

**Brookside Homeowners Association**  
**Residents Handbook – Public Version**  
**2025**

## Annotated Table of Contents – Residents Handbook

Below is a list of documents included in the Brookside Residents Handbook.

The purpose of this annotated table of contents is let homeowners know what documents in the handbook have changed since the last full, hard-copy handbook update in 2019, what documents have not changed, and how additional documents are available.

1. **Introduction.** No change.
2. **Important “Need to Know” Items (3 pages).** Changed, May 2025.
3. **Definitions.** Updated May 2025 showing descriptions of the Physical Structures Coordinating Committee and the Grounds and Landscape Coordinating Committee.
4. **Hierarchy of Governing Documents through Committees and Managers.** No change. Update in the final paragraph to show the names of new committees.
5. **Local Contacts and Emergency Phones.** Updated May 2025.
6. **BSHOA Policies, Rules and Regulations.** No change to BSHOA 1 (8/15/2013) and 5 (5/21/2013). BSHOA 2, 3, 4 and 6 updated June 2025.
7. **FORMS.** No change to email approval or check request. Revised Homeowner Request to Alter Architecture of Landscaping (Change Request Form) emailed to homeowners on May 17, 2025.
8. **Articles of Incorporation.** No change.
9. **Declaration of Covenants, Conditions, and Restrictions.** No change. See BSHOA website.
10. **Bylaws.** One change, filed with county clerk, March 2020. Delete “by a public accountant” from Article 7.9, d and replace with “independent of the officers of the Association.” The new language of the Bylaws would be: “The Treasurer shall...cause an annual review of the Association books to be made *independent of the officers of the Association* at the completion of each fiscal year.” See BSHOA website.

## INTRODUCTION

This Handbook provides information about practices and policies at Brookside.

Each homeowner and/or resident is requested to become thoroughly familiar with this Handbook, the Declaration of Covenants, Conditions and Restrictions (DCC&R) and the Bylaws of the Brookside Homeowners Association, Inc (Bylaws). This Residents Handbook, DCC&R and By-Laws contain information regarding ownership, elections, and general rules that are detailed within.

Copies of each of these legal documents shall be furnished to the new residents as part of the purchase process. If you sell your home, please forward a copy of these to the new residents. If you are leasing your home, it is your responsibility to ensure that your tenants have a copy of these rules and regulations as you will be held liable for any violations. Adherence to the policies in this handbook, combined with a spirit of consideration and willingness to work together, will ensure the kind of community in which all residents are happy to live.

The rules and regulations listed as BSHOA 1-6 in this handbook have been adopted by the Board of Directors under the authority granted by Article V of the Declaration of Covenants, Conditions and Restrictions (herein referred to as the DCC&R) and the penalties for infraction thereof as provided for under Article VI, 6.1, (a) through (h) of the Bylaws of the Brookside Homeowners Association, Inc. (herein referred to as the Bylaws).

Under the authority of the DCC&R and Bylaws, the Board may at any time at its discretion, adopt new rules and regulations and amend or repeal rules and regulations following the procedures set forth in the section cited above.

The adopted rules and regulations are consistent with the DCC&R and Bylaws of Brookside but not in derogation of or intended as an amendment thereto. In the event of conflict, the DCC&R and Bylaws take precedence. Rules and regulations will be reviewed from time to time by the Board and appropriate revisions may be made.

Any rules and regulations contained in this booklet supersede all preceding rules and regulations.

**Important Brookside Homeowners  
“Need to Know” Items  
May, 2025**

The items below are taken from the DCC&R, Bylaws, and Rules and Regulations approved by the BSHOA Board of Directors. This “Need to Know” document is found at the beginning of the Residents Handbook. The document contains information that is regularly asked about by residents, and adds additional insights and understanding to the many pages of detail in our governing documents. **THIS “NEED TO KNOW” DOCUMENT SUPERCEDES THE NOVEMBER 2024 DOCUMENT.**

All changes to the outside of your townhome, including changes to the shrubbery and trees, need a completed and approved **“Homeowner Request to Alter Architecture or Landscaping” Form**, available from your Residents Handbook, on the BSHOA website, or from any Brookside manager or Board member. This form is needed whether it is a BSHOA or Homeowner payment responsibility. **Approval Form Needed if asterisked below\*\*.**

All Homeowners are required to have Homeowners Replacement and Personal Liability Coverage for their townhome. A copy of the annual renewal Homeowners Insurance Declarations page needs to be sent or delivered to the BSHOA Secretary, Whipp Johnson.

**BSHOA is responsible for paying for almost everything outside the perimeter of your townhome, including:**

1. Painting of the outside, including siding, stucco, and woodwork
2. Roof replacement and repair of roof leaks due to normal wear and tear, and not caused by a homeowner installation (such as antennas or other items not builder installed). Inside townhome damage from a leak is the responsibility of the homeowner.
3. Roads, driveways, and sidewalks: resurfacing, plowing, salting. Mailbox repairs for things not caused by an individual, lighting at the entrance and streetlights, weir mechanism and pond maintenance.
4. Repair and cleaning of gutters, downspouts, and repair of underground drainage problems in all Common Areas. When gutters are covered with “gutterguard”, “leaves out”, or similar covers, cleaning is not possible by BSHOA, and it is the homeowner’s responsibility.
5. Fixing any problems with the water supply line or sewer line from the perimeter of the home to the city water supply or main sewer line. Homeowner is not responsible for exterior water line or sewer line insurance, or any charges for repairs or damage.
6. All lawn care, including mowing, fertilizing, weed control, front and side shrub trimming, mulching, leaf removal, in the areas outside the perimeter of the townhome.
7. Tree removal and trimming. Dead trees and those determined to be a danger if they are leaning toward townhomes or neighboring communities, will be cut down or trimmed.
8. In general, the replacement of dead shrubs on the immediate sides and front of each townhome will be paid by BSHOA, up to a limit per shrub as determined by the Board and the Shrub and Plantings Manager. If the homeowner wishes to replace a dead shrub with one more expensive than the allowed limit, and the shrub is acceptable to the Board and Shrub and Plantings Manager, then the homeowner pays the difference in price of the shrub over the allowed limit. For shrubs in the Common Area but not in existing beds

near the townhome, contact the Shrub and Plantings Manager for information on removal and replacement of the shrub.

9. For questions about **any** trees in Brookside, contact the Tree Manager for information about tree care, removal, and replacement.

**Things which are Homeowner payment responsibility:**

1. Anything inside the walls of the townhome, including windows, garage doors, heating and air conditioning (and associated outside compressors), water heaters, electrical lighting, gas and water piping and sewer lines, dehumidifiers, plastic coverage of crawl space ground.
2. **\*\*Decks and storm doors, patios, emergency generators, dish antennas. Decks and outside stairs will be stained or painted as per the information found in BSHOA-6, Items #7-9.**
3. **\*\*Replacement of live, healthy shrubs or trees on the immediate sides or front of townhomes.**
4. Planting of annuals or perennials in the existing beds of a unit (no approval form needed).
5. **\*\* Planting of significant shrubs and/or trees, and landscaping changes in the rear of the townhome. If mulch is used (mulch renewal or addition does not require a request), it must be the same as is used on the sides and the front of each townhome. Do not use pine straw next to the home, as it is a fire hazard.**

**Note: If significant changes (more than a replacement shrub of the same kind) are to be made to the back of your townhome area, including a decorative addition like a birdbath or paving stones, in addition to an approval form, the process should also involve discussing the change with your next-door neighbors, as a courtesy.**

6. Any damage caused by the homeowner, visitors to a homeowner, a renter or a contractor who is hired by the homeowner, to any townhome or common area surrounding the townhome is the responsibility of the homeowner.

**Pick-up of garbage and recyclables** by the city takes place on Friday mornings. Containers should not be put out until Thursday afternoon or Friday morning. Containers should be kept in the garage until then.

**Yard waste, limbs (6 feet or less), and dead plants are should be put on the sidewalk on Thursdays.** The people collecting trash on Friday will inform the city if there is any landscape debris to be collected and the collection will be done early the following week. Only yard waste, limbs, trees, shrubs, plants removed by the homeowner or by members of the HOA will be picked up by the city. If someone is **hired** by the homeowner or HOA to clean things up, the contractor is responsible for removal of waste

**Plowing of roads, driveways and sidewalks.** Procedures are spelled out in a detailed snow plowing and ice policy sent out by the manager and Board each year.

**Pets** are limited to two per unit. Maximum weight each, 50 pounds. Pets must be kept on leashes at all time when outside the unit, and residents are required to clean up pet waste immediately regardless of the location.

**The Brookside Board's preference is that private passenger vehicles be parked in a homeowner's garage.** If that is temporarily not possible due to other circumstances, then we ask

they be parked in the driveway, leaving the sidewalk clear. Service and repair vehicles and vehicles of short-term visitors may park in driveways or along the roads, partially atop the sidewalk so as not to restrict cars passing on our roads. (Please see DCCR, Article V, Section D and F.)

**Assessments are due each month on the 1<sup>st</sup> of the month** (check to Brookside Homeowners Association). They may also be paid in advance quarterly, semi-annually or yearly. 2025 assessments are \$330/month. The Board of Directors determines the assessment each year, and the Board is elected by the homeowners at the Annual Meeting each year, and are responsible for governing the BSHOA. **Checks may be mailed to Brookside Homeowners Association, 93 Waterside Drive, Hendersonville, NC 28791, or dropped off in the mailbox.**

**The BSHOA website address is [hoa98.webnode.com](http://hoa98.webnode.com).** Lita Johnson is our web manager. Access “Information for Residents Only” and sign in with your email address and the community password. Please contact Lita with questions about accessing the website. **Copies of all Board minutes, which are also emailed to homeowners, are on the website.**

***Brookside Homeowners Association (BSHOA)*** is a North Carolina Non-Profit Corporation. All Brookside property owners (homeowners) are members of the BSHOA.

***Board of Directors (BOD)*** – The BSHOA Board of Directors (3) are elected by BSHOA members. The Board is responsible for the administration and governance of the Association. The BOD writes and approves rules, regulations, policies, and procedures set forth in BSHOA 1 through 6, which are governing documents subservient to the DCC&R, Bylaws, Articles of Incorporation of BSHOA, and state and local statutes.

***Covenants (DCC&R)*** – “Covenants” refers to the “Declaration of Covenants, Conditions, and Restrictions” of Brookside, one of the community’s governing documents. The “Covenants” come with the deed for each unit within Brookside. The “Covenants” impose certain restrictions upon the use of each unit regardless of the owner, and are legally binding upon all homeowners and their successors in ownership. A copy of the DCC&R is in this Residents Handbook.

***Bylaws-*** Bylaws refers to “Exhibit A, Bylaws of Brookside Homeowners Association, Inc.” filed with the DCC&R. A copy of the Bylaws is contained in this Residents Handbook.

***Use Restrictions*** - “Use Restrictions” refers to the restrictions and limitations found in Article V of the DCC&R covering a range of homeowner activities. These are intended to ensure community harmony, safety, and environmental preservation.

***Common Areas*** – “Common Areas” is defined in Article I (C) and Article IV of the DCC&R. In general, the Common Areas of Brookside include all property that exists outside the footprint of the foundations of all townhomes, including the “Infrastructure”. All homeowners have a 1/32 ownership of all “Common Areas”, but not defined by townhouse location.

***Infrastructure*** – “Infrastructure” refers to anything that is permanent, such as the roads, driveways, sidewalks, weir, street lights, entrance light, signs, watering systems, retaining walls, drainage pipes and detention pond drainage systems, pond overflow structure, pond deck, and exteriors to the townhouses.

***Physical Structures Coordinating Committee*** – This committee is comprised of the project managers for roofs, drainage and water concerns, and infrastructure. The responsibility of the committee is to work with the Board to manage the maintenance, repair, or replacement of these components of the Brookside HOA and property.

***Grounds and Landscape Coordinating Committee*** – This committee is comprised of the project managers for shrubs and plantings, trees, and lawn and snow. The responsibility of the committee is to work with the Board to manage and ensure that all alterations to any common areas meet the requirements in the Brookside governing documents, and to maintain the overall health and aesthetics of the Brookside property.

## **Hierarchy of Governing Documents**

It is important to understand the legally binding documents that frame the function of our association. Some documents are codified in law, some documents can be changed by the membership, and others can be changed by the Board. In cases where two documents disagree with one another, the document that is the higher of the two is the document that prevails.

### ***State Laws***

Generally, Chapter 55A, North Carolina Nonprofit Corporation Act and Chapter 47F, North Carolina Planned Community Act, will govern the interpretation of other association documents. However, in some cases the Acts specifically defer to the declaration and bylaws. Legal advice can be sought in case of conflicts or inconsistencies.

### ***County Ordinances***

Zoning codes, conduct codes and development codes are the most common types of ordinances applicable to HOAs. If the restriction of the HOA is more restrictive than the municipal code, the HOA restriction will apply.

### ***Declaration of Covenants, Conditions, and Restrictions (DCC&R)***

The declaration is the document that defines the rights and liabilities of each owner. The declaration is recorded in the property records of Henderson County. These documents can be changed with a vote that secures approval from 75% of the entire membership.

### ***Articles of Incorporation***

The BSHOA has incorporated to limit the liability of any individual owner. The Articles can be changed with a vote that secures approval from 75% of the entire membership.

### ***Bylaws, Brookside Homeowners Association, Inc.***

The Bylaws govern the administration and management of the BSHOA. Amendment of the bylaws may occur at a regular or special meeting of the members, with the assent of a majority of a quorum of the members present in person or by proxy.

### ***Policies, Rules, and Regulations***

Subject to all other documents, properly adopted rules, once published and provided to the owners, are binding. These rules and regulations are listed as BSHOA 1-6 in this Residents Handbook and include: Rules and Regulated Items, Collection Policies, Special Assessments, Committees, and so forth. Generally, these items require review and revision in order to remain relevant to the needs of the association. Policies, rules, regulations are Board documents and require approval of a majority the Board members at a meeting with a quorum present.

The Brookside Homeowners Association (BSHOA) through the Board of Directors and its officers must enforce the restrictions set out in the documents listed above through fines, other

enforcement measures or appropriate legal action according to current Federal, State and Local Laws and in the documents listed above.

**Special Note:**

While the Important Need to Know document found earlier in this Handbook is not an official governing document, the items included in the “Need to Know” are taken from the DCC&R, the Bylaws, and the Rules and Regulations, and is consistent with them. This “Need to Know” document has information that is regularly asked about by residents, and adds additional insights and understanding to the many pages of detail in our governing documents.

### **Reporting Violations**

Any resident may report, in writing, a violation of the restrictions, rules and regulations set forth in the documents listed above and should do so to the Board. A report should contain sufficient information to allow the Board to attempt to rectify or address the reported violation.

If a violation requires corrective action by the Homeowners Association (referred to herein as BSHOA), any cost may be charged to the violator, or a lien may be imposed against the violators’ property. If necessary, the BSHOA may pursue judicial remedies for repeat violations.

All rules, regulations, and restrictions adopted by the Board are binding on each owner and have legal authority. They reflect both residents’ specific rights and responsibilities and are designed to promote an enjoyable and harmonious community.

Unit owners will be held responsible for infringements of the rules committed by their guests, relatives, contractors, servicepersons, and employees.

Infringements should be brought to the attention of the Board. The violator will be notified and may present his/her case to the Board for judgment and remedial action, if warranted.

### **Penalties**

The Board may impose reasonable penalties for any uncorrected violation of the DCC&R, Bylaws, Rules and Regulations, or policy.

### **Adoption, Amendment, or Repeal of Rules and Regulations**

The Board of Directors may, at its discretion, adopt new rules or regulations and amend or repeal rules or regulations included in this handbook from time to time. Homeowners will receive a written draft of the proposed rules and regulations change(s) at least thirty (30) days in advance of a scheduled Board meeting at which the Board will vote on the change(s). Homeowners with comments about the proposed change(s) may submit written comments to the Board prior to the

meeting. The Board will make a decision after considering all comments. If approved by the Board, the change(s) will be mailed or otherwise distributed to the Homeowners within fifteen (15) days after the Board adopts the rule change(s). The approved change(s) will be incorporated into a reprint or as an addendum to this handbook.

The Board may adopt, amend or repeal rules on an emergency basis without providing thirty (30) days notice if there is an imminent threat to public health or safety, or an imminent risk of substantial economic loss to the BSHOA. If the Board adopts a rule change on an emergency basis, homeowners will be given notice of the change within fifteen (15) days. The emergency rule change may only be effective for 120 days, but may be re-adopted after following the above notice procedures.

### **Committees and Managers**

Article VIII of the Bylaws of Brookside Homeowners Association, Inc. requires the Board to appoint a nominating committee. In addition, the Bylaws provide for the appointment of other committees as deemed appropriate. Your Board has established several standing committees to assist it in its work. The standing committees are:

- Physical Structures Coordinating Committee
- Grounds and Landscape Coordinating Committee
- Finance and Legal Committee (FLC)
- Social Committee
- Nominating Committee

The duties and responsibilities of each of the above committees and managers are defined in BSHOA-3 of this handbook. Occasionally, ad hoc committees or project managers will be appointed to address a specific problem when needed. A member of the Board may be assigned to work as a liaison with each of the committees. If you are interested in working on any of the committees contact a member of the Board. This is a good way to get involved in the work of your BSHOA.

## Emergency and Local Services Phone Numbers

<b>Emergency:</b> Ambulance, Medical, Fire, Police	<b>911</b>
City of Hendersonville – Main Customer Service	(828) 697-3052
Hendersonville Water and Sewer	828/697-3073
Trash and Recycle Collection	828-697-3084
North Carolina 811 – Underground Utilities	811
Duke Power Customer Service	1-800-777-9898
Enbridge Gas -Natural Gas (Formerly Dominion Energy)	877-776-2427
U.S. Post Office (Main)	828-698-1299
Pardee Hospital (UNC Health)	828-696-1000
Advent Health Hospital	855-774-5433
Henderson County Library (Main)	828-697-4725

## **BSHOA-1: Brookside Reimbursement & Contracting Procedure**

### **Record of Revisions and Reviews**

<b>Page</b>	<b>Revision</b>	<b>Date</b>	<b>Comments</b>
NA	1.0	9/18/2012	Document was originally developed and approved.
All	2.0	8/15/2013	Added contracting procedure to document. <ul style="list-style-type: none"><li>• Updated document name to: Brookside Reimbursement &amp; Contracting Procedure</li><li>• Updated Purpose paragraph.</li><li>• Added Contracting Procedure.</li></ul>

### **Purpose**

The purpose of this procedure is to:

- define the steps for reimbursement of purchased parts/material in support of expenditures in support of the Brookside HOA.
- ensure that there are controls in place for audit purposes.
- ensure that only approved costs are reimbursed.
- define the procedure for contracting on behalf of the Brookside HOA.

### **Reimbursement Procedure**

1. When items are purchased that require reimbursement to a Brookside committee member, the attached Brookside check request form will be completed. The form is available as a softcopy excel spreadsheet also.
2. The completed form with attached receipts must be signed by the committee chairman.
3. The treasurer may then prepare the check to reimburse the expense.
4. No reimbursements are to be made without the committee chairman's signature on the check request form.

### **Contracting Procedure**

1. Per the Brookside HOA BYLAWS, Amendment 1 and Restatement, Exhibit A to the Brookside HOA Covenants, Conditions and Restrictions dated 17 January 2012, Article VII, paragraph 7.9 (a), the President shall sign all leases, mortgages, deeds and other written instruments.
2. Therefore, any contracts requiring a signature shall be signed by the President.

## **BSHOA-2: Brookside New Resident Welcome Procedure**

### **Record of Revisions and Reviews**

<b>Paragraph</b>	<b>Revision</b>	<b>Date</b>	<b>Comments</b>
NA	1.0	9/18/2012	Document was originally developed and approved.
10	1.1	11/16/2012	Added board approved statement that owners are responsible for maintaining shrubs behind unit. Updated footer with revision number.
5	1.2	6/1/2013	Added " within two weeks" regarding obtaining a copy of the insurance information
12, 13	1.3	1/25/2016	Deleted items 12 and 13 (sidewalks)
9, 11	1.4	10/5/2021	Change GIC to ALC in #9 and #11
	2.0	June 17, 2025	Change from ALC and GIC Committees to Task Structure

### **Purpose**

The purpose of this procedure is to ensure that:

- there is a repeatable process for welcoming new residents and
- that various information needed from the new resident is obtained and
- that the new resident has BSHOA information typically used and to try to ensure that misunderstandings do not occur that cause hard feelings.

### **Procedure**

1. Board president has the responsibility to make contact and welcome new resident(s) preferably within one week of them moving in. If Board president is out of town then another Board member should do this.
2. Provide a list of Board members and committee heads.
3. Provide list of community addresses and phone numbers and get their contact information to add to the list if they agree.
4. Be sure they have a current Brookside Residents Handbook and if not provide them a copy.
5. Explain that the BSHOA must keep a current copy of the declaration page for the home insurance. Arrange to obtain a copy within two weeks.

6. Describe the common area concept and the Homeowner Request to Alter Architecture or Landscaping form in the Handbook.
  - a. annuals/perennials planted in existing beds do not require approval.
  - b. any other changes require prior written approval.

Refer the new owners to BSHOA-6, Architectural and Landscaping Rules and Regulations for additional details and to the handbook for details about making requests for changes to the common areas.

7. Describe that mulch is generally provided every other year by the BSHOA in the front and sides of the units. If owner wants mulch in back area of unit they are welcome to buy and install the same type mulch (currently pine bark mulch).
8. Ask new resident for permission to use email as official delivery mechanism (use Email Official Correspondence form attached).
9. Ask new resident if they would like to have the BSHOA fertilize, trim bushes or pull weeds around the beds adjacent to their unit or if they would like to do one or more of those tasks themselves. Pass this information on to the Shrubs and Plantings Manager.
10. Explain that maintenance of shrubs and plantings behind units is the responsibility of the owner.
11. The Board will decide how often to clean gutters without gutter guard-type coverings, and when to clean (blow off) leaves and pine needles behind the water diverters above the front entrance door area for all townhomes. For home with gutter guard-type coverings, the homeowners are responsible for cleaning their gutters.
12. Explain that if they find limbs on their roof that need removal, they need to get in touch with the Roof Manager or a Board member.

## **BSHOA – 3: Duties and Responsibilities of BSHOA Committees**

### **Record of Revisions and Reviews**

<b>Page</b>	<b>Revision</b>	<b>Date</b>	<b>Comments</b>
	1.0	2017	The original BSHOA-3 was eliminated as a stand-alone document during the 2017 Residents Handbook revision process completed by the Board of Directors. (See 2017 Board minutes.) Portions of the original BSHOA-3 appear as different sections in the front of the Handbook.
All	2.0	4/11/2019	The Board identified and described the duties and responsibilities of BSHOA committees. The Board approved the revised BSHOA-3, after soliciting and reviewing comments from homeowners as part of this revision process.
2, 3	3.0	10/5/2021	Clarification of GIC and ALC responsibilities
All	4.0	June 17, 2025	Change from ALC and GIC Committees to Task Structure

Article VIII of the Bylaws of BSHOA, Inc. requires the Board of Directors to appoint a Nominating Committee. In addition, the Bylaws provide for the appointment of other committees as deemed appropriate. (See Bylaws 6.1 and 8.1.) The Brookside HOA committees are:

Physical Structures Coordinating Committee  
Grounds and Landscaping Coordinating Committee  
Finance and Legal Committee  
Nominating Committee  
Social Committee

The duties and responsibilities of these committees, along with the task managers, are defined in this BSHOA – 3 and are approved by the Board of Directors.

The work of the Physical Structures Coordinating Committee and the Grounds and Landscaping Coordinating Committee are divided into tasks, with each task having a manager. Board members will be assigned the role of Board liaison, one Board member to each committee. The Board liaison will work closely with each manager of the Coordinating Committee to which the Board member is assigned.

Managers are appointed annually by the Board of Directors. Board members will not serve as managers except in the case of a temporary vacancy of a manager position. Managers will meet at least annually as Coordinating Committees with the Board to plan and coordinate upcoming work to be completed in Brookside and to develop an annual budget for each task. See the organization chart included with BSHOA 3 for a visualization of the Board, committee, and task structure.

Occasionally, ad hoc committees will be appointed to address specific work. A member of the Board may be assigned to work as a liaison with each of the committees. **If any homeowner is interested in working on any of the committees, please contact a**

**member of the Board. This is a good way to get involved in the work of your BSHOA, and to make us a much more effective volunteer organization.**

**Duties of the Physical Structures and Grounds and Landscape Coordinating Committees and Managers**

• **The responsibilities of all managers include:**

1. Consult with and make recommendations to the Board of Directors about expenditures in their areas of responsibility. The Board approves the final authorization of all expenditures.
2. Maintain the architectural and landscaping character and aesthetics of Brookside, by reviewing all requests from homeowners for any alterations, decorations, or changes to any part of the Common Areas in their areas of responsibility. All change requests will be reviewed for aesthetics, size and consistency with existing architecture, materials, proposed colors, existing landscaping and plantings, and compliance with the DCC&R, Bylaws, and rules, regulations and guidelines adopted by the Board. The “Homeowner Request to Alter Architecture or Landscaping” Form, available in Residents Handbook, on the website, or from any Board member, sets forth the process for approval of changes. **All change requests require Board approval.** See BSHOA – 6: Architectural and Landscaping Rules and Regulations for additional details, policies, and procedures.
3. Work with and advise homeowners as they develop proposals for any alterations, decorations, or changes to any part of the Common Areas.
4. Oversee the completion of all Board approved changes and repairs to the Common Areas paid for by the HOA or by homeowners.
5. Consult and collaborate with other managers in doing their assigned work and the work assigned to the two Coordinating Committees.
6. Identify and solicit vendors and vendor proposals as needed for maintenance, repair, or construction contracts regarding infrastructure or the Common Areas. Managers will obtain at least two bids for contracts. Existing contracts will be reviewed annually as needed. These contracts would generally involve specific long-term items, such as lawn and shrub maintenance and snow plowing, or large specific contracts such as tree removal or pond maintenance.
7. Submit any contracts by the BSHOA or other legal matters to the BSHOA Board of Directors for review and final approval. Managers may also request a review by the Finance and Legal Committee of any long-term contracts or other financial or legal matters pertaining to their areas of responsibility.
8. Submit proposals for changes to the Common Areas or infrastructure and submit drawings and implementation plans to the Board for approval, giving consideration to budgetary requirements and implementation timeframe. The changes proposed should be shared with managers before proposing them to the Board to ensure all views are fully explored.

9. Review any proposed change to the Common Areas if it is expected to cause an increase in future maintenance costs.
10. Determine, along with Board of Directors, if any city, county or state approvals or permits may be required. ~~(For example—to build a deck).~~
11. Assume the responsibility for implementation and completion of projects funded by BSHOA.
12. Prepare annual budget with detailed requests and estimates, and submit it to the Board for annual budget planning.
13. Recommend modifications to the budget if expenses run higher than usual or if unanticipated needs will require increases in funding. Changes to the budget will always require Board review and approval.
14. Advise residents on a timely basis of any emergencies, snow removal policies and expected actions, and also advise them of any other major events planned with a schedule, such as tree removal, pond maintenance, driveway resurfacing, etc.
15. Keep complete written records of meetings, accomplished items annually, and committee requests and decisions made. Maintain copies of contracts approved by the Board, as well as giving signed copies to the BSHOA Secretary.

- **The responsibilities of individual managers include:**

**A. Shrubs and Plantings Manager**

1. Recommends to the Board the approval or disapproval of all requests. Oversees the implementation of all changes to shrubs and plantings landscaping that are paid for by BSHOA. The manager will identify and solicit vendors and vendor proposals as needed regarding areas of their responsibility.
2. Responsible to oversee and monitor the implementation of all approved homeowner paid changes to shrubs and plantings landscaping to ensure compliance with the approved plan.
3. Submits proposals for changes to shrubs and plantings landscaping in the Common Areas and submits drawings and implementation plans to the Board for approval, giving consideration to budgetary requirements and implementation timeframe.

**B. Tree Manager**

1. With the advice of an arborist, monitors the health of trees in Brookside providing the Board advice about any dead, damaged, diseased, or dying trees in order to ensure the safety of residents and their property.
2. Recommends to the Board the approval or disapproval of all requests about trees in Brookside. Oversees the implementation of all tree requests, including: removal, stump removal, and planting replacement trees. The manager will identify and solicit vendors and vendor proposals as needed regarding areas of their responsibility.

3. Responsible to oversee and monitor the implementation of all approved homeowner paid changes to trees in Brookside.

### **C. Lawn and Snow Manager**

1. Negotiates and submits the landscaping contract each year.
2. Responsible to oversee and monitor the work of the lawn contractor.
3. Provide homeowners with the updated Board approved snow removal policy, annually or as needed.
4. Responsible to oversee and monitor the implementation of all Board approved repairs or replacements identified for this task area.

### **D. Water and Drainage Manager**

1. Examples of items to be maintained under this task include, but are not limited to:
  - a. Drainage systems, streams and pond, detention ponds, weir, culverts, downspouts, HOA watering systems
2. Responsible to oversee and monitor the implementation of all Board approved repairs or replacements identified for this task area.

### **E. Infrastructure Manager**

1. Examples of items to be maintained under this task include, but are not limited to:
  - a. Road repair and replacement, driveways, sidewalks, street lights and signs, retaining walls, townhouse exteriors for normal wear and tear (excluding roofs)
2. Responsible to oversee and monitor the implementation of all Board approved repairs or replacements identified for this task area.

### **F. Roof Repair and Maintenance Manager**

1. Examples of items to be maintained under this task include, but are not limited to:
  - a. Repair and maintenance due to normal wear and tear, roof replacement
2. Responsible to oversee and monitor the implementation of all Board approved repairs or replacements identified for this task area.

### **Finance and Legal Committee**

The Finance and Legal Committee assists and supports the Treasurer and advises the Board on matters of budgeting and financial operations and legal issues of BSHOA. The Treasurer will be a member of this committee and usually is the Chairman. A Director of the Board of BSHOA should be an ex-officio member of this committee, and the Secretary of BSHOA will be a member of this Committee, since many items overlap between these officers.

Specific Responsibilities are:

1. Collect and deposit all assessments and other income.
2. Pay all expenses of BSHOA

3. Maintain the operating account and reserve investment account of BSHOA
4. Prepare required financial statements and arranging for audits and reviews as needed
5. Prepare and file any required tax documents and pay any taxes due
6. Review financial information with the Board at its regular meetings and apprise the Board of any financial issues that may arise.
7. Manage the Brookside Reserve Funding Plan (see BSHOA – 4) for major future expenditures, such as exterior painting, roof replacement, and driveway and road resurfacing.
8. Recommend to the Board the Annual Assessment of homeowner dues as required in Article VII, C of the DCC&R and Article VI, (c), (i, ii) of the Bylaws.
9. Prepare an annual budget by the December Board meeting based on estimated operating budget needs and estimated reserve requirements as determined by the Reserve Funding Plan (BSHOA - 4). Present this budget at the January annual meeting of BSHOA Homeowners.
10. Communicate at least quarterly to homeowners the financial position of BSHOA.
11. Obtain required Board signature and Treasurer signature approvals at our financial institution to allow signatures on checks.
12. Engage appropriate legal and financial professionals as needed.
13. Work with the Board, Committees, and the Secretary to update contracts, liability insurance on BSHOA, its directors and officers, and arrange for payments as needed during each year.
14. Keep complete written records of meetings, accomplished items annually, and committee requests and decisions made. Maintain copies of contracts approved by the Board, as well as giving signed copies to the BSHOA Secretary.

### **Nominating Committee**

The Nominating Committee is established in the Bylaws of BSHOA, articles IV and VIII.

“Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two other members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall, in its discretion, determine but not less than the number of vacancies that are to be filled.” (Bylaws, Article 4.3)

Responsibilities are:

1. Identify and solicit potential candidates for the Board.
2. Create and submit a list of potential candidates to the Board by the end of November of each year.
3. Announce candidates no later than the December Board meeting via the Minutes of the Board meeting, and send resumes of candidates to all homeowners prior to the January annual meeting of members.

### **Social Committee**

The Social Committee will consist of a Chairperson and one or more committee members. The committee will plan, schedule and conduct social events for Brookside residents as appropriate during the year. The events are generally self-funding through contributions by participants.

## **BSHOA-4: Brookside Reserve Funding Plan**

### **Record of Revisions and Reviews**

<b>Paragraph</b>	<b>Revision</b>	<b>Date</b>	<b>Comments</b>
NA	1.0	12/18/2012	Document was originally developed and approved.
	2.0	11/15/2016	Revision approved by Board and presented at the January 9, 2017 Annual Meeting.
	3.0	12/3/2019	Revision approved by Board.
	4.0	10/5/2021	Revision approved by Board.
	5.0	06/26/2025	Revision approved by Board.

The Brookside Board of Directors has created and adopted this "Reserve Funding Plan" to meet the association's obligation for the repair and replacement of building exteriors, streets, driveways and other portions of the Brookside common area.

To ensure that Brookside Homeowners Association has a sufficient revenue stream (assessments) required to meet estimated future major repair and replacement costs, the following plan has been adopted.

#### **1. Allocation of Funds to Reserves**

The annual reserve allocation is set each year through the budgeting process. The minimum budgeted reserve allocation for 2025 will be \$44,346.

Funds will be transferred from budgeted operating funds to reserve funds periodically during each year.

#### **2. Special Assessments**

In order to begin and complete the roof replacement project in 2025, to have funds available to paint all units beginning in 2026, and to provide for an "emergency fund" to cover unforeseen emergencies, the Board approved a \$4,000 special assessment for 2025. The Board will determine future special assessments annually.

#### **3. Annual Reviews**

Each year the Board will review this funding plan to determine if assessments need to be adjusted beyond what is described above. Inflation rates, return on investments (interest rates), and other factors will be reviewed and adjustments made to this plan if needed.

#### **4. Update of Reserve Study and Funding Plan**

At a minimum of every two years, the Board and Finance and Legal Committee will complete a new reserve study. This will include obtaining new estimates for each of the major maintenance, repair, or replacement items.

#### **5. Changes**

Changes may be made to this document at any time as deemed necessary by the Brookside Board of Directors.

## **BSHOA-5: Rules of Order for The Brookside Homeowners Association**

### **Record of Revisions and Reviews**

<b>Paragraph</b>	<b>Revision</b>	<b>Date</b>	<b>Comments</b>
NA	1.0	2/21/2013	Document was originally developed, approved, and applied.

#### **1. Introduction**

In order for a homeowners association to conduct business in a professional and effective manner, rules and procedures are needed. The Board of Directors of the Brookside Homeowners Association (herein referred to as the "Board") has adopted two sets of Rules of Order to follow for meetings of the Board and/or the homeowners. The first set, the **Rules of Order for Open Board Meetings**, will be used at all scheduled open Board meetings. The second set, the **Rules of Order for General Homeowners Meetings**, is for general meetings of the Brookside Homeowners Association (referred to as the "BSHOA").

#### **2. Meetings**

##### **a. Executive (or Closed) Board Meetings**

A meeting of the Board, generally with no homeowners present, is an Executive (or closed) Board Meeting. An example would be a meeting to address business items that arise which must be resolved before the next open or general meeting. These meetings are also used when sensitive or private issues are discussed. If the meeting concerns one or more homeowners, the Board may request those homeowners to be present.

The Board will determine the rules of order appropriate for the Executive Board Meetings. Any action or decisions made in these meetings must be recorded in the minutes and the minutes approved by the Board at the next Board Meeting

##### **b. Open Board Meeting**

A board meeting which is open to all homeowners is an Open Board Meeting. Brookside's quarterly board meeting is an example. The primary purpose of these meetings is for the Board to conduct the business of the Brookside Homeowners Association (BSHOA).

There is a period of time during these meetings when participation by homeowners is permitted. At all other times during the meeting participation by homeowners must be approved or requested by the Board.

More details are found under "**Brookside's Rules of Order for Open Board Meetings**".

**c. General Homeowners Meetings**

Meetings of all Brookside BSHOA members is called a General Homeowners Meeting. The annual meeting held every January is an example.

Homeowners may participate in all aspects of the general meeting. See "Brookside's Rules of Order for General Homeowner Meetings" for complete set of rules.

**d. Motions and Deliberations**

The president is normally the Chair of the Board meeting. The Chair's role is to facilitate deliberations and to assist the Board in conducting its business in a fair and efficient manner.

When an item of business is to be discussed, the Chair announces the item to be discussed and opens the floor for discussion.

No Board member or homeowner may speak until recognized by the Chair.

No Board member or homeowner may interrupt the speaker who has the floor.

The Chair may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the Board members and homeowner.

The Chair is to recognize each Board member or homeowner in turn. The Chair is responsible for making sure Board members or homeowners have an opportunity to speak during any discussion and that no one dominates the discussion.

Discussion shall be limited to the item of business at hand, and the Chair shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

When it appears to the Chair that everyone has had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

**e. Voting**

There are 3 basic motions for each item of business

- A motion to adopt a specific action by the Board or homeowners.
- A motion to table the item to another meeting (including fact-finding assignments to a person or committee)
- A motion to remove an item from consideration

All motions must be seconded by another Board member or homeowner.

Discussion is limited to one item of business at a time.

After everyone has had the opportunity to discuss each motion presented for consideration, the Chair will call each motion presented to a vote. Those motions adopted affirmatively by a majority of Board or homeowners present are carried, provided a quorum is present.

The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the Board or homeowners.

In the event that a homeowner believes that an action by the Board is unlawful, contrary to the power and authority of the BSHOA, or not in the best interests of the Association, that homeowner may make an oral or written dissent explaining the reasons why he or she believes that a dissent is necessary. The oral or written dissent shall become part of the minutes.

### **A. Rules of Order for Open Board Meetings**

#### **1. General**

- a. Board Meetings are meetings of the Board of Directors to conduct the business of the association. Only Board members are entitled to participate in association business.
- b. Open Board Meetings will be open to the homeowners.
- c. A period of time will be provided at Open Board Meetings for the homeowners to speak or participate, but that time is limited and should not be an open debate. Before and after the open forum period only Board members may participate unless requested by a Board member.
- d. Each Board member must have equal opportunity to speak. The Chair runs the meeting but, ultimately, all matters are for the Board to decide. The Chair is responsible for making sure that each Board member has an opportunity to speak during any discussion and that no member dominates the discussion.
- e. Board deliberations should be free and open. These rules are intended to place restrictions on debate.
- f. Each item of business that comes before the Board is to be handled in turn, but there are no limits to the number of motions that can be addressed at the same time on the same subject. The Board fully discusses an item of business and then simply proceeds to vote on each motion presented.
- g. The Chair may call the meeting to order only if a quorum of the Board is present in person. If a quorum does not exist, the meeting is not qualified to conduct business.
- h. A Board member may not appear by proxy or mail ballot.

#### **2. Agenda**

#### **3. Call to Order**

#### 4. **Review of Agenda**

#### 5. **Minutes of Last Meeting**

- a. The Chair should ask if any Board member desires the minutes of the last Board meeting to be read aloud.
- b. The minutes do not become official unless and until adopted by the Board.
- c. The minutes are prepared by the secretary or some other person appointed by the Board to act as recording secretary.
- d. Any Board member may request changes to the minutes before the Board adopts them. The requested change should be set forth in the minutes for the record, and then the Board should adopt or reject such changes.
- e. Minutes should state precisely each motion considered by the Board. The minutes should identify the Board members voting in favor, against, or abstaining and clearly state the results of the Board's vote.
- f. Minutes need not reflect the comments by Board members except in those instances when the Board member desires to make a specific record of the comment.
- g. It is not necessary or appropriate to record the details of the whole discussion on a specific motion.
- h. Formal voting on the minutes is only necessary where it appears to the Chair that there is a disagreement.

#### 6. **Reports**

This is the time when reports from committees are presented to the Board. Board members may ask questions or comment. It is not appropriate to make motions or discuss items of business at this time.

#### 7. **Open Forum**

When a homeowner wishes to bring a matter before the Board, he /she must first "secure the floor" (be recognized and get permission to speak). To do this:

- Homeowner raises hand or rises to get Chair's attention.
- Homeowner waits for recognition from the Chair.
- The Chair recognizes a homeowner.
- Once recognized, the homeowner "has the floor".

## General rules during the Open Forum

- Board may set strict time limitations and these limitations should be enforced.
- Each homeowner should address the Chair and must speak courteously and to the point.
- Board members may question the homeowner about the problem or concern. Other homeowners are not entitled to be recognized or to comment or question the speaker, except with the permission of the Board.
- Once the open forum period is closed, the homeowners are not allowed to participate and may not seek to be recognized unless the Board specifically requests input or information from a particular homeowner. This restriction must be strictly enforced because the purpose of the Board meeting is for the Board members to conduct business and this cannot be done if there is interference from the homeowners.

### 8. **Old and New Business**

- a. Any items that were tabled during previous meetings may be revisited during this period.
- b. The Board may vote to postpone consideration of any old business or it may remove any item from consideration.
- c. Except in the case of emergency, all new items of business are heard only after all of the old items have been addressed by the Board (either by adopting or rejecting a motion or by postponing or removing the item from consideration).
- d. All business must be conducted in the form of motions or resolutions adopted by a vote of the Board (see **Motions and Deliberations**).
- e. Any emergency items decided by the Board between Board meetings should be discussed and ratified at the next open meeting.

### 9. **Adjournment**

Upon motion carried by the Board, or, upon the conclusion of the agenda, the Chair shall announce the meeting is adjourned and the minutes shall reflect the time of adjournment.

## **B. Rules of Order for General Homeowners Meetings**

### 1. **General**

- a. General Homeowners Meetings are open to all Brookside homeowners.
- b. The Chair runs the meeting. The Chair is responsible for making sure that homeowners have an opportunity to speak in turn and that no homeowner dominates the discussion.

- c. Deliberations should be free and open. These rules are not intended to place little restrictions on debate.
- d. Each item of business that comes before the meeting is to be handled in turn, but there is no limit to the number of motions that can be addressed at the same time on the same subject. Motions require a second for discussion to proceed. An item of business is then discussed and a vote is taken on each motion presented.
- e. The Chair may call the meeting to order only if a quorum is present in person. If a quorum does not exist, the meeting is not qualified to conduct business

2. **Agenda**

3. **Call to Order**

4. **Review of Agenda**

5. **Minutes of Last Meeting**

- a. The Chair should ask if any homeowner desires the minutes of the last General Homeowners Meeting to be read aloud.
- b. The minutes do not become official unless and until adopted by the homeowners.
- c. The Chair asks if there are any changes needed.
- d. The Chair requests approval of the minutes.
- e. General comments about minutes.
  - Minutes should state precisely the individual making a motion, who seconds it and the outcome of the vote on the motion.
  - Minutes need not reflect the details of the discussion of a motion, except in those instances when a homeowner's desires to make a specific record of their comments.
  - Formal voting on the minutes is only necessary where it appears to the Chair that there is a disagreement.

6. **Reports**

This is the time when reports from committees are made to the homeowners. Homeowners may ask questions or comment. It is not appropriate to make motions or discuss items of business at this time.

7. **Business**

- a. Any items that were tabled during previous meetings may be revisited during this portion.
- b. The association may vote to postpone consideration of any old business or it may remove any item from consideration.
- c. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the homeowners (either by adopting or rejecting a motion or by postponing or removing the item from consideration).
- d. All business must be conducted in the form of motions or resolutions adopted by a vote of the homeowners

8. **Adjournment**

Upon motion carried by the Board, or, upon the conclusion of the agenda, the Chair shall announce the meeting is adjourned and the minutes shall reflect the time of adjournment.

## **BSHOA – 6: Architectural and Landscaping Rules and Regulations**

### **Record of Revisions and Reviews**

<b>Page</b>	<b>Revision</b>	<b>Date</b>	<b>Comments</b>
	1.0	12/13/2011	The Architectural Rules and Regulations approved as Appendix C of the original BSHOA-3.
All	2.0	2017	During the 2017 Residents Handbook revision process completed by the Board of Directors (see 2017 Board minutes), the Board created a new BSHOA-6, Architectural Rules and Regulations.
All	3.0	4/11/2019; 5/13/2019	The Board developed and approved a revised BSHOA-6 after soliciting comments from homeowners as part of this process.
2	3.1	3/9/2020	Tree management policy.
	4.0	June 17, 2025	Change from ALC and GIC Committees to Task Structure

Paragraph C of Article 5 of the DCC&R (Covenants) is quoted here for your convenience:

***Alterations and Attachments by Owners: No Owner shall make structural alterations or modifications to his Unit or to any of the Common Areas without the written approval of the Board of Directors. The Board of Directors shall not approve of any alterations, decorations, or modifications which would jeopardize or impair the soundness, safety, or overall appearance of the Unit or Property.***

In order to maintain the architectural and landscaping character and aesthetics of Brookside, BSHOA – 6, Architectural and Landscaping Rules and Regulations, reminds homeowners of the requirements and restrictions in the DCC&R along with the Rules, Regulations and guidelines below. BSHOA – 6 applies to any homeowner making architectural or landscaping alterations, modifications, addition of decorations or exterior repairs to the Unit or to any of the Common Areas (which includes shrubs and trees). They are also intended to be guidelines for the Board and managers when reviewing requests made by homeowners.

Homeowners desiring to make any alterations, changes, modifications, adding of decorations or exterior changes to a townhome or in the Common Area must complete and submit a “Homeowner Request to Alter Architecture or Landscaping” form, which can be found following this BSHOA – 6 in the handbook, and is also available on the BSHOA website or from any member of the ALC Committee.

All requests for changes and alterations to the exterior of a townhouse should be submitted to the Board of Directors and will be reviewed for aesthetics, size and consistency with existing architecture, materials, proposed colors, existing landscaping and plantings, and compliance with the DCC&R, Bylaws, and rules, regulations and guidelines adopted by the Board. The “Homeowner Request to Alter Architecture or Landscaping” form, available in Residents Handbook, on the website, or from any Board member, sets forth the process for approval of changes. **All requests to change or alter the exterior of any townhome require Board approval.**

Homeowners requesting repairs to the common areas, repairs to the exterior of townhomes, or the replacement of existing shrubs should follow a procedure outlined following BSHOA – 6 in the handbook.

**Rules and Regulations:**

1. No homeowner shall make any structural alterations, modifications, add decorations, make exterior repairs or make changes to landscaping without the written approval of the appropriate manager and the Board of Directors. This includes but is not limited to:
  - Exterior Walls, stucco, or woodwork (repair or painting)
  - Windows
  - Doors (new doors or painting)
  - Concrete walkway
  - Decks and stairs
  - Patio
  - Roof
  - Addition of Antenna (maximum envelope 36” x 48”)
  - Shrubs and trees on immediate sides or front of unit (Shrubs and Plantings Manager, Tree Manager)
  - Significant landscaping changes (more than a replacement shrub of the same kind) to the rear of a unit (Shrubs and Plantings Manager, Tree Manager)

**NOTE:** A request form is not needed for replacing existing single, dead shrubs of the same type or for mulching in the rear of the townhome.

2. **Trees:** The Brookside Homeowners Association (BSHOA) is responsible for the maintenance of **all trees** in the common areas. Maintenance by the BSHOA does not include the removal of healthy, live trees.

Any homeowner who wishes to remove a tree, to plant a replacement tree, or to plant a new tree anywhere in the common area needs to submit a change request form through the Tree Manager and obtain the approval of the Board of Directors. **This includes all trees in the common areas adjacent to, in front of, and in the rear of a townhome.**

Homeowners may **initiate requests** about trees in the common areas:

<b>To Remove</b> a dead, dying, diseased, damaged, or dangerous tree. <b>To Remove</b> a live tree at the homeowner’s expense.
<b>To Replace</b> a tree that has been removed at the BSHOA expense, or at the homeowner’s expense.
<b>To Plant</b> a new tree in the common area, paid for the BSHOA or the homeowners.

3. Planting perennials or annuals in the existing beds of a unit **does not require a change request form.**
4. Security company decals may be displayed.

5. The owner shall be liable for any damage to any part of the unit or Common Areas caused by the owner, his/her family, guests, or agents This includes but is not limited to: Handymen, moving personnel, repairmen, guests, lessors /renters.
6. If an owner wishes to make changes to the exterior of a townhome or Common Area near his/her unit that is not listed above, contact the appropriate manager or Board member to determine if approval is required.
7. Decks, porches, outside stairs, and patios are considered property of the homeowner and owners are responsible for maintenance and/or replacement of such structures. Any new decks, stairs, or patios or significant alterations/modifications to existing structures require approval of the Board.
8. Decks and stairs may be stained or painted with a variety of brown colors or with a specific gray (siding) paint color or a specific gray stain. The gray stain and the gray siding paint can be purchased at Merrill Paint, on Greenville Highway. A Board member should be contacted for more information on the gray paint and stain. If a deck has been previously painted with a brown stain or paint or gray (siding) paint, if re-painting is needed, a stain cannot be applied over paint. A paint match will be needed.
9. Any decks or stairs that were stained or painted with previously approved stains or colors in earlier versions of BSHOA-6 are “grandfathered” for the color.
10. In the event a homeowner fails to adequately maintain or replace all or part of a deck, stairway, or patio, then the BSHOA may require the homeowner to correct it, or the BSHOA may have it done and billed to the homeowner. Should the homeowner fail to pay, then the BSHOA will take action against the homeowner. The BSHOA has the right to require repair, removal or replacement of such structures that have not been adequately maintained.
11. No temporary or permanent buildings of any kind, or storage sheds, boxes or similar structures may be constructed or added by homeowners on Common Areas.
12. It is recommended that homeowners with units that have crawl spaces inspect the crawl space area several times a year to verify there are no problems that require the attention of the owner. The homeowner is responsible for repair of any damage caused by termites or other pests to his unit.
13. Any roof problems that are due to BSHOA approved owner installations after the original unit was purchased, such as light tubes, satellite TV antenna and brackets, gutter covering or skylights shall be the responsibility of the owner. There were several units with skylights installed as a new unit upgrade during original construction, and in this case, BSHOA is responsible for fixing any roof problems with these installations. BSHOA is also responsible for paying for roof leak repairs due to normal wear and tear and not caused by homeowner installations, but any damage inside the townhome is the responsibility of the owner and their homeowners insurance.

14. When roofs are replaced, or when units are painted, owners are responsible to remove and replace TV antennas, awnings attached to the unit which would interfere with the roof replacement or paint work.

\*Note: If significant landscaping changes (more than a replacement shrub of the same kind) are to be made to the back of your townhome in the Common Areas, in addition to an approval form, the process should also involve discussing the changes with your next- door neighbors, as a courtesy.

## Email Official Correspondence Form

The purpose of this form is for a Brookside resident to indicate to the Brookside Board that receiving official correspondence by email is the same as receiving it via USPS mail.

I agree to receive official Brookside correspondence via email.

---

Signature

Date

---

Email Address

---

Unit Address

**Homeowner Request to Alter Architecture or Landscaping**

**Requested by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of Project:** \_\_\_\_\_ **Type 1** – Landscaping (modification or alteration or addition) to any portion of the common area.  
\_\_\_\_\_ **Type 2** – Modification, alteration, or addition to the exterior of any unit.  
\_\_\_\_\_ **Type 3** – Other (signs, lights, walkways, streets, erosion, etc.)

**Project to be paid for by:** \_\_\_\_\_ **Homeowners** \_\_\_\_\_ **BSHOA**

**If the project is to be paid for by the BSHOA, what is the estimated cost?** \_\_\_\_\_

**What is the planned start date?** \_\_\_\_\_ **Completion date?** \_\_\_\_\_

**Project Description:**

---

---

---

(Attach additional pages if necessary.)

**Expected Results** (problem solved or improvement expected)

---

---

---

*Please attach a plan or drawing of the proposed project. The drawing may be a simple pencil drawing showing the details of the project.*

- Completed alterations, modification, decorations, attachments or exterior repairs must comply with the drawings or plans in the request submitted by the homeowner and approved by the Board.
- If a completed project does not comply with the approved drawing or plans, the Board may request the owner to take actions to bring the completed project into compliance with the approved drawings or plans. The Board will specify a date by which the corrective actions must be completed. The date will be based on the complexity of the work required to bring the project into compliance and must be reasonable.
- If the project is not brought into compliance with the approved drawing or plans by the specified date, the BSHOA may take the necessary actions to bring it into compliance and assess the owner all costs of the corrective action.

**Landscaping or Common Area Change Request**

(As a first step to requesting changes to landscaping in the area around your townhome, or changes to the common areas, please contact the appropriate manager. See the Organizational Chart for contact information.)

Manager Recommends Approval: \_\_\_\_\_ Manager Recommends Denial: \_\_\_\_\_

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

Comments/Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Board of Directors**

Approve \_\_\_\_\_

Deny \_\_\_\_\_

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

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Townhome Modifications**

(As a first step for changes to your townhome, contact the Board president or another Board member.)

**Board of Directors**

Approve \_\_\_\_\_

Deny \_\_\_\_\_

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

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Homeowner Request Procedures – Replacements and Repairs

### 1. Common Area Repair Requests – Initiated by Homeowners.

- a. Homeowners email the HOA manager responsible for the request.
  - Copy or include in your email the Board liaison for this task, if possible.
- b. The manager sends an email reply to the homeowner, copying the Board liaison.
  - The manager will set up a time to visit the location along with the Board liaison and discuss the issue with the homeowner.
  - The manager will review next steps: obtaining an estimate, Board liaison approval, Board approval, etc.
  - The manager will discuss a timeline for the completion of the work.
- c. The manager will provide estimates and repair plans to the Board liaison; the manager may approve repairs up to \$250.
- d. The full Board will approve all repair requests and expenditures from homeowners that exceed \$250.
- e. The manager will oversee the completion of the work, reporting to the homeowner and the Board liaison about progress and when the work is completed.

### 2. Landscaping Requests for Replacement Shrubs.

#### ➤ *If the request is to **replace** a dead shrub with the same type of shrub:*

- a. Homeowners email the Shrub and Plantings Manager with the request.
  - In your email, copy or include the Board liaison for this task, if possible.
- b. The manager sends an email reply to the homeowner, copying the Board liaison.
  - The manager will set up a time to visit the location along with the Board liaison and discuss the issue with the homeowner.
  - The manager will discuss next steps: possible shrub removal and replacement, liaison approval, etc.
  - The manager will discuss a timeline for the completion of the work.
- c. The HOA will pay up to \$60 for a replacement shrub, \$20 to remove the existing shrub, and \$20 to plant the replacement shrub. The manager may approve removal, purchase, and replanting expenses up to these amounts. Homeowners will pay balances that exceed these amounts.
- d. Board approval is required if the homeowner wishes to add shrubs or plantings or to replace the shrub with a significantly different type of shrub. Please contact the Shrub and Planting Manager with any questions.
- e. The manager will oversee the completion of the work, reporting to the homeowner and the Board liaison about progress and when the work is completed.

**NOTE:** The Shrub and Plantings Manager may initiate this process by contacting a homeowner about a dead shrub or planting near a townhome. The manager will then follow the procedure outlined above to complete the removal and replacement.