

# *Villages of Brookmont*

HOME OWNERS ASSOCIATION



***Brookmont***

***&***

***Enclave***

***Community Information***

***Handbook***

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## Welcome to the Neighborhood

The Villages of Brookmont Board would like to extend a warm welcome to you and your family. We are thrilled to have you join our wonderful community. We hope you and your family will be very happy here. Our neighborhood has much to offer. The Villages of Brookmont features two clubhouses for your convenience and size requirements.

We hope you find this handbook helpful. If you have any questions about the community information, please contact us at [brookmontbod@gmail.com](mailto:brookmontbod@gmail.com).



## Homeowner Association (HOA)

A homeowner association (HOA) is an organization in a subdivision, planned community, or condominium building that makes and enforces rules for the properties and residents. Those who purchase property within an HOA's jurisdiction automatically become members and are required to pay dues, which are known as HOA fees.

Some associations can be very restrictive about what members can do with their properties while others may give residents more freedom. HOA rules are typically called covenants, conditions, and restrictions (CC&Rs). CC&Rs usually apply to the homeowner and the home. Violation of any CC&R will result in a fine for the offense. Further, the HOA has the right to place a lien on the property if the account is not paid in full by the requested timeframe. Hence, before purchasing a home, prospective homeowners should research to find out how restrictive are the rules and determine if they can live with the rules.

An HOA is self-governed and is usually led by homeowners who have volunteered to serve on the HOA board.

## Property Management Company

Premier Association Management, Inc (PAM)  
8601 Baldwin Parkway Ste 200, Douglasville, GA 30134  
PO Box 1282, Douglasville, GA 30133  
Property Manager: Meraly Clayton –  
[Mclayton@premierassociationmanagement.com](mailto:Mclayton@premierassociationmanagement.com)

O- 770-949-6536 x304                      F: 770-949-6152

*Closing Letter Requests should be requested at*  
[www.homewisedocs.com](http://www.homewisedocs.com)

*Premier Association Management uses HomeWise Docs for all  
Condominium/HOA Certifications, Resale – Refinance Closing Letters,  
Estoppels, Demands, HOA Packets, HOA Documents and  
Questionnaires [www.homewisedocs.com](http://www.homewisedocs.com)*

*Online payments can be made  
at <https://pam.cincwebaxis.com/> (Please refer to your account  
number on your statement).*

## HOA Board of Directors – 2024

[brookmontbod@gmail.com](mailto:brookmontbod@gmail.com)

The board of directors are responsible for governance, oversight, and major decision making, representing the interests of the residents.

President – Orrick Curry – [brookmontpres@gmail.com](mailto:brookmontpres@gmail.com)

Vice President – Alan Dickerson – [brookmontvp@gmail.com](mailto:brookmontvp@gmail.com)

Secretary – Beverly Lowery – [brookmontsec@gmail.com](mailto:brookmontsec@gmail.com)

Treasurer – Lakesha Saunders – [brookmonttreas@gmail.com](mailto:brookmonttreas@gmail.com)

Project Manager – Raymond Carson – [vbroomontpm@gmail.com](mailto:vbroomontpm@gmail.com)

Parliamentarian – Pearl Smith – [brookmontpar@gmail.com](mailto:brookmontpar@gmail.com)

Member @ Large – Cora Thompson – [brookmontmal@gmail.com](mailto:brookmontmal@gmail.com)



## HOA Committees/Chairperson

The committee chairs are responsible for meetings and various objectives/agenda items as they pertain to each committee.

\*Architectural Committee – Dehavillyn Mack –

[brookmontacc@gmail.com](mailto:brookmontacc@gmail.com)

\*Code Enforcement – Jasmin Brown –

[brookmontcodesafety1@gmail.com](mailto:brookmontcodesafety1@gmail.com)

\*Communication Committee – Celeste Webb –

[brookmontcomm@gmail.com](mailto:brookmontcomm@gmail.com)

\*Entertainment/Social – Tara Burch – [brookmontentsocial@gmail.com](mailto:brookmontentsocial@gmail.com)

\*Neighborhood Watch – Michelle Carson –

[brookmontneighwatch4u@gmail.com](mailto:brookmontneighwatch4u@gmail.com)

\*Recreational Committee – Taisha Dickerson –

[brookmontrec@gmail.com](mailto:brookmontrec@gmail.com)

\*\*Beautification Committee – Vacant

\*\*Technology Committee – Vacant

\*\*We are actively recruiting volunteers for all the community committees. If you are interested in volunteering, please email us with your committee preference and include a short bio. We will reach out to you with additional information.



## The Villages of Brookmont

The Villages of Brookmont consists of 6 villages.

### Cottages

- Dungeness Drive
- E. Captiva Drive
- Nairn Court
- Shellman Bluff Drive

### Enclaves

- Frederica Court
- Nixon Grove Drive
- Fareed Street

### Estates

- Brookhollow Drive (5263 – 5313)
- Castonia Lane (New)

### Landings

- Olde Tabby Drive
- Santa Rosa Way

### Meadows

- Amethyst Drive
- Manning Drive
- Opal Drive
- Sapphire Court

### Reserves

- Blackwolf Run
- Bonita Springs Court
- Brookhollow Drive (3525 – 5292)
- Clingman Court
- Fernandina Drive
- Irvine Drive
- Mackenzie Court
- Ossabaw Court

## Community Amenities

Brookmont Clubhouse (Main)  
5315 Brookhollow Drive, Douglasville, GA 30135



- Wheelchair accessible entrance/parking lot
- Olympic Swimming Pool
- Full-Service Gym (Shower/locker room)
- 8 Tennis Courts
- Clubhouse Rental/Conference Room Rental – (access form @ [pam.cincwebaxis.com/documents](http://pam.cincwebaxis.com/documents) and return to Meraly Clayton with payment).
- Future Projects – Water Fall Restoration, Doggie Park, Walking Trails and Playground

**The Villages of Brookmont  
FITNESS CENTER RULES  
Gym Hours: Daily 6 am to 9 pm**

**NO WEAPONS ALLOWED IN FACILITY**

**CHILDREN UNDER 18 MUST BE ACCOMPANIED BY AN ADULT**

**USE FACILITY AND EQUIPMENT AT YOUR OWN RISK**

**USE EQUIPMENT PROPERLY AND FOLLOW DIRECTIONS CAREFULLY**

**DO NOT LEAN ON THE EQUIPMENT**

**KEEP YOUR HANDS AWAY FROM ANY MOVING PARTS**

**CONSULT A PHYSICIAN BEFORE BEGINNING ANY EXERCISE PROGRAM**

**USE THE EQUIPMENT ONLY FOR ITS INTENDED PURPOSE**

**APPROPRIATE FITNESS ATTIRE MUST BE WORN (NO DRESS SHOES, BOOTS OR SANDALS)**

**DO NOT EXERCISE WHILE IMPAIRED BY ALCOHOL OR DRUGS**

**20 MINUTE LIMITE PER STATION WHEN OTHERS ARE WAITING**

**NO FOOD OR GLASS IN FITNESS AREA**

**DO NOT DROP THE WEIGHTS ON THE FLOOR**

**PLEASE WIPE OFF EQUIPMENT BEFORE AND AFTER USE**

**PLEASE RETURN ALL EQUIPMENT TO ITS PLACE**

**REPORT ANY DAMAGED EQUIPMENT TO MANAGEMENT IMMEDIATELY ( DO NOT USE)**

**BE CONSIDERATE OF OTHERS IN THE GYM**

**TURN OFF LIGHTS AFTER LEAVING**

**NO SMOKING OR E-CIGARETTES**

**Thank you and enjoy the facilities!**

# The Villages of Brookmont

5315 Brookhollow Dr., Douglasville, GA 30135

## POOL RULES

**Pool Season: Memorial Day Weekend thru Labor Day**

**Pool Hours: Daily 9 am to 9 pm**

**PLEASE HAVE KEY FOB AND ID READY DURING SUMMER HOURS**

1. **NO LOITERING.** Parking lot or premises use is for those with specific purpose of using pool, clubhouse, gym or tennis court facilities.
2. **Household Limit:** Maximum of 5 residents per key fob. Children under the age of 18 **must** be accompanied by an adult. **Please contact Premier Association Management @ 770-949-6536 for approval of more than 5 people prior to accessing the pool.**
3. No alcohol, drugs or smoking of any kind.
4. HOA Dues must be current to use clubhouse and amenities. During summer hours, resident must provide valid ID and fully sign in with name, address and number of guest with Pool Monitor.
5. If resident can not be verified with valid ID, no entry will be allowed.
6. No vulgar language, public nudity or disturbing of the peace is tolerated in the parking lot, pool area, clubhouse or premises.
7. No loud music or blue tooth speakers. Ear buds are allowed.
8. Contact **Premier Association Management @ 770-949-6536**, for any member or entrance issues, Monday – Friday, 9am-5pm.

**Those who do not comply with rules risk losing HOA privileges and police may be called.**

*Thank you and enjoy the facilities!*

Enclave Clubhouse (Small)  
2950 Warren Road, Douglasville, GA 30135



- Full Size Swimming Pool
- Kiddie Pool
- Small Gym
- 2 Tennis Courts/ Pickle Ball
- 1 Basketball Court
- Clubhouse Rental – (access form @ [pam.cincwebaxis.com/documents](http://pam.cincwebaxis.com/documents) and return to Meraly Clayton with payment)
- Future Projects – Putt Putt, Playground and Walking Trails

# **ENCLAVE FITNESS CENTER RULES**

**Gym Hours: Daily 6 am to 9 pm**

**NO WEAPONS ALLOWED IN FACILITY**

**CHILDREN UNDER 18 MUST BE ACCOMPANIED BY AN ADULT**

**USE FACILITY AND EQUIPMENT AT YOUR OWN RISK**

**USE EQUIPMENT PROPERLY AND FOLLOW DIRECTIONS CAREFULLY**

**DO NOT LEAN ON THE EQUIPMENT**

**KEEP YOUR HANDS AWAY FROM ANY MOVING PARTS**

**CONSULT A PHYSICIAN BEFORE BEGINNING ANY EXERCISE PROGRAM**

**USE THE EQUIPMENT ONLY FOR ITS INTENDED PURPOSE**

**APPROPRIATE FITNESS ATTIRE MUST BE WORN (NO DRESS SHOES, BOOTS OR SANDALS)**

**DO NOT EXERCISE WHILE IMPAIRED BY ALCOHOL OR DRUGS**

**20 MINUTE LIMITE PER STATION WHEN OTHERS ARE WAITING**

**NO FOOD OR GLASS IN FITNESS AREA**

**DO NOT DROP THE WEIGHTS ON THE FLOOR**

**PLEASE WIPE OFF EQUIPMENT BEFORE AND AFTER USE**

**PLEASE RETURN ALL EQUIPMENT TO ITS PLACE**

**REPORT ANY DAMAGED EQUIPMENT TO MANAGEMENT IMMEDIATELY ( DO NOT USE)**

**BE CONSIDERATE OF OTHERS IN THE GYM**

**TURN OFF LIGHTS AFTER LEAVING**

**NO SMOKING OR E-CIGARETTES**

**Thank you and enjoy the facilities!**

# The Enclave

2950 Warren Road, Douglasville, GA 30135

## POOL RULES

**Pool Season: Memorial Day Weekend thru Labor Day**

**Pool Hours: Daily 9 am to 9 pm**

**PLEASE HAVE KEY FOB AND ID READY DURING SUMMER HOURS**

1. **NO LOITERING.** Parking lot or premises use is for those with specific purpose of using pool, clubhouse, gym or tennis court facilities.
2. **Household Limit:** Maximum of 5 residents per key fob. Children under the age of 18 **must** be accompanied by an adult. **Please contact Premier Association Management @ 770-949-6536 for approval of more than 5 people prior to accessing the pool.**
3. No alcohol, drugs or smoking of any kind.
4. HOA Dues must be current to use clubhouse and amenities. During summer hours, resident must provide valid ID and fully sign in with name, address and number of guest with Pool Monitor.
5. If resident can not be verified with valid ID, no entry will be allowed.
6. No vulgar language, public nudity or disturbing of the peace is tolerated in the parking lot, pool area, clubhouse or premises.
7. No loud music or blue tooth speakers. Ear buds are allowed.
8. Contact **Premier Association Management @ 770-949-6536**, for any member or entrance issues, Monday – Friday, 9am - 5pm.

**Those who do not comply with rules risk losing HOA privileges and police may be called.**

*Thank you and enjoy the facilities!*



## Community Information

- Amenity Access – contact PAM for your key fob
- ARC Forms – All property upgrades must be approved prior to work being started. Submit a form to the Architectural Committee with a complete description of work for approval. Work not approved prior to starting will be subject to a fine. Access form @ [pam.cincwebaxis.com](http://pam.cincwebaxis.com), under Documents.
- Annual Meetings – 1<sup>st</sup> and 4<sup>th</sup> Quarter.
- Pool Opening – Memorial Day weekend thru Labor Day (your amenity key fob is used for access). Please review pool rules on website and in this handbook.

## Annual Community Events

- Yard Sale – April & October
- Shredding Event – May
- Celebration of Graduates – June
- Community Meet and Greet – July
- Holiday Social – December
- Other Events – TBD

# **Community Committees**

## The Villages of Brookmont Architectural Control Committee

The Architectural Control Committee (ACC) is responsible for maintaining the architectural integrity, aesthetic harmony and property values of Villages of Brookmont neighborhoods. The ACC reviews applications from homeowners for any exterior addition or modification to their home or property, in accordance with the **Article IX of the Master Declaration of Residential Covenants, Conditions and Restrictions (CC&R) for the Villages of Brookmont.**

The ACC also governs the construction of new homes in the community. They ensure all homes are in compliance with **Article XIII of the Master Declaration of the Residential Covenants, Conditions and Restrictions (CC&R) for The Villages of Brookmont.**

This committee can establish programs for our community such as:

- Community Clean Up Day
- Christmas Award Program – homes that demonstrate curb appeal, creativity, originality and coordination of décor for the holiday

If you would like to join/team up with the VOB Architectural Control Committee, please send an email to:

[brookmontacc@gmail.com](mailto:brookmontacc@gmail.com)

Dehavillyn Mack, Committee Chair





## **The Villages of Brookmont Code & Safety Committee**

The goal/objective of Code & Safety Committee is to improve the security and safety of the homeowners, visitors, and property within the VOB.

The committee works with the property management company (Premier Association Management – PAM) local law enforcement, fire protection, emergency medical services, disaster management and other local, state and federal agencies to develop strategies and systems to better protect the community.

### **Responsibilities of Code & Safety Committee**

- ✓ Establish and maintain a viable community safety program
- ✓ Report major violations to the Committee Chair
- ✓ Suggest changes to the Covenants Conditions and Restrictions (CCR) regarding the safety of the community
- ✓ Act with the best interest of the homeowners and community
- ✓ Work with the Communication and Technology committees

### **Benefits of Code & Safety Program**

- Improve compliance with laws and regulations
- Education and training
- Build community pride
- Support and enhance the quality of life for the community

If you would like to join/team up with the VOB Code Enforcement and Safety Committee, please send an email to the following email address:

[brookmontcodesafety1@gmail.com](mailto:brookmontcodesafety1@gmail.com)

Jasmin Brown, Committee Chair

## The Villages of Brookmont Communications Committee

The primary responsibility of the Communications Committee is to advise and assist the Board in informing residents about the purpose and function of the HOA and community activities and events.

- Inform the community about upcoming events and community announcements utilizing various communications vehicles/tools such as social media, US Mail (limited) and other creative methods as needed. Handle BOD and other Committee approved communications as needed.
- Maintain the website of HOA and other community information
- Compile and publish quarterly Newsletter
- Interact with Website Designer/Consultant in support of VOB
- Coordinate “New Residents’ Welcome event and distribute “welcome package” of HOA and other community information
- Update Bulletin Board posts
- Maintain community calendar

If you would like to join/team up with the VOB Communications Committee, please send an email to:

[brookmontcomm@gmail.com](mailto:brookmontcomm@gmail.com)

Celeste Webb, Committee Chair



# VILLAGES OF BROOKMONT COMMUNICATION



Welcome to the Villages of Brookmont. The Board and Committee Chairs work to make sure the we maintain a safe and vibrant community for everyone. We firmly believe that effective communication is the cornerstone of a harmonious community.



### Attend HOA Meetings

A great opportunity to voice your thoughts, learn about ongoing projects, and meet your neighbors.



### Join a Committee

If you have a particular interest or skill, consider joining one of our committees.



### Attend Events

A great way to meet fellow residents and contribute to making our neighborhood a better place.

## Let's Get Connected for Our Latest News & Updates



Scan the QR code to visit the Villages of Brookmont Website or go to [villagesofbrookmont.org](http://villagesofbrookmont.org)



on Facebook @villages of brookmont Residents



on Next Door app @ Villages of Brookmont



Scan the QR code to visit Premier Property Management or got to [premierassociationmanagement.com](http://premierassociationmanagement.com)



Email us at:  
[brookmontcomm@gmail.com](mailto:brookmontcomm@gmail.com)

## The Villages of Brookmont Entertainment – Social Committee



The **ENTERTAINMENT - SOCIAL COMMITTEE** is responsible for planning & coordinating the social activities for the community. Such as:

- Community Graduation Celebration
- Adult Comedy Night
- Outdoor Movie Night
- Back-to-School Jam
- Jazz on the Green
- Community Holiday Social

This committee also handles clubhouse rentals for residents (pre & post walk-thru) for events held at the Brookmont (large) & Enclave (small) clubhouses.

If you would like to join/team up with the VOB Brookmont Entertainment -Social Committee, please send an email to:

[brookmontentsocial@gmail.com](mailto:brookmontentsocial@gmail.com)

Tara Burch, Committee Chair





## **The Villages of Brookmont Neighborhood Watch Committee**

The goal/objective of Neighborhood Watch Committee is to increase and maintain the safety of the VOB community by connecting neighbors to each other and looking out for suspicious activity.

Suspicious activity is anything that looks like it could be connected with criminal behavior. All suspicious activity should be reported to the Police or Sheriff's Office.

### **Responsibilities of Neighborhood Watch**

- ✓ Establish and maintain a relationship with the City of Douglasville and Douglas County Neighborhood Watch and Crime Prevention Programs.
- ✓ Post NW signs throughout the community.
- ✓ Define roles and responsibilities for committee members, block captains, and residents.
- ✓ Create and maintain an Incident Log listing crimes, nuisance issues and vandalism.
- ✓ Inform, brief, and teach the community of crime prevention procedures and tactics used within the community.
- ✓ Register with the National Associate of Town Watch.
- ✓ Participate and attend various Police/Sheriff events.

### **Benefits of Neighborhood Watch Program**

- A reduction of crime
- Greater sense of security
- Build community pride
- Extra eyes and ears

If you would like to join/team up with the VOB Neighborhood Watch Committee, please send an email to the following email address:

[brookmontneighwatch4u@gmail.com](mailto:brookmontneighwatch4u@gmail.com)

Michelle Carson, Committee Chair



## **The Villages of Brookmont Recreation Committee**

The goal/objective of Recreation Committee is to provide assistance in establishing and enforcing community recreation standards in the realm of the association's recreational equipment. The duties and responsibilities of the recreation committee include but are not limited to: oversee the community recreational areas; Basketball court, Swimming pools, Tennis courts, and Playground Area.

### **Responsibilities of the Recreation Committee**

- ✓ Inspect recreational equipment and note problems to the Committee Chair
- ✓ Clean up the recreational areas and equipment
- ✓ Report any vandalism to the Committee Chair
- ✓ Report on maintenance issues
- ✓ Recommend improvements and additions to the recreational equipment
- ✓ Collaborate in the planning, scheduling and managing special events
- ✓ Participate and attend various Police/Sheriff events.

### **Benefits of Recreation Committee**

- Essential to personal Health
- Social development
- Build community pride
- Enjoyable and fun

If you would like to join/team up with the Recreation Committee, please send an email to the following email address:

[brookmontrec@gmail.com](mailto:brookmontrec@gmail.com)

Taisha Dickerson, Committee Chair

## Community Communication

Community communication/events is shared via the following:

- Villages of Brookmont Website – [www.Villagesofbrookmont.org](http://www.Villagesofbrookmont.org)
- Facebook – Villages of Brookmont Residents– for access, three questions must be answered.
- Nextdoor – Villages of Brookmont – access is approved based on the resident's address.
- Calling Post
- Community Newsletter
- Community Signs
- Flyers



## **How to Join Villages of Brookmont Facebook (VOB FB)**

1. You must have a Facebook account. If you do not then you need to set one up.
2. Once you are in your FB account go to your Search
3. Search for Villages of Brookmont Residents
4. Read the group rules
5. Fill out the 3 questions and hit enter

You will be approved and have access to VOB FB once your responses to the 3 questions have been confirmed.

Note: If you are not the owner of your property, please make sure that the owner has provided Premier Association Management (PAM) with your name, cell, home, work numbers and e-mail address.

## Douglas County/Douglasville Important Numbers

- Douglas County District Attorney – Dalia Racine
  - Truth Justice Community – 770-920-7292
- Douglas County Sheriff’s Office – 770-942-2121
- Douglasville Police Department – 770-920-3010
- S.H.A.R.E. House (Domestic Violence Shelter) – 770-949-0626
- Douglas County Task Force – 678-715-1196
- Follow on Facebook and Instagram – @DouglascountyDA

### City of Douglasville

- Alcohol Licenses – 678-449-3244
- City Clerk – 678-449-3018
- City Hall – 770-920-3000
- City Manager – 678-449-3020
- Code Compliance/Enforcement – 678-449-3200
- Community Development – 678-449-1010
- Community Relations – 678-449-3112
- Douglasville Conference Center – 678-715-6094
- Court Services – 678-293-1858
- Occupational Taxes – 678-449-3078
- Parks & Recreation – 770-920-3007
- Public Services – 770-920-3005

 CityofDouglasvilleGA

  @DvilleImpact