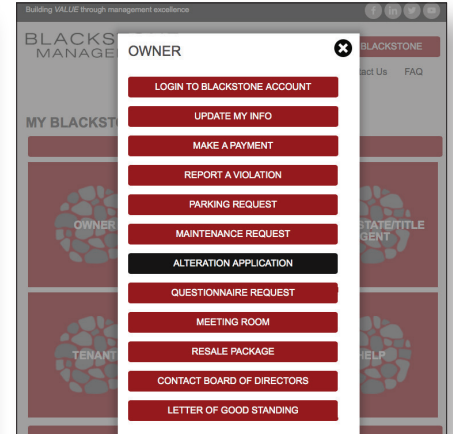
2. Click "My Blackstone" in the top right corner.



3. Click "OWNER"



4. Choose "ALTERATION APPLICATION" from list.



5. Gather all necessary documents before completing your application. Requirements will vary by association. Items needed could include:

- property plat
- rendering of completed project
- neighbor signatures
- building material
- dimensions
- color



Review your association's Declaration of Covenants, Conditions and Restrictions to determine the requirements for your home projects. You may need the approval of your neighbors for your alteration. If so, you will find a form that must be signed by your neighbors **HERE:**

# ARCHITECTURAL ALTERATION REQUESTS - page 2

6. When all required items are ready, complete your application through My Blackstone as instructed on page one. **NOTE: Please be sure to include the color, size, type of material and location of the improvement in the description box.**

7. Under “Owner’s Electronic Signature”, you’ll find a button to upload your documents.

8. Click “Submit Request” at the bottom of the form.

Alteration\*: DESCRIBE IN DETAIL, TYPE OF IMPROVEMENT OR ALTERATION AND MATERIALS TO BE USED

Owner's Electronic Signature\*:  Date\*: 03-10-2016

Attach File(s)\*:

At least one file is required for submitting an alteration request.

**Note:** Your association may require neighbor approval. Please [CLICK HERE](#) for the needed form.

**NOTE:** MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION, ALL APPLICABLE CONTRACTOR PROPOSALS, AND ANY OTHER PERTINENT INFORMATION AS MAY BE NECESSARY. Lot surveys should be on a scale of at least 1 inch per 20 feet.

If approval is granted, it is not to be construed to cover approval of any State, County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT THE HOMEOWNERS ASSOCIATION AND BLACKSTONE MANAGEMENT LLC, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

## Alteration Notes & Actions

Date	Name	Action	Notes
7/28/2015 2:29:16 PM	Forrest Baggarly	Status Change	Changed Status to Awaiting for More Information.
2/14/2015 1:29:10 PM	Forrest Baggarly	Status Change	Changed Status to Approved/Executed.
12/29/2014 9:44:33 AM	John Jones	Approved	I am approving without neighbor signatures. The southern neighbor is a Solar City customer and the northern neighbor is under contract to sell.
12/26/2014 9:34:43 AM	Jake Hoa	Approved	
12/15/2014 1:10:02 PM	Kim Smith	Emailed Requester	Sent email to requester.
12/15/2014 12:37:47 PM	Stephanie Bryan	Status Change, Internal Note	Sent alteration request for Architectural Review Board's approval. Sending email to the homeowner - the balance of \$300 needs to be paid first before approval can come about.

9. Your Architectural Committee will review your application and documents. You will receive an email containing a link to the Notes and Actions for your request. You may access updates at any time during the process and read the comments along the way.

## 10. FINAL APPROVAL CERTIFICATE

No alterations may begin until you receive this certificate. If you see approvals in the Alteration Notes & Actions dialog, you still must wait for your approval certificate before starting your project.



2A Industrial Park Drive Waldorf, MD 20602  
(240) 349-2117 www.blackstoneAM.com  
(Keep for your records)

### Architectural Request Certificate

Your Homeowners Assoc.

#### Alteration Request Details

**Name:** HOMEOWNER'S NAME HERE  
**Address:** 1234 Your Street, Your Town, MD 20601  
**Phone:** 555-555-0000  
**Email:** info@blackstoneam.com  
**Date:** Dec 15 2014 11:04AM  
**Status:** APPROVED  
**Alteration:** Application of solar panels to the roof of the house through the company Solar City