

Blackstone Management, LLC Charge Card Agreement and Disclosure.

- 1. USING YOUR ACCOUNT:** By using the Account or keeping the Card, you agree to the terms of this Agreement. You agree to use Your Account in accordance with this Agreement. Your Account must only be used for lawful transactions.
- 2. CREDIT LIMIT:** Your credit limit is determined by the board of directors for the community and your relationship with Blackstone Management, LLC. You may request a credit line increase for certain events or occasions by communicating that request to your community manager with approval from the board of directors for the community or property.
- 3. REPAYMENT:** Repayment is required under this agreement at the end of the 30-day billing period. A statement of the account charges will be provided along with receipts submitted by the cardholder as proof of any charges appearing on the account statement for that billing period.
 - Blackstone Management is not responsible for reconciling any charge card account, any payment disputes will be handled by the individual card user.
 - Blackstone Management is not responsible for any missing receipts or proof of charges to any card that is the sole responsibility of the cardholder and user.
 - Partial payments of an account balance are not accepted, the account must be paid in full in agreement with this disclosure at the time the statement is presented to the board or agent for payment.
- 4. INTEREST AND FINANCE CHARGES:** Interest is not charged on accounts that are paid in full at the end of the billing period. However, in the event that the board of directors or agent delays any payment a finance charge of 15% will be added for each account that is not paid by the due date. This finance charge will be added each 15-day period the account goes unpaid.
- 5. HOW WE CALCULATE YOUR BALANCE:** The total balance on a card is calculated by the transactions authorized on the account based on the usage of the card by the card Holder. All card transactions will be listed on the board member desk portal or the charge card statement page for review as they are charged to the account. The Card Holder is responsible for reviewing this statement at any time to ensure there are no fraudulent charges or misuse of the card as the Association or property is responsible for all charges made to the card while active.
- 6. FEES:** below are the list of fees associated with any card Please note this does not supersede Section 4 which discusses finance charges or interest.
 - Card Replacement Fee: \$50 for a physical card, \$25 for a virtual card.
 - Returned Item Fee: \$75 per item returned.
 - Credit Dispute Charge: \$75 per disputed item.
- 7. FOREIGN TRANSACTIONS:** Purchases made in foreign currencies will be debited from your account in U.S. dollars. The exchange rate between the transaction currency and the billing currency used for processing international transactions is a rate selected by Visa as applicable, from a range of rates available in wholesale currency markets for the applicable central processing date, which rate may vary from the rate Visa as applicable, itself receives or the government-mandated rate in effect for the applicable central processing date. The exchange rate used on the processing date may differ from the rate that would have been used on the purchase date or cardholder statement posting date.



8.AUTHORIZATIONS: We do not guarantee authorization of a transaction, either by us or by a third party, even if you have sufficient credit available. You agree that we will not be liable for failing to give an authorization. We also reserve the right to limit the number of transactions that may be approved in one day. We reserve the right to deny certain transactions for any reason at our sole discretion, including for default, suspected fraudulent or unlawful activity, internet gambling or any indication of increased risk related to the transaction or the account. Blackstone Management may suspend any charge account at anytime at the request of the board of directors or the community manager. Cards may also be suspended by our cardholder system if any fraudulent charges are suspected. When authorization is suspended no notification is sent to the cardholder, it is the cardholder's responsibility to maintain the card at all times and to check the account status on the cardholder account website.

9.PREAUTHORIZED CHARGES: We may suspend preauthorized recurring charges with merchants if, for example, your card is lost or stolen, you default, or we change your account for any reason. If preauthorized recurring charges are suspended, you are responsible for making direct payment for such charges until you contact the merchant to reinstate recurring charges.

10. EFFECT OF AGREEMENT: This agreement is the contract which applies to all transactions on Your account even though the sales, cash advances, credit, or other slips you sign or receive may contain different terms.

11. COLLECTION COSTS — If we refer collection of your account to a lawyer who is not our salaried employee, you are liable for any reasonable attorney's fees We incur, plus the costs and expenses of any legal action, as further disclosed on this agreement, or to the extent allowed by law.

12. CHANGING OR TERMINATING YOUR ACCOUNT: As permitted by this agreement, Blackstone Management, LLC may change the terms of this agreement and any attached disclosure from time to time. Notice of any change will be posted on the charge card account website at www.blackstoneAM.com/Card in accordance with applicable law. The cardholder may elect to terminate their account at any time by communicating that request to the community manager. Blackstone Management, LLC also reserves the right to terminate a card at any time for any reason as deemed by the cardholder agreement.

13. ILLEGAL TRANSACTIONS PROHIBITED: You agree that you will not use your Card for any transaction, including any type of electronic gambling transaction through the Internet, that is illegal under applicable federal, state, or local law, even if you use your card for an illegal transaction, you will be responsible for all amounts and charges incurred in connection with the transaction. This paragraph shall not be interpreted as permitting or authorizing any transaction that is illegal.

14. VOLUNTARY SERVICE: This is a voluntary card program offered by Blackstone Management LLC. There is no obligation for the agent to offer this service to any community, association, or property. It is offered at the sole discretion of the community manager or other agents acting on behalf of Blackstone Management, LLC. It is understood that Blackstone Management, LLC can suspend revoke or request the return of a card at any time. The cardholder will be responsible for any charges on the account until the card is returned to Blackstone Management, LLC.

Cardholder agreement and disclosure effective February 10, 2021

