



Townes at Enclave

Maintenance Responsibility Chart

Component / Area	Responsible Party	Responsibility Description	Declaration Reference
Common Property (general)	Association	Maintain and keep in good repair all Common Property and improvements (the Board sets scope/schedule).	Art. 5 §5.1 (A&R 5/16/2024); Am. 1/9/2025 §1
Entry features & entry landscaping	Association	Maintain entry features & landscaping; pay water/electric for irrigation.	Art. 5 §5.1(a), (d); Am. 1/9/2025 §1
Community landscaping (parks/open space/medians/islands)	Association	Maintain landscaping on exterior/common areas.	Art. 5 §5.1(c); Am. 1/9/2025 §1
Streetlights & Streetlights; electricity for streetlights	Association	Maintain community street signs and streetlights; pay for electricity.	Art. 5 §5.1(e); Am. 1/9/2025 §1
Private community streets/roads/paths	Association	Maintain private streets, roads, paths (and parking, if any).	Art. 5 §5.1(f); Am. 1/9/2025 §1
Stormwater facilities (detention/retention, drainage)	Association	Maintain stormwater facilities if not maintained by a governmental entity.	Art. 5 §5.1(g); Am. 1/9/2025 §1
Perimeter/retaining walls & fencing (Association-owned)	Association	Maintain perimeter walls, retaining walls & fencing (incl. boundary fence along Gwinnett Drive).	Art. 5 §5.1(h); Am. 1/9/2025 §1



Water/sewer pipes or facilities serving >1 Unit	Association	Maintain shared water/sewer facilities not maintained by a governmental entity.	Art. 5 §5.1(i); Am. 1/9/2025 §1
Recreational facilities & gate system (if any)	Association	Operate/maintain recreational facilities and the Gate System.	Art. 5 §5.1(j), (k); Art. 5 §5.10; Am. 1/9/2025 §1
Termite bond (covering Units)	Association	Maintain a termite bond covering the Units.	Art. 5 §5.1(l); Am. 1/9/2025 §1
Landscaping on exterior portions of Units	Association	Routine mow/blow/fertilize/weed of sod; pine straw/mulch; includes landscaping within patios/planters/courtyards (access required).	Art. 5 §5.4(a); Am. 1/9/2025 §2
Roofs, gutters & downspouts (Units)	Association	Maintain roofs, downspouts & gutters.	Art. 5 §5.4(c); Am. 1/9/2025 §2
Driveways, walkways, steps (surfaces)	Association	Maintain surfaces of driveways, walkways, and steps.	Art. 5 §5.4(d); Am. 1/9/2025 §2
Exterior building surfaces (excluding hardware & glass)	Association	Maintain exterior building surfaces; **no** waterproofing of foundations above/below grade.	Art. 5 §5.4(e); Am. 1/9/2025 §2
Owner Unit – interior & improvements; unit-specific lines	Owner	Maintain Unit & all improvements; remove litter; comply with codes; maintain pipes/wires/conductors serving only that Unit (incl. water line to the Unit's sub-meter/meter).	Art. 5 §5.2



HVAC or similar equipment outside Units	Owner	Maintain exterior HVAC or similar equipment serving only that Unit.	Art. 5 §5.4 exceptions (i); Am. 1/9/2025
Doors (incl. storm/screen) & garage doors/hardware	Owner	Maintain doors, frames, hinges, hardware, and garage doors.	Art. 5 §5.4 exceptions (ii); Am. 1/9/2025 §2
Hose bibs in exterior walls	Owner	Maintain hose bibs contained in exterior walls of a Unit.	Art. 5 §5.4 exceptions (iii); Am. 1/9/2025 §2
Exterior lighting fixtures for a Unit	Owner	Maintain lighting fixtures outside an entryway or in a garage for that Unit.	Art. 5 §5.4 exceptions (iv); Am. 1/9/2025 §2
Windows, screens, frames & glass	Owner	Maintain/replace windows, screens, frames, and glass.	Art. 5 §5.4 exceptions (v); Am. 1/9/2025 §2
Foundations & waterproofing (above/below grade)	Owner	Maintain foundations/footings and any waterproofing.	Art. 5 §5.4 exceptions (vi); Am. 1/9/2025 §2
Fences installed by Owner; locks on gates serving only one Unit	Owner	Maintain owner-installed fencing and locks on any exterior gates serving only one Unit (the boundary fence on Gwinnett Drive excluded).	Art. 5 §5.4 exceptions (vii), (viii); Am. 1/9/2025 §2
Unit-specific pipes/wires conduits (even outside Unit boundaries)	Owner	Maintain all unit-specific pipes/wires/conduits; water line to sub-meter/meter.	Art. 5 §5.2; Art. 5 §5.4 exceptions (ix); Am. 1/9/2025 §2



Decks & patios (incl. surfaces; enclosed or not) **	Owner	Maintain, replace, repair, paint, stain, and related tasks for **decks and patios (moved from Association to Owner by 1/9/2025 amendment).	Am. 1/9/2025 §2
Party walls/fences between Units	Owners of affected Units	Share cost of reasonable repair/maintenance; casualty restoration shared equally (subject to negligence); arbitration process for disputes.	Art. 5 §5.3
Damage caused by negligence/willful act	Owner (Specific Assessment)	If the Association must repair due to Owner/Occupant negligence or willful act, costs may be assessed to that Unit.	Art. 5 §5.1 (last ¶)
Failure to maintain by Owner; emergency action	Owner (Specific Assessment)	If the Owner fails to maintain it after notice (or in an emergency), the Association may perform work and assess costs as a lien.	Art. 5 §5.2 (last ¶)
Association insurance & repairs after casualty	Association	Carry property/liability on Common Property and may carry blanket on Units (excludes owners' personal property/betterments); manage repair/reconstruction; levy special assessments if proceeds are insufficient.	Art. 8 §8.1–§8.2; Am. 1/9/2025 §3
Insurance deductible allocation	Owner / Multiple Owners	Deductible allocated to the party(ies) who would repair absent insurance; if multiple Units/Common Property affected, Board may apportion equitably; per-occurrence cap.	Art. 8 §8.3

Disclaimer: This chart is a convenient summary only and does not replace the recorded Declaration and Bylaws. In any conflict, the governing documents control. For questions on a specific component, consult legal counsel or the Board.