

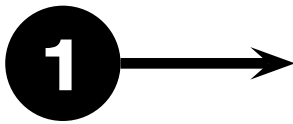


# BLACKSTONE MANAGEMENT

## TRANSPARENCY POLICY YOUR RECORDS. YOUR RIGHTS.

### DID YOU KNOW?

You have the right to review the books and records we keep for your property association and we're happy to accommodate homeowner requests. Blackstone Management makes it easy with flexible appointments and quiet space just for you.



### YOUR FIRST STEP

Contact Blackstone when you want to take a look at your associations records. A simple request form will get you started! (We cannot schedule appointments by phone, email or text. All requests must be submitted online.)

### GO TO [www.BlackstoneAM.com/transparency](http://www.BlackstoneAM.com/transparency)

Appointments are available Monday through Thursday from 9:00 a.m. to 3:30 p.m. Our office closes promptly at 5:00 p.m. Please keep that in mind when requesting your appointment so that you will have sufficient time to review your records. Appointments can only be approved for those homeowners who are listed on a property deed, verified through tax records.

### YOUR SCHEDULED APPOINTMENT

- Prior to your appointment, your association records will be gathered and available to view.
- You will have access to a private conference room in the office of Blackstone Management where you can review your records on one of our computers.
- The Blackstone office is a quiet, active working environment. No more than 2 people can be present for your appointment. No one under 18 years old will be permitted.
- Printed hard copies will not be provided for your review appointment, but are available by completing a Request for Hard Copy.
- **All printed copies will incur a 30¢ per page fee that must be paid prior to printing.**
- You may not copy or transfer any digital files that you have accessed during your review appointment. This restriction is enforced by Maryland State Law.

### PRIVACY IS IMPORTANT! (and protected by Law)

In the course of your records review, you may come across information about other homeowners that is personal and confidential. In order to grant your appointment request, you will be required to sign a Confidentiality Agreement prior to the release of association records.

Maryland Law strictly prohibits the transfer of digital copies.

You may NOT copy or transfer anything you see in your review. Violation of this agreement is subject to prosecution by the State of Maryland, Blackstone Management and/or any additional parties affected.