BORDEAUX VILLAGE

HOA POLICIES AND PROCEDURES

Comprehensive guide to rules, regulations, and architectural guidelines, as established by the Board of Directors.

BV

POLICIES & PROCEDURES FOR OWNERS AND TENANTS

2026
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BVTHA - 1
POLICIES AND PROCEDURES

TITLE: MONTHLY ASSESSMENTS / DUES

POLICY: Monthly assessments are due on the first of each month and become delinquent by the 10th of each month. Assessments received or postmarked after the 10th of each month are subject to late charges and possible interest.

THOSE AFFECTED All homeowners of Bordeaux Village

PURPOSE: Assessments are used to pay for maintenance of landscaping. fences, parking areas, mailboxes, pool and tennis court areas, common area liability insurance, Officers and Directors insurance, common area drainage, management and legal costs, accounting procedures, etc. Assessments may be increased only by a formal vote of all the BVTHA membership.

Article VIII ASSESSMENTS: Section 6 (a) Non-Payment of Assessments" of the Declaration of Covenants, Conditions and Restrictions of Bordeaux Village Town Homes states:

> "Assessments and fees shall be due and payable on the first day of each month, or the first day of the period fixed for payment of the assessment or fees. and shall become delinquent unless paid ten (10) days thereafter. All unpaid assessments and fees shall be subject to a late charge for non-payment as may be determined from time to time by the Board.
>
> If such fees or assessments are not paid within thirty (30) days after the due date, they could possibly bear interest from the date of delinquency at the rate of eight percent (8%) per annum or other reasonable rate fixed by the Board and uniformly applied."

In the event it shall become necessary for the Board to collect any delinquent assessments or fees, whether by hiring an attorney, filing of a lien hereinafter created or otherwise, the delinquent Owner shall pay in addition to the assessment and late charges, all costs of collection, including all attorney fees and costs incurred by the Board in enforcing payment.

The Association does not allow the holding of checks for future monthly dues payments. Only payments for the current month are accepted or payment in advance. Cash and credit cards are not accepted. If an owner wishes to set up automatic payments, using their bank or credit union's Bill Pay service is an acceptable option. Bill Pay instructions are on our website: https://www.bordeauxvillage.com/

Monthly statements are mailed or emailed each month ONLY if requested by the owner. There is no legal requirement, either statutory or in the Declaration of Covenants, that the Association send monthly statements to unit owners. Mailing or emailing of such statements in no way extends the time for remitting the monthly assessment.

If you have any questions or require any further information, please contact a member of the Board of Directors of the Association via email at bvtha.newsletter@gmail.com or our website https://www.bordeauxvillage.com/

BVTHA - 2
POLICIES AND PROCEDURES

TITLE: PAST DUE ASSESSMENTS

POLICY: Monthly assessments are due on the 1st of each month and considered late by the 10th.

THOSE AFFECTED All Bordeaux Village townhome owners.

PURPOSE: To establish guidelines for the collection of all past due monies owed to the Association to ensure the continuation of services needed to Bordeaux Village homeowners.

GUIDELINES

Each month, the homeowners are responsible for the amount due. If payment is not received by the10th of the month, a late fee of $15 will be assessed. **Monthly statements are mailed or emailed each month only if requested by the owner.**

If the amount due is not received by the 10th of the following month, late fees and a possible interest rate will be assessed on all past due amounts.

If the account is not paid in full within 90 days of being contacted, or if the account reaches $300 or more delinquency, and the owner fails to contact the Board in an effort to work out payment arrangements, the delinquent account will be turned over to a collection attorney and a collection fee in the amount of any court costs and all additional attorney fees incurred by the Board in enforcing payment will be added to the late fees and possible interest penalties.

If the account has not been paid in full after receiving notices, the Board will authorize the collection attorney to pursue the garnishment of wages or other means of collecting the past due amounts.

Any owner being late with dues more than twice in a row per year will be required to pay the dues six months in advance.

Once a homeowner's account becomes delinquent, all pool and tennis court privileges for the homeowner, his or her guests, tenants and/or tenants' guest are automatically suspended until the account is made current. Any use of the pool and tennis court by the homeowner, his or her guests, tenants and/or tenants' guest while the homeowner account is delinquent will result in a fine of $100 being added to the homeowner's account for each occurrence.

TITLE: RENTALS / LEASES

Effective January 1, 2025, Section 8 rentals shall be prohibited within the Bordeaux Village Townhomes Association.

Upon expiration of the current lease, all existing Section 8 rental agreements within the Bordeaux Village Townhomes Association shall be deemed terminated.

- **No Discrimination:**
  Please note that this policy is not intended to discriminate against any individual based on their housing assistance status, but rather to uphold the established standards for our community.

- **Legal Compliance:**
  We have sought legal counsel to confirm that this policy complies with all relevant fair housing and local laws concerning Section 8 rentals.

Owners must furnish the Board of Directors with a copy of the current lease agreement, as well as the names and emergency contact details for all tenants, at the time the lease is executed. (Phone number and email addresses)
Tenants will be contacted only in the event of a true emergency.

PER THE ASSOCIATION COVENANTS – ARTICLE III / SECTIONS 4 and 5

4. Any and all Owners have the right to lease their respective Townhouses. However, such leases must comply with the terms and conditions set forth in this Declaration and any Rules established by the Association. **It is mandatory for any lease agreement to be documented in writing for a minimum period of no less than six (6) months**. Furthermore, the lease agreement must explicitly state that it is subject to the provisions outlined in this Declaration and any additional Rules that may be implemented by the Association. In the event of any violation or breach of these terms by the lessee, the Association reserves the right to intervene and enforce the rules on behalf of the Owner.

The lease must be strictly for residential purposes, and only an entire Townhouse may be leased, not any portions thereof, and only to a single family at any one time for residential use.
The lease of a Townhouse also includes the lease of the designated parking space/spaces assigned to that particular unit.

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Before entering into a lease agreement, Owners are required to conduct a comprehensive background check on potential lessees. This screening process must include, but is not limited to, a credit check, criminal history check, and rental history verification. The purpose of these checks is to ensure that lessees are responsible and will adhere to the Association's rules and regulations. The results of these background checks must be documented and maintained by the Owner for the duration of the lease. Failure to perform these checks may result in the Owner being deemed in violation of the Association's policies and subject to penalties.

5. SECTION 8 HOUSING PROGRAM PROHIBITED

Section 8 housing is not accepted. Owners are prohibited from leasing their Townhouse to tenants participating in the Section 8 housing program. Any Owner who leases their Townhouse to a Section 8 tenant shall be in violation of the Rules of the Association and may be subject to daily accruing fines and other sanctions for each day the violation continues.

BVTHA - 4
POLICIES AND PROCEDURES

TITLE: LANDLORD'S RESPONSIBILITY FOR TENANTS

THOSE AFFECTED: All homeowners in Bordeaux Village

POLICY: As specified in the Declaration of Covenants:

Article III-4: Lease of Town Home - "Any owner has the right to lease his town home upon such terms and conditions as the owner may deem advisable, except that any such lease shall be in writing and shall provide that the lease shall be subject to the terms of this Declaration or said rules."

"Only an entire town home may be leased, not any portions thereof. and only to a single family at any one time for residential use. The lease of a town home shall also include the lease of the parking space assigned to that particular town home."

*****Section 8 rentals and Short-term rentals of less than 6 (six) months are not allowed. And only to a single family at any one time for residential use *****

Article III-5: No Violation of the Law. "Nothing shall be kept in or on any portion of the Properties which would be in violation of any statute. rule, ordinance. regulation, permit or validly imposed requirement of any governmental body." Likewise. any conduct in the common area that is in violation of the law can result in fines of up to $500 per occurrence.

Please see the Declaration of Covenants for additional information. Article III. paragraph 3 and 4. Article IX. paragraph 3. Article V. Paragraph 3 and 14, should be attached to future rental leases so that your tenant will know what is expected of them.

It is also the landlord's responsibility to notify a Board Member when a new tenant moves in so the Association records will be updated with the tenant's name and phone number for emergency purposes. Owners must send the Board the lease agreement and the current homeowners insurance declaration pages.

PROCEDURES Owners should choose their tenants carefully, as they will be held responsible for their actions. Owners are to review the Declaration of Covenants and Policies & Procedures with new tenants, and explain the rules regarding pets, garbage pickup, pool hours and rules, parking, etc.

BVTHA - 5
POLICIES AND PROCEDURES

TITLE: INSURANCE INFORMATION

EFFECTIVE: Upon Assuming Ownership

THOSE AFFECTED: All homeowners in Bordeaux Village

POLICY: The following is an excerpt from our Declaration of Covenants:

ARTICLE X, Section 1 – INSURANCE

Each owner shall be responsible for and shall procure fire and all-risk coverage insurance upon such Owner's Townhouse for not less than the full insurable replacement value thereof under a policy or policies of insurance with such company or companies and for such premiums and periods as such Owner may determine to be appropriate.

Each Owner shall deliver to the Association a certificate of insurance certifying that a policy of insurance as required under this Section is in effect and that said policy shall not be cancelled, allowed to lapse or materially altered except upon ten (10) days prior written notice thereof to the Board

Each Owner shall also be responsible for his/her own insurance on the contents of his/her Townhouse and furnishings and personal property therein.

The Association Covenants do not require Wind & Hail or Flood insurance; however, **you MUST have fire and all-risk coverage on your townhouse.**

While it may be an inconvenience to provide this information to the Board of Directors each year at renewal time, we must remember that this policy was established for our own protection. It would only take one disaster at one uninsured unit to affect the entire neighborhood.

PURPOSE: To ensure that all residents of Bordeaux Village are aware of and comply with the rules and regulations. and to protect the property of every town homeowner.

PROCEDURE: **If you have not already provided your declaration pages, please send a copy of your insurance policy to the Board of Directors immediately. *****This is also a yearly requirement when insurance is renewed.*******

NOTE: Failure to deliver such evidence of insurance shall subject the owner of the unit involved to a fine. The owner will be notified in writing. After 10 days' written notice, if the insurance papers are not received, a $100.00 per month fine will be added to the owner's monthly assessments.

TITLE: ANY CHANGE TO THE EXTERIOR OF A TOWN HOME

THOSE AFFECTED All homeowners of Bordeaux Village

POLICY The Board must approve all changes (paint, replacing doors, boards, roofs, fences, etc.) to exteriors before any work is started.

Please refer to Article I, paragraphs 16 and 17 of the Declaration of Covenants. A town home is defined to include the entire residential lot and exterior of the unit.

Article V. paragraph 2. There is a statement that *"no owner shall change or alter any of the common area or any townhouse exterior without the prior written consent of the association." The association has the right to enforce all restrictions imposed by the declaration pursuant to Article IX. Specifically. if an owner has made an unauthorized change to the exterior of his town house. pursuant to Article IX, paragraph 3, the Board may require the offending owner to bring his unit into compliance."*

NOTE: Contact the Board of Directors for information regarding official exterior paint colors, approved roof replacement shingles, accepted siding replacement materials, and any other exterior items to be used in repairs or replacements.

PROCEDURES: **The Board will not accept any additions, changes, modifications, etc. for any townhouse unless a written request is submitted.** If the Board approves or denies the addition, change, modification, etc., the homeowner will receive an email stating the Board's approval or denial of the request. An Exterior Modification Form must be completed and sent to the Board for approval before work has begun.

An Exterior Maintenance Form must be completed and sent to the Board for approval before work has begun. **NOTE:** If the form is not submitted before any work has begun, a $100 fine is assessed. If a form is not submitted within five (5) days of notice, a $25 per day fine could be assessed until a completed form is submitted. *(This was voted on at an annual meeting a few years ago by the membership in attendance)*

A $200 fine will be assessed if the same owner does not submit the required form for any future exterior repairs.

The Declaration of Covenants must be strictly enforced to maintain the uniqueness of Bordeaux Village. All exteriors in each driveway are to match in as similar as fashion as possible – i.e. roofs, exterior colors, windows, fences, front doors, balcony, patios.

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AIR CONDITIONER WINDOW UNITS ARE NOT ALLOWED

PORTABLE GENERATORS ARE NOT ALOWED

The Kenner Fire Department determined that our patios, whether fenced or open, are too small and in too close proximity to other units to safely accommodate portable generators. Since generators must be placed a minimum of 15 feet away from any structure, this is not feasible in a townhome setting like ours. And placing them on Bordeaux Village common ground is not permitted either.

Because of these safety concerns, including the risk of carbon monoxide exposure and fire hazards, the use of portable generators is strictly prohibited throughout Bordeaux Village.

Carbon monoxide poisoning: Generators produce carbon monoxide, a colorless, odorless gas that can be fatal. Placing a generator near your home can allow carbon monoxide to enter through open windows or doors, posing a serious health risk.

Fire hazard: Gasoline and other fuels used in generators are highly flammable. If a generator malfunctions or sparks, it can ignite nearby combustible materials, such as dry grass, leaves, or siding.

AT&T, COX/SPECTRUM CABLE, SATELLITE DISHES, ETC – Exterior wiring systems should not have wires running over roofs, buildings or the ground. These wires should be professionally installed, running up or down the building in an unobtrusive manner. Painting the wires the same color as the unit is encouraged.

It is the owner's responsibility to coordinate with the company installing the wires/cables. Prior to installing a satellite dish, you must contact the Board to work with you on a mutually acceptable location

SECURITY CAMERAS — Security cameras are to be directed only at the residents' own entryway.

Under no circumstances should a security camera be directed at another resident's home or patio or towards the common areas surrounding another resident's home. This would be considered a gross violation of personal privacy.

Please contact the Board for approval before installing a security camera.

As mentioned above, homeowners found in violation of these policies and procedures will be given written notice to correct the violation and fined $100. If the form is not submitted within 5 days of the initial notice, a $25 per day fine could be incurred until the violation is corrected.

BVTHA-7
POLICIES AND PROCEDURES

TITLE: MAINTENANCE OR REPAIR OF A TOWN HOME DUE TO NEGLIGENCE

THOSE AFFECTED All residents of Bordeaux Village

POLICY: The Declaration of Covenants. Conditions and Restrictions dated March 10, 1977, Article IX. Section 3. states:

WILLFUL OR NEGLIGENT ACTS

Each Owner is responsible for the maintenance, repair, and upkeep of his or her Townhome as required by the Association's governing documents.

If maintenance, repair, or other work becomes necessary because of the willful or negligent action, or failure to act, of an Owner, the Owner's family members, guests, tenants, invitees, lessees, or licensees, the Owner shall be responsible for completing the required work and for all associated costs not covered by insurance for the benefit of the Association.

Except in an emergency, the Owner shall be provided written notice and ten (10) days within which to complete or arrange for the required maintenance or repair.

If the Owner fails to take the required action within the notice period, the Board may, at its sole discretion and when it determines such action is necessary to protect Association property, common areas, neighboring Townhomes, or the community from damage or deterioration, arrange for the work to be performed. **The Association is not obligated to perform or arrange repairs that are the responsibility of an Owner.** Any costs incurred by the Association may be assessed to the owner responsible as permitted by the governing documents.

In the event of an emergency requiring immediate action to prevent or limit damage, the Board may take appropriate action without providing the ten (10) day notice.

For an abandoned or apparently unoccupied Townhome where reasonable attempts to provide notice to the Owner have been unsuccessful, the Board may take such limited action as it determines reasonably necessary to prevent damage to Association property, common areas, or neighboring Townhomes. Any costs incurred may be assessed to the responsible Owner as permitted by the governing documents.

PURPOSE: To establish guidelines relative to an effective means in maintaining the beauty and uniformity of Bordeaux Village and to ensure that all homeowners are aware of their obligations in maintaining Bordeaux Village town homes.

ACTION TO BE TAKEN: If, after ten (10) days, the Association does not hear from the Owner, the Board is then authorized to act.

BVTHA-8
POLICIES AND PROCEDURES

TITLE: DAMAGE TO / DESTRUCTION OF ASSOCIATION PROPERTY

THOSE AFFECTED: All residents of Bordeaux Village

POLICY: Any owner found to have damaged or destroyed Association property, either directly through his/her own actions or inactions, or through the actions or inactions of the owner's tenants, shall be cited for damage or destruction and fined $100 plus the cost of any labor and materials associated with repairing and/or replacing the damaged or destroyed Association property.

PURPOSE: To ensure that all residents are made aware of their duty to protect all our common property. while also ensuring all residents of their rights to use and enjoy their Bordeaux village property

- The removal of trees, shrubs, and other improvements from the Common Area shall be prohibited without the express written approval of the Board.
- No person shall permit water to be introduced or placed into or on the soil anywhere within the Properties without the express approval of the Board.

PROCEDURES

- Should a tenant, owner, or their guest violate this policy, the Board will be notified.
- The owner responsible will then be fined accordingly.

BVTHA -9
POLICIES AND PROCEDURES

TITLE: SITE INSPECTIONS / DESIGN REVIEWS

THOSE AFFECTED: All homeowners in Bordeaux Village.

PURPOSE

- To preserve the value of property in Bordeaux Village.
- To ensure the cooperation of every homeowner in keeping the community well-maintained and beautiful.
- To assist homeowners in identifying needed property repairs that may otherwise go unnoticed.

POLICY

Throughout the year, site inspections, also known as Design Review, will be performed on the outside of all townhomes in Bordeaux Village. **If it is determined that repairs are needed, the Design Review Committee will send a letter to the owner listing the items requiring maintenance.**

Owners should contact the Design Review Committee by the date shown in the letter to report on the intentions of any repairs to be made, and an Exterior Maintenance Form submitted to the Board for approval before any work has begun.

During the inspection, problems are noted such as mildew and rotted boards, unsightly debris, units needing painting/repair, chimney issues, and other various elements for which owners are responsible and that detract from the beauty of the neighborhood.

The Design Review Committee will be happy to assist the owner with recommendations for resolving any maintenance issues.

Within 60 to 90 days of the site inspection a follow-up inspection will be made on townhomes where issues were noted.

A fine of $100 per month will be assessed if the owner fails to contact the Design Review Committee or a Board member about repairs outlined in the design review letters by the date mentioned in the design review letter.

For additional information, please refer to the Declaration of Covenants, Conditions and Restrictions (Page 14, Section 2. Maintenance of Town Homes).

BVTHA - 10
POLICIES AND PROCEDURES

TITLE: PREVENTING TERMITE INFESTATION

THOSE AFFECTED All homeowners and residents of Bordeaux Village

We live in an area of the country that is termite prone. Termites need MOISTURE to survive. Any place around the foundation of your unit that stays wet constantly (ground, siding, etc.) is inviting termites to breed.

A chemical barrier has been placed around the outside of your unit. It is approximately 6" wide by 6" deep. Termites will die if they enter this ground. It is therefore extremely important that you do not disturb this barrier. Termites can get through a crack as thin as paper.

1) Do not dig, plant, or add soil or mulch within 8" of the building. If something happens to disturb the barrier, such as gardening, please call the Board of Directors or our contracted Termite Company right away.
2) If you have any cable or telephone work done, be absolutely certain they do not disturb the ground within 8" of the building. If the ground is disturbed, please call the Board of Directors or our contracted Termite Company.
3) If your fence is extended to the end of your chimney, you have created a source for a lot of termites. You need to take extra precautions to avoid problems. The wooden fences should be completely off the ground. Either dig a trench under the fence, or have it trimmed. Also, your fence should not touch your unit If it does, just strip a small piece of the fence board away.
4) If you Install a gutter on the side of the chimney with a spout, make sure it drains the water away from the unit and the neighbor's unit. The drip from the roof hits against the fence and can spray back to the building and keep the wood wet almost constantly. Also, the fence can block the sun from getting to the siding to dry it out.
5) Do not store anything against the building. Leave as much space as possible for airflow to dry out the siding. Every couple of weeks, feel the bottom of the siding. If it is damp, you have a problem and need to take steps to correct it by calling our contracted Termite Company.
6) A leaky faucet or any type of leak that keeps the ground next to the building constantly wet should be corrected immediately. This will eventually destroy the chemical barrier.
7) Walk all around your unit at least once a month and check the slab. You should be able to see a minimum of **4" of** the slabs. If the ground or grass is any closer to the siding than 4", this needs correcting.
8) If you see anything suspicious, let the Termite chairperson or the Board of Directors know right away. By working together, we should be able to keep the buildings termite free.

YOU ARE NOT ALLOWED TO REMOVE BAIT TRAPS AT ANY TIME.

BVTHA - 11
POLICIES AND PROCEDURES

TITLE: PARKING VIOLATIONS

THOSE AFFECTED: All residents of Bordeaux Village

POLICY

- Each unit has at least one parking space, some have more. Residents must not park in or allow their guests to park in another owner's parking space without permission.
- No one is allowed to double-park, i.e. one car behind the other in the same parking space.
- During the day, no one is allowed to block access to the mailboxes. The US Post Office will not deliver the mail if they cannot drive up to the mailboxes.
- No one is allowed to park on the common ground, i.e.. on the grass.
- Guest parking spaces **may not** be used as additional parking spaces for residents.

PURPOSE

- To ensure that all residents assigned parking spaces are unobstructed and available for their use.
- To ensure that vehicles are not parked on the common ground.
- To ensure that the United States Post Office trucks can drive up to all mailboxes.
- To ensure guest parking spaces are available for guests.

PROCEDURES

- If a violation of this policy is observed, a Board Member should be notified.
- The unit owner or resident will be contacted to remind them of this policy and to ask them to remove the vehicle immediately.
- If the owner or resident refuses to remove the vehicle, the owner of the unit will be fined $25 per day until the vehicle is removed. The fine will be added to the monthly statement.
- Repeat offenders will be fined with no additional warnings given.

BVTHA - 12
POLICIES AND PROCEDURES

TITLE: PREVENTION OF VEHICLES BLOCKING TOWNHOME ENTRANCES AND EXITS

POLICY: **All vehicles must be parked at least six (6) feet away from any townhome entrance to ensure safe access for residents, visitors, and emergency personnel.**

THOSE AFFECTED: *All Bordeaux Village residents and their guests.*

PURPOSE: This policy is based on the Bordeaux Village Declaration of Covenants, Conditions & Restrictions, Article V, Section 6, regarding activities that may create unsafe or hazardous conditions. To ensure that townhome entrances and exits remain accessible at all times. Vehicles parked too close to an entrance may prevent residents from safely entering or leaving their homes and may interfere with emergency personnel responding to an emergency.

PROCEDURES

1) ***Residents who observe a vehicle parked within six (6) feet of a townhome entrance should notify a Board member and provide the location of the vehicle.***

2) ***Upon receiving a report, the Board will make reasonable efforts to contact the vehicle owner or responsible resident and request that the vehicle be moved immediately.***

3) ***If the vehicle is not moved, the Board may issue a written notice of noncompliance and take further action as permitted by the Association's governing documents and applicable law, including fines.***

BVTHA-13
POLICIES AND PROCEDURES

TITLE: ABANDONED VEHICLES

THOSE AFFECTED: All residents of Bordeaux Village

POLICY: Abandoned vehicles are strictly prohibited on Bordeaux Village property. An abandoned vehicle is defined as any vehicle which has no current state license or inspection (brake tag) sticker. A vehicle could also be considered abandoned if it is mechanically inoperative or is unable to lawfully move under its own power (including flat tires).

Vehicles in assigned parking spaces are not excluded from this policy.

PURPOSE: To preserve the value and aesthetics of the property in Bordeaux Village.

PROCEDURES

- If a violation of this policy is observed a Board member should be notified.
- The owner responsible will then be notified in writing.
- Failure to promptly remove the vehicle could result in a daily fine of $25 until it is taken away or a valid state license plate is properly displayed on the rear license plate bracket.

BVTHA - 14
POLICIES AND PROCEDURES

TITLE: POOL AND TENNIS COURT RULES

THOSE AFFECTED: **All residents of Bordeaux Village**

POOL HOURS: Sunday thru Thursday - 7:00 AM to 10:30 PM
Friday and Saturday - 7:00 AM to 12:00 midnight

POLICY/PROCEDURES: Each owner and tenant is required to follow the standard safety rules for the pool and tennis court areas. Anyone seeking entrance to the pool without a key should not be allowed to enter. Lifeguards are not provided you are responsible for your safety and the safety of your guests.

- The pool and tennis court areas are reserved for residents only. These areas are kept locked for safety and insurance reasons. The gate must be kept closed at all times
- Residents may invite up to 4 guests per unit. The resident must accompany guests at all times.
- An adult must always accompany children and teenagers under age16 while they are in the pool and tennis court areas Unsupervised children or teenagers under age 16 will be sent home.
- No animals are allowed in the pool or tennis court areas at any time.
- No glass containers are allowed in the pool area at any time. **See Policy 14A** next page for details
- No BBQ pits are allowed in the pool or cabana area at any time.
- No running is permitted.
- Courtesy is expected from everyone. Music and TV volume must be monitored and not become intrusive to guests or owners.
- All trash should be disposed of before leaving the pool area and taken with you as there is no garbage pick-up in the pool or tennis court areas.
- Please straighten furniture and leave the area clean and orderly. Turn off the lights if you leave after dark.
- **Do not open the gate for anyone who does NOT have a key!**
- Parking is not available by the pool or tennis court areas. The parking areas adjacent to the pool and tennis court are reserved for residents living in the adjacent area

BVTHA – 14A
POLICIES AND PROCEDURES

TITLE: NON-BREAKABLE CONTAINERS IN POOL/TENNIS COURT ENCLOSURE

THOSE AFFECTED: All residents of Bordeaux Village

PURPOSE: To ensure that all homeowners, tenants and guests continue to have a safe pool and tennis court area to enjoy.

POLICY: In addition to the rules stated in BVTHA-7 regarding the use of the pool and tennis court:

- **Without exception, no breakable containers of any kind are allowed inside the pool and tennis court enclosure at any time.**
- **The first violation of these above rules can result in a fine of $250 being added to the homeowner's account.**
- **Each subsequent violation of this rule can result in a fine of $500 being added to the homeowner's account**

Homeowners are also reminded that they are responsible for the actions of their guests, and their tenants and their guests while on Bordeaux Village property

These rules are for the protection of all residents, and to make the area a relaxing and beautiful place for Bordeaux Village residents to enjoy.

BVTHA - 15
POLICIES AND PROCEDURES

TITLE: POOL KEYS

THOSE AFFECTED: All homeowners and residents of Bordeaux Village

POLICY:

- **Pool keys are acquired by the previous owner at the closing of the property sale.**
- Lost Pool keys will be given to homeowners if their dues and assessments are up-to-date.
- A Pool Key form is required to be signed by the owner and kept on file with the Association records.
- Tenants must obtain pool keys from their respective town homeowner.
- Board of Directors maintains the keys.

PURPOSE: To ensure the pool and tennis court areas are protected from unauthorized use. The areas are reserved for the benefit and pleasure of Bordeaux Village residents and their guests.

PROCEDURE: If a pool key is lost, the homeowner must contact a Board member to obtain another key for their unit. The owner will be billed as follows.

First lost key	$25
Second lost key	$30
Third lost key	$35
Fourth lost key	$40

And so on...

BVTHA - 16
POLICIES AND PROCEDURES

TITLE: PET CONTROL AND MANAGEMENT

THOSE AFFECTED: All residents of Bordeaux Village

PURPOSE: To ensure that all residents can enjoy their pets, while also ensuring all residents of their rights to use and enjoy their Bordeaux Village property.

POLICY

- Pets must be walked on a leash as required under Louisiana Revised Statute § 3:2771. It is illegal for any dog owner to allow a dog to run at large on unenclosed land or to trespass on another person's property. Dogs must remain under direct control or confined to the owner's premises.

- All pets must always be on a leash, and the leash must be in the hands of the owner or the owner's dog handler.

- No pets may be tied to a leash or tethered outside without the owner being present and holding the leash.

- Dog owners must control the barking of their dogs. Occasional barking is natural and understandable; continuous/uncontrolled barking without cause will not be permitted.

- Dog owners must immediately clean up any excrement left by their dogs. Excrement must be disposed of within the dog owner's unit; it may not be deposited anywhere in the common area or in the garbage cans of other units.

- Owners are responsible for all damage caused by their pets. This includes lawn damage, damage to plants and costs of cleaning up.

PROCEDURES

- Should a tenant, owner, or their guest violate this policy, a Board member should be notified.
- The Board will then contact the offender or responsible unit owner, reminding him/her of this policy.
- Should the offender fail to resolve the offense, the owner of the unit will then be fined $25.00 per occurrence.
- Such fines will be then added to the owner's monthly assessment.

Furthermore, as set forth in the Bordeaux Village Declaration of Covenants, Article V, Section 7, pets constituting a nuisance may be ordered by the Board to be kept within the owner's or tenant's townhome or ordered expelled from the properties.

BVTHA - 17
POLICIES AND PROCEDURES

TITLE: GARBAGE, GARBAGE CANS AND TRASH

POLICY

- Garbage is collected on **Monday,** morning.
- Trash and garbage are collected on **Thursday** morning.

THOSE AFFECTED: All residents of Bordeaux Village

GUIDELINES:

- **Please be sure the lids on garbage cans are closed. Trash inside the bins must be disposed of using either plastic or paper garbage bags.**

- Kenner's waste management company will only pick up garbage that is placed in the rolling containers provided by them. The container should be placed near the curb after 4:00 PM, on Sunday and Wednesday.

- Garbage cans should be retrieved from the curb and stored next to your unit as soon after garbage pick-up as possible. If you will not be home, please make arrangements to retrieve your garbage can.

- Each unit's garbage can must be stored next to the unit. The board will not dictate the exact storage location for each garbage can except that it **may not** be stored in a driveway next to a unit. There is potential for damage to vehicles entering and leaving the property

- All forms of trash, including small construction debris of any type, must be bundled and placed at the curb **only on Wednesday night.** It is the owner's responsibility to promptly remove any trash not picked up by the waste management company. Contact the waste management company for pick-up of large items.

- Owners could be subject to a fine for trash put out too early prior to Wednesday, and for trash left at the curb after the trash pickup time on Thursday. Special consideration will be given for extremely large items but please remember it is the resident's responsibility to remove all items not picked up by the garbage collector in a timely manner.

- A fine of $10 per day per occurrence could be levied against owners not in compliance with these rules.

BVTHA -18
POLICIES AND PROCEDURES

TITLE: SIGNS

POLICY To establish guidelines relative to an effective means in maintaining the beauty and uniformity of Bordeaux Village

THOSE AFFECTED All homeowners and residents of Bordeaux Village.

PURPOSE To assure that all homeowners are made aware of their obligations in maintaining Bordeaux Village according to policy.

PROCEDURES

Personal signage shall not be erected or maintained on any part of the Properties.

- Small *For Sale* or *For Rent* signs are allowed on the common ground of BVTHA. These signs must be posted within eighteen inches (18") of the town home that is being advertised.
- Large *For Sale* or *For Rent* signs are to be posted on the common area between the sidewalk and the townhomes.
- The City of Kenner will not allow *For Sale* or *For Rent* signs to be placed on the berm area between the sidewalk and the street and Code Enforcement can remove them. *(Berm area is the grass strip situated between the sidewalk and the street)*
- Contractor or retail company signs are not allowed.

ACTION TO BE TAKEN If any unauthorized signs, such as the above, are posted, they shall be removed.

BVTHA -19
POLICIES AND PROCEDURES

TITLE: INFRACTIONS OF COVENANTS, CONDITIONS, RESTRICTIONS AND/OR BY-LAWS, OR POLICIES AND PROCEDURES
POLICY

Any infraction, by owner or his/her tenants and or guests, of the Covenants, Conditions, and Restrictions and/or By-Laws of Bordeaux Village Town Homes, not specifically addressed by other Resolutions or Policies, shall subject the owner of the units involved to a fine of $100 per occurrence.

THOSE AFFECTED All residents of Bordeaux Village

PURPOSE To assure that all residents of Bordeaux Village are aware of, and comply with, the rules and regulations contained in the BVTHA Covenants. Conditions and Restrictions and/or By-Laws and set up to protect the rights of each and every property owner.

PROCEDURES

- The owner of the unit involved with the infraction shall be notified of it in writing.
- After ten (10) days written notice, if the subject infraction is not corrected or resolved, such fines shall be added to the owner's monthly assessment.