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ST. JAMES PLANTATIONSM

Updated Sept. 2023

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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 as your North Carolina home. This reference document will provide you the information you need to become familiar with the community and local area.

This handbook addresses the four major entities that govern and coordinate affairs in St. James Plantation — the St. James Plantation Property Owners' Association (POA); the Town of St. James (TOSJ); The Troon Group (owners and Manager of The Clubs at St. James with its golf courses and other amenities); and the St. James Fire Department (SJFD).

History and Purpose

Decades before it became a thriving community close to Southport, before the first fairway was sculpted, St. James was a vision, a dream. Homer Wright, with partners John Atkinson and developer Claude Smith, formed St. James Properties, LLC, in the 1980s to guide the development of our community. In 1991, St. James Plantation officially opened.

Incorporated as a town in 1999, St. James 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. The Town city limits include and extend beyond the borders of the Plantation. 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.



Founder & Visionary, Homer Wright

Today, St. James Plantation is a gated, residential community where working families with children and active retirees enjoy 81 holes of golf, tennis and pickleball courts, fitness centers, swimming pools, parks, a full-service marina on the Intracoastal Waterway, and the St. James Beach Club, situated on Oak Island along the Atlantic Ocean. As of February 2023, St. James is 92% built-out, with an estimated 9,100 Property Owners in 4,700 homes, on 6,000 acres of coastal landscape.

Important Dates & Events

- 1985 Initial site preparation, permitting, and construction began.
- 1991 The first residential homes built and the first golf course, The Gauntlet, completed.
- 1992 The Gauntlet clubhouse opened.
- 1992 The Chapel was erected.
- 1995 The Beach Club was erected.
- 1996 The Members Club golf course opened in the fall with 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.
- 1999 The Beach Club was deeded to the POA.
- 1999 The Swim Club at the Members Club opened, including an indoor Swimming Facility and two Hydro Court tennis courts.
- 1999 St. James became a Town on July 1st.
- 2000 The St. James Marina Village opened, with construction beginning on homes & condos.
- 2001 The third nine holes at the Members Club opened for play in the spring.
- 2001 Plans were announced for the Reserve at St. James, and development began.
- 2002 Plans were revealed for Harborside (commercial buildings) and additional luxury condos 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 New walking trails along St. James Drive and Waterway Park improvements 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.
- 2008 The marina's Harborside Marketplace shops and grille opened. The first phase of Harborwalk condominiums opened.
- 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.
- 2017 Grove Gate opened. 2 Pickleball courts opened at the Seaside Club.
- 2018 Auxiliary Beach Club parking lot completed.
- 2019 Final annexation of land into the POA, and Woodlands Park Pavilion opened.
- 2020 An additional 8 Pickleball courts opened at the Greg Reymer Pickleball complex.
- 2021 Declarant rights expired, after 30-years; St. James POA is now 100% Owner-control.
- 2021 New pathway created along Oceanic Dr., 3-picnic pavilions installed at Waterway Park.

Key Organizations

Within the gated community, the **St. James Plantation Property Owners' Association** operates, maintains, and manages POA common areas and amenities. They collect annual assessments to fund operations and capital reserves. Major operations include providing Security Service to control gate access, patrol the roads, monitor traffic, and respond to resident complaints; providing landscaping services to maintain roadsides, flower beds and pond banks; providing infrastructure support to maintain eighty miles of roads and numerous parks and facilities; and Architectural Review of homes and additions.

The **Town of St. James** municipal boundary includes the gated area, the St. James Community Center (SJCC), and the Town Hall plus undeveloped commercial area adjacent to the Main Gate, Regency Gate, and on the north side of Route 211 at Executive Park, across from the Brunswick Electric Membership Corporation (BEMC) facility. The Town is responsible for town planning & zoning, ordinances, fiscal management, emergency management, yard debris removal, animal control, and street lighting. It also owns and manages the Town Hall and St. James Community Center.

The all-volunteer **St. James Fire Department**, operates firefighting, fire police, and medical emergency services & systems for our community.

The Clubs at St. James, which are owned and managed by TROON St. James, LLC, includes four clubhouses, each with its own dining facilities, swimming pools, golf courses, tennis and pickleball courts, and fitness facilities.

Who Does What?

	State of NC	Brunswick County	Town of St. James	St. James POA	Sub- Assoc's & Condos	The Clubs at St. James TROON	St. James Property Owners
Governance							
Zoning			x				
Building Permits		x	x				
Architectural Review				x			
POA Rule's Enforcement				x			
Security Gates "Access Control"				x			
Speeding, Parking, Traffic Control				x			
Condo and Sub Assoc. Rules					x		
Town Zoning & Ordinances			x				
Flood Plane Management			x				
Firewise Community Program			x				
Emergency Management			x				
Taxing Authority			x				
State Fish & Game Reg's	NC Fish & Wildlife						
Domestic Animal Control	County Sheriff, contracted through the Town of St. James						
Club at St. James Membership Offerings, and Club Rules & Regs						x	
Emergencies call 911							
Fire / EMS	St. James Fire Dept., backed up by Southport and Oak Island						
Crimes	County Sheriff, with support from other agencies when appropriate						
Traffic Accidents	NC State Hwy Patrol						
DUI, Reckless Driving	x	x					
Services & Utilities							
Garbage Pickup		x					
Yard Debris Pickup & Paper Shredding			x				
Streetlights			x				
Recycling Pickup - GFL	Each owner contracts directly with GFL for recycling service						x
Water & Sewer	Brunswick County Public Utilities						x
Electricity	Brunswick Electric Membership Co-op "BEMC"						x
Cable & Internet	Owners contract directly with Spectrum and FOCUS Broadband						x
Plantation Infrastructure							
Roads				x			
Ponds, Stormwater features & Swales				x	x	x	x
Sidewalks, Parking Lots & Boardwalks				x	x	x	

Who Does What?

	State of NC	Brunswick County	Town of St. James	St. James POA	Sub- Assoc's & Condos	The Clubs at St. James TROON	St. James Property Owners
Mailboxes & Cluster Boxes	Owners contract w/Sign-Source for install, repair and replacement						x
Amenities	Amenities are open to all St. James residents						
Oak Island Beach Club				x			
Woodlands Park				x			
Waterway Park				x			
Nature Trails & Boardwalks				x			
All Dog Parks				x			
Fishing Ponds				x			
Country Clubs	The Clubs at St. James, are available via club membership offerings owned and operated by TROON Golf						
Founders Club - Golf, Restaurant, Pool, Tennis						x	
Members Club - Golf, Restaurant, Pool, Tennis, Fitness						x	
Players Club - Golf, Restaurant, Pool, Tennis						x	
Reserve Club - Golf, Restaurant						x	
Seaside - Pool and Fitness						x	
Greg Rymer Memorial Pickle Ball Courts						x	
Beacon 315 Restaurant at the Marina	Owned by Troon, open to all St. James Residents					x	
St. James Community Center	A public facility, owned and operated by the Town of St. James						
Flexible Meeting Space for large and small groups			x				
Craft Rooms			x				
Catering Kitchen supporting large event space			x				
Ping Pong Tables			x				
Available for Private Events			x				
St. James Town Hall	Owned and operated by the TOSJ; POA leases office space						
Business Offices of the Town and POA			x	x			



SJP Property Owners' Association (POA)

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

The POA Community Manager and staff are available at the POA office Monday-Friday (8:30 a.m.–5 p.m.); phone: 910-253-4805, fax: 910-253-4808.

The office is in the Town Hall, 4140 Southport-Supply Road, Suite B, St. James, NC 28461.

POA Key Responsibilities	Notes
Management of common areas and amenities	Includes gate entrances, roads, sidewalks, ponds, paths, dog parks, pavilions, beach club, parks, playgrounds, amphitheater, pavilion, kayak launch, neighborhood monuments, and community gardens
Community Manager and office staff support	Full staff administers subcontractors, assists owners, maintains multiple databases, provides communication resources
Road, landscape, and POA-owned ponds maintenance	Monitors and repaves roads, maintains facilities, sidewalks and trails, maintains, and enhances storm water and pond systems
Gate access; security and traffic control services	Staffs all gates and maintains QuickPass system, provides active patrol monitoring traffic and rule compliance, responds to complaints
Oversight of 13 functional area committees	Coordinates efforts of more than 140 resident volunteers (see POA website for details) assisting in all functional areas
Levy and collect POA assessments	One annual assessment which is billed semi-annually in January and July

The POA Board has 6 members — six representatives elected by the property owners. The Board members serve three-year terms and are supported by more than 140 resident volunteers on 13 committees.

The POA Board meets on the third Tuesday of each month. Open Board Meetings for all property owners are in January, April, July, and September. The POA also holds an Open Information Meeting (OIM) on the third Thursday at 4 p.m. at the St. James Community Center in February, May, and August. 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 A**.

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, NC 28461, across Route 211 from the SJP Main Gate.



TOSJ Key Responsibilities	Notes
Town planning, zoning, and tax revenue management; land use and development permits; flood plain management; stormwater quality testing, budgeting and fiscal management; police protection and animal control through the Brunswick County Sheriff's office.	Governed by N.C. state laws and procedures for municipalities.
St. James Community Center (SJCC) and Town Hall management	Provide support and coordinate space for special events and resident activities.
Emergency Management	With support from POA, St. James Fire Department, The Clubs, and Marina.
Waste and regular and special yard debris disposal; street lighting	GFL provides trash pickup (910-253-4177, ext. 1); BEMC is under contract for streetlight maintenance.
Town ordinances	
Coordination with other municipalities, county, and state	

The TOSJ was chartered as a municipality on July 1, 1999. The TOSJ municipality is organized as a Council/Manager system, with five councilors. All councilors, elected by TOSJ residents are unpaid and serve four-year terms. The election format is non-partisan and council positions are at-large, which provides for a greater focus on issues. The Town Council members elect a Mayor and Mayor Pro Tem, who serve two-year terms. The Town Manager directs the TOSJ day-to-day business activities.

The Town Council conducts a regular monthly meeting on the first Wednesday 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 10 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 sit on various committees and boards, (Cape Fear Council of Governments, Cape Fear Rural Transportation Advisory Committee) and attend numerous meetings throughout the county representing the interests of the TOSJ.

For more details on TOSJ functions and the SJCC, see **Appendix B**.

St. James Fire Department (SJFD)

Website: www.stjamesfire.org

Station 1 is located at 3628 St. James Drive, St. James, NC 28461, phone: (910) 253-9990.

Station 2 is located at 3621 Oceanic Drive in the SeaSide area to respond more rapidly to that section of the community. (910) 253-7770.

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 Town of St. James (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 and other emergency 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 to becoming an incorporated town. The economics showed that considerable savings would eventually accrue to the property owners through reductions in insurance premiums. TOSJ is committed to funding the 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.

SJFD Key Responsibilities	Notes
Fire prevention and protection	TOSJ and St. James Rural Fire District
Emergency Medical Services (EMS)	
Recruit and train volunteers	Firefighters, Emergency Medical Technicians (EMTs), and fire police
Purchase and maintain equipment	
Support other Brunswick County fire departments, as required	

For more information see **Appendix C**.

The Clubs at St. James (TROON)

Website: www.theclubsatstjames.com

The office is located in the Members Club at 3779 Members Club Boulevard, St. James, NC 28461, phone 910-477-8500.



TROON Key Responsibilities	Notes
TROON St. James, LLC owns and manages The Clubs at St. James among other amenities (see Notes).	Provides premier golf and country club experience to members and their guests. Maintains quality golf courses, tennis courts and facilities. Operates and maintains wellness facilities, swimming pools (excluding the Beach Club) and restaurants.

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 are owned and managed by TROON St. James, LLC. 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 (910) 477-8500

- Membership Director Ext. 1004
- Founders Club Pro Shop Ext. 2001
- Tennis Pro Shop Ext. 2010
- The Members Athletic Club Ext. 1020
- Members Club Pro Shop Ext. 1001
- Players Club Pro Shop Ext. 3001
- Reserve Club Pro Shop Ext. 4001
- Signature Wellness Center
At Seaside Ext. 6001

Key Emergency & Amenity Numbers

Fire, Rescue or Medical Emergency	911
Direct Number for 911 Dispatch and cell phone callers	910-253-7490
St. James Fire Department (non-emergency)	910-253-9990
Town of St. James Emergency Information Line (recorded message) (When activated during an emergency)	910-253-0949
Town of St. James Emergency Operations Center (When activated during an emergency)	910-363-4945 or email SJEM@atmc.net
Brunswick County Emergency Services	910-253-5383
Brunswick County Sheriff	910-253-2777 800-672-6379
Brunswick County Emergency Operations Center (When activated during an emergency)	910-253-5383
North Carolina State Highway Patrol	800-334-7411
North Carolina Highway/Travel Information Line	511
St. James Security Main Gate	910-253-7177
Town of St. James Office	910-253-4730
Town of St. James Community Center	910-253-3012
St. James POA Office	910-253-4805
St. James Marina	910-253-0463
Founders Club	910-477-8500 x 2001
Members Club	910-477-8500 x 1001
Members Club Athletic Club	910-477-8500 x 1020
Players Club	910-477-8500 x 3001
Reserve Club	910-477-8500 x 4001
Beacon 315	910-477-8500 x 5001

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.**

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.

Gate Passes & RFID's:



Access to St. James Plantation - QuickPass (POA)

St. James uses the QuickPass® electronic system with radio-frequency identification (RFID) technology for security and access. Listed below are the hours the different gates at St. James are staffed.

GATE	ADDRESS	Mon - Fri	Saturday	Sunday
Grove	2140 St. James Drive	7am - 7 pm	8am - 5pm	Not Staffed
Regency	4257 Regency Crossing	7am - 1:30 pm	Not Staffed	Not Staffed
SeaSide	2972 Seafield Drive	7am - 7 pm	7am - 7pm	7am - 7pm
Main gate	3974 St James Drive ph: (910) 253-7177	24 / 7		
Contractor Hours		7am - 7 pm	8am - 5pm	NONE
Beach Club Parking		Year Round: 7am - 9:30pm		
Beach Club Pool		Seasonal: 9am - 7pm		

St. James uses the QuickPass electronic system with Radio-Frequency IDentification (RFID) technology for vehicle security and access. Each property owner initially receives at no cost, two vehicle RFID tags per property that allow 24/7 access through all gates. See below for the process to request an RFID.

- Take a picture of your vehicle registration and email it to: requestRFID@stjamespoa.net
- If this vehicle is new and you do not have a permanent registration, email a temporary registration, title application or bill of sale.
- Include your name and address in the email.
- Within 3-workdays, the POA will email you instructions on the next steps and coordinate a date and time for you to come to the Town Hall parking lot to have the RFID installed.

Additional RFID tags may be purchased for \$25 (up to six (6) total for each property).

The POA Office will provide a User ID/Password to access the QuickPass website at www.quickpass.us. The website allows Property Owners to register guests, visitors, contractors, and deliveries access to SJP.

POA & Town Websites:

Access to St. James POA Website

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

To access the secure portal, the POA Office assigns a User ID and a Password to each property owner to allow access to the POA's organizational structure, details and documents, community clubs/groups and resident contact information. Please do not share website access information.

Access to TOSJ Website

TOSJ's website is at www.townofstjamesnc.org and provides public access information for the TOSJ and the Community Center.

Access to The Clubs at St. James Website: www.theclubsatstjames.com

Access to the St. James Fire Department Website: www.stjamesfire.org

POA Amenities:

The following POA-owned and managed amenities may be reserved for special events: Waterway Park Pavilion, Woodlands Park Amphitheater/Pavilion, and St. James Beach Club Pavilion.

To reserve an amenity, check the calendar under the POA website "Amenities" tab to see if your desired date is available. Then access and complete the Amenity Reservation Form as well as review the Rules and Policies for that amenity.

Beach Club

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



Beach Club Parking. An RFID sticker — available at the POA Office when each vehicle is registered — is required to park in the Beach Club parking lot and the overflow lot down the street from the Beach Club. Space 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.

Community Gardens

Two community Gardens, located in the Regency and SeaSide neighborhoods, are open to residents for growing vegetables. Residents apply for a garden plot and are placed on a waiting list as demand requires. For more information, from the POA Webpage, select "Amenities" and then click on "Community Gardens", or send an E-mail to sipoacommunitygarden@gmail.com

Dog Parks (Animal Control, TOSJ Ordinance) (POA Rules & Policies)

Dog parks are located at:

- 2623 Parkridge Drive (Woodlands area at Pepperbush and Parkridge streets near the Amphitheater), with large & small dog areas.
- 3620 St. James Drive (next to the Chapel) with large & small dog areas.



Other parks are also available for (on-leash) 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. Do not forget to 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.

Native Plant Trails



The **Waterway Park Nature Trail** winds through a forest of pines, maples, and other native trees. Signs and botanical markers identify 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 (across from the marina storage building).

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

Woodlands Trail includes two prominent gardens planted in 2020: The **Pollinator** and **Native Gardens**. These are both accessible with an entrance next to the dog park.

The **Pollinator Garden** runs along the dog park fence line. It features mostly perennial flowering plants chosen based on their affinity to support pollinators, be both deer and rabbit resistant and in some cases be host plants to caterpillars of butterflies and moths. Interpretive signage is installed to educate visitors on the importance of pollinators. Using garden photographs, frequent butterflies to the garden are identified and information on the life cycle and migration of the Monarch butterfly is presented. The gardens are maintained by volunteers through an NLG (Neighborhood Landscape Garden) program.

The **Native Garden** runs from the Pollinator Garden to the Woodlands Lake on a walkway meandering through a pocosin. The entrance is planted with masses of sunny flowering plants all native to North Carolina. Along this trail, plants are identified with signage and QR codes that are readable using your smart phone. Carnivorous plants are featured, including the Venus Fly Trap, the Pitcher Plant and Sundews. All of these were rescued from lots about to go under construction and generously donated by the property owners to the garden so that others may enjoy these rare and beautiful plants. Interpretive signage goes into detail about the carnivorous plants educating visitors about how special they are and noting that in the world, the Flytraps are only found growing wild within a 90-mile radius of Wilmington. Visitors are reminded to look but not touch these delicate plants.

Ponds

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

The POA Ponds Committee is committed to 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 “Pond 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 species can also be found there.

Property owners planning to improve their ponds (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). The SeaSide Pond is also home to the Model Yacht Club.

Reflection Park

The Reflection Park can be seen on the left side of the road as you travel towards the Regency Gate on Regency Crossing. It is a beautiful location to walk to enjoy the natural surroundings. The beautifully landscaped area is serene and surrounded by some of the best fishing ponds in St. James.

Waterway Park



Waterway Park is located at 2713 St. James Drive (past the Founders Club). The park pavilion is a covered facility complete with picnic tables, restrooms, 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 courts are adjacent to the parking lot, the Volleyball Court is near the pier and there are three additional picnic shelters; these shelters are first-come first-serve.

Woodlands Park, Pavilion, and Amphitheater

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. The Pavilion accommodates 200 people. There are two additional picnic shelters in this park; they are first-come first-serve.



Other Amenities:

St. James 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 a non-denominational, Christian facility managed by its Board of Directors.

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.



Equipment Loan - Senior Gear (Rehab Equipment)

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).

Marina at St. James Plantation (a Sub-Association within the St. James POA)

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 sub-association. For information, contact the dock master, at 910-253-0463 for boat storage, or the Dry and Wet Stack Marina sub-associations at 910-363-4540.

The Clubs at St. James (Owned and Managed by 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, croquet, pickleball, and club & marina restaurants) are owned and managed by TROON St. James, LLC.

For Club membership questions, contact the Membership Director at 910-477-8500, ext. 1004. New members 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.

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 contains books less than 10 years old (hardcover and paperback), puzzles, audiobooks, and DVDs. Property owners can donate and borrow items.

Many Other Activities

Many activities are available to St. James residents — too numerous to mention in this document. A partial 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.

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?”, as well as posting on the POA’s website’s homepage. The POA sends official communications (such as notification of the annual meeting) and the monthly *Cat-Tales* magazine by postal mail. To ensure delivery, please make sure your contact information (address, email) is current in the POA’s database.

Cat-Tales Magazine (POA)

The POA Communications Committee publishes the POA’s award winning magazine, *Cat-Tales*. It is distributed via the U.S. Postal Service to all property owners. The POA Office receives 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.”

The magazine showcases St. James and surrounding area’s past events and community information. The magazine does not publish advertorial, political or religious-belief articles.

To submit an item for publication, go to the POA homepage under “Cat-Tales/Submission” or send an email to **cattaleseditor@gmail.com**. Deadline for submissions is the first day of each month prior to the next month’s issue.

“What’s Up St. James?” and “Sports News” are E-Newsletters (POA)

The POA Communications Committee publishes “What’s Up St. James?”, a weekly electronic newsletter designed to provide residents with a regular, timely way to share information from the POA, TOSJ and St. James organizations, clubs, and committees. The publication also lists announcements for upcoming St. James activities and area activities outside St. James.

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 noon the Friday prior to the Monday publication date. The e-newsletter does not publish announcements for commercial products or services.

“Sports News” is a venue for publishing scores and results from the various sporting events at St. James, such as tennis, golf, softball, bowling, and other sports. Submit your sports announcement to STJDoesSports@gmail.com with contact information and a photo of your event. To receive the “Sports News” sign into the POA website, then access the ‘My Profile’, ‘Edit Bio’, ‘Additional Information’ section, then click ‘Yes’.

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 POA and TOSJ 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. Unsubscribing also results in your E-mail address not being included in the TOSJ emergency management E-mail notification system. If you have removed your name by mistake and wish to re-subscribe, call the POA Office. (910) 253-4805.

St. James Marketplace (POA)

The St. James Marketplace is available through a link on the POA homepage. It is the place to post free “Classified” notices to sell or give away items. It can also be used to report lost items, request recommendations for services and to post needs for local rentals. 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 poa@stjamespoa.net or call Client Services in the POA office.

Advertisements for commercial products and services will not be accepted.

Directories & Databases:

POA Database

With upwards of 5,000 properties and 8,000+ Owners, keeping track of everything is complex. In 2012, the POA developed the Property & Member Database (PMD) that keeps track of properties under St. James POA governance. This database includes the status of the property (unimproved lot, home, condo or common area).

St. James Directory

The St. James Directory provides a current listing of names, street addresses, email addresses, and phone numbers. The directory is available on the POA website “Directory” tab on the homepage. The Directory is only accessible once you log into the POA website with your username and password, initially provided by the POA office. Property Owners may update their Directory information online or inform the POA office of any changes.

Owners’ Contact Information

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. Contact information may be updated on your online profile page on the POA website. Mailing address changes are to be reported to the POA office by email or phone (910) 253-4805.

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

POA Pet Registry

A Pet Registry database is used for an “Amber Alert”-type system for lost and found pets. This database has helped return lost and missing pets to their owners, as well as identifying owners of pets found wandering loose.

Resident pet owners may choose to list their pet(s) in the Registry by providing information and pictures of the pet with owner contact information. If a pet goes missing, a lost pet email is sent to everyone in the Registry and to Security with information about the pet and asking help to find and return it. To add your pet to the Registry, access the POA website, then under ‘My Profile’, ‘Edit Bio’, ‘Additional Information’, click on ‘Yes’. Scroll down further and enter your pet’s ‘Name’ and ‘Breed’.

Governance & Open Meetings:

POA Board of Directors’ Open Meetings

The POA holds an Open Information Meeting on the third Thursday of the month at 4 p.m. in February, May, and August. The POA Board also holds Open POA Board meetings on the third Tuesday in January, April, July. Times for these periodic POA meetings at the SJCC are provided in “What’s Up St. James?” and on the POA website. All property owners are invited to attend.

The Annual POA Meeting is held in October for all property owners. When elections for open Board positions are held, voting results are announced during the meeting. The meeting is held at the St. James Community Center. Meeting details are mailed, listed on the POA website, and distributed in blast emails and “What’s Up St. James?”.

Town of St. James Council Meetings

The Town Council conducts a regular monthly Council meeting on the first Wednesday of each month at 4 p.m. in the Earl Dye Council Chambers located in the Town Hall building next to the St. James Community Center. The Council also conducts work sessions on the third Thursday of each month at 10 a.m. in the Town Hall Council Chambers. Town Council also conducts special meetings as needed. Public notice is provided for these meetings and all meetings are open to the public. Meeting agendas and minutes can be found on the TOSJ website.

Community Sub-Associations

Eleven sub-associations govern the specific needs of individual neighborhoods and condominiums in St. James, whose responsibilities for amenities and maintenance 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 and The Towns (duplexes), and Golf Cottages at Players Club. Each association has its own governing organization and establishes its own assessments, which are in addition to the SJP POA dues. See **Appendix D**.

The master Covenants & Restrictions 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.

Streetlights & Mailboxes:

Streetlights (TOSJ)

Street lighting is provided by the town through a contract with Brunswick Electric Membership Corporation (BEMC). Streetlight maintenance issues can be submitted on the TOSJ website via the “Report an Issue” quick-link. When reporting a light problem, provide the pole number, which is located on the bottom third of the pole. BEMC maintains the streetlights and the TOSJ office will contact them for repairs. The Town has a streetlight program to add, move, or replace streetlights to provide required levels of lighting and safety.

Mailboxes (both individual and cluster mailboxes) (POA)

The POA has special requirements for the design and replacement of all mailboxes. Not all neighborhoods are alike. Mailboxes must match the design approved for your neighborhood. Visit the link below to order the appropriate standard mailbox for your neighborhood. <http://stjamesconcierge.com>. This form is also appropriate to order a new plaque for the neighborhoods with cluster mailboxes. This form is forwarded to Sign-Source, the contractor who has installed all the mailboxes in St. James. Property Owners pay the contractor directly for all work related to the installation, repair, and replacement of mailboxes.

Garbage & Yard Debris: (TOSJ)

Brunswick County provides curbside trash collection weekly (Monday) paid by your Brunswick County taxes. Contact Brunswick GFL Environmental, (910) 253-4177, and provide your street address to begin service.

The TOSJ contracts a yard waste service to provide for curbside, yard debris collection service every other Thursday and Friday for residential yard waste, such as grass clippings, shrubs, and tree pruning. The service is not for empty lot clearing or large tree removal. This service now often takes two days to complete.

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, Walmart or Costco) or in a roll-off container (similar to the garbage container) that can be purchased from Lowe’s Home Improvement.

Place yard debris containers 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.

The TOSJ also provides special yard debris collection services after severe storm events. Information on collection requirements and schedules is distributed to residents via town notices and is posted on the TOSJ

website. 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.

Landscape debris, white goods, bulk items, etc., can be taken to the Brunswick County, Southport Transfer Station, Located at 8392 River Rd. SE, Southport. 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. Call (910) 253-8101 for more information.

Roads & Speed Limits:

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 otherwise posted. 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 violations 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 “Guidelines for Bicyclists, Pedestrians and Motorists” brochure and a “St. James Plantation Bicycle Routes” pamphlet are available on the POA website and in the POA office.

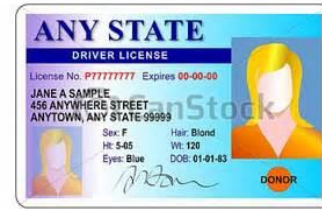
Golf carts are not permitted on the roads for transportation within the community. Stop signs are posted on cart paths since roadway traffic has the right of way. Pedestrians are not allowed on the golf courses.

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.

State & County Information:

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 Vehicles (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.



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DMV (driver's license) office is located at:

- 5298-3 S. Main Street, Shallotte, 910-754-5114, Mon.-Fri., 8 a.m.-noon and 1-4 p.m.

To register your vehicle, the Shallotte registration office is located at:

- 5300 S. Main Street, Shallotte (next to the DMV), 910-754-4591, Mon.-Fri., 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 and have current vehicle, title, registration and insurance documentation. For more information, visit <https://www.ncdot.gov/dmv>.

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.

All St. James residents are in the "Mosquito 2" Precinct and will vote at the St. James Community Center. Early voting may be done at the Brunswick County Government Center or in the county's designated locations. Visit the Brunswick County website www.brunswickcountync.gov for more information.



Utilities Contact Information

Service	Provider	Phone
Telephone, Cable TV, Internet, Wireless & Home Security	FOCUS Broadband	910-754-4311
Telephone, Cable TV, Internet, Wireless & Home Security	Spectrum	800-892-2253
Telephone, Cable TV, Internet, Wireless & Home Security (<i>Players & Regency areas</i>)	AT&T	866-620-6000
Satellite TV, Internet	Dish Network	800-823-4929
Satellite TV, Internet	Direct TV - Wilmington	855-842-4388
Electric	BEMC (Brunswick Electric Membership Corp.)	800-842-5871/910-754-4391 800-682-5309 <i>after hours emergency</i>
Water and Sewer (<i>all areas</i>) Sewer and Grinder Pump Maintenance (<i>all areas except Players & Regency</i>)	Brunswick County Public Utilities	910-253-2655 <i>after hours emergency:</i> 910-253-5797 <i>water</i> 910-371-3490 <i>sewer</i>
Sewer and Grinder Pump Maintenance (<i>Players & Regency areas</i>)	Southeastern Brunswick Sanitary District	910-457-0006
Trash Pick-Up	GFL	(910) 253-4177
Recycling is optional and paid for individually by each Owner who opts into the recycling program	GFL	(910) 253-4177

Appendix A: St. James Plantation Property Owners' Association, Inc.

Address: 4140B Southport-Supply Road, St. James, NC, 28461

Website: www.stjamespoanc.org

Board of Directors

Position	Name	Term Ends Oct.
President	Bill Lendh	2023
Vice President	Jeff Toner	2023
Treasurer	Jim Lavin	2025
Secretary	Doug Heckler	2024
Director-At-Large	Suzanne Bell	2024
Director-At-Large	Stephen Bocker	2025

The names of the Board members are current as of February 2023.

Responsibilities

The POA has the following general responsibilities as outlined in the Articles of Incorporation filed with the North Carolina Secretary of State on October 2, 1990, and the Master Declaration filed with the Secretary of State on November 26, 1990.

- 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 of Covenants and other rules and regulations including but not limited to the Architectural Control Guidelines.

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.
- Operation & maintenance of the St. James Beach Club, dog parks, Waterway Park, and the Woodlands Park area.
- Operation & maintenance of the library building.
- Development & administration of an annual budget and five-year plan.
- Enforcement of POA covenants, rules, and policies.

POA Governing Documents

These documents are on the POA website under the “How Do I” tab, (Answers to Questions/Find POA Information) or POA/Document Library/Governing Documents.

- Articles of Incorporation
- Master Declaration of Covenants and Amendments
- Neighborhood Restrictive Covenants
- St. James POA Bylaws (2006) and Amendment (2013)
- Rules and Policies

POA Committees

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, and any modification or change to an existing dwelling 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, monitors POA performance to budget and recommends changes as needed to maintain proper budget adherence. A finance 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

In preparation for the annual meeting in October, informs residents about the process for becoming a candidate for open POA Board position(s) and identifies candidates. Administers the voting process for election to the POA Board or any other issue presented to the membership pursuant to the POA Bylaws. Tallies votes, whether by written or electronic ballot, and announces results.

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. SeaSide Pond is home to the Model Yacht Club.

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.

Other Committees

The POA Board may establish ad-hoc committees from time to time as new requirements emerge.

Appendix B: Town of St. James

Address: 4140A Southport-Supply Road, St. James, 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, NC 28461.

Areas of Responsibility

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

- Providing funding for fire and first responder medical services 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 Emergency Management.
- Establishing and administering land use and permitting policies and functions via a Planning Board.
- Providing flood plain management.
- 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 and maintaining street lighting for safety via a contract with Brunswick Electric Membership Corporation.
- Providing and managing The Town of St. James Community Center.
- Providing community engagement programs.
- Providing a residential yard waste pick-up program.
- Providing animal control services, through an agreement with Brunswick County.
- 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 regarding areas of mutual interest.
- Monitoring growth issues and establishing programs to address future town needs.

Town Council, Planning Board, Committees and Special Projects

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

Position	Name	Term End
Mayor	Jean Toner	2023
Mayor Pro Tem	David DeLong	2025
Councilor	Jim Board	2025
Councilor	David Morgan	2025
Councilor	Lynn Dutney	2023

The names of the Mayor and Town Councilors are current as of May 2022. 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 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 from among the members of the Board. The Chairperson serves a one-year term. There is also a council-liaison, a non-voting position, appointed by the Mayor.

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 to provide information and analysis as input to Town Council decisions. The TOSJ Comprehensive Plan, updated every 5-years, provides a guide for the future growth and continued quality and prosperity of the community. A copy of the Town's most recent comprehensive plan may be picked up at Town Hall or viewed on the TOSJ website.

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, and Brunswick County.

The Town Council appoints at least five residents as members. Committee members serve staggered three-year terms. The Chairperson and Vice-Chairperson serve a term not to exceed two years.

Firewise Committee

Wildfires are a fact of life in North Carolina, resulting in millions of dollars in property damage and impacts to humans and wildlife each year.

We can mitigate wildfire risks in selecting building materials, landscape plants, and mulch. We can remove yard debris, clean roofs and gutters, thin trees, and shrubs and trim deadwood. We can keep our plantings and lawn watered during hot dry weather. These efforts help to create a "defensible space" around our homes to reduce potential fire damage. St. James became a "Firewise USA Community" in 2003. Our designation as a "Firewise Community" is an indication of the extra efforts made by the Town to mitigate the risk of forest fires in the community. The Town is currently a Firewise Community for 2023. Our St. James Firewise Committee works closely with the St. James Fire Department, the St. James POA, and the

St. James Emergency Management team, and county and state officials to identify and address risks and maintain our Firewise Community certification.

YOUR participation is key to our Firewise program success, and we invite you to explore the articles, photographs, video and other resources posted on the TOSJ website, under the Public Safety tab. A great first step is completing the Homeowner Self-Assessment to rate your own property.

Emergency Management

The Town Council has established an Emergency Management function to assist the Council and Town Manager in planning for, mitigating of, responding to, and recovering from incidents impacting the Town of St. James. This effort is done in coordination with the St. James Fire Department, St. James Property Owners' Association, the Clubs at St. James, and the St. James Marina Owners' Association. The team is composed of residents appointed by the Town Council, who serve a three-year term. To support these efforts, the TOSJ maintains an Emergency Operations Center (EOC) at Fire Station #2 on Oceanic Drive that is staffed during declared emergencies, as directed by the Mayor.

The team is tasked with:

- Collecting, coordinating, collating, and disseminating pertinent and up to date information to residents via the Town's Emergency Notification System, as approved by the Mayor.
- Conducting an annual Severe Storm Seminar to educate the Town of St. James residents on how to prepare for an emergency.
- Staffing the TOSJ Emergency Operations Center (EOC) with trained and qualified volunteers as required.
- Conducting and documenting damage assessment as directed by Town Council or Town Manager.
- Providing residents with educational / preparedness information on all types of disasters.

Living Shoreline Conservation Project

Since 2004, the TOSJ has funded the Living Shoreline Conservation Project. In partnership with the UNCW Center for Marine Science, UNCW staff and students, Town resident volunteers build oyster reefs and plant spartina grass along the TOSJ section of the Intracoastal Waterway. The benefits of the project include preventing shoreline erosion, reducing boat wake damage and nutrient and sediment runoff and restoring marine life habitat. In addition, as each oyster cleans 30-50 gallons of water per day, water quality is improved.

St. James CARES

The TOSJ supports St. James CARES, a group of resident volunteers concerned about the environment, who provide periodic trash clean-up along Rt. 211.

Community Center

The St. James Community Center (SJCC) is a Town owned and managed facility for residents and property owners in the TOSJ. The center has 12,865 square feet of space, encompassing 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 TOSJ offers a number of services and programs to residents at the community center. These include events such as the UNCW Speaker Series, flu shots, blood drives and document shredding. The Town also supports the American Legion Post #543.

In addition to supporting resident activities and special events of all types, the SJCC is also available to groups outside St. James 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 is available on the TOSJ website. Contact the Community Center Manager if you are interested in scheduling an activity or event.

Manager	Steve Brennan, sbrennan@stjames.town
Address:	4136 Southport Supply Road, St. James, NC 28461, next to the Town Hall
Phone	910-253-3012
Website	www.townofstjamesnc.org (click on Community Center tab)
Hours:	Monday – Wednesday – 9:00 am – 9:00 pm Thursday and Friday – 9:00 am – 5:00 pm Saturday – 9:00 am – 1:00 pm Other hours based on event reservations.



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 the second Tuesday of each 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 SJFD 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 Marshal.

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.

Additional Funding

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 a fundraiser selling pine straw for landscaping groundcover each Spring and Fall.

Appendix D: St. James Community Sub-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.

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, common grounds, and parking areas.
- Maintenance of swimming pools (where applicable).

For the Townhouses:

- Maintenance of building exteriors and common grounds.

For Regency Lakes and SeaSide (single family homes):

- Maintenance of exterior appearance of the homes and common grounds.

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.

Contact Information

Marsh Winds	Omega Assoc. Mgt.	(919) 461-0102
Club Villas Lakeside Commons Harborwalk Players Club Cottages Shipwatch	Lawrence Real Estate	(910) 454-0700
Regency Lakes SeaSide – Phase I &II	CAMS Assoc. Mgt.	(910) 256-2021
Harborside at St. James Plantation Marina – Dry Stack Marina – Wet Slip	John Helms, Dockmaster	(910) 253-0463
The Towns at St. James	Priestley Management	(910) 509-7276

Appendix E: St. James Activities

There are many activities available to St. James residents. 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.

Here is a sampling of St. James’ Clubs and Groups:

- Arts and Hobbies: The Artisans Group, Quilters, Photo Club, Vintage Ladies, Woodworkers, Acoustic Guitar, Scrapbooking
- Book Clubs
- Environment: CARES, 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, Genealogy, Way to Wellness
- Sports: Bikers, Fishing, Softball, Ping Pong, Kayaking, Bowling, Rifle and Pistol, Model Yacht Sailing, Pool
- Social: Italian, Polish, Friendly Skies, Cars, Singles, Brunswick Newcomers, Neighborhood Groups
- Veteran/Service Groups: American Legion, Kiwanis, Operation At Ease

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.

St. James NEST (SJNEST) is a volunteer 501(c)(3) charitable, non-profit organization made up of St. James' neighbors helping neighbors within St. James Plantation. Its purpose is to provide services and support to St. James' residents to enhance their ability to make 'aging in place' a reality.

Golf, Tennis & Pickleball Associations are available to members of The Clubs at St. James

- **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 also play nine holes 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.
- **St. James Pickleball Association (SJPA):** The purpose of the St. James Pickleball Association is to encourage play, good sportsmanship, friendly competition, and enjoyment of the game of pickleball.

Appendix F: Brunswick County Government Complex

Website: www.brunswickcountync.gov

Address: 30 Government Center Dr NE, 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. Between 2010 and 2022 Brunswick County has been the fastest growing county in the state of NC. The latest population estimate, from 2021, is 144,215.

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

Contacts

General Information	(910) 253-2000
County Manager	(910) 253-2016
Building Inspections	(910) 253-2050
Tax Administration	(910) 253-2829
Board of Elections	(910) 253-2620
Emergency Management	(910) 253-4376
Planning Board	(910) 253-2025
Clerk of Superior Court	(910) 253-8502
Utilities Department	(910) 253-2655
County Cooperative Extension	(910) 253-2610

NOTES

