

BORDEAUX VILLAGE TOWNHOMES ASSOCIATION

APPLICATION FOR EXTERIOR MAINTENANCE

Note: FAILURE TO SUBMIT FORM WILL RESULT IN FINES

This form must be completed and submitted 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: _____

Note: This form is for homeowners only and should *not* be completed by contractors.

Before filling out this form, please discuss the approved materials and scope of work with your contractor. Once you've reached an agreement, complete **all pages** of this form to provide the Board with all the necessary details to evaluate your request thoroughly and efficiently.

Per HOA guidelines, all exterior work must be uniform and consistent with the other units in your driveway. Work must match the original in design and style, or be very similar, and must be pre-approved by the Board. Your submission must include:

- A detailed description of the work requested
- A full list of materials to be used
- Any additional information relevant to the maintenance or repair work

For your safety and that of your neighbors, **please 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

For any questions or things not mentioned on these pages, please add or contact the board.

FRONT DOOR (submit photo of replacement before purchasing)

Door and Trim (repair/replace/paint) _____

SHUTTERS AND TRIM Note: **BE SPECIFIC** (material type i.e. Hardie Board, treated wood, paint color)

Repair/replace/paint _____

SIDING – Note: BE SPECIFIC, such as Vertical boards or Horizontal planks

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

Lower siding _____

Upper siding _____

Trim- upper trim towards gable _____

Gable vent slats (repair/replace) _____

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

Windows and Trim (repair/replace/paint) _____

BALCONY - BE SPECIFIC (repair/replace/paint/material type i.e. Hardie Board, treated wood, etc)

Siding, floor and Trim(repair/replace/paint) _____

Balcony Window Trim(repair/replace/paint? _____

CHIMNEY - BE SPECIFIC (type of material and must be approved BVTHA design)

Chimney Exterior (Repair/Replace /Seal) _____

Flashing (repair/replace) _____

Chimney cap (repair/replace) _____

ROOF *GAF Brand 3-tab or very similar, or Architectural, and MUST be approved BVTHA design

Replace Roof or Missing Shingles (Shingles type & color) _____

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

Soffit (underneath) -repair/replace/paint _____

ADDITIONAL ITEMS BE SPECIFIC (type of material and must be approved BVTHA design)

Gutters and Downspouts – (New or repair/replace/color) _____

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

OTHER _____