



Welcome to the Neighborhood!

Dear New Homeowner,

Congratulations on the purchase of your new home! The Brookshade Homeowners Association would like to welcome you to the neighborhood. Our goal in providing you with this information is to make your move and transition into your new home a smooth one.

Please take a few moments to review the enclosed information about the community, communication and Covenants. Feel free to reach out to the Board or committee member if you have any questions.

Sincerely,

Brookshade Homeowners Association

Homeowners Association

Brookshade has an active volunteer board of homeowners, various committees, and volunteer opportunities within the community. This allows for you to be connected with your neighbors and the community. The Board has quarterly meetings, including an annual homeowner meeting and social events throughout the year. Contact information for each Board member and Committee Chair appears below.

Brookshade Homeowners Association, Inc. Board of Directors

President – Joe Olejniczak: president@brookshade.org

Vice President – Dan Meinhardt: vp@brookshade.org

Treasurer – Bryce Korowin: treasurer@brookshade.org

Secretary – Chelsea Brunda: hoa@brookshade.org

Member at Large – Rich Janofsky: memberatlarge@brookshade.org

Brookshade Committees

ACC Chair – Bill Godshall: acc@brookshade.org

ACC Applications – Brian Martin: accapplication@brookshade.org

Clubhouse Chair – Linda Olejniczak: clubhouse@brookshade.org

Social Chair – Caitlin Janofsky: clubhouse@brookshade.org

Landscape – Adam Meadows: landscape@brookshade.org

Pool Chair – Ben Zeifman: pool@brookshade.org

Tennis/Racquet Chair – Chel Stewart: tennis@brookshade.org

Welcome Chair – Celeste Kerber & Linda Olejniczak: welcome@brookshade.org

HOA Communications email contact: hoa@brookshade.org

Brookshade website – www.brookshade.org – community information, downloadable HOA documents and forms, and a calendar to make tennis reservations.

Brookshade NextDoor – www.nextdoor.com – this site allows you to contact all registered Brookshade neighbors, receive and post information about garage sales, tradespeople recommendations, missing/found animals, and crime alerts.

Covenants

We are a covenant community. All homeowners are responsible for reading and following the Declaration of Covenants, Conditions and Restrictions (CC&R) as well as the Architectural Control Committee (ACC) Procedure, Standards, and Guidelines; these can be found on the website. By accepting title to your home, you have accepted responsibility to abide by the covenants.

Brookshade has contracted with an independent non-resident contractor to perform regular inspections and oversee administrative tasks associated with homeowner compliance. Homeowners will be given written and/or email warning when a covenant violation occurs and provided a timeframe to resolve the issue. If a violation is not resolved, in a timely manner, a fine will be assessed.

Architectural Control Committee

The Architectural Control Committee (ACC) is authorized to serve and protect homeowners and the value of our properties by maintaining aesthetic harmony and compatibility with community rules and regulations. It is important to remember that most exterior improvements must be approved by the ACC before work commences. An ACC application may be downloaded from the Brookshade website. Homeowners are required to provide details about the project as well as awareness signatures from the two affected neighbors most affected by the project. The ACC will review the application and provide written authorization to proceed when the project is approved. These projects include exterior house paint (new color), landscaping changes, new roofing, decking, pool, building additions, and more. Please refer to the matrix located on the Brookshade website. If you have any questions regarding improvements and approvals, please email the ACC Chair at acc@brookshade.org. Required documentation, including a list of frequently asked questions, may be found under "Downloads" at the BHOA website (www.brookshade.org)

The ACC also oversees homeowner compliance with the rules, regulations, standards, guidelines and procedures as well as the covenants, conditions, and restrictions specified in the Declaration.

ACC Inspection Process Summary

1. A non-resident inspector drives through the neighborhood to document violations
2. and prepares an inspection report.
3. The inspection report is sent to the ACC for review and to determine appropriate
4. follow-up action.
5. A courtesy reminder and/or notice of violation will be given to the homeowner when
6. necessary.
7. 4. If a homeowner fails to respond or communicate regarding the reminder or notice or
8. to correct the violation in a timely manner, fines and/or other sanctions may be
9. imposed.

We appreciate your cooperation in preserving the appearance of our lovely neighborhood and encourage you to become familiar with the Brookshade Rules, Regulations, Standards, Guidelines and Procedures and Covenants, Conditions and Restrictions.

Tennis/Racquet

The key code for access to the tennis court is "Contact Tennis Chair". If you would like to play tennis, please reserve a court prior to playing. Reservations can be made on the BHOA website. If you are interested in playing tennis/pickleball for an ALTA or USTA team, please reach out to the Tennis/Pickleball Committee Chair.

Trash

Waste Management currently provides trash and recycling service to Brookshade residents. Pick up is normally scheduled on Friday. When a holiday falls on Friday, pickup may be delayed by a day. The previous homeowner should have left one trash and one recycling receptacle for your use. If you need additional bins, please contact Waste Management directly. Homeowners will be billed for additional containers directly. The Waste Management phone number is: (404) 794-6707. The BHOA covenant requires trash receptacles to be stored out of view from the street. It requires that receptacles be placed at the curb no more than 24 hours prior to and brought back no more than 24 hours after trash pickup.

Pool

The pool generally opens in late May and closes in mid-September. The hours are 7am to 10pm daily. The key code to enter the pool area is "Contact Pool Chair" and to enter the clubhouse bathroom is "Contact Pool Chair". These codes change yearly and should not be shared with non-Brookshade members. Pool rules are posted in the pool area. The Brookshade pool is an amenity open to all residents only during operating hours. The pool cannot be reserved for a private party. Please contact the Pool Committee chair for details.

Clubhouse

The clubhouse is available to the residents to rent out but must be reserved in advance. If you would like to rent the clubhouse, rules and forms are located on the website.

Brookshade Directory

The BHOA uses an email database to inform homeowners of upcoming events, including pool opening/closings, annual meetings, ACC notices, etc. In case of fire or police emergency, please provide a contact cell phone number for each homeowner. Your contact information will be used only for official BHOA business.

Include your:

- Home Street Address
- Homeowner#1 - First & Last Name
- Cell phone #
- Email address
- Homeowner #2- First & Last Name
- Cell phone #
- Email address
- Names of Child / Children

To be sure you receive important communications please send the following resident contact information to: hoa@brookshade.org