

**Important Brookside Homeowners
“Need to Know” Items
November 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. Dead shrub or tree replacement on the immediate sides and front of each townhome will be paid by BSHOA, up to a limit per shrub or tree as determined by ALC and the Board. If the homeowner wishes to replace a dead shrub with one more expensive than the allowed limit, and the shrub is acceptable to ALC, then the homeowner pays the difference in price of the shrub over the allowed limit. When the shrub or tree is determined to be in the Common Area but not immediately adjacent to the front or sides of the townhome, nor in the rear of the townhome, ALC decides on the replacement criteria.

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 also collected Friday mornings, and should be put on the sidewalk or road on Thursday. Only yard waste, limbs, trees, shrubs, plants removed by the homeowner or Architecture and Landscape Committee (ALC) will be picked up by the City. If someone is hired by the homeowner or ALC 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 1st of the month (check to Brookside Homeowners Association). They may also be paid in advance quarterly, semi-annually or yearly. 2026 assessments are \$405/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. Lita Johnson is our web master. 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 sent to all homeowners, are on the website.**