

# *Welcome To Our Brookhaven Community*



## **2023**

*revised January 2023*

**Together We Can Keep Our Neighborhood A Great Place To Call Home**

[hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)

[www.ourbrookhavenhoa.com](http://www.ourbrookhavenhoa.com)



[ourbrookhavenhoa](https://www.facebook.com/ourbrookhavenhoa)

<https://cedarmanagementgroup.com/support/>



# *BROOKHAVEN*

## *Homeowners Association*

2023

Dear New Resident,

On behalf of the Brookhaven Homeowner's Association Board of Directors and all residents of Brookhaven, we would like to officially welcome you to our neighborhood. We are so pleased that you have chosen to call Brookhaven home. We certainly look forward to meeting you whether it be by personal visit, walking throughout the neighborhood or a community activity. Moving into a common-interest community, property governed by a homeowner's association, can be a confusing and challenging ordeal, more especially for those who have never before been involved with a homeowner's association. Brookhaven HOA would like your experience here to be a positive and enjoyable one. Please send us an email at **[hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)** so we can add you to our communication alerts.

To help you, we have created this brief document to touch upon some key areas of interest for all new residents. This document is not designed to replace or substitute for the Brookhaven Homeowner's Association governing documents rather providing a simple summary. Each resident has the responsibility to honor the provisions of these documents. Enclosed in this Welcome packet you will find information to help you settle into our community.

Included with this letter is a series of pages with helpful information that will benefit you in being introduced to the Brookhaven Association, explaining your part as a member, and sharing valuable information on the rules and regulations that are applicable to all members which may prove helpful in the future.

Please take a moment to send us your email address ([hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)) so we can communicate with your family. Please review the enclosed material and ask us any questions you may have. Please sign up with our Facebook Page and Webpage. We will be happy to answer your questions.

Again, welcome to your new home and your new community.

Sincerely,

Brookhaven HOA Board of Directors



## **Why Brookhaven HOA?**

Brookhaven Homeowner's Association was created by the Developer in 2006 as a formal legal entity to maintain common areas of the Association and ensure quality and value of properties within the neighborhood. The Developer turned over the HOA to the residents to oversee in February 2019. At that point a Board of Directors was elected to oversee the Management Company.

As a legal authority, the HOA is deemed to enact and enforce maintenance and design standards in addition to the standards established by the county.

A Brookhaven Homeowner's Association At-A-Glance document (**see attached**) is included in this Welcome Packet.

## **Management Company**

You will find a Cedar Management Group, LLC (CMG) Introduction Letter (**see addendum**) explaining who they are, the name and contact information of the manager, and other staff.

## **HOA Annual Assessments**

Each homeowner, not the bank or mortgage company is responsible for paying the annual assessment, also known as dues and/or fees, of \$185.00 due February 1st of each year and payable by February 28<sup>th</sup>. Dues notices are mailed December 1.

Penalties, late fees, and attorneys' fees will be imposed if owners do not pay assessments by February 28.

## **Governing Documents**

### **Covenants**

Brookhaven is a covenant-controlled community. It is incumbent upon all homeowners to read and comply with the dedicatory documents of the association called the Declaration, Regulations and By-Laws. By accepting title to your home one automatically accepts responsibility to abide by these covenants. These documents are commonly available in your closing paperwork. A Covenants At-A-Glance document (**see attached**) is included in this Welcome Packet.

The association operates via a Board of Directors (**see addendum**) who oversees the development. Residing within Brookhaven the residents are bound by the rules and regulations set forth in the dedicatory documents. Should a violation of these documents occur a homeowner will receive a written notice of the covenant violation with proper timeframe to resolve the issue. Should a violation go unresolved a fine may be assessed.

Fines are intended to target covenant infractions that have a direct correlation to home values and consistency of architecture. Architectural Review Requests Form (see addendum) is used to get approval for any changes. Violation Report form (see addendum) is used to report any potential



violations. It is not the desire of the Board to fine a homeowner, however, violations which affect property values and/or neighborhood appearance must be resolved in a timely manner. The fines are in place to provide motivation to resolve the issue, not as a punishment. Information regarding fines can be found by contacting CMG, LLC or Brookhaven HOA Board of Directors (hoabrookhaven@yahoo.com).

## **HOA Communications**

Brookhaven HOA communicates by email ([hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)), Facebook, Webpage and text to all homeowners/residents. Communication includes vital & current topics of interest, upcoming community events, community policing info, and other relevant information.

We would appreciate you taking time to complete the **Member Directory Form (see addendum)**. Please know your information on the form will not be shared with outside parties. It is your option to share what information you wish but the information on the form will be used to communicate with residents and develop activities for families and the Brookhaven community.

Upon move-in you will be introduced to and invited to join a social network exclusive to Brookhaven residents called NextDoor. You can learn more at NextDoor.com.

## **Brookhaven Board of Directors**

The operation of your homeowner's association is governed by an active Board of Directors. The 2023 Board (**see addendum**) currently consists of five homeowners. The Board of Directors is elected by the community to oversee the daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members' compliance with the established dedicatory documents of the Association. They have specific provisions regarding what can and cannot be done on members properties. The documents were initially set up by the Developer at the inception of the Association and recorded with the Richland County Clerk's office. The HOA Boards' primary duty is to maintain common areas of the Association and ensure quality and value of properties within the neighborhood as well as to preserve the integrity of the development and maintain the appearance of the neighborhood by managing the following:

1. Provide financial management and neighborhood planning.
2. Common area maintenance and repairs.
3. Provide architectural change/improvement guidance.
4. Oversee the enforcement of the Declaration, Regulations and By-Laws.

The Board of Directors are responsible to set an HOA calendar (**see addendum**) in January.

## **Community Amenities**

None at this time



## Contact Information

At-A-Glance Community Resource Guide (**see addendum**) is included in this Welcome Packet.

## HOA Committees Descriptions (**see addendum**)

Architectural	Chair:	Sylvia J. Beall
Communications	Chair:	Sylvia J. Beall
Community Services	Chair:	Sylvia J. Beall
Financial	Chair:	Annette Hamilton
Landscape	Chair:	Annette Hamilton, Sylvia J. Beall,
Nominations:	Chair:	Sylvia J. Beall
Review	Chair:	
Safety	Chair:	
Social	Chair:	Sylvia J. Beall
Sunshine	Chair:	
Violations	Chair:	Sylvia J. Beall

## Utility & Service Providers

Settling into a new home means setting up utilities and other services, which can be frustrating if you're new to the area and aren't sure what's available. Contact information for local providers for electric, cable, Internet, trash and recycling, and other services see **At-A-Glance Community**

**Resource Guide (see addendum).**

## Community Resources

**At-A-Glance Community Resource Guide** is included in this Welcome Packet (**see addendum**).

## FAQ

Included in this Welcome Packet is a brief summary of **Frequently Asked Questions (FAQ) (see addendum)** to help you get acquainted with the community. Included are the basic questions that residents first ask to start off on the right foot in your new community.



## **Addendum Index**

Brookhaven HOA Vision, Mission and Values

Brookhaven Homeowner's Association At-A-Glance

CMG, LLC Who We Are

Cedar Management Group, LLC At-A-Glance

Covenant At-A-Glance

Brookhaven HOA 2023 Officers

Violation Report Form

Member Directory Form

HOA 2023 Calendar

At-A-Glance Community Resource Guide

HOA Committee Descriptions

Beautiful Yard of the Month

Frequency Asked Questions (FAQ)



## Brookhaven Community HOA 2023

### **Vision, Mission, and Values**

#### **Vision** for the Brookhaven HOA

A community of neighbors working together to achieve a higher quality of life and increasing property values. A neighborhood that is considered by residents and non-residents alike to be a desirable place in which to live and enjoy the benefits of family, friends and community. A community that we are all proud to call home--a true community of friendly, caring and respectful neighbors who cooperate with each other to affirm and grow the value of both our property and our friendships.

#### **Mission** for the Brookhaven HOA

The mission for the Brookhaven HOA is to enhance and preserve the quality of life and sense of community through effective and efficient management of the Association, enforcement of rules and covenants to preserve property values, and support initiatives and capital improvements that benefit the greater good of the community.

A commitment to proactively leading a quality community for its residents through stewardship of resources, advanced technology, and enhanced lifestyle opportunities.

#### **Values** for the Brookhaven HOA

The Brookhaven HOA will value honesty, fairness, firmness, equity, common sense, participation, respect, cooperation, and neighborliness in all our actions.



## Brookhaven Homeowner's Association At-A-Glance

**2023**

<p><b>Annual Assessments (Dues, Fees)</b></p>	<ul style="list-style-type: none"> <li>• As of January 2023, annual assessments are \$185.00 per year.</li> <li>• Annual assessments are due February 1st of each year. Late March 1<sup>st</sup></li> <li>• Payments are to be made Brookhaven Homeowners Association, Inc. c/o Cedar Management Group P.O. Box 621296 Orlando, FL 32862-1296</li> </ul>
<p><b>Architectural Control Committee</b></p>	<ul style="list-style-type: none"> <li>• All modifications to your property, including painting, fences &amp; landscaping must be submitted and approved by the ARC prior to beginning the project.</li> <li>• Architectural Review Requests Form (<b>see addendum</b>) for submitting requests for approval.</li> </ul>
<p><b>Cedar Web Portal</b></p>	<ul style="list-style-type: none"> <li>• <a href="http://web.mycmg.com">web.mycmg.com</a></li> </ul>
<p><b>Common Areas &amp; Grounds Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Brookhaven is responsible for maintaining the lawns, trees, shrubs and other plantings located in the common areas of the HOA. This includes both entrances, park, greenbelts, creeks and walking paths. If issues arise within one of these areas please submit an inquiry to Brookhaven C/O Cedar Management Group PO Box 26844 Charlotte, NC 28221</li> </ul>
<p><b>Contact Information Brookhaven HOA Board</b></p>	<ul style="list-style-type: none"> <li>• Brookhaven HOA    <a href="mailto:hoabrookhaven@yahoo.com">hoabrookhaven@yahoo.com</a></li> </ul>
<p><b>Contacting the Management Company</b></p>	<ul style="list-style-type: none"> <li>• Care of Cedar Management Group, LLC PO Box 26844 Charlotte, NC 28221 Phone 877-252-3327 Email: <a href="mailto:support@mycmg.com">support@mycmg.com</a></li> <li>Manager: Ed Lauer</li> </ul>
<p><b>Covenant Information</b></p>	<ul style="list-style-type: none"> <li>• Located in your closing papers.</li> <li>• Copies of the legal dedicatory documents for Brookhaven HOA can be obtained from CMG, LLC.</li> </ul>
<p><b>Deed Restriction Violations (DVR)</b></p>	<ul style="list-style-type: none"> <li>• To report a deed restriction violation within the community, please submit the Violation Report form (<b>see addendum</b>) to both CMG, LLC and HOA Board of Directors.</li> </ul>





	<ul style="list-style-type: none"> <li>All inquiries will be added to the next inspection que for review and subsequent resolution. DVR reporting will not be disclosed to the offending resident.</li> </ul>
<b>Facebook</b>	<ul style="list-style-type: none"> <li>ourbrookhavenhoa</li> </ul>
<b>Lamppost Power Outage</b>	<ul style="list-style-type: none"> <li>Lampposts within Brookhaven are maintained by SCEG. Outages should be reported to SCEG at 800-251-7234 (Customer Service)</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Currently Brookhaven HOA holds quarterly HOA meetings and one annual meeting.</li> <li>Notices are mailed in sufficient advance by the management company to ensure your attendance.</li> <li>Each homeowner/resident is encouraged to attend the annual meeting.</li> <li>Annual meeting is normally held in January.</li> </ul>
<b>Newsletter</b>	<ul style="list-style-type: none"> <li>Sent via email monthly/quarterly.</li> <li>Provides a calendar of events, meetings and meeting minutes, all dedicatory documents, contracts, forms, blog, FAQ, social media, documents library, contact information, education area and much more.</li> </ul>
<b>NextDoor</b>	<ul style="list-style-type: none"> <li>Community Social Site NextDoor.com</li> </ul>
<b>Online Payment Information</b>	<ul style="list-style-type: none"> <li>Accounting@MyCMG.com</li> </ul>
<b>Property Inspections</b>	<ul style="list-style-type: none"> <li>Neighborhood inspections are held by the management company at the minimum every month to identify covenant violations. If issues arise and need to be addressed respective homeowners will be notified by mail.</li> <li>Homeowners are asked to address any such correspondence with the management company.</li> <li>Violation Report Form (<b>see addendum</b>)</li> </ul>
<b>Rules and Policies</b>	<ul style="list-style-type: none"> <li>Brookhaven has adopted a number of helpful rules and policies over the years to assist in improving the quality of the community and operation of the association.</li> <li>Homeowners are bound by these additional restrictive covenants and bylaws. Rules address such items as pets, noise, parking, payments, repairs, etc.</li> </ul>
<b>Speed Limit</b>	<ul style="list-style-type: none"> <li>The speed limit throughout the neighborhood is 25mph. Our motto regarding speed is "20 is Plenty"!</li> <li>Every resident, guests and service personnel are encouraged to pay attention to the speed limit. With our curvy streets, people walking and children playing, 20 is definitely plenty.</li> </ul>
<b>Website</b>	<ul style="list-style-type: none"> <li><a href="https://www.ourbrookhavenhoa.com">https://www.ourbrookhavenhoa.com</a></li> </ul>



**Cedar Management Group, LLC**

PO Box 26844  
Charlotte, NC 28221

Phone 877-252-3327

Email: [support@mycmg.com](mailto:support@mycmg.com)

Cedar Management Group, LLC (CMG) is a company built on an award-winning reputation of good old-fashioned service with integrity and experience. Cedar's HOA service matrix helps ensure superior service and response to Homeowners needs. Working closely with the HOA Board of Directors Cedar ensures solid financial management and service. Cedar works with the goals of the community and sets forth the best plan of action to meet and exceed those goals. Cedar recognizes that controlling cost, quality of life for residents and increasing property values are very important to Homeowners.

Cedar provides your Association with a full range of services and 24-hour response from a staff of professionals that boast hundreds of years of service in management of communities within the area. One of our most exciting tools available to the Homeowners is the Homeowner Web Portal. A Homeowner will be able to submit and view statuses of service requests, update their contact information, view their statement, and receive access to community documents such as governing documents, Architectural Review Compliance Forms and more.

Our leadership, understand, and integrity set us apart from all of the rest.

See Cedar Management Group, LLC At A Glance (next page)



**Cedar Management Group, LLC At A Glance  
2023**

		<b>Account Information</b>		Management Company ID: 7665 Association ID: 1870 Account Number: Your account number
		<b>Accounting</b>	The Accounting Team can assist you with any of your Accounting concerns.	Accounting@MyCMG.com
		<b>Architectural Support</b>	Need to plant a tree? Paint your home? Install a fence? Our Architectural Review Committee (ARC) is here to help you with all your property update requests.	ARC@MyCMG.com
		<b>Architectural Submittal</b>	Submitting an ARC form for approval	app.mycmg.com/login
		<b>Assessment Payment</b>	\$185.00 annually mail	Brookhaven Homeowners Association, Inc. c/o Cedar Management Group P.O. Box 621296 Orlando, FL 32862-1296
		<b>Cedar</b>	Homeowner Central (access many useful forms without logging in, scroll halfway down the right side of the page).	<a href="https://cedarmanagementgroup.com/homeowner-central/">https://cedarmanagementgroup.com/homeowner-central/</a>
		<b>Cedar Community Support</b>	General inquiries and needs.	Support@MyCMG.com
		<b>Chat</b>	You can chat with the Community Support Team during normal business hours by going online on the Webpage	web.mycmg.com
		<b>Closings</b>	If you plan on selling your home soon and need a Condo Questionnaire or	Closings@MyCMG.com



			Closing Statement completed, please don't hesitate to contact the Closings Team!	
		<b>Email</b>	Include your full name, contact number, email address and name of the HOA	help@mycmg.com
		<b>Fax</b>	Include your full name, contact number, email address and name of HOA	800-334-0526
		<b>Landscaping/ Maintenance</b>	Feel free to request a Common Area Service Request(s) by emailing the Maintenance team (Subject to your Community's Guidelines and Board Approval).	Maintenance@MyCMG.com
		<b>Mailing Address</b>	Mail correspondence along with the name of your HOA	Brookhaven C/O Cedar Management Group PO Box 26844 Charlotte, NC 28221
		<b>Office</b>	Drop off documents/payments only	1320 Main Street Suite 300 Columbia, SC 29201
		<b>Online Payment</b>	You can make your assessment payments online	<a href="https://pay.allianceassociationbank.com/home?cmcid=13AA4AAF">https://pay.allianceassociationbank.com/home?cmcid=13AA4AAF</a>
		<b>Online Payment questions</b>	Email Telephone	alliance@mycmg.com (877) 252-3327
		<b>Payment Questions</b>	Email	<a href="mailto:ar@mycmg.com">ar@mycmg.com</a>
		<b>Telephone</b>	Community Support Phone Hours M-Sat 8:00 am – 8:00 pm	Phone 877-252-3327
		<b>Violations</b>	Would you like to report a violation? Or do you have a question about Community Guidelines? Pursuing Community Excellence is what this team does best!	Violations@MyCMG.com



		<b>Web Portal</b>	Each homeowner can login to view their personal account information as well.	web.mycmg.com User: s12673c1 Password: Demo2019
--	--	-------------------	--	---



## Brookhaven HOA Covenant At-A-Glance

**2023**

<b>Covenant</b>	<b>Do's</b>	<b>Don't</b>
<b>Activities</b>	Do keep your family activities on your own property	Don't use other property for your activities without permission
<b>Animals and Pets</b>	Keep all your pets reasonably controlled whenever outside your home. Pick up after your animal when walking in the community	Don't allow your dog to bark excessively or do their business on other homeowner's property
<b>Appeal Process for Violation</b>	Contact CMG, LLC within the timeframe given to file an appeal	Don't ignore the timeframe to file an appeal
<b>Automobiles unlicensed, inoperative</b>	Do park inoperative or unlicensed vehicles in your garage	Don't park inoperative or unlicensed vehicles on your lot except in the garage.
<b>Basketball Hoops</b>	Your Basketball Hoop can be used between the hours of 8:00 AM to 9:30 PM.	Don't have your Basketball Hoops negatively impact adjoining properties, streets or other property owners
<b>Building Add on</b>	Do get approval from the Architectural committee when wanting to add onto your property	Don't add onto your property without Architectural approval
<b>Children</b>	Children are always to be supervised by a responsible adult	Do not allow children to do activities not becoming to the neighborhood and community
<b>Commercial Vehicles</b>	Park commercial vehicles, etc. at a rental space out of the Brookhaven Community	Don't park commercial vehicles, etc. on your property
<b>Combustible Liquid</b>	Store appropriate amounts of gasoline, propane, heating or other fuels, in proper containers for lawn mowers, household heating and cooking appliances	Don't store excessive gasoline, propane, heating or other fuels on your lot
<b>Curb maintenance</b>	Do continue to maintain landscaping in any portion of the road right-of-way that exists between the back of the curb (or the actual pavement) and your property line.	Don't leave fallen trees or brush near the curb unmaintained
<b>Decks</b>	Do get approval from the Architectural committee when wanting to add on a deck to your property	Don't build a deck without Architectural approval



<b>Garage Sales</b>	Do get approval from the Association when wanting to hold a yard sale or garage sale	Don't hold a garage sale, moving sale, rummage sale or similar activity without approval of the Association
<b>Garage Doors</b>	Do keep garage doors closed at all times when access is not required, with the exception of periods when continued access is required for the completion of a project or activity	Don't have broken garage doors half open
<b>Garbage Containers</b>	Do Roll Out and Roll In your container on the day of your weekly collection.	Don't leave your Roll Container overnight or days at the curb. Failure to remove your cart by 7:30 PM is a violation of county rules
<b>Guns, Weapons, Noisemaker</b>	Do have proper licenses and permits for your firearms	Do not discharge firearms or fireworks on your property
<b>Parking</b>	Do use your driveway and garage only to park your vehicles	Don't use the street or your land around your house to park any vehicles
<b>Passenger vehicles</b>	Do park inoperative or unlicensed vehicles in your garage	Don't do auto maintenance or repairs of a commercial nature on your lot
<b>Pools</b>	Do get approval from the Architectural committee when installing a pool	Don't install an above or below ground pool without Architectural approval
<b>Property upkeep</b>	Do keep a clean, healthy kept lot	Don't allow unclean, unhealthy, unsightly, or unkempt conditions on your lot
<b>Quiet Time</b>	Do follow quiet time which is between 11:00 P.M. and 9:00 A.M.	Don't have TV's, radios, stereos so as to be played outside of the home during the quiet time at a nuisance or disturbing level
<b>Recreational Vehicles</b>	Do park boats or boat trailers, etc. off the property of the Brookhaven community.	Don't park boats or boat trailers, etc. on your property or street
<b>Shed</b>	Do follow Architectural design regulations and get approval from the Association before installing a shed on your property	Don't install a shed without Architectural approval
<b>Solar</b>	Do follow covenant rules regarding Solar panels and installation	Don't install solar panels without permission from the Architectural Committee
<b>Violation Process</b>	Contact CMG, LLC when receiving a correspondence if you need more time	Don't ignore the timeframe in your correspondence



<b>Window Treatment</b>	Do keep all window treatments in good repair at all times	Don't allow worn or broken window treatments in the windows
-------------------------	---	---





## Brookhaven HOA Board of Directors

2023

<b>President:</b>	Sylvia J. Beall hoabrookhaven@yahoo.com Committee(s): Architectural, Communication, Community Service, Landscaping, Nominating, Social, Violations	2024
<b>Secretary:</b>	Rotating Committee(s):	
<b>Treasurer:</b>	Annette Hamilton Committee(s): Financial, Landscaping	2023
<b>Member At Large</b>	Jeffrey Battle Committee(s):	2025
<b>Member At Large:</b>	William Horton Committee(s):	2025
<b>Member At Large:</b>	Jacqueline Williams Committee(s):	2023





# Brookhaven Homeowners Association

[hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)

## Member Directory Form

The Brookhaven HOA Board is asking for the following information on this form in confidence. We will not be sharing this information with anyone but the Board and committees as needed. It is your option to share what information you wish but the information below will be used to communicate with residents and develop activities for families and our community. Thank You

Resident(s)Name: \_\_\_\_\_

Family members (optional):	_____	Age: _____
	_____	Age: _____
	_____	Age: _____
	_____	Age: _____
	_____	Age: _____
	_____	Age: _____
	_____	Age: _____
	_____	Age: _____
	_____	Age: _____
	_____	Age: _____

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

Preferred Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate next to the Committee(s) you would like to be on by marking one as your top priority:

- Architectural \_\_\_\_\_ Communications \_\_\_\_\_ Community Services \_\_\_\_\_ Financial \_\_\_\_\_  
 Landscape \_\_\_\_\_ Nominations \_\_\_\_\_ Review \_\_\_\_\_ Safety \_\_\_\_\_ Social \_\_\_\_\_  
 Sunshine \_\_\_\_\_ Violations \_\_\_\_\_



## 2023 Brookhaven HOA Calendar

Please confirm closer to the date the activity information  
rev jan1

<b>Jan</b>	5	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	12	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	21	Annual HOA meeting	11 - 1	1320 Clemson Road
		Bingo Night RSVP a must	6 - 8	TBD
		Game Night <b>RSVP</b> a must	6 - 8	TBD
<b>Feb</b>	1	<b>HOA Assessment due \$185.00</b>		
	2	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	9	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
		Bingo Night RSVP a must	6 - 8	TBD
		Game Night <b>RSVP</b> a must	6 - 8	TBD
<b>Mar</b>	2	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	9	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
		Bingo Night RSVP a must	6 - 8	TBD
		Game Night RSVP a must	6 - 8	TBD
<b>Apr</b>	6	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	8	Easter Egg Hunt RSVP	9 - 12	1320 Clemson Rd
	13	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
		Bingo Night RSVP a must	6 - 8	TBD
		Game Night <b>RSVP</b>	6 - 8	TBD
<b>May</b>	1	Beautiful Yard of the Month		
	4	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	11	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	13	Spring Craft Vendor Fare	10 - 2	1320 Clemson Rd
	15	Clean Sweep	7:00 a.m.	curbside
	20	Community Spring Yard Sale	8 - 2	Homeowners Yard
	21	Movie Night	8:15	TBD
	TBA	Helping Thy Neighbor	10 - 2	Around Brookhaven Community
	TBA	Senior Citizen Day	9:30 - 1:00	SC Fairgrounds 1200 Rosewood Drive
	TBA	Richland Recycles Day	8 - 4	State Fairgrounds
		Bingo Night RSVP	6 - 8	TBD
	Game Night RSVP	6 - 8	TBD	
<b>June</b>	1	Beautiful Yard of the Month		
	1	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	8	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	17	Clean Sweep	7:00	at curb of home
	18	Movie Night	8:15	TBD



	21	Summer Blast Cookout	4 - 8	across from 562 Westmoreland Rd
		Bingo Night RSVP	6 - 8	TBD
		Game Night RSVP	6 - 8	TBD
<b>July</b>	1	Beautiful Yard of the Month		
	6	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	13	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	16	Movie Night	8:15	TBD
		Bingo Night RSVP	6 - 8	TBD
		Game Night RSVP	6 - 8	TBD
<b>Aug</b>	1	Beautiful Yard of the Month		
	1	National Night Out	4 - 8	across from 562 Westmoreland Rd
	3	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	10	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	20	Movie Night	8:15	TBD
	TBA	Brookhaven Community Family Night with the Fireflies		1640 Freed Drive
	TBA	Back To School Bash		TBD
		Bingo Night RSVP	6 - 8	TBD
		Game Night RSVP	6 - 8	TBD
<b>Sep</b>	1	Beautiful Yard of the Month		
	7	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	14	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	16	Community Fall Yard Sale	8 - 2	Homeowners Yard
		Game Night	6 - 8	TBD
		Bingo Night RSVP	6 - 8	TBD
<b>Oct</b>	5	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	12	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	28	Fall Hayride	6 - 8	near 2201 Wilkinson Dr
		Bingo Night RSVP	6 - 8	TBD
		Game Night RSVP	6 - 8	TBD
<b>Nov</b>	2	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	4	Clean Sweep	9 - 2	near 2201 Wilkinson Dr
	9	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	11	Fall Craft Vendor Fare	10 - 2	1320 Clemson Rd
	23	<b>ThanksGIVING</b>		
		Bingo Night RSVP	6 - 8	TBD
		Game Night RSVP	6 - 8	TBD



<b>Dec</b>	2	HOA Children Gathering	4 - 6	1320 Clemson Road
	7	Food Truck Festival	5 - 8	near 2201 Wilkinson Dr
	9	HOA Adult Holiday Gathering	6 - 8	1320 Clemson Road
	10	Brookhaven Caroling	6 - 8	near 2201 Wilkinson Dr
	14	Education Night	7 - 8	Community Ctr. 1320 Clemson Road
	20	<b>Brookhaven Angels</b>		
		Bingo Night RSVP	6 - 8	TBD
		Game Night RSVP	6 - 8	TBD

## 2024

<b>Jan</b>	20	Annual HOA meeting	11 – 1	Parkland Senior Center 7494 Parklane Road
------------	----	--------------------	--------	--



## Brookhaven HOA At-A-Glance Community Resource Guide

Brookhaven HOA is not endorsing any of the resources below.

**2023**

Animal Control Richland County	<ul style="list-style-type: none"> <li>• 803-929-6000 400 Powell Rd 29203</li> </ul>
Animal Shelter	<ul style="list-style-type: none"> <li>• 127 Humane Lane Columbia, SC 803-776-7387</li> </ul>
Banks	<ul style="list-style-type: none"> <li>• Bank of America 4601 Hardscrabble Rd 803-765-8952</li> <li>• Wells Fargo 101 Forum Dr 803-419-0673</li> </ul>
Chamber of Commerce	<ul style="list-style-type: none"> <li>• 803-733-1110 (Columbia Chamber)</li> <li>• 803-699-5343 (Greater Columbia Chamber of Commerce LLC)</li> <li>• 803-799-4601 (SC Chamber of Commerce)</li> </ul>
Community Leaders	<ul style="list-style-type: none"> <li>• Joyce Dickerson District 2 Council Member 803-518-8033 803-750-0154</li> </ul>
Day Care Centers	<ul style="list-style-type: none"> <li>• Boys and Girls Club at Killian 803-760-0533</li> <li>• Jeep Rogers YMCA 803-451-8439</li> <li>• Living Springs Lutheran Church 803-736-0776</li> <li>• Northstar Child Development Center 803-788-2604</li> <li>• Plex Afterschool Sports Program 803-360-7300</li> <li>• Rehoboth Day Care 803-865-0076</li> <li>• Sandlapper's Evening Stars 803-691-4045</li> <li>• Sunshine House 803-788-5758</li> </ul>
Dog Parks	<ul style="list-style-type: none"> <li>• 1250 Parkside Drive 8039949663</li> </ul>



Electric	<ul style="list-style-type: none"> <li>• SCE&amp;G 800-251-7234 (Customer Service) 888-333-4465 (Outages/Downed/Sparking Lines) 800-815-0083 (Smell Natural Gas)</li> </ul>
Entertainment Venues	<ul style="list-style-type: none"> <li>• Colonial Life Arena 801 Lincoln Street</li> <li>• TownShip Auditorium 1703 Taylor St</li> <li>• EdVenture Children's Museum 211 Gervais Street</li> <li>• Regal Cinemas 450 Town Center</li> <li>• South Carolina State Museum 301 Gervais St</li> <li>• Riverbanks Zoo and Garden 500 Wildlife Pkwy</li> </ul>
Fire Department	<ul style="list-style-type: none"> <li>• Non-emergency: 803-545-3700</li> </ul>
Government	<ul style="list-style-type: none"> <li>• DMV 1630 Shop Rd 803-737-8350 228 O'Neil Court 803-419-9403 10311 Wilson Blvd 803-896-5000</li> <li>• Richland County Ombudsman 803-929-6000</li> <li>• Richland County Council Chambers 2020 Hampton St., Columbia</li> <li>• U.S. Post Office 800-275-8777</li> <li>• Voter Registration 803-576-2240</li> </ul>
Humane Society	<ul style="list-style-type: none"> <li>• 803-783-1267</li> </ul>
Internet	<ul style="list-style-type: none"> <li>• Spectrum 866-874-2389</li> <li>• At&amp;T 803-419-8899</li> </ul>
Library	<ul style="list-style-type: none"> <li>• 803-699-9230</li> </ul>
Maintenance Personnel	<ul style="list-style-type: none"> <li>•</li> </ul>
Newspaper and Media	<ul style="list-style-type: none"> <li>• The State Newspaper: 800-888-3566</li> <li>• ABC-: Channel 25</li> <li>• NBC-: Channel 10</li> <li>• CBS-: Channel 19</li> <li>• FOX-: Channel 57</li> </ul>
Parks	<ul style="list-style-type: none"> <li>• Killian Park 1424 Marthan Road Blythewood</li> <li>• Sesquicentennial State Park 9564 Two Notch Rd</li> <li>• North Springs Park</li> </ul>





	<p>1320 Clemson Rd</p> <ul style="list-style-type: none"> <li>• River Walk US 1 Gervais St Bridge</li> <li>• Congaree National Park 100 National Park Rd Hopkins</li> <li>• Irmo Community Park 7505 Eastview Dr Irmo</li> </ul>
Police Department	<ul style="list-style-type: none"> <li>• Non-emergency 803-545-3500</li> </ul>
Pools	<ul style="list-style-type: none"> <li>• 91 Hunters Pond Drive 803-865-0609</li> </ul>
Restaurants Delivery	<ul style="list-style-type: none"> <li>• Marco's Pizza 4561 Hard Scrabble Rd 803-419-3700</li> <li>• Domino's Pizza 100 Accolodes 803-419-7443</li> </ul>
Restaurants Drive Thru	<ul style="list-style-type: none"> <li>• Sonic 4436 Hard Scrabble Rd 803-419-7443</li> </ul>
Restaurants	<ul style="list-style-type: none"> <li>• SUMO Japanese Steak House 151 Clemson Rd 803-788-2300</li> </ul>
Recreational areas	<ul style="list-style-type: none"> <li>• Sesquicentennial State Park 803-788-2706</li> <li>• Parks &amp; Recreation Department 803-545-3100</li> </ul>
Recycle	<ul style="list-style-type: none"> <li>• 803-576-2440</li> </ul>
Schools	<ul style="list-style-type: none"> <li>• These schools are specific to residents of Brookhaven</li> <li>• Preschool Lake Murray Montessori</li> <li>• Grades K-6: North Springs Elementary Sandlapper Elementary Killian Elementary Rice Creek Elementary St. John Neumann Catholic</li> <li>• Grades 7-8: Longleaf Middle Summit Parkway Middle Richland School District 2</li> <li>• Grades 9-12: Blythewood High School Spring Valley High School Ridge View High School</li> </ul>
Security Systems	<ul style="list-style-type: none"> <li>• ADT 855-265-0321</li> </ul>



	<ul style="list-style-type: none"> <li>• Spectrum 866-874-2389</li> </ul>
Sewage	<ul style="list-style-type: none"> <li>• Palmetto Utilities 803-699-2422</li> </ul>
Sheriff	<ul style="list-style-type: none"> <li>• Non-emergency 803-576-3000</li> </ul>
Taxes	<ul style="list-style-type: none"> <li>• County 803-576-2250</li> </ul>
Telecommunications (Phone & Cable)	<ul style="list-style-type: none"> <li>• AT&amp;T 888-757-6500 803-419-8899</li> <li>• Direct TV 888-777-2454</li> <li>• DISH Network 80-823-4929</li> <li>• Hughes Net 877-286-2406</li> <li>• Spectrum 866-874-2389</li> <li>• Time Warner Cable 803-252-2253</li> </ul>
Trash Recycle Pickup (city service including in your water bill)	<ul style="list-style-type: none"> <li>• Richland County picks up household garbage within the Brookhaven neighborhood every Thursday, recycled items every other Thursday. HOA rules allow for residents to place receptacles by curb Thursday morning and removed Thursday evening. Additional trash may be bagged in trash bags.</li> <li>• To order a trash receptacle if you are new to the neighborhood or need a replacement call 803-576-2440.</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>• Utilities Service 803-401-0050</li> </ul>
Water	<ul style="list-style-type: none"> <li>• Ni America 803-699-2422</li> <li>• City of Columbia 803-545-3000</li> </ul>
Other spots of interest	<ul style="list-style-type: none"> <li>• City of Columbia Website <a href="http://www.columbiasc.net">www.columbiasc.net</a></li> </ul>



## **Brookhaven HOA Committee Descriptions**

### **Architectural**

Committee maintains property values by keeping the land and structures in accordance with the covenants, conditions, and restrictions established in the governing documents;

- Committee member(s) assist with the processes of receiving and processing architectural applications for secondary structures, but no applications for homes

### **Communications**

Committee will keep the community informed, generally through the production of an association website and newsletter. Communications committees can also have sub-committees relating to the newsletter, website and publicity.

- Committee member(s) will be responsible for keeping the owners and residents updated on various activities and issues within the community through the distribution of a newsletter/email/website/Facebook

### **Community Services**

Committee will research needs of our families. Set up a process for the community to assist with such needs.

### **Financial**

Committee reviews financials, establishes budget, etc.

- Committee member(s) can be comprised of sub-committees such as finance, budget, reserves, and investments. A finance sub-committee reviews monthly financials, and budget sub-committees help develop the annual budget. Sub-committees related to reserves track and help administer reserve study recommendations, while those related to investments develop and recommend the association's investment policy and reserves.
- Committee will research and write grants to assist community projects and needs.



## **Landscape**

Committee member(s) oversee the “look and feel” and sustainability of the community landscape and maintenance

- Committee member(s) will monitor the landscaping service and would identify maintenance needs that should be reported
- Committee member(s) will oversee any special improvement projects that the association agreed to fund
- Committee member(s) could award special recognition such as Yard of the Month, etc.
- Committee member(s) could be involved in the bidding process of contractors who maintain the landscaping

## **Nomination**

Committee develops the criteria and the slate of board candidates annually.

- Committee member(s) will be appointed by the HOA President
- Committee member(s) seek out residents to serve on the HOA Board
- Committee members(s) will serve one-year term usually from September through January
- Committee member(s) will vet potential candidates and get a written bio
- Committee member(s) will present the slate to the membership at the Annual Meeting in January
- Overseas the election at the annual meeting

## **Review**

Committee maintains and updates Bylaws, Covenants, Regulations, Contracts, etc. as community needs arise

- Committee member(s) will review yearly the bylaws to see if updates are needed or community requests are honored

## **Safety**



Committee will develop a relationship with the local law enforcement agency, introduce a neighborhood watch program, and even become involved in a citizen-on-patrol program. The safety committee cannot ensure security; never call them the security committee.

- Committee Member(s) work with community on issues associated with crime prevention and establishment of a security watch program with law enforcement agencies
- Committee Member(s) establish a safety network with in the community
- Committee Member(s) identify Block Captains

## **Social**

Committee creates welcome process, membership process, community events, create events for holidays, community garage sales, seasonal festivals, etc. They are considered to be the “glue” holding the community together.

- Committee member(s) will provide new owners with notices of the association its rights and its authority
- Committee member(s) plan community activities such as picnics, social gatherings and other events that are of an interest of the community
- Committee will recognize needs of the community and suggest ways to raise funds to assist the member(s)

## **Sunshine**

Committee provides a small token of thoughtfulness when a homeowner or immediate family are celebrating a happy occasion or facing a challenging time in their lives.

- Committee will send the appropriate recognition per guidelines to the homeowner/family

## **Violations**

Committee maintains property values by keeping the land and structures in accordance with the covenants, conditions, and restrictions established in the governing documents;

- Committee member(s) identifies violations of the Covenants and in the processing of reports of alleged violations



## **Brookhaven Beautiful Yard of the Month Contest**

Brookhaven Beautiful Yard of the Month (BBYM) starts in May. Your Board of Directors (BOD) would like to give an incentive to maintaining a vibrant appearance in the neighborhood.

Brookhaven Beautiful Yard of the Month has been established to promote goodwill and reward exemplary lawn care in the community. The purpose of the program is to recognize neighbors who demonstrate above-average efforts in maintaining their property, thereby contributing to the overall appearance of the community at large. This is a great award and the program is administered entirely by volunteers

Brookhaven Community consists of all areas around Cogburn Rd, Coralbean Way, Meadow Springs Drive, Westmoreland Road, and Wilkinson Drive.

For the months May through September, the Landscaping Committee will choose a lawn that best typifies the qualities of: uniqueness, beauty, appeal, and consistency with the guidelines. Since the Committee will mainly deal with “curb appeal,” nominations will be for front and side yards jointly, as well as the exterior of the house. The Committee will select one residential yard each month. The winner of the Yard of the Month will be provided with a decorative yard sign for display indicating their winning yard, a Lowe’s gift card of \$25.00 as well as a posting and photo displayed.

The Brookhaven Beautiful Yard of the Month will be managed by the Brookhaven HOA Landscape Committee. Each month on the fifteenth the Landscaping Committee will review each nominee in the Brookhaven Community and select one yard to recognize for each month May through September. These rules will stand in place until the end of the year and cannot change in the middle of a competition year. The rules will be reviewed for possible changes at the end of each competition year based on the results of that year.

### **Nomination Process**

All nominations need to be sent to the Landscaping Committee between the first and tenth of the month. All emails should have in the subject line Yard Nomination and sent to the email address [hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)

Please indicate in the email the street address of the house you wish to nominate. Self-Nominations are acceptable.

### **Contest Guidelines**



All residential properties within the community are automatically eligible.

Award winners are selected based on the recommended judging criteria listed below.

Key criteria include manicured yard, beautification, originality and creativity.

The upkeep of the yard can reflect the efforts of the residents themselves or that of a professional landscaper or groundskeeper.

An award duration term lasts a single calendar month, and runs from the first day to the last day of that same month.

The same property cannot receive the award in consecutive months nor more than three times in a 12-month calendar period.

While an individual's home is being recognized as a "Brookhaven Beautiful Yard of the Month," they are expected to maintain their yard in the same manner that allowed them to win the title.

## **Procedures**

Brookhaven Beautiful Yard of the Month will be awarded in May to the end of September.

One (1) home will be selected during each month

The Winning Homeowner(s) will have a photo taken and published via email, yard sign, website, etc.

The Winning Homeowner(s) will also receive a \$25.00 gift card to Lowe's.

A Brookhaven Beautiful Yard of the Month sign will be placed in the winning yard that conform to standards for signage.

Brookhaven Beautiful Yard of the Month winner will be posted on the Reader Board at the entrance.

Participants may only win Brookhaven Beautiful Yard of the Month three times in one year and not in consecutive months.

Should a homeowner decline to participate upon notification of winning, the second place house will become yard of the month.

## **Criteria:**

Owner must be in Good Standing with the Association.

Lawn must follow authorized landscape in Architectural Guidelines

Lawn-mowed, trimmed and weed free



Edging- driveway, walks, curbs

Shrubs, Bushes, and Trees- healthy, neatly pruned, in proportion/scale with home and terrain

Unique landscaping or originality/creativity (especially coverage of unsightly pipes, etc.)

Pleasant and overall appearance which makes the property an asset to the community

Front yard to midpoint sides of yard will be judged

Color (green grass, colorful alive plants, mulch, other landscape design material, etc.)

House and driveway appearance clean (no unsightly debris, broken gutters, bent mailbox, etc.)

## **RECOMMENDED JUDGING CRITERIA**

Brookhaven Beautiful Yard of the Month candidates are judged solely on the total exterior appearance of their property and front yard as viewed from the street. General upkeep of the yard and property is paramount.

Factors include the overall appearance, tidiness and neatness of the front of the property as evidenced by pruned, trimmed and shaped foliage, edged and defined lawns, borders & flower beds, and a visually appealing facade. Each yard will be chosen from the nominations given to the Judges. Any questions can be directed to email address [hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)

**LAWN:** Grass should be healthy with no bare spots or excessive weeds. Grass shall be mowed and edged, and trimmed around foundations and fences. Debris (garbage, pet feces, etc.) shall be picked up and removed. A unified, simple and balanced landscape design with a neat and natural appearance is preferred.

**LANDSCAPE & FLOWER BEDS:** Beds shall be weeded and edged, flowers must be deadheaded and dead plants removed, trees and shrubs pruned, natural areas cleaned. Beautification efforts should include new flowers, new trees, and new shrubs, etc., with plantings in scale with the surroundings and limited to a few types of plants rather than enough to confuse the eye.

**WALKWAYS & DRIVEWAYS:** Walkways and driveways shall be clean (including trash containers or yard products removed from view). The area in front of the curb must be free from debris and dirt. The appearance after dusk including accent lighting, safety lighting, visible interior lighting, etc.

**AESTHETICS:** The overall look of landscaping (formal versus informal, use of color and textures, garden art) is important. The front entryway should be inviting, with original and creative touches to show personality (hanging baskets, pots, yard art, bird feeders, etc.)





Summary note: While lack of strict adherence to the criteria above does not necessarily disqualify, these principles offer general guidelines that should be recognized by the Landscaping Committee.

The Landscaping Committee is dedicated to improving the quality of living and appearance of our community. We encourage residents to take pride in their homes and neighborhood. In turn, we look to celebrate those who do a superior job in maintaining their yards in such a way that they enhance the overall curb appeal of the entire community.

All nominations need to be sent to the Landscaping Committee between the first and tenth of the month. All emails should have in the subject line Yard Nomination and sent to the email address [hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)

Please indicate in the email the street address of the house you wish to nominate.

Any suggestions or comments can be made by emailing [hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)



1. How often does the HOA meet?  
The Brookhaven HOA holds an Annual meeting in January.
2. When is the last time the HOA assessment fee was increased?  
2023
3. Does the HOA have a Website, Facebook Group and Email address?  
Email           hoabrookhaven@yahoo.com  
Website       <https://www.ourbrookhavenhoa.com>  
Facebook      ourbrookhavenhoa
4. Who is the HOA's Management Company?  
C/O Cedar Management Group  
PO Box 26844  
Charlotte, NC 28221  
877-252-3327

Submit Questions to [hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)



***WELCOME***