

BORDEAUX VILLAGE TOWNHOMES ASSOCIATION

APPLICATION FOR EXTERIOR MAINTENANCE

Note: FAILURE TO SUBMIT FORM WILL RESULT IN FINES
This form must be completed and returned prior to commencing any work.
Incomplete forms will be returned.

Date: _____

Name: _____

Bordeaux Village Address: _____

Owner address if not a resident of BV: _____

Home / Mobile Phone: _____

Email: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Please complete both pages of this form to provide the BVTHA Board with all the information necessary to evaluate your request thoroughly and quickly. Must include, without limitation, the following information: detailed description of request, list of materials to be used, and any other pertinent information to the maintenance work to be done. For your protection and the protection of your neighbors, you must use a licensed and insured contractor.

***Name of LICENSED and INSURED contractor** _____

I understand and agree that no work on this request shall commence until written approval of the BVTHA Board has been received by me. I represent & warrant that the requested improvements and/or modifications strictly conform to the Covenants, and the Policies and Procedures, and that these changes shall be made in strict conformance to those Guidelines.

Homeowners Signature: _____ Date: _____

Please allow a maximum of 7 days for a modification review. We will reply as quickly as possible.

Submit completed form via email at BVTHA.Newsletter@gmail.com
or by mail to BVTHA c/o 4129-C Loire Drive, Kenner, LA 70065

All documentation submitted for review becomes the property of the Bordeaux Village Townhomes Association

Additional Note – For any questions or anything not mentioned on the next page, please add or contact the board.

FRONT DOOR (submit photo)

Door and Trim (repair/replace/paint) _____

Awning (repair/replace/paint) _____

SHUTTERS AND TRIM

Repair/replace/paint _____

SIDING (repair/replace/paint/material type i.e. Hardie Board, treated wood, etc)

Lower siding _____

Upper siding _____

Trim- upper trim towards gable _____

Gable vent slats (repair/replace/paint) _____

WINDOWS (repair/replace/color & style must be same as being repaired or replaced)

Trim (repair/replace/paint) _____

BALCONY

Siding and Trim (repair/replace/paint) _____

Balcony Window Trim (repair/replace/paint?) _____

CHIMNEY (Repair / Replace / Seal) *type of material and must be approved BVTHA design

Flashing (repair/replace) _____

Chimney cap (repair/replace) _____

ROOF

Replace Roof (Shingles type and color) _____

Missing shingles (replace and color) _____

Facia (board across)- repair/replace/paint _____

Soffit (underneath) -repair/replace/paint _____

MISC ITEMS

Patio Fence (New or repair/replace/color) _____