

***THE VILLAGES OF BROOKMONT***

***&***

***THE 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 – 2025**

[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)

Interim Treasurer – Raymond Carson – [brookmonttreas@gmail.com](mailto:brookmonttreas@gmail.com)

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

Parliamentarian – Pearl Smith – [brookmontbod@gmail.com](mailto:brookmontbod@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 – Lorrie Wallace/Tara Burch –  
[brookmontentsocial@gmail.com](mailto:brookmontentsocial@gmail.com)

\*Neighborhood Watch – Lori Patten –  
[brookmontneighwatch4u@gmail.com](mailto:brookmontneighwatch4u@gmail.com)

\*Recreational Committee – Michelle Carson –  
[brookmontrec@gmail.com](mailto:brookmontrec@gmail.com)

\*\*Technology Committee – Michael Newman –  
[brookmonttech@gmail.com](mailto:brookmonttech@gmail.com)

\*\*Beautification 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
- ❖ Swimming Pool, hours 9am – 9pm daily
- ❖ Full-Service Gym (Shower/locker room), hours 9am – 9pm daily
- ❖ 8 Tennis Courts, hours 9am – 9pm daily
- ❖ Clubhouse Rental/Conference Room Rental – (access form @ [pam.cincwebaxis.com/documents](http://pam.cincwebaxis.com/documents) and return to Meraly Clayton with payment).
- ❖ Projected 2026/2027 – Water Fall Restoration, Doggie Park and Walking Trails

### **Enclave Clubhouse – 2950 Warren Road**

- Swimming Pool, hours 9am – 9pm daily
- Kiddie Pool, hours same as above
- Small Gym, hours 9am – 9pm daily
- 2 Tennis Courts/ Pickle Ball, hours 9am – 9pm daily
- 1 Basketball Court, hours 12 noon – 8 pm daily
- Clubhouse Rental – (access form @ [pam.cincwebaxis.com/documents](http://pam.cincwebaxis.com/documents) and return to Meraly Clayton with payment)
- Projected for 2026/2027 – Putt Putt, Playground and Walking Trails

## **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)

## **Annual Community Events**

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

## **Community Communication**

Community communication/events is shared via the following:

- Villages of Brookmont Website –
- 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

**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**

 CityofDouglasvilleGA

  @DvilleImpact

- 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