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2025 Events

Neighborhood Garage Sale,  
March 15, 2025; 8am-12pm

Quarterly HOA Discussion  
Meetings  
April 17, 2025  
July 15, 2025

Annual HOA Meeting, October 28  
2025

Annual Entrance Holiday Lighting  
& Lumineries TBD

Brook Highland  
Home Owners Association  
Board of Directors

Jay Waiters, President

David Gambrell, Treasurer

Sheri Gallyot, Secretary

Neighborhood  
Management  
Contact Information

Neighborhood Manager, Lauren  
Berzette

205-877-9480 ext: 216

lauren@nhmlc.org

[www.nhmlc.org](http://www.nhmlc.org)

2700 Highway 280, suite 425  
Birmingham, AL 35223

[Brook Highland Home Owner Portal](#)



Message from the HOA  
President

Welcome to the first edition of the Brook Highland Neighborhood Newsletter from the homeowners association! The purpose of this newsletter is a means for your HOA Board to communicate with you.

We hope you find this newsletter informative and helpful. We are always open to suggestions for information you would like to see here.

You may contact us at [hoa@brookhighland.org](mailto:hoa@brookhighland.org) to extend your comments and suggestions. Our plans currently are to distribute an edition each quarter. Thank you!

Neighborhood Garage Sale

We are having our 2nd Annual Spring Neighborhood Garage Sale on March 15, 2025.

Everyone is welcome & it is free to participate. Please fill out this [google form](#), also posted on [brookhighland.org](http://brookhighland.org) to be included in our shopping map.

There is also an option if you would like the Lovelady Donation truck to come pick-up after the sale.

Spring Maintenance

One of the great things about living in Brook Highland is the benefit of having great neighbors and good covenants.

Together they maintain and enhance the value of our property. The Brook Highland Protective Covenants exist to maintain the appearance and high standards of our neighborhood. Compliance is monitored by Neighborhood Management periodically for our mutual benefit. Most discrepancies observed are trivial and easily resolved. For example, an easily remedied non-compliance is with mail boxes. While one mail box may not seem important to you, a number of them together may present the image of an older or neglected neighborhood.

Please keep your mail boxes, yard, and neighborhood looking well kept and desirable. For the most part, our residents support and appreciate the covenants, making the necessary changes in a timely manner. If you receive a letter, please do not feel insulted, but consider it a reminder to our shared neighborhood commitment. If you feel the letter is in error, please follow-up with Lauren Berzette, our neighborhood property manager.

While we are in our yards performing landscaping maintenance this spring, please be cautious to keep debris from our neighborhood flumes and culverts.



### What is the HOA?

Jay Waites, President  
David Gambrell, Vice-President  
Sheri Gallyot, Secretary

Lauren Berzette, Neighborhood Manager

What is the HOA and what does it do?

The three elected board members oversee the management company in day-to-day management of the neighborhood and ensure neighbors are following covenants and guidelines.

What is the role of the Neighborhood Management?

Their role is to execute daily operations of the neighborhood. Such as vendor contracts are followed through and paid, ensure the street lights are operational and the electricity is paid, etc. Their role is to maintain the overall well-being of our community and to assist in communication with neighbors.

### Architectural Review Board

What is the ARB?

The ARB is our Architectural Review Board. Anytime a resident of Brook Highland wishes to alter the appearance of their property, a request must be submitted to the ARB for review at [arctracker.com](http://arctracker.com). If in doubt, please e-mail [hoa@brookhighland.org](mailto:hoa@brookhighland.org).

When to use the ARB?

Anytime maintenance, repairs, or upgrades are being made to the exterior of your home, yard, or landscaping.

How to use the ARB?

Go to [arctracker.com](http://arctracker.com) and click on "login to your neighborhood", then search for Brook Highland. The prompts that follow are explanatory. If at anytime you require special assistance, please reach out via e-mail to [hoa@brookhighland.org](mailto:hoa@brookhighland.org) for clarification.

### Compliance

It is the responsibility of Neighborhood Management to enforce covenants so our subdivision continues to be a peaceful and beautiful place to live.

Lauren, our neighborhood manager receives ARB submission and approval reports.

### Mailbox Numbers

Brook Highland's mailbox numbers can be purchased at either Custom Sign Express (also known as CSE Graphics) or Alabama Mailbox. They are reasonably priced, the neighborhood standard font, and come ready with an easy to install peel away template. You have 2 convenient options to either pick them up or have them mail delivered.

CSE Graphics 205-942-7446

Alabama Mailbox Company 205-594-4413

### Mailbox Posts

If you are in need of mailbox post maintenance, repair, or replacement, we recommend Alabama Mailbox Company.

Several neighbors have had success with individuals or smaller business to perform their mailbox upkeep.

In order to guarantee compliance, view full [Mailbox FAQ on Brookhighland.org](#).

### Neighborly Pet Etiquette

Please continue to be diligent in picking up your dog's waste.

Please also remember that it is important for the safety of your dog and your neighbors that you please keep you dog on a leash at all times.

The majority of neighbor complaints are for dogs barking.

### Brook Highland Neighbors Facebook Page

The Brook Highland Neighbors Facebook page is managed by a group of fellow neighbors. It is a great way to stay connected in a casual and friendly way.

Although an HOA board member may occasionally comment or make a post, the group is not associated with the Brook Highland HOA or Neighborhood Management.

### Welcome New Neighbors

We look forward to welcoming our new neighbors in our next newsletter.

If you are new to the neighborhood and would like to share your story, let us know! Send an e-mail to [hoa@brookhighland.org](mailto:hoa@brookhighland.org).

### Frequently Asked Questions

Brookhighland.org has a page dedicated to frequently asked questions from new and existing neighborhood residents. You can search the FAQs, browse existing questions, and propose a new FAQ (and potential answer).

[View FAQs on Brookhighland.org](#)

### Neighborhood Groups

We have several clubs. If you are interested in more information, visit the Brook Highland Neighbors Facebook Page. E-mail [hoa@brookhighland.org](mailto:hoa@brookhighland.org) to have your club listed in the next newsletter.

Brook Highland Book Club

Brook Highland Poker Night

Brook Highlands Moms

Brook Highland Gardening Club

### Brook Highland Pool & Racquet Club

BHRC is a private members only club. The club is not associated with Brook Highland HOA. If you would like to know more about BHRC or information on becoming a member, their website is [bhrcclub.com](http://bhrcclub.com).

Please continue to remind our young neighbors to respect the club property and always be accompanied by a membered adult.

### Neighborhood Watch

You may wish to report any trespassers or suspicious activity to the Shelby County Sheriff at 205-669-4181.

Always dial 911 for an emergency.

### FAQ Contact Information

Waste Management: 800-607-9509

CSE Graphics: 205-942-7446

Alabama Mailbox Company: 205-594-4413

Non-Emergency Sheriff's Number: 205-678-7464

Neighborhood Management: 205-877-9480 ext: 216