



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

January 31, 2020

RE: **2020 Vacant Lot Maintenance Program** - Account No: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_

Dear St James Property Owner(s)

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 maintained appropriately, the POA Contractor will maintain the lot and you will be billed at \$100 per phase maintenance. 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 2020 POA Vacant Lot Maintenance Program remains \$180.00. The deadline to opt into this year's POA Program is **March 13, 2020**. 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. A reply envelope has been included for your convenience. Please note the reply envelope's mailing address **IS NOT** the mailing address for POA assessments. This fee needs to be returned to the POA Office not the Lockbox for assessments.

If you are planning to build on your vacant lot in 2020, 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](mailto:stjamespoavlm@gmail.com) for reimbursement of unused 1<sup>st</sup> or 2<sup>nd</sup> phase fees. Also, if a vacant lot is sold after the 2<sup>nd</sup> phase of maintenance a reimbursement will not be issued (POA recommends including the \$90 (phase 3 & 4) or \$45 (phase 4 only) in your sales price to the buyer). **Reimbursements will not be processed for Phase 3 and 4 of the 2020 VLM Program.**

Please direct any inquiries regarding the Vacant Lot Maintenance Program in writing to [stjamespoavlm@gmail.com](mailto: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**

**2020 VLM PROGRAM**

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 \_\_\_\_\_

## 2020 VACANT LOT MAINTENANCE SCHEDULE

Vacant Lot Property Owners who have opted out of the POA 2020 Vacant Lot Maintenance Program must have their vacant lot maintained per the Vacant Lot Maintenance Policy. If your lot has not been mowed and maintained and is showing similar vegetation heights as the other vacant lots in the area (prior to phase maintenance), has debris/downfall, 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 below, your lot will be maintained and you will be billed accordingly (\$100.00 per phase maintenance). Please review the detailed program information and the schedule below.

**The POA Contractor Schedule for the 2020 Vacant Lot Maintenance Program is specified below:**

<b><u>Phase 1</u></b>	Phase 1 - Week 1 & 2	4/06/20 – 4/17/20	South of Polly Gully Bridge
	Phase 1 - Week 3	4/20/20 – 4/24/20	Founders/Players/Regency
	Phase 1 - Week 4 & 5	4/27/20 – 5/08/20	Members/Georgetown/Legacy
	Phase 1 - Week 6 & 7	5/11/20 – 5/22/20	Woodlands/SeaSide/Oceanic Bay
	Phase 1 - Week 8, 9 & 10	5/25/20 – 6/12/20	Reserve
<b><u>Phase 2</u></b>	Phase 2 - Week 1 & 2	6/15/20 – 6/26/20	South of Polly Gulley Bridge
	Phase 2 - Week 3	6/29/20 – 7/03/20	Founders/Players/Regency
	Phase 2 - Week 4 & 5	7/06/20 – 7/17/20	Members/Georgetown/Legacy
	Phase 2 - Week 6 & 7	7/20/20 – 7/31/20	Woodlands/SeaSide/Oceanic Bay
	Phase 2 - Week 8, 9 & 10	8/03/20 – 8/21/20	Reserve
<b><u>Phase 3</u></b>	Phase 3 - Week 1 & 2	8/24/20 – 9/04/20	South of Polly Gulley Bridge
	Phase 3 - Week 3	9/07/20 – 9/11/20	Founders/Players/Regency
	Phase 3 - Week 4 & 5	9/14/20 – 9/25/20	Members/Georgetown/Legacy
	Phase 3 - Week 6 & 7	9/28/20 – 10/09/20	Woodlands/SeaSide/Oceanic Bay
	Phase 3 - Week 8, 9 & 10	10/12/20 – 10/30/20	Reserve
<b><u>Phase 4</u></b>	Phase 4 - Week 1 & 2	11/02/20 – 11/13/20	South of Polly Gulley Bridge
	Phase 4 - Week 3	11/16/20 – 11/20/20	Founders/Players/Regency
	Phase 4 - Week 4	11/23/20 – 11/26/20	Members/Georgetown/Legacy
	Phase 4 - Week 5	11/30/20 – 12/04/20	Woodlands/SeaSide/Oceanic Bay
	Phase 4 - Week 6 & 7	12/07/20 – 12/18/20	Reserve

**THIS SCHEDULE MAY BE DELAYED DUE TO WEATHER/LOT CONDITIONS - PLEASE CHECK THE POA WEBSITE FOR UPDATES.**

[www.stjamespoanc.org](http://www.stjamespoanc.org)

THE VACANT LOT MAINTENANCE POLICY IS POSTED ON THE WEBSITE