

# Welcome Home.

## BLACKTHORNE CONDOMINIUM HOMEOWNER'S

Meet your property  
management team...



RESIDENTIAL | COMMERCIAL

### Barrie Props

BAP@communityms.net  
(o) 317.631.2213 ext. 213

941 E. 86<sup>th</sup> Street Suite 225  
Indianapolis, IN 46240  
www.communityms.net

Visit your community  
website @

[www.blackthornecondos.org](http://www.blackthornecondos.org)

All of your community information, legal documents, neighborhood announcements, account information, access to pay online, submit requests to your property manager, meeting notes, share recipes, community calendar, directory, area information and maps, weather, discussion forums, photo sharing, architectural change requirements, etc. can be found on your community's website listed above.

Get started by emailing [WEBINFO@communityms.net](mailto:WEBINFO@communityms.net) with your community name and address. You will then be provided with a unique username and password to access the website.

## 2015 HOA Assessments

Blackthorne Condominium  
\$ 174/month  
**\$25 Late Fee**

## Payment Options

PAY ONLINE BY VISITING: [www.blackthornecondos.org](http://www.blackthornecondos.org), click "Make a QUICK Payment"

Follow Instructions below to REGISTER or SET UP Recurring Payments.

1. To register an ePayment account for the first time, click on the First Time User link.
2. Enter the Homeowner Property Account Number (Located on the Coupon/Statement) and click Submit button.  
**Please Note:** If your account number is 00123-4567, only enter 1234567. Do not enter the lead zeros or dashes.
3. Once the account has been located, enter the required fields (Email, Phone, Username, Password and Confirm Password) and Submit Registration button.  
**Please note:** Passwords must be at least 8 characters long – it must contain letters (at least 1 capital) and numbers.
4. Once the account is successfully registered, you will be taken to your Dashboard. From the dashboard you can make a one-time payment, create a recurring payment see your payment history, and see any future recurring payments to be paid.
5. One time or recurring payments from your checking account are free. Payments made via Visa, MasterCard and Discover will be charged a convenience fee.

For help with any Payments or if there are questions about payments already processed, click on Help from any page to send them an email on your issue.  
For immediate assistance feel free to call 1.866.REVO.411 (1.866.738.6411).

**Please note that we CANNOT take payments over the phone.**

**If you are mailing your payment, please send to:**  
PO BOX 5704  
Carol Stream, IL 60197-5704

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*Blackthorne Condominium Homeowner's  
Association, Inc.*

*Homeowner Profile*

*[www.blackthornecondos.org](http://www.blackthornecondos.org)*

We retain information given to us on this form as confidential and is used only for association matters by our service providers and staff. No information is given or sold to unrelated parties. Return form to Community Management Services, Inc at [GYH@communityms.net](mailto:GYH@communityms.net) or you may mail to:

Blackthorne HOA

941 East 86<sup>th</sup> Street, Suite 225 Indianapolis, IN 46240

Please email us with questions at [GYH@communityms.net](mailto:GYH@communityms.net) or call us at (317) 631-2213

Homeowner(s) name:

Address:

Lot Number:

Alternate Mailing Address (if different than above):

Home Phone Number:

Office Phone Number:

Cell or Alternate Number:

Email Address:

Emergency Contact:

Emergency Phone:

Is this a rental property?

Lease Term:

Occupants:

Email Address:

## Blackthorne Condominium Architectural Review Form

**(Please be as detailed as possible)**

- ❖ Allow thirty (30) days for approval process. If a recommendation has not been received within thirty days, it should be considered denied.
- ❖ **All proposals MUST include a Surveyor's/Plot Plan with area of proposed change clearly marked as well as photos of the proposed improvement. Your proposal cannot be considered without this information.**
- ❖ Homeowner is responsible for obtaining any necessary building permits
- ❖ You may apply for more than one change per form (i.e., a fence and a deck)
- ❖ If you are requesting to replace or exchange a "street tree" in the right of way area in front of your home, you may only replace it with the same type of tree. This is due to restrictions set forth by the Municipalities in your area.

Name \_\_\_\_\_ \*Community \_\_\_\_\_

\*Address \_\_\_\_\_ Lot Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please describe the change in detail including proposed structure, materials to be used and/or size (height) and square footage.

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List any required building permits. \_\_\_\_\_

As marked on your plot plan, does this addition/improvement extend into any Common Area, Drainage, Utility, or Sewer Easement, Landscape or Lake Easement? \_\_\_\_\_

Who will be performing the work? \_\_\_\_\_

What is the proposed start date? \_\_\_\_\_

Does your property border a lake or walking trail? \_\_\_\_\_

By signing below, I understand that I am required to obtain Board approval before making any improvements/additions to my home by the Covenants and Restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing below, I acknowledge and agree to all of the following:

1. I am required to obtain architectural approval before making any improvements or additions to my home.
2. I am obligated to allow sufficient time for the processing of my request.
3. I have read and will fully comply with the Declaration and the Design Guidelines in their entirety. It is my responsibility to research and adhere to all guidelines specified by the Design Guidelines. Modifications Committee shall not bear any responsibility for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes, zoning or PUD ordinances, and/or other governmental requirements.
4. Prior to excavation, I am responsible for location of all underground utilities. Digging should not commence until underground utility locations are marked.
5. I am responsible for all clean-up of the project. I will make sure that all debris, sod, soil, and so on are removed and hauled to the proper waste sites.
6. If the project causes injury to or encroachment upon adjacent property or public property, I am responsible for any necessary repairs and the removal of any encroachments.
7. I am responsible for damages to residential irrigation systems that may result from the project.
8. I acknowledge that if any work does not conform to the approval of the Modifications

Committee or to the Design Guidelines, I am liable for all costs necessary to bring the work into compliance. This approval action does not relieve me from any Declaration or Design Guidelines Requirements.

**Your checklist for submittal—before submitting have you included:**

\_\_\_ **Plot plan with location of proposed improvement(s) clearly marked?**

\_\_\_ **Pictures or drawings of proposed improvement(s)?**

**Submissions will not be reviewed without these items.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:** Community Management Services, Inc.

Barrie Props, Property Manager, [BAP@communityms.net](mailto:BAP@communityms.net)