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If you have any suggestions, changes or comments, please send them to the St. James Plantation Property Owners’ Association at POA@stjamespoa.net.

Photos by John Muuss
**Introduction**

We are so glad that you chose St. James Plantation (SJP) as your home in North Carolina. This reference document will provide you with information to become familiar with the community and local area.

This handbook addresses the four major entities that govern and manage St. James Plantation — the Town of St. James (TOSJ); the SJP Property Owners’ Association (POA); the Developer (St. James Properties, LLC); and the St. James Fire Department (SJFD).

**History and Purpose**

Decades before St. James became a thriving township close to the seaport of Southport, before the first fairway was sculpted at St. James Plantation, this place was a vision, a dream. Homer Wright, with partners John Atkinson and developer Claude Smith, began this community through St. James Properties, LLC, in the 1980s. In 1991, St. James Plantation officially opened.

St. James Plantation is a gated, residential community of both working families with children and active retirees who enjoy four and a half golf courses, tennis courts, fitness centers, swimming pools, parks, a full-service marina on the Intracoastal Waterway and a beach club situated on Oak Island along the Atlantic Ocean. As of spring 2017, it is 63 percent built out; with 5,700 residents in 3,190 homes on 6,000 acres of coastal landscape.

The Town of St. James was incorporated in 1999 and is located along the southeastern coast of North Carolina — just a few miles from the City of Southport and about 30 miles south of Wilmington, North Carolina. St. James is in Brunswick County, one of the fastest growing counties in the U.S. Brunswick County is characterized by growing communities nestled in unique southeastern, coastal wetland areas.

**Key Organizations**

The **Town of St. James** includes St. James Plantation, the land associated with the St. James Community Center (SJCC) and the Town Hall, across Route 211 from the SJP Main Gate, and the commercial area on the north side of Route 211 across from the Brunswick Electric Membership Corporation (BEMC) facility. The town is responsible for town planning, ordinances and fiscal management, emergency management, yard debris and recycling disposal and street lighting. It also manages the Town Hall and SJCC.

Within the gated community, the **St. James Plantation Property Owners’ Association** operates, maintains and manages POA common areas and amenities.

The all-volunteer **St. James Fire Department**, under contract to the TOSJ, operates firefighting, fire police and medical emergency services and systems for our community.

The **Developer (St. James Plantation, LLC)** plans and builds out SJP’s undeveloped areas and amenities. The Clubs at St. James, which are owned and managed by Troon Golf, include the golf courses, tennis courts, fitness facilities (including the recently opened Signature Wellness Complex in the SeaSide area), swimming pools (excluding the Beach Club) and restaurants.
Town of St. James (TOSJ)

Website: www.townofstjamesnc.org; email: tosj@stjames.town

The TOSJ office is open Monday-Friday (9 a.m.–5 p.m.), phone: 910-253-4730. The office is in the Town Hall, 4140 Southport-Supply Road, Suite A, St. James, N.C. 28461, across Route 211 from the SJP Main Gate.

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town planning, zoning and tax revenue management; land use and development permits; budgeting and fiscal management</td>
<td>Governed by N.C. state laws and procedures for municipalities</td>
</tr>
<tr>
<td>St. James Community Center and Town Hall management</td>
<td></td>
</tr>
<tr>
<td>Emergency Management</td>
<td>With support from POA and Developer</td>
</tr>
<tr>
<td>Waste, recycling and yard debris disposal; street lighting</td>
<td>Waste Industries is under contract for trash and recycling pick up (910-253-4177, Ext. 1); Brush Bandit is under contract for yard debris disposal; BEMC is under contract for street lights maintenance</td>
</tr>
<tr>
<td>Town ordinances (e.g., animal control, firearms)</td>
<td></td>
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<tr>
<td>Coordination with other municipalities, county and state Storm Water</td>
<td></td>
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</tbody>
</table>

The TOSJ municipality is organized as a Council/Manager system, with five councilors. All councilors, elected by TOSJ residents, serve four-year terms. The Town Council members then elect a Mayor and Mayor Pro Tem who serve two-year terms. The Town Administrator/Clerk manages the TOSJ day-to-day business activities.

The Town Council conducts a regular monthly meeting on the first Tuesday of each month at 4 p.m. in the Earl Dye Council Chambers. The Council also conducts workshops on the third Thursday of each month at 9 a.m. in the Town Hall Council Chambers. Public Hearings are held when required. All meetings are open to the public and meeting minutes are posted to the TOSJ website. Members of the Town Council attend numerous meetings throughout the county representing the interests of the TOSJ.

For more details on TOSJ functions and the SJCC, see Appendix A.
SJP Property Owners’ Association (POA)

Website: www.stjamespoanc.org; email: POA@stjamespoa.net

The POA Community Manager and POA staff are available at the POA office Monday-Friday (8:30 a.m.–5 p.m.); phone: 910-253-4805, email poa@stjamespoa.net. The office is located at the Town Hall, 4140 Southport-Supply Road, Suite B, St. James, N.C. 28461, across Route 211 from the SJP Main Gate.

The POA was established to provide for the operation, maintenance and preservation of POA common areas and amenities as well as to manage architectural control of homes and other structures. Board and committee members welcome communication via open meetings, email or phone.

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management of common areas and amenities transferred by the Developer to the POA plus POA-developed amenities</td>
<td>Includes gate entrances, roads, sidewalks, ponds, paths, dog parks, pavilions, beach club (including pool and lighting), parks (Waterway, Reflection, Woodlands), playgrounds, amphitheater, kayak launch ramp, common areas and community gardens, governed by N.C. state statutes for POAs</td>
</tr>
<tr>
<td>Community Manager and office staff support</td>
<td>Subcontracted</td>
</tr>
<tr>
<td>Road, landscape and POA-owned ponds maintenance</td>
<td>Subcontracted</td>
</tr>
<tr>
<td>Gate access; security and traffic control services</td>
<td>Subcontracted</td>
</tr>
<tr>
<td>Oversight of 14 functional area committees</td>
<td>Staffed by more than 140 resident volunteers (see POA website for details)</td>
</tr>
<tr>
<td>Levy and collect POA assessments</td>
<td></td>
</tr>
</tbody>
</table>

The POA Board currently has 13 members — six representatives (property owners) elected by the property owners and seven members appointed by the Developer. Developer majority on the POA Board will continue until certain conditions, as specified in the “Master Declaration,” are met. The six property owners who are elected to serve on the Board of Directors are supported by more than 140 resident volunteers on 14 committees.

The POA Board meets on the third Wednesday of each month. Open Board Meetings for all property owners are in January, April, and July. The POA also holds an Open Informational Meeting (OIM) monthly on the third Thursday at 4 p.m. at the St. James Community Center unless there is an Open Board Meeting that month. The annual meeting is in October. Copies of the minutes of board meetings, financial statements and other general information are available at the POA office and on the website.

The Board encourages questions, suggestions and comments from all POA members. Please contact your elected Board or committee representatives whose names, phone numbers and email addresses are posted on the POA website. For more information, see Appendix B.
St. James Fire Department (SJFD)

Website: www.townofstjamesnc.org

The SJFD is located at 3628 St. James Drive, St. James, N.C. 28461, phone: 910-253-9990.

The St. James Fire Department, Inc. is a nonprofit, tax-exempt volunteer organization established to provide fire prevention and protection, as well as First Responder Emergency Medical Services (EMS) to residents of the TOSJ and the St. James Rural Fire District, as defined by North Carolina and Brunswick County officials. The SJFD has a mutual aid agreement for fire incidents with all other Brunswick County fire departments.

The SJFD is an outgrowth of the TOSJ’s Incorporation Committee. Having a fire department was an important component of the efforts to become an incorporated town. The economics showed that considerable savings would eventually accrue to the property owners through reductions in insurance premiums. Therefore, TOSJ contracts with SJFD for firefighting, medical emergency and fire police services.

The SJFD is managed by a 10-member Board of Directors. Seven of the Board members are elected by property owners in the St. James Rural Fire District, which includes St. James Plantation. Three of the Board members are appointed and include a POA representative, a TOSJ representative and the SJFD Chief.

The SJFD owns the land and equipment located at the corner of St. James Drive and Players Club Blvd. and is developing plans to build another station on Oceanic Drive in the SeaSide area to respond more rapidly to that section of the community.

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire prevention and protection</td>
<td>St. James Rural Fire District</td>
</tr>
<tr>
<td>Emergency Medical Services (EMS)</td>
<td></td>
</tr>
<tr>
<td>Recruit and train volunteers</td>
<td>Firefighters, Emergency Medical Technicians (EMTs) and fire police</td>
</tr>
<tr>
<td>Purchase and maintain equipment</td>
<td></td>
</tr>
<tr>
<td>Support other Brunswick County fire departments, as required</td>
<td></td>
</tr>
</tbody>
</table>

For more information see Appendix C.
Developer (St. James Plantation, LLC)
Website: www.stjamesplantation.com
The office is at 4006 St. James Drive SE, St. James, N.C. 28461, phone: 910-253-3301
This privately-held corporation owns properties within the TOSJ until ownership is transferred to the POA.
See Appendix D for more information about the Developer and Appendix E for more information about The Clubs at St. James.

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ownership of property for development</td>
<td>Includes the construction of roads, curbing and ponds plus installation of utilities.</td>
</tr>
<tr>
<td>Planning and build out of undeveloped areas and planned amenities</td>
<td></td>
</tr>
<tr>
<td>Real estate sales and promotion</td>
<td></td>
</tr>
<tr>
<td>Plan for residential development</td>
<td></td>
</tr>
<tr>
<td>Plan and secure permits for development of land outside the gates</td>
<td></td>
</tr>
<tr>
<td>Construct utilities and infrastructure</td>
<td></td>
</tr>
<tr>
<td><strong>The Clubs at St. James.</strong> Troon Golf owns and manages these amenities (see Notes).** (<a href="http://www.theclubsatstjames.com">www.theclubsatstjames.com</a>)</td>
<td>Provides premier golf and country club experience to members and their guests. Maintains quality golf courses, tennis courses and facilities. Operates and maintains wellness facilities, swimming pools (excluding the Beach Club) and restaurants.</td>
</tr>
</tbody>
</table>
### Key Emergency and Amenity Numbers

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Rescue or Medical Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Direct Number for 911 Dispatch and cell phone callers</td>
<td>910-253-7490</td>
</tr>
<tr>
<td>St. James Fire Department (non-emergency)</td>
<td>910-253-9990</td>
</tr>
<tr>
<td>St. James Emergency Information Line (recorded message)</td>
<td>910-253-0949</td>
</tr>
<tr>
<td>St. James Emergency Operations Center (When activated during an emergency)</td>
<td>910-363-4945 or email <a href="mailto:SJEM@atmc.net">SJEM@atmc.net</a></td>
</tr>
<tr>
<td>Brunswick County Emergency Services</td>
<td>910-253-5383</td>
</tr>
<tr>
<td>Brunswick County Sheriff</td>
<td>910-253-2777 800-672-6379</td>
</tr>
<tr>
<td>Brunswick County Emergency Operations Center (When activated during an emergency)</td>
<td>910-253-5383</td>
</tr>
<tr>
<td>North Carolina State Highway Patrol</td>
<td>800-334-7411</td>
</tr>
<tr>
<td>North Carolina Highway/Travel Information Line</td>
<td>511</td>
</tr>
<tr>
<td>St. James Security Main Gate</td>
<td>910-253-7177</td>
</tr>
<tr>
<td>Town of St. James Office</td>
<td>910-253-4730</td>
</tr>
<tr>
<td>St. James Community Center</td>
<td>910-253-3012</td>
</tr>
<tr>
<td>St. James POA Office</td>
<td>910-253-4805</td>
</tr>
<tr>
<td>St. James Marina</td>
<td>910-253-0463</td>
</tr>
<tr>
<td>Founders Club</td>
<td>910-477-8500 x 2001</td>
</tr>
<tr>
<td>Members Club</td>
<td>910-477-8500 x 1001</td>
</tr>
<tr>
<td>Members Club Athletic Club</td>
<td>910-477-8500 x 1020</td>
</tr>
<tr>
<td>Players Club</td>
<td>910-477-8500 x 3001</td>
</tr>
<tr>
<td>Reserve Club</td>
<td>910-477-8500 x 4001</td>
</tr>
<tr>
<td>Tommy Thompson’s Grill: Ext. 1</td>
<td>910-253-0767</td>
</tr>
<tr>
<td>Harborside Market Place: Ext. 2</td>
<td>910-253-0767</td>
</tr>
</tbody>
</table>

**In case of an emergency, always call 911 first.** Local fire, rescue EMS and other emergency responders are dispatched by the 911 call-center. **Do not call the Security-SJP Main Gate or the SJFD non-emergency number for emergencies.**

For information regarding updates on emergency situations such as hurricane evacuations and re-entry, etc., call the automated St. James Emergency Information Line at 910-253-0949.

We have many volunteer fire, rescue, fire police and EMS personnel within our community as well as a wide array of emergency response vehicles. Please be observant and yield to emergency vehicles displaying red flashing lights/sirens. When responding to an emergency call, our volunteers turn on their emergency flashers and red flashing light. Please yield the right-of-way to these “private” vehicles. Their response time may determine the outcome of an emergency situation.
Topics of Interest

The responsible organization is listed in parentheses.

Access to St. James Plantation (POA)

St. James has four gated entrances. Two (Main Gate and Regency) are on Southport-Supply Road (Route 211) and two are on Middleton Blvd. (SeaSide and The Grove). Visitors, vendors, and service providers can only gain access when a gatehouse is open.

Only the Main Gate is staffed and open 24/7. Regency and The Grove Gatehouses are open Monday-Friday, 7 a.m.-7 p.m., Saturday 8 a.m.-5 p.m. and closed Sunday. The SeaSide Gatehouse is open during the summer hours (Memorial Day through mid-October) Monday-Sunday, 7 a.m.-9 p.m. and is open the rest of the year (winter hours) Monday-Friday, 7 a.m.-7 p.m., Saturday, 8 a.m.-5 p.m., and closed Sunday.

St. James uses the QuickPass® electronic system with radio-frequency identification (RFID) technology for vehicle security and access. Each property owner receives, at no cost, up to two vehicle RFID tags that allow 24/7 access through all gates. Each owner must complete the “Property Owner Vehicle Registration Form” available at the POA office, and return it to the POA office by mail, email to poa@stjamespoa.net or fax to 910-253-4808.

Additional RFID tags can be purchased for $20 each with the completed RFID form. If a car is replaced, the old RFID tag may be moved to the new vehicle or a new RFID tag can be purchased. (Tags are often damaged when moved.)

The POA Office will provide a User ID and password (one per property) to access the QuickPass® website (at www.quickpass.us, through the POA website using the link on the POA homepage). The website allows guests/vendors to be registered online and granted access to SJP. Alternatively, residents can call Security at the Main Gatehouse (910-253-7177) to provide the guests/vendors information.

Access to POA Website (POA)

The POA Communications Committee maintains the POA website (www.stjamespoanc.org) that allows public access to general information and a secure portal for property owners.

To access the secure portal, the POA Office will assign a User ID to each property owner and an initial temporary password to access to the POA’s organizational structure, details and documents, community clubs/groups and resident contact information. Do not share access information.

Access to TOSJ Website (TOSJ)

TOSJ’s website is at www.townofstjamesnc.org and provides public access information for the TOSJ and SJFD.

Activities

Many activities are available to St. James residents — too numerous to mention in this document. A list of clubs, groups and activities is available on the POA website under the “Clubs/Groups” tab. Points of contact and events are listed for most clubs and groups. See Appendix E for more information.
Amenities
The following POA-owned and managed amenities require a reservation for special events: Waterway Park Pavilion, Woodlands Park Amphitheater/Picnic Area, and St. James Beach Club.

To reserve an amenity, determine first if a desired date is available by viewing the calendar under the POA website “Amenities” tab. Then access and complete the Amenity Reservation Form as well as review the Rules and Policies for that amenity.

Beach Club (POA)
The POA owns and operates the Beach Club located at SE 72nd Street on Oak Island.

Beach Club Passes. Property owners are initially issued two permanent Beach Club passes per property. If a Beach Club pass is lost or stolen, residents can purchase an additional pass at the POA office for a $15 fee. You will need to have the passes available when using the facility. You do not need your cards if you are accessing the beach only.

Beach Club Parking. A Beach Club sticker — provided by the POA Office when each vehicle is registered — is required to park in the Beach Club parking lot. Parking is also available on adjacent streets and is limited to the spaces not designated for Oak Island residents.

Bathroom Code. The restroom/shower facilities are locked. The code is available from the POA Office or on the POA website under the “Amenities” tab/Beach Club.

Chapel
In 1991, the Developer first built the exterior of the chapel and later completed and furnished the interior. The first service held in the chapel was a Thanksgiving service in November 1995, followed by the first monthly Sunday service in March 1996. In 1997, Homer Wright deeded the building and surrounding land to the St. James Chapel Board of Directors, a nonprofit corporation.

The chapel, located at 3620 St. James Drive near the SJFD, is an interfaith non-denominational facility managed by its Board of Directors. The POA maintains the building.

It is available to property owners for weddings, baptisms, memorial services and other religious activities. A non-denominational worship service with a visiting pastor is held on the second and fourth Sunday of the month at 9 a.m. For more information or to reserve the Chapel, visit the Chapel webpage under the “Amenities” tab on the POA website, call 910-253-9922 or email salmeter@ec.rr.com.
**Community Gardens (POA)**

There are two community gardens, located in the Regency and SeaSide neighborhoods that are open to all residents to grow vegetables. Residents apply for a plot yearly. For more information, go to the POA webpage, select “Amenities” tab and then click on “Community Gardens,” or send an email to sjpoacommunitygarden@gmail.com.

**Marina at St. James Plantation**

The marina, established in 1999, has 155 wet slips and 320 dry stacks. The Developer transferred control of the marina in 2008 to the Marina at St. James Plantation Board of Directors with its own homeowner’s association. For information, contact the dock master, at 910-253-0463 for boat storage, or the Dry and Wet Stack Marina associations at 910-363-4540.

**Native Plant Trails (POA)**

The Waterway Park Nature Trail goes through a forest of pines, maples and other native trees. Signs and botanical markers describe the native plants and their support of wildlife. Trail accesses with entrance signs are at Waterway Park (to the right past the bocce courts) and off Long Bay Drive (behind the marina storage building).

The Founders Nature Trail goes through the marshes. Signs and markers are similar to those of the Waterway Park trail, but there is a focus on birding, including an observation platform and osprey nest. Trail access is behind the Founders Club’s pool area.

**Ponds (POA)**

St. James has approximately 250 ponds. The POA maintains a majority of them, whereas The Clubs of St. James are responsible for a significant number.

The POA Ponds Committee is improving the health, beauty, recreation and habitat of POA ponds, as well as establishing fishing stock in certain freshwater ponds to provide residents excellent fishing opportunities.

A North Carolina fishing license is required for ages 16 and older, and fishing in designated ponds is catch-and-release. The Ponds Fishing Guidelines are on the POA website under the “Amenities” tab (Ponds) or “POA” tab (POA Committee Structure/Ponds). More information about the rules, the community’s fishing ponds, and tips on how to catch the stocked fish specie can also be found here.

Property owners planning to enhance their pond (adding plants at the ponds edge, stocking fish), can find the application form (for POA approval), guides for approved pond plants and stocking fish and the “Ponderings” document on the POA website under “POA” tab (POA Committee Structure/Ponds).

**Reflection Park**

This park is on the left side of the road as you travel towards the Regency Gate from Players Club Drive. It is a beautiful location to walk or ride your bike to and to enjoy the natural surroundings. The beautifully landscaped area is serene and quiet and surrounded by some of the best fishing ponds in SJP.
**St. James Plantation Lending Library**
The Chapel Board owns and operates this 24/7-open library, located behind the chapel. The POA maintains the library building. The library houses less than 10-years-old books (hardcover and paperback), puzzles, audio books and DVDs. Property owners can donate and borrow items.

**The Clubs at St. James (Troon)**
The Clubs at St. James (golf courses and associated ponds at Members, Players, Founders and Reserve Clubs, the wellness centers, pools — except at the Beach Club — tennis facilities, and club and marina restaurants) are owned and managed by Troon Golf.

For Club membership questions, contact the Membership Director at 910-477-8500, ext. 1004. When you become a Club member, you will receive a user ID and password for each member as well as a Club membership card. The Clubs’ website with information on amenities and events is www.theclubsatstjames.com.

**Waterway Park (POA)**
Waterway Park is located at 2713 St. James Drive (near the Founders Club). The park pavilion is a covered facility complete with picnic tables, lighting, electric outlets and overhead fans. Brick grills and a drinking fountain are also on site. Located adjacent to the picnic area are two playground areas, a fitness trail and a covered pier with views of the Intracoastal Waterway and a kayak launch pier. Bocce and volleyball courts are adjacent to the parking lot.

**Woodlands Park and Amphitheater (POA)**
The Woodlands Park and Amphitheater, located at 2623 Parkridge Drive, has a covered pavilion, a terraced, open-air amphitheater, two parking lots that hold 100 vehicles, nature trails, restrooms, a fishing pond and a dog park. A newly constructed Pavilion, accommodating 200 people, is planned for 2018.

**Communications**
The POA sends most announcements (e.g., meetings, events, operating/policy changes, security and traffic alerts) via blast email or the weekly (on Mondays) e-newsletter, “What’s Up St. James?”, but also uses the POA’s website homepage. The U.S. Postal Service is used to mail official communications (such as notification of the annual meeting) and the monthly *Cat-Tales* magazine. To ensure delivery, your contact information (address, email) must be current in the POA Database.

**Cat-Tales Magazine (POA)**
The POA Communications Committee is responsible for publishing the POA’s magazine, *Cat-Tales*. It is published monthly in hardcopy format and distributed via the U.S. Postal Service to all property owners. The POA Office receives 100 extra copies and a maximum of two copies are available to residents upon request. The PDF format of the current month’s *Cat-Tales* issue and up to two years of archived PDF issues can be accessed on the POA homepage under “Cat-Tales/Cat-Tales Archive.”
To submit an item for publication, you may access the link on the POA homepage under “Cat-Tales/Submission” or directly via email to cattaleseeditor@gmail.com. Deadline for submissions is the first day of each month prior to the next month’s issue. The magazine showcases St. James and surrounding area past events and community information. The magazine does not publish advertorial, political or religious-belief articles.

“What’s Up St. James?” E-Newsletter (POA)
The POA Communications Committee emails to all property owners a weekly electronic newsletter to provide the POA, TOSJ and St. James organizations, clubs and committees with a regular, timely way to share information and list announcements for upcoming and future St. James and local area activities.

The “What’s Up” e-newsletter is emailed each Monday to all property owners. Submit event announcements by email to WhatsUpStJames@gmail.com no later than the Friday prior to the Monday publication date. The e-newsletter does not publish announcements for commercial products or services.

Blast Email/Phone Message System (POA and TOSJ)
Residents listed in the online St. James Resident Directory are automatically added to the POA and TOSJ distribution lists for important and time-critical TOSJ and POA emails and telephone messages.

Unsubscribing from E-newsletter/Blast Email (POA)
If you “unsubscribe” to the e-newsletter or blast email service, your name will be removed from the list. You will NOT receive any emails from the POA or TOSJ except for the emergency-related emails. If you remove your name by mistake and wish to re-subscribe, call the POA Office.

Community Bulletin Board (POA)
The Community Bulletin Board (CBB) is accessed through a link on the POA homepage. It is the place to post free “Classified” notices to sell or give away items. The CBB can also be used to report lost items, request recommendations for services and to post needs for local rentals. However, advertisements to sell or rent property or for-profit, commercial products and services will not be accepted.

Members can submit entries or just browse the listings, as well as get emails when items of interest are posted. For questions or help, email the CBB Administrator at STJBulletinBoard@gmail.com.

Open Meetings (POA)
The POA holds a monthly Open Informational Meeting on the third Thursday of the month at 4 p.m. The POA Board also holds Open POA Board meetings in January, April and July. Times for these periodic POA meetings at the SJCC are provided either in “What’s Up St. James?” or on the POA website. All property owners are invited to attend.

The Annual POA Meeting is held in October for all property owners. If there is an election for open Board positions, voting results are announced during the meeting. The meeting is held at the SJCC and meeting details are mailed as well as listed on the website and in blast emails and “What’s Up St. James?”

Open Meetings (TOSJ)
The Town Council conducts a regular monthly meeting on the first Tuesday of each month at 4 p.m. in the Earl Dye Council Chambers. The Council also conducts workshops on the third Thursday of each month at 9 a.m. in the Town Hall Council Chambers.
Community Associations (Regimes)
There are nine sub-associations to provide for the specific needs of individual communities in St. James whose requirements are different from neighborhoods of single family homes. They are: Club Villas, Harbor Walk, Lakeside Commons, Marsh Winds, SeaSide (single family), Regency Lakes (single family), Shipwatch and Marina/Harborside. Each association has its own organization and establishes its own assessment in addition to the SJP POA dues.

The covenants of the SJP POA apply to all the individual community associations except for the Marina at St. James. Its covenants are separate but have been coordinated with the SJP POA. More information is available in Appendix F.

Contact Information (POA)
All property owners must provide the POA with current/updated contact information (phone numbers, email and mailing addresses) to ensure delivery of informational and official notifications. You may update most of your contact information on your online profile page on the POA website. However, you must provide your mailing address changes to the POA office by email or phone (910-253-4805).

The POA shares your contact information with the TOSJ, which uses its own system to keep property owners informed during emergency situations.

Database (POA)
With currently more than 7,500 property owners and a property count over 4,920, keeping track of everything is complex. In 2012, the POA developed the Property & Member Database (PMD) that tracks all properties in St. James under POA cognizance. This database includes the status of the property (not sold, owned/improved, owned/not improved or common area). The owner’s contact information is entered in the database and linked to the St. James property. This information is also automatically updated into the POA website.

Dog Parks (POA); Animal Control (TOSJ Ordinance) (POA Rules & Policies)
The dog parks are located at a) 2623 Parkridge Drive (Woodlands area at Pepperbush and Parkridge streets near the Amphitheater) and b) 3620 St. James Drive (next to the Chapel) with two enclosures, one for large and one for small dogs.

When there are events at the Chapel and the Amphitheater, dog park closure notices will be provided in the weekly “What’s Up St. James?” e-newsletter. Other parks are also available for dog walking. Please become familiar with the Rules and Policies regarding dogs in our community by clicking on the “Amenities” tab then click on (Parks/Dog Parks) on the POA website. Please scoop after your pet.

Also review the TOSJ’s Animal Control Ordinance that requires dogs and cats to wear a collar with identification and proof of rabies vaccination. The ordinance also prohibits pets from roaming free. More information is available on the TOSJ’s website under the “Ordinances” tab.
Dog (Pet) Registry (POA)
A Pet Registry database maintained by a St. James resident is used for an “Amber Alert”-type system for lost and found dogs. Over the past seven years, this database has helped return lost and missing dogs to their owners, as well as identifying owners of dogs found wandering loose.

Resident dog owners can choose to have their dog(s) listed in the Registry by providing information and a picture of the dog(s) along with owner contact information. If a dog goes missing, a lost dog email is sent to everyone in the Registry and to Security with information about the dog and asking help to find and return the dog. To register your pets, complete the form found under the Quick Links/Dog Registry on the POA’s homepage. The email for this registry is petsinstjames@gmail.com.

Equipment Loan

Grandma’s Gear
Grandma’s Gear is a loan program, whereby St. James residents may borrow from other residents, items needed when small children are visiting, such as high chairs, pack-n-plays, strollers, cribs, booster seats, car seats, tricycles, bicycles, activity walkers, baby monitors, gates, bed rails and baby tubs. For contact and other information to borrow or offer to loan items, click on the “Living in St. James” tab, then click on (Community Resources/Grandma’s Gear).

Senior Gear
Senior Gear is a loan program for temporary use of medical equipment while recuperating from a medical procedure, to include wheelchairs, walkers, crutches, shower chairs, potty chairs and commode risers.

For contact and other information to borrow or offer to loan equipment click on the “Living in St. James” tab, then click on (Community Resources/Senior Gear).

Mailboxes (POA)

Six weeks before construction completion on your home (or six to eight weeks before mail delivery starts), please inform the POA office.

If you reside in the Reserve or Woodlands Park area, you need to order the standard mailbox for that neighborhood if the builder has not included the mailbox. The POA Office can provide the order form.

Roads and Speed Limits (POA)
All roads within the community are privately owned and maintained by the POA. These roads are designated as Public Vehicular Areas that allow the State Highway Patrol and Sheriff to enforce all motor vehicle laws. Please be aware of the speed limits.

The community-wide speed limit is 20 mph unless posted otherwise. Some main roads are posted for 30 mph; but once off these main roads, the speed limit is 20 mph. The Security staff monitor driving speeds with radar equipment support, and tickets are issued when appropriate. Please be especially careful near the golf course clubhouse complexes where heavy vehicle traffic, pedestrian traffic and golf cart crossings increase the chance of an accident. Roadway traffic has the right-of-way at cart crossings.
Several roads in St. James have directional signs posted, for example, ‘KEEP RIGHT’ when a road goes around an island or a median divider, or on a one-way street and traffic circles. Many of these areas do not have sidewalks and pedestrians are used to traffic in these areas coming from one direction — not two. Disobeying directional signs causes dangerous and unsafe conditions and are subject to fines.

Motorists must abide by rules regarding bicyclists by sharing the road. North Carolina law gives bicyclists the right to occupy the full lane. Cyclists are prohibited from riding on St. James Drive between Ridgecrest Drive (Reserve) and Players Club Drive. The Welcome Package includes a copy of the “Guidelines for Bicyclists, Pedestrians and Motorists” brochure. A “St. James Plantation Bicycle Routes” pamphlet is also available in the POA office. Both are available on the POA website.

Golf carts are not permitted on the roads for transportation within the community. Stop signs are posted on cart paths since roadway traffic has the right of way. Pedestrians are not allowed on the golf courses. Pedestrians, whether walking, jogging or running, should use established paths where available. If none are available, pedestrians should walk single file on the road, facing traffic.

**St. James Resident Directory (POA and SJFD)**

The St. James Resident Directory provides a current listing of names, street addresses, email addresses and landline and cell phone numbers for residents.

The most current version of the directory is available on the POA website and accessible on the “Directory” tab on the homepage. There are two formats to access the directory information — via a PDF document and a query tool. The Directory is only accessible once you log into the POA website using the user ID and password, initially provided by the POA office. Residents may update their Directory information online or inform the POA Office of any changes.

The SJFD sells hardcopy version of the Directory at the Firehouse every year. Subsequent Directory sales are held at the TOSJ Office. The purchase price for the Directory insert depends on the number of pages and the binder size. The SJFD receives the net proceeds from the sale of directories as a fundraiser.

**Street Lights (TOSJ)**

To report a street light problem, call the TOSJ office at 910-253-4730. When reporting a light problem, provide the pole number, which is located on the bottom third of the pole. Brunswick Electric (BEMC) maintains the street lights and the TOSJ office will contact it for repairs. Currently, there is a Town street light program to add, move or replace street lights to provide required levels of lighting and safety.

**Trash, Recycling and Yard Debris (TOSJ)**

TOSJ (under a Brunswick County contract with Waste Industries) provides curbside trash collection weekly (Monday) and recycling pickup every other week. The pickup calendar schedule is on the TOSJ website. Waste Industries delivers garbage and recycling containers to your residence when you move in. Contact their Brunswick County Operations Services, 910-253-2520, and provide your street address to begin service.

Brush Bandit, under contract with TOSJ, provides the curbside, yard debris service every other Thursday for residential yard waste, such as grass clippings, shrub and tree pruning. The service is not for empty lot clearing or large tree removal.
Branches less than six inches in diameter and less than five feet long can be stacked and left for pickup. Loose yard debris needs to be placed in biodegradable yard bags (available at hardware stores, Wal-Mart or Costco) or in a roll-off container (similar to the garbage container) that can be purchased from Brush Bandit at 910-471-2154. Loose debris piles left on the ground will not be picked up.

Place yard debris container or yard bags curbside no earlier than 48 hours prior to and no later than 7 a.m. on the Thursday pickup day. Place trash and recycle bins curbside no earlier than Sunday, 6 p.m. and return them to their out-of-sight storage area by Monday, 9 p.m. If you are away, ask a friend or neighbor to store the containers.

A container for aluminum cans is located behind the St. James Library and next to the dog runs. Proceeds from this recycling provide financial assistance to local nonprofit organizations. The adjacent container is for cardboard only, which must be broken down and flattened. Do not leave cardboard on the ground if the container is full. Also, do not leave trash or Styrofoam in any of these containers or on the ground.

Landscape debris, white goods, bulk items, etc., can be taken to the Southport convenience site located directly across from the traffic light at Dosher Cut-Off and NC 87. The hours of operation are 8 a.m.-6 p.m. Monday, Wednesday, Friday and Saturday. Call 910-457-9484 for more information.

Used tires, batteries, antifreeze and oil can be taken to the Brunswick County Landfill in Supply. It is located on Landfill Road off Highway 17, just north of the NC 211 and Highway 17 intersection. Residents can bring items, except household garbage, to the landfill in Supply free of charge during the third week of April and September.

State- and County-Related Functions

**Driver's License/Vehicle Registration**

Within 60 days after establishing residency in North Carolina, you must obtain a state driver's license. Residents from outside the state must bring their out-of-state driver's license, proof of automobile insurance, proof of residency, and their Social Security card to the Department of Motor Vehicle (DMV). It is recommended that you also take a birth certificate or passport to the office. Out-of-state drivers must take a vision and signage test and surrender their old licenses.

DMV (driver’s license) offices are at

- 5298-3 South Main Street, Shallotte, 910-754-5114, hours: Monday-Friday, 8 a.m.-noon and 1-4 p.m.
- 111 E. Nash Street, Southport - in the old Southport Fire Department building, 252-214-0060 (mobile) – hours: first full week of each month, 9 a.m.-4 p.m.

To register your vehicle, the Shallotte registration office is at 5300 S. Main Street, Shallotte (next door to the driver’s license office), 910-754-4591, hours: 8 a.m.-4 p.m. To change an out-of-state title, owner(s) of the vehicle must have a current N.C. driver’s license, had the vehicle pass safety and emissions tests, current title, registration and insurance policy number and current mileage. Car property tax may also be collected based on value of the vehicle. Only cash and checks are accepted.
The N.C. License Plate Agency office is located at:

- 4831 Port Loop Road SE, Southport, 910-457-7020, hours: Monday-Friday, 9 a.m-1 p.m., 2-5 p.m.

For information, visit [https://www.ncdot.gov/dmv](https://www.ncdot.gov/dmv). Annually, you will receive a renewal/property tax payment and safety/emission test notification.

**Elections and Voting Registration**

Voter registration forms are available at the TOSJ office in the Town Hall. You may also register when you apply for a North Carolina driver's license at the DMV, 910-754-5114.

Residents in Player’s Club and Regency Park are in Southport Precinct 2 and will vote in Southport. All other St. James residents (Mosquito 2 Precinct) will vote at the St. James Community Center. If using early voting privileges, you may vote at the Brunswick County Government Center or in the county’s designated locations. For more information, go to the Brunswick County website at [www.brunswickcountync.gov](http://www.brunswickcountync.gov).

**Utility Contact Information**

<table>
<thead>
<tr>
<th>Service</th>
<th>Provider</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone, Cable TV, Internet, Wireless &amp; Home Security</td>
<td>ATMC (Atlantic Telephone Membership Corp.)</td>
<td>910-754-4311</td>
</tr>
<tr>
<td>Telephone, Cable TV, Internet, Wireless &amp; Home Security</td>
<td>Spectrum</td>
<td>800-892-2253</td>
</tr>
<tr>
<td>Telephone, Cable TV, Internet, Wireless &amp; Home Security (Players &amp; Regency areas)</td>
<td>AT&amp;T</td>
<td>866-620-6000</td>
</tr>
<tr>
<td>Satellite TV, Internet</td>
<td>Dish Network</td>
<td>800-823-4929</td>
</tr>
<tr>
<td>Satellite TV, Internet</td>
<td>Direct TV - Wilmington</td>
<td>855-842-4388</td>
</tr>
<tr>
<td>Electric</td>
<td>BEMC (Brunswick Electric Membership Corp.)</td>
<td>800-842-5871/910-754-4391</td>
</tr>
<tr>
<td></td>
<td></td>
<td>800-682-5309 after hours emergency</td>
</tr>
<tr>
<td>Water and Sewer (all areas) Sewer and Grinder Pump Maintenance (all areas except Players &amp; Regency areas)</td>
<td>Brunswick County Public Utilities</td>
<td>910-253-2655 after hours emergency: 910-253-5797 water 910-371-3490 sewer</td>
</tr>
<tr>
<td>Sewer and Grinder Pump Maintenance (Players &amp; Regency areas)</td>
<td>Southeastern Brunswick Sanitary District</td>
<td>910-457-0006</td>
</tr>
<tr>
<td>Trash/Recycle Pick Up (Set Up Account/Order Trash Can)</td>
<td>Brunswick County Solid Waste Department</td>
<td>910-253-2520</td>
</tr>
</tbody>
</table>
Appendix A: Town of St. James

Address: 4140A Southport-Supply Road, Southport, NC, 28461

Website: www.townofstjamesnc.org

The TOSJ office is open Monday-Friday (9 a.m.–5 p.m.); phone: 910-253-4730. The office is in the Town Hall, 4140 Southport-Supply Road, Suite A, St. James, N.C. 28461. The Town Council meets the first week of December to elect the Mayor and Mayor Pro Tem.

Areas of Responsibility

The TOSJ is responsible for the health, safety and welfare of the citizens of the Town. The specific areas of responsibility are:

- Providing fire and first responder medical services through a contract with the St. James Fire Department.
- Providing police protection through an agreement with the Brunswick County Sheriff’s Department.
- Establishing and maintaining an Emergency Management Team to coordinate with Brunswick County.
- Establishing and administering land use and permitting policies and functions via a Planning Board.
- Developing an annual town budget and property tax rate and administering town finances in compliance with North Carolina statutes.
- Developing and administering the Town’s Comprehensive (long range) Plan.
- Providing appropriate representation of residents in county and state matters.
- Instituting, as required, local ordinances and resolutions.
- Providing street lighting for safety via a contract with Brunswick Electric Membership Corporation.
- Providing and managing a town community center.
- Providing a residential recycling and yard waste pick-up program.
- Monitoring the activities of county and state agencies to identify issues which might impact the town and, where possible, taking actions to ensure that the interests of the town and its citizens are properly informed.
- Cooperating with the POA and the Developer regarding areas of mutual interest.
- Monitoring growth issues and establishing programs to address future town needs.

Town Council, Planning Board and Committees

Town Council

Members of the Town Council and their positions are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>Jean Toner</td>
<td>2019</td>
</tr>
<tr>
<td>Mayor Pro Tem</td>
<td>David DeLong</td>
<td>2019</td>
</tr>
<tr>
<td>Councilor</td>
<td>Wayne Deutscher</td>
<td>2021</td>
</tr>
<tr>
<td>Councilor</td>
<td>Jeff Mount</td>
<td>2021</td>
</tr>
<tr>
<td>Councilor</td>
<td>Don Lund</td>
<td>2020</td>
</tr>
</tbody>
</table>
The names of the Mayor and Town Councilors are current as of December 2017. Access the TOSJ website for current information.

**Town of St. James Planning Board**

The Town Council created the Planning Board as a planning agency in accordance with the North Carolina General Statutes and the Town’s Code of Ordinances. The Planning Board meetings are held at 3 p.m. in the Earl Dye Council Chambers as needed.

The purpose of the Board is to serve as an advisory body to the Town Council on planning, zoning and any/all other related matters.

The Town Council appoints five regular voting members and two alternate members to the Planning Board. The alternate members exercise all the powers and duties of a regular member when substituting for a regular member.

Terms of regular and alternate members are three years. The terms are staggered to maintain consistency on the Board.

The Town Council appoints a Chairperson and a Vice Chairperson from among the members of the Board. Terms for both positions are for one year, and either person may be reappointed to the position.

The Town Council appoints a Secretary from the town staff to assist the Board. This is an ex-officio, non-voting position.

The Zoning Administrator is the zoning enforcement officer and serves as an ex-officio; non-voting member of the Board, giving counsel and providing information when required or requested.

**Comprehensive Plan Committee**

The TOSJ Comprehensive Plan Committee was established in 2016 to provide information and analysis as input to Town Council decisions and TOSJ Comprehensive Plans to guide the future growth and continued quality and prosperity of the community.

Committee members become familiar with all aspects of land use, development trends, population projections and plans for future development within the town boundaries and adjacent to the town borders. The committee interacts with all major entities providing services and support to the TOSJ and its residents, including the Town Council, the POA, the SJFD, The Clubs at St. James, the Developer, Brunswick County and others.

The Town Council appoints at least seven residents as members, along with a liaison from the TOSJ, POA and SJFD. Committee members serve staggered three-year terms. The Chairperson and Vice-Chairperson serve a term not to exceed two years.

**Stormwater Management Committee**

This committee addresses storm water issues, including meeting regulations and evaluating effectiveness of stormwater measures.
The Town Council appoints at least five residents as committee members. The members select a chairman from among the membership.

The members serve staggered three-year terms. The Town Council has the authority to reappoint members upon their voluntary request and consent to continue to serve. The Chairperson serves a term not to exceed two years.

**Firewise Committee**

There is a minimum of five members on the Firewise Committee, all appointed by the Town Council. The Town Council appoints the chairperson for this committee who will also be a member of the Emergency Management Team.

In general, the TOSJ Firewise Committee has worked successfully since 2002 to provide a wildland fire-safe environment for all town residents. It cooperates with the TOSJ, the SJFD, the POA and the Developer. It operates as a unit of the TOSJ Emergency Management Committee. This committee has a good working relationship with local N.C. Forest Service staff, which is very supportive of the TOSJ Firewise program.

The TOSJ seeks to continue as a certified Firewise community since the benefits to our residents are well proven. With the increasing threat of wildland fire to rural communities nationwide, those who are proactive in prevention, protection and public information should have the upper hand through a positive community response in the case of a wildland fire event.

**Emergency Management Team**

The Emergency Management Team consists of 19 members, the Stormwater Management Committee Chair, the Firewise Committee Chair and the council liaison.

An emergency management plan has been developed to set forth a definite policy as to the actions to take before and after a major event. An incident is defined by the National Response Plan as “an occurrence or event, natural or human caused, that requires an emergency response to protect life or property.” This plan will attempt to provide a comprehensive all-hazards approach to handling an emergency.

This plan has been developed to assist TOSJ officials in the coordination of all St. James major entities (TOSJ, POA, Developer, The Clubs at St. James, the St. James Marina and the SJFD) as well as other municipalities, Brunswick County and state agencies.

This plan contains procedures to provide for preparedness, response, relief and recovery of the community to its normal state of affairs. It also identifies actions to be taken, associated timetables and assigns responsibilities.

The TOSJ has an emergency operations center which houses town officials and volunteers necessary to provide overall direction and control of emergency management activities during declared emergencies or at the direction of the mayor.
St. James Community Center

The St. James Community Center (SJCC) is an amenity for residents and property owners of TOSJ. The center has 12,865 square feet of space, 10 different room configurations with audio-visual and wireless capabilities. The large multipurpose room has an overhead projector system and an adjacent full catering kitchen.

The center can support fitness, social, entertainment, educational and business activities, such as meetings, seminars, wedding receptions, family gatherings, parties, and arts and crafts.

The SJCC is also available to groups outside St. James which pay a fee for use of the facility in accordance with a schedule approved by the Town Council. The Town Council, in their annual Town budget review, assesses revenues and operating costs.

Detailed SJCC information and event calendar are available on the TOSJ website. Contact a manager if you are interested in having an event or becoming a SJCC volunteer.

Manager          Paul Murphy, Pmurphy@stjames.town
Assistant Manager John Davidson, Jdavidson@stjames.town
Address:         4136 Southport Supply Road, St. James, N.C. 28461, next to the Town Hall
Phone             910-253-3012
Fax               910-253-3013
Website          www.townofstjamesnc.org (click on Community Center tab)
Hours of operation 9 a.m.-5 p.m., Monday-Friday (office); extended hours, Monday-Sunday (for events)
Appendix B: St. James Plantation Property Owners’ Association, Inc.

Address: 4140B Southport-Supply Road, Southport, NC, 28461
Website: www.stjamespoanc.org

Board of Directors

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Jerry Iverson</td>
</tr>
<tr>
<td>Vice President</td>
<td>Mike Farage</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Corolyn Foster</td>
</tr>
<tr>
<td>Secretary</td>
<td>John McGorry</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Jeff Toner</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Jim Lavin</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Deborah Pierce</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Janette Fernandes</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Dan Kingsbury</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Mark Matthews</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Bobby Masters</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Kevin Bergeron</td>
</tr>
<tr>
<td>Director-At-Large</td>
<td>Debra Moore</td>
</tr>
</tbody>
</table>

The names of the Board members are current as of January 2018.

Responsibilities

The POA has the following general responsibilities as outlined in the “Articles of Amendment” filed with the North Carolina Secretary of State on December 17, 1998 and the Amended and Restricted Charter filed with the Secretary of State on June 28, 1991.

- Establish reasonable rules and regulations governing the use of common properties.
- Levy and collect assessments to defray the common expenses of the Association.
- Construct, maintain and replace common properties.
- Contract for the management of the St. James Property Owners’ Association.
- Acquire, own, hold and improve, convey, sell, lease transfer, dedicate for public use or dispose of real property in connection with the affairs of the Association.
- Enforce the provisions of the Declaration and other rules and regulations including but not limited to the Architectural Control Committee.

Common Area Services

- Operation and maintenance of all landscaping and other flora, structures and improvements situated on the common properties and the private streets within the development
- Security and traffic control
- Lighting of entrances, boardwalks, sidewalks and walking paths
- Insect and pest control; as a supplement to state and other governmental activities
• Operations and maintenance of the St. James Beach Club, dog parks, Waterway Park and the Woodlands Park area
• Operation and maintenance of the library building
• Development and administration of an annual budget and five-year plan
• Enforcement of POA covenants, rules and policies (water, sewer and trash pick-up services provided by Brunswick County)

POA Governing Documents
These documents are on the POA website under the “How Do I” tab, (Answers to Questions/Find POA Information).
• Articles of Incorporation
• Master Declaration and Amendments
• Restrictive Covenants
• St. James POA Bylaws (2006) and Amendment (2013)
• Rules and Policies
• Policies and Procedures Regarding Home Occupation

POA Committees
The POA Board also establishes ad hoc committees from time to time as new requirements emerge.

Activities
Plans social events to help residents become better acquainted with each other and the community. Committee members generally plan one social event per month. The events may include “dinner for 6”, golf/dinner event, holiday reception, night at the theater, dance, beach party, day trip, etc.

Architectural Control
Reviews site plans, exterior building and landscaping plans, in order to preserve harmonious and aesthetically pleasing designs in St. James Plantation as required by the Master Declaration.

Communications
Supports communications venues between the POA, TOSJ, property owners and community, to include the monthly Cat-Tales magazine, the website (including the Community Bulletin Board), weekly “What’s Up St. James” e-newsletter and broadcast “blast” emails.

Community Gardens
Provides a unique amenity that fosters a spirit of community and enhances the quality of life in St. James by providing residents space to experience the rewards of gardening with their neighbors through collaborative efforts.

Finance
Supports development of the annual POA budget for submission to the Board; advises the Board on matters that may have financial impact; reviews major requests for proposal, large bids and proposed contracts and makes recommendations to the Board; and monitors POA performance to budget and recommends changes as needed to maintain proper budget adherence. A committee member serves as a liaison to the Infrastructure, Security, Ponds and Landscape Committees.

Information Technology
Plans and oversees technology and systems-related programs and equipment within the POA’s purview.
**Infrastructure**

Provides the POA Board guidance, counsel and implementation services with cost-effective management of POA assets and amenities, which include the roads, walkways, bridges, gate houses, beach club, irrigation systems, and Waterway and Woodlands parks.

**Investment**

Ensures that the POA Reserve Fund assets are invested to achieve the following objectives:

- Preserve the Reserve Fund Principal.
- Maintain the purchasing power of the current assets to maintain the level of services and programs in relation to inflation.
- Maximize return within reasonable and prudent levels of risk.
- Maintain an appropriate asset allocation based on a total return policy that is compatible with a flexible spending policy.
- Ensure that investment maturities provide availability of assets for the coming year reserve requirements.
- Follow general "safe harbor" rules.

**Landscaping**

Continues the ongoing efforts to beautify, maintain and extend the common areas and green space within St. James Plantation as well as promote community involvement through initiatives such as the Neighborhood Landscape Groups. Addresses homeowner concerns and works in concert with other POA committees and St. James organizations to create a safe and aesthetically pleasing environment for all residents. Uses economically sound methods in managing the landscaping budget to continue making the best possible decisions concerning overall goals.

**Nominating**

Identifies candidates for open POA Board position(s) in preparation for the annual meeting in October; counts all the votes for each candidate, whether by written or electronic ballot, and announces the winner(s) at the annual meeting, as required by the POA Bylaws.

**Ponds**

Works to enhance and maintain the health, water quality, beauty and recreational usage of the St. James Plantation ponds for the enjoyment of its residents. Collaborates with the community and other committees on pond-related issues and education.

**Rules and Enforcement**

Enforces all POA rules and regulations (excluding ACC) as required by the POA Bylaws.

**Safety and Security**

Works with the Board, POA Community Manager and the security contractor to identify and make recommendations for any items affecting safety and security in St. James.

**Transition**

Ensures that the requirements of the Working Plan for the transition of the POA from one controlled by the Developer to one controlled by the POA members is fulfilled. Ensures that all documents and permits are in order and up-to-date, and all infrastructure is in good condition prior to receiving notification from the Developer that such transfer will begin.
Appendix C: St. James Fire Department

Purpose

“To engage in the business of firefighting, fire prevention, rescue as well as other emergency services and owning, operating and managing a nonprofit fire department and in so doing, to own, operate and/or manage a tract of land with improvements thereon and other related facilities to enable the members to participate in the efforts of the fire department.” (From the Articles of Incorporation)

Staff

The St. James Fire Department consists of highly trained volunteer fire fighters, rescue technicians, EMTs, fire police and other volunteers.

Board of Directors

There are 10 members of the fire board including seven elected members and three appointed members. The three appointed members are: POA representative, TOSJ representative, and the Chief of the Fire Department. The Board meets on a monthly basis on the second Tuesday of the month.

Structure, Ownership and Governance

- Organized as a non-profit corporation in November 1999 with Federal and state tax-exempt status.
- A member is anyone who lives in, owns property in or works within the borders of the state and county defined fire service district.
- The day-to-day operation of the Fire Department as well as fires and other emergencies is managed by the Chief of the Department. The Chief is appointed by the Board of Directors.
- The members own the corporation; there is no stock. Any member may stand for election to the Board.
- The Board of Directors is the caretaker of the assets and members receive no compensation.
- If the corporation is dissolved, the net assets must be transferred to a comparable 501(c)(3) tax exempt organization or to a unit of government.
- All members of the department — fire fighters, EMS personnel and fire police — are volunteers.

History

The SJFD is an outgrowth of the Incorporation Committee formed under the TOSJ. It was apparent to the members of the committee that having a fire department was an important component of the efforts to become an incorporated town. The economics showed that considerable savings would eventually accrue to the property owners through reductions in insurance premiums.

Equipment

An up-to-date list of SJFD equipment is available on the TOSJ website.

Operations and Insurance Inspections

The SJFD earned a “9s” rating from the North Carolina Insurance Department in December 1999.

A recent inspection improved the North Carolina Response Rating System (NCRRS) rating to Class 3. This can result in lowering homeowner’s insurance. These inspections are under the auspices of the North Carolina Office of State Fire Marshall.
The SJFD operates under a mutual aid agreement with Brunswick County, which provides funds and operational reciprocity among county fire departments when responding to a fire or a medical emergency call.

Emergency Services include basic life support and emergency transport capabilities. Paramedic-level service is provided by Brunswick County.

**Funding**

The TOSJ and SJFD enter an annual contract for services to residents and properties within the TOSJ. Property owners in our fire district who live outside the St. James town limits are assessed an annual fire fee, collected with the annual county property tax and passed on to the SJFD in quarterly installments. An ambulance-operating stipend also is budgeted at the county level and reimbursement is made when a patient transport occurs.

The SJFD has two fundraisers by selling St. James resident directories and landscaping groundcover (spring and fall).
Appendix D: St. James Properties, LLC (The Developer)

Address: P. O. Box 10879, St. James, N.C. 28461
Website: www.stjamesplantation.com
Blog: www.stjamesplantation.com/blog
Facebook: www.facebook.com/StJamesPlantation

Purpose

To provide property owners and guests with
- A master planned community designed for a “coasting” lifestyle sustained by quality standards
- A wide range of amenities, products and services that enhance the lifestyle and increase property values.

History

- 1985 Initial site preparation, permitting and construction began.
- 1991 The first residential homes built and the first golf course, The Gauntlet, completed
- 1992 The Chapel was erected.
- 1995 The Beach Club was erected.
- 1996 The Members Club golf course opened in the fall and included a clubhouse and fitness center.
- 1997 The chapel was deeded to the Chapel Board of Directors.
- 1997 The Players Club golf course opened.
- 1998 The original waste treatment plant system was completed. After an upgrade in 1999, its operation and administration were turned over to the POA.
- 1999 The Beach Club was deeded to the POA.
- 1999 The swim club at the Members course opened. The club included an indoor swimming facility with changing and shower rooms and two Hydro Court tennis courts.
- 1999 St. James became a town in July.
- 2001 The third nine holes at the Members course opened for play in the spring.
- 2001 Plans were announced for the Reserve at St. James. Development began.
- 2002 Plans were revealed for Harborside (commercial building) and additional luxury condominiums at Marina Village.
- 2003 The Gauntlet Club was renamed The Founders Club. The clubhouse was renovated and improvements made to the golf course.
- 2003 Plans for a Nicklaus Design 18-hole golf course were announced. The new course is in the Reserve neighborhood.
- 2003 Improvements were made to Waterway Park.
- 2003 Walking trails along St. James Drive were completed.
- 2006 The Nicklaus-designed Reserve Golf course opened.
- 2007 Three Hydro Court tennis courts and a renovated clubhouse and pool area opened at the Founders Club.
- 2007 Regency Lakes opened featuring maintenance-free patio homes.
- 2007 Woodlands Park infrastructure in progress.
- 2008 The marina’s Harborside Marketplace shops and grille opened. The first phase
• 2009  The Reserve Clubhouse broke ground. Woodlands Park Amphitheater and lake officially opened.
• 2010  Woodlands Park amenities completed. The Showcase of Homes model homes opened. SeaSide neighborhood opened three models and the SeaSide Club broke ground.
• 2011  The Reserve Clubhouse opened.
• 2013  SeaSide Club opened.
• 2014  SeaSide Tennis complex opened.
• 2016  SeaSide Wellness complex opened.

**Activities and Services**

The Developer plans and manages all aspects of land development, from survey and earthwork to the installation of roads and utilities. The Developer is responsible for all sales and marketing.

**Contacts**

General Manager, Sales Executives, Resale Department, Marketing Department: (800) 245-3871
Property Management: (910) 253-3001
Club Accounting Offices (910) 477-8500 x 1007
Marina: (910) 253-0463
Appendix E: The Clubs at St. James

Website: www.theclubsatstjames.com

History
The Founders golf course was designed by P.B. Dye. Holes 1-18 at the Members course were designed by Hale Irwin. The Cate nine and the Players course were designed by Tim Cate, and the Reserve course was designed by Michael Nicklaus.

Ownership and Structure
The Clubs at St. James Plantation, LLC are owned and managed by Troon Golf.

A Signature membership provides privileges at all four clubs, subject to the dues option selected. A Premier membership provides privileges at the Founders, Players and Members club facilities, subject to the dues option. Membership privileges and dues options are outlined in the Clubs Membership Plan.

Advisory Committee
The Clubs owner has established an Advisory Committee to serve as a liaison between The Clubs owner and the members of the clubs. The Clubs owner will appoint members from time to time to serve on the Advisory Committee.

The Advisory Committee has no duty or power to negotiate or otherwise act on behalf of the club, the club owner, management or the members of the club and serves only in an advisory capacity as determined by the club owner. Presently, meetings are held on the second Friday of each month and are open to all club members.

Contacts
- Membership Director (910) 477-8500 x 1004
- Founders Club Pro Shop (910) 477-8500 x 2001
- Tennis Pro Shop (910) 477-8500 x 2011
- The Members Athletic Club (910) 477-8500 x 1020
- Members Club Pro Shop (910) 477-8500 x 1001
- Players Club Pro Shop (910) 477-8500 x 3001
- Players Club Sports Center (910) 477-8500 x 6001
- Reserve Club Pro Shop (910) 477-8500 x 4001
Appendix F: St. James Community Associations (Regimes)

Marsh Winds Condominium Association  
Club Villas Condominium Association  
Lakeside Commons Home Owners Association  
Harborside at St. James Plantation Home Owner’s Association  
Players Club Golf Cottages Home Owners Association  
Regency Lakes Home Owner’s Association  
Shipwatch Condominium Home Owner’s Association  
Harbor Walk Condominium Home Owner’s Association  
SeaSide Home Owner’s Association  
Marina – Dry Stack & Wet Slip Associations

History and Purpose

Individual associations have been formed to provide for the specific needs of individual communities in St. James whose requirements are different from the neighborhoods of single family homes.

NOTE: SeaSide and Regency Lakes are single family homes.

Organization

Each association has its own organization and establishes its own assessment in addition to the POA dues.

The covenants of the St. James Plantation POA apply to all the individual community associations except for the Marina at St. James; its covenants are separate but have been coordinated with the St. James POA.

Areas of Responsibility

For the condominiums:
- Maintenance of building exteriors
- Maintenance of common grounds and parking areas
- Maintenance of swimming pools (where applicable)

For the townhouses:
- Maintenance of common grounds
- Maintenance of the exterior appearance of the buildings

For Regency Lakes and SeaSide
- Maintenance of common grounds
- Maintenance of the exterior appearance of the homes

For the Marina
- Operation and management of the entire marina facility
- Maintenance of all structures and grounds of the marina, including parking lots, all dock structures and dredging of the marina
### Contacts

<table>
<thead>
<tr>
<th>Location</th>
<th>Management</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Club Villas</td>
<td>Lawrence Real Estate</td>
<td>(910) 454-0700</td>
</tr>
<tr>
<td>Harborside</td>
<td>Camilla Desmaris</td>
<td>(910) 363-4540</td>
</tr>
<tr>
<td>Harborwalk</td>
<td>CAS, Inc.</td>
<td>(910) 509-7197</td>
</tr>
<tr>
<td>Lakeside Commons</td>
<td>Lawrence Real Estate</td>
<td>(910) 454-0700</td>
</tr>
<tr>
<td>Marina – Dry Stack</td>
<td>Camilla Desmaris</td>
<td>(910) 363-4540</td>
</tr>
<tr>
<td>Marina – Wet Slip</td>
<td>Camilla Desmaris</td>
<td>(910) 363-4540</td>
</tr>
<tr>
<td>Marsh Winds</td>
<td>Nolan Formalarie</td>
<td>(910) 477-0085</td>
</tr>
<tr>
<td>Players Club Cottages</td>
<td>Lawrence Real Estate</td>
<td>(910) 454-0700</td>
</tr>
<tr>
<td>Regency Lakes</td>
<td>CAS, Inc.</td>
<td>(910) 509-7197</td>
</tr>
<tr>
<td>SeaSide – Phase I &amp; II</td>
<td>CAS, Inc.</td>
<td>(910) 509-7197</td>
</tr>
<tr>
<td>Shipwatch</td>
<td>Professional Assoc. Mgmt.</td>
<td>(910) 253-9147</td>
</tr>
</tbody>
</table>
Appendix G: St. James Activities

There are many activities available to St. James residents – too numerous to mention all. The POA website contains greater detail of clubs, groups and activities under the “Clubs/Groups” tab. Also, on the POA website under “Living in St. James” tab (Volunteering) is information on local nonprofit organizations who are always needing volunteers.

St. James POA Activities Committee (SJAC): The SJAC plans social events for the entire community to help residents become better acquainted with each other and the community. Committee members generally plan one social event per month. The events might be “dinner for 6”, a golf/dinner event, a holiday reception, a night at the theater, a beach party or a dance.

Ladies Golf Association and LGA Niners: The LGA has a very active membership with activities planned throughout the year. Lady golfers with varying degrees of experience and expertise play in the LGA on Tuesdays. The LGA Niners play nine holes also on Tuesdays.

St. James Men’s Golf Association (MGA): The MGA is extremely popular with a year-round variety of weekly events and tournaments. The MGA is scheduled for play on Thursdays.

St. James Tennis Association (SJTA): The SJTA was established in 2001 to promote tennis sportsmanship, friendly competition and enjoyment of the game. This association also serves as liaison to the developer of St. James in all matters concerning existing and future tennis facilities and services.

St. James Service Club (SJSC): The SJSC is dedicated to identifying and supporting the needs of the community through volunteer participation. The club is an active and successful club with hundreds of members/volunteers supporting major fundraising events benefiting local nonprofit organizations and scholars.

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The interests of the residents are wide and varied. Here is a sampling of other clubs and groups:

- Arts and Hobbies: The Artisans Group, Quilters, Photo Club, Vintage Ladies, Scrapbooking
- Book Clubs
- Environment: P.R.I.D.E., St. James Birders
- Fitness: Yoga, Pilates, Tap Dancing, Zumba, Line Dancing
- Garden Club
- Games and Cards: Bridge, Mah Jongg, Horseshoes, Bocce
- Special Interest: Bible Study, Healthy Eating Club
- Sports: Bikers, Fishing, Softball, Ping Pong, Kayaking, Bowling, Rifle and Pistol, Model Yacht Sailing
- Social: Italian, Polish, Friendly Skies, Cars, Brunswick Newcomers, Neighborhood Groups
- Veteran/Service Groups: American Legion, Kiwanis, Operation At Ease

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Appendix H: Brunswick County Government Center

Website: www.brunswickcountync.gov
Address: Old Ocean Highway, Bolivia, NC, 28422

History and Purpose
Brunswick County was established in 1764 and has a proud history as the southernmost coastal county in North Carolina. Brunswick County is primarily rural and agricultural, with more than 47 miles of ocean beaches. The towns in Brunswick County are Bald Head Island, Boiling Spring Lakes, Bolivia, Calabash, Carolina Shores, Caswell Beach, Holden Beach, Leland, Navassa, Northwest, Oak Island, Ocean Isle Beach, Sandy Creek, Shallotte, Southport, St. James, Sunset Beach and Varnamtown. In 2015, Brunswick County was the fastest growing county in the state and ranked 30th in the United States.

Organization
The county government is organized as a commissioner/manager system of government. Five county commissioners are elected for four-year terms. All registered voters in the county vote for all commissioners; however, each represents a particular district. The Town of St. James is in District 3. The Board of Commissioners meets on the first and third Mondays of the month.

Areas of Responsibility
Brunswick County is responsible for the health, safety and welfare of the citizens of the county, as provided by state law and local ordinance. Brunswick County offers a comprehensive range of services to its residents. A sampling of those services that might be of interest to the St. James residents are:

- Providing emergency planning and management for the county.
- Collecting property taxes for the Town of St. James.
- Maintaining and providing emergency services for the county.
- Providing law enforcement and judicial services for the county.
- Providing social services for the county.

Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>General Information</td>
<td>(910) 253-2000</td>
</tr>
<tr>
<td>County Manager</td>
<td>(910) 253-2016</td>
</tr>
<tr>
<td>Building Inspections</td>
<td>(910) 253-2050</td>
</tr>
<tr>
<td>Tax Administration</td>
<td>(910) 253-2829</td>
</tr>
<tr>
<td>Board of Elections</td>
<td>(910) 253-2620</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>(910) 253-4376</td>
</tr>
<tr>
<td>Planning Board</td>
<td>(910) 253-2025</td>
</tr>
<tr>
<td>Clerk of Superior Court</td>
<td>(910) 253-8502</td>
</tr>
<tr>
<td>Utilities Department</td>
<td>(910) 253-2655</td>
</tr>
<tr>
<td>County Cooperative Extension</td>
<td>(910) 253-2610</td>
</tr>
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