



4140 Southport Supply Road, Suite B
Southport, NC 28461
stjamespoavlm@gmail.com

February 1, 2019

RE: **2019 Vacant Lot Maintenance Program** - Account No: _____ - Prop Address _____ Section: ____ Lot: ____

Dear St James Plantation Property Owner:

All undeveloped property needs maintenance to preserve the integrity of the neighborhood, and it is the responsibility of each vacant lot owner to provide this maintenance. In order to facilitate this responsibility, the POA offers an optional annual Vacant Lot Maintenance Program, below current market cost, for year-round lot maintenance. The program consists of four (4) phases, with quarterly visits to mow, weed eat, trim and remove occasional small deadfall that is 4 inches or less in diameter and not excessive. Large scale cleanups and tree service work that may be needed from time to time such as after major storms is outside of the normal scope of plan maintenance and may result in additional costs.

You may enroll in the POA Vacant Lot Maintenance Program, maintain your lot yourself, or hire a contractor of your choice to maintain your lot. Please note, if you choose not to utilize the POA Program, your lot will be inspected as the POA Contractor is working in your neighborhood. If your lot has not been mowed and maintained and is showing similar vegetation heights as the other vacant in the area lots (prior to phase maintenance), has major tree or debris fall such as limbs, large amounts of pine cones or is in need of weed removal when the vacant lot maintenance crew is in your neighborhood at the phase scheduled dates, the Contractor is authorized by the POA to perform the needed maintenance. The cost of that unscheduled maintenance is \$100.00 per phase. You will receive notification of the charge via letter including before/after dated pictures each time the vacant lot was maintained by the POA Contractor.

The annual cost to enroll in the 2019 POA Vacant Lot Maintenance Program remains \$180.00, due by March 15, 2019. The deadline to opt into this year's POA Program is March 15, 2019. To opt into the POA VLM Program, please return the completed stub below and the fee by check only made payable to St. James Plantation POA in the amount of \$180.00 in the enclosed reply envelope prior to March 15, 2019. Please note this mailing address **IS NOT** the mailing address for POA assessments.

If you are planning to build on your vacant lot in 2019, the lot requires maintenance until ACC New Construction Approval is granted. If you opt into the program, reimbursement of the unused phase fees (\$45/phase) will be processed for **Phase 1 and 2 only** upon receipt of your request to stjamespoavlm@gmail.com for reimbursement of unused 1st or 2nd phase fees. **Reimbursements will not be processed for Phase 3 and 4.** Please include a copy of the ACC Approval letter with your request.

Please direct any inquiries regarding the Vacant Lot Maintenance Program in writing to stjamespoavlm@gmail.com or to the above address, Attn: VLM Program. The POA appreciates your cooperation in keeping St. James Plantation a beautiful community.

On behalf of St. James Plantation POA, by;

Renee Welsh, CMCA, AMS
Assistant to the Community Manager
Vacant Lot Maintenance Administrator

CUT HERE AND RETURN

Property ID No. _____ Property Owner Name(s) _____

Check one: _____ POA Vacant Lot Maintenance Program _____ Self-Maintain or my Contractor

St. James Plantation Property Address: _____ Sec _____ Lot _____

Property Owner Signature _____ Date _____