ST. JAMES PLANTATION SM

POA

RULES & POLICIES HANDBOOK

Updated October 20, 2026

www.stjamespoanc.org

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Introduction

The primary purpose of the St. James Plantation Property Owners' Association (POA) is to provide for the operations, maintenance, preservation and repair of the Common Areas and Limited Common Areas described in the "Declaration and Master Development Plan for St. James Plantation," and "to enforce by any proceedings at law or in equity, all restrictions, conditions, covenants, reservations, liens and charges now or hereafter imposed by the provisions…" of the Master Declaration and Bylaws.

Structure: The organization was formed as a private, nonprofit corporation, effective October 2, 1990. The affairs of the organization are managed by a Board of Directors. At present, there are seven (7) members: six (6) are elected by the property owners for three-year terms, and one (1) is appointed by the Developer.

Services: In addition to the primary purpose outlined above, other functions of the POA may include, but are not limited to the following:

- Operation and maintenance of all landscaping, structures, and capital improvements situated on the common properties and the private streets within the development.

- Provision and/or operation of amenities to include: POA owned lakes/ponds, the Beach Club on Oak Island, picnic pavilions, parks, amphitheater, park bathrooms, playgrounds, dog parks, community gardens, kayak launch, gazebos, etc. located on common properties.

- Lighting of entrances and exits, neighborhood monuments, boardwalks, sidewalks and walking paths.

- Entry Gate Attendants and security Patrols/Rovers.

- Insect and pest control within common properties, in supplement to State, County or other municipalities.

- Architectural Control for New Construction and Existing Home Exterior Modifications including landscape approval of private homes and other buildings specified in the Covenants.

- Management of Volunteer Committees including but not limited to: Activities, Architectural Control, Communications, Community Gardens, Finance, Information Technology, Infrastructure, Investment, Landscape, Nominating, Ponds, Rules & Enforcement, Safety & Security, and Transitions. Ad-Hoc Committees are formed as needed.

- Maintenance only of the St. James Library (owned by the St. James Plantation Chapel and operated by its own Board of Directors).

1.0 General

1.1 Property Owner Concerns and Suggestions

Meetings of the Board of Directors are held monthly. Once a quarter, The POA Board Meetings are open to the property owners. An Annual Property Owners' Association Meeting, held in October, is also open to all property owners. The POA Board hosts Open Information Meetings at 4:00 p.m. on the third Thursday of each month with a Regular Board Meeting at the Town of St. James Community Center unless otherwise noted. The Open Information Meeting is an open forum for property owners. The Board Members brief the property owners on the status of the POA including current and projected projects. Property Owners are given the opportunity to inquire on issues to which the Board Members respond. Between meetings, property owners may contact individual Board Members, the POA Office and/or Committee Chairs to discuss concerns and suggestions. The Board has adopted the following procedure for considering specific requests submitted by property owners.

1.1.1 Content

Property owner requests for the Board to consider a specific concern or suggestion may be submitted in writing. The written request should include a brief discussion of the concern or suggestion, any requested action, and any additional information that may be helpful to the Board in considering the matter.

1.1.2 Submission Process

Requests should be received by the close of business (5:00 p.m.) on the Thursday prior to the next scheduled Board Meeting by mail or delivered to the St. James Property Owners' Association office addressed as follows:

St. James Property Owners' Association, Inc.
Attn: POA Board of Directors
4140 Southport-Supply Road, Suite B
Southport, NC 28461

Requests may be emailed to the following address: poa@stjamespoa.net. The POA Community Manager will deliver all emails to the Board of Directors. Written communication is required for a response. Telephone communication will not be accepted.

1.1.3 Review Process

The Board President or Vice President will review Requests received prior to the deadline and if appropriate for Board Action, place on the Agenda for the next POA Board Meeting as New Business. Requests may also be referred to the Community Manager and/or a Committee Chair for a response. The Board may also defer the request for consideration to a later meeting of the Board. The Board will consider all Agenda Items and contact committee members, staff, or property owners as necessary to assist in determining any appropriate action. Matters which remain open at the conclusion of any monthly meeting will be deferred to a committee or classified as old business for consideration at the next meeting.

1.1.4 Communication

Minutes of all POA Board Meetings with the exception of Executive Meetings of the Board of Directors are available on the St. James Plantation POA website (stjamespoanc.org).

1.2 Policies and Procedures Regarding Fines and Hearings

Pursuant to the Master Declaration of Covenants, Conditions, and Restrictions for St. James Plantation and the North Carolina Planned Community Act, the POA is authorized to impose fines for violations of the Master Declaration, any applicable Restrictive Covenants, and any rules and regulations of the POA. Without limiting the authority of the POA under the Master Declaration and applicable law, the Board of Directors has adopted the following policy and procedures regarding fines and adjudicatory hearings.

1.2.1 Warning

The POA may but shall not be required to issue a warning with respect to any non-compliance issue/rule violation.

1.2.2 Notice of Rule Violation

Prior to imposition of a fine, a Notice of Rule Violation shall be issued to the person(s) being charged. For violation of the Motor Vehicle Rules of the POA, the notice will be given by the Security Office.

1.2.3 Hearing

A property owner with a violation has a right to a hearing. A hearing shall be held before the POA Rules & Enforcement Committee to determine if the person(s) should be fined for the rule violation. The person(s) charged shall be given an opportunity to be heard and to present evidence, and receive notice of the hearing decision. If the property owner being charged submits payment of the fine by the due date, no hearing will be required.

1.2.4 Fines & Sanctions

For violation of the Motor Vehicle Speed Rules, the first violation shall be subject to a graduated schedule: For exceeding the speed limit by less than 15 miles per hour above the posted speed limit, the 1st offense is $50.00; 2nd offense is $100.00; 3rd offense is $100.00 plus 14-day RFID suspension, and the 4th offense is $100.00 plus a 30-day RFID suspension.
For exceeding the speed limit by over 15 miles per hour of the posted speed limit, the 1st offense is $100.00, and the 2nd offense is $100.00 plus a 14-day RFID suspension. The third and subsequent offenses are $100.00 plus a 30-day suspension of RFID privileges.
Subsequent offenses are those occurring within a rolling 3-year period.

The 1st offense for failure to stop at a Stop Sign result**s** in a $50.00 fine. The 2nd offense is $100.00, the 3rd offense is $100.00 plus A 14-day RFID suspension, and the 4th and subsequent offenses are $100.00 plus a 30-day RFID suspension.

The POA may impose a fine for other rule violations not to exceed $100.00 per rule violation or incident. If compliance has not been met after 2nd notification of the violation within five (5) days, the POA may impose a fine of $100.00 per day until compliance is met. All fines shall be assessments secured by liens under N.C. Gen. Stat. § 47F-3-116 pursuant to Section 47F-3-107.1. The POA is not required to file a claim of lien immediately but has the authority to do so.

Contractors and visitors who do not pay their fines within 30-days may be barred from driving into the community until fines are paid. Contractors and Visitors who drive with a reckless disregard for the safety of others may be immediately barred from driving in the community. This alone does not prevent them from entering the community as a passenger in the vehicle of another contractor, visitor, or resident.

The systematic implementation of fines and sanctions outlined above does not limit the POA's right to seek a no-trespass warrant, or other legal remedies, against persons deemed a threat to people and/or property in the community.

1.2.5 POA Rules & Enforcement Committee

The POA Rules & Enforcement Committee shall consist of no fewer than three (3) members of the POA appointed by the Board of Directors. Property Owners who are not currently serving as officers of the Property Owners' Association or members of the POA Board are candidates to serve on the POA Rules & Enforcement Committee.

1.3 Policy Regarding Delinquent Assessments

Pursuant to the Master Declaration of Covenants, Conditions and Restrictions for St. James Plantation, and the North Carolina Planned Community Act, the POA is authorized to levy assessments against property located in St. James Plantation which is subject to the Master Declaration. The POA may also levy special assessments and segment assessments as provided in the Master Declaration. An assessment, together with interest and costs of collection (including attorneys' fees), may be secured by a lien on the property against which the assessment is made. Each such assessment, together with interest and costs, is also a personal obligation of the person(s) who owned such property at the time the assessment first became due and payable. Without limiting the authority of the POA under the Master Declaration and applicable law, the Board of Directors has adopted the following policy regarding delinquent assessments.

Due Dates

Regular annual assessments shall be billed in semi-annual installments. Assessments shall be billed by the POA and shall be due on January 1 and July 1. Payments received more than ten (10) days after the due date shall be subject to interest and penalties.

1.3.1 Interest on Late Payments

Any assessments or installment thereof that are not paid within thirty (30) days of the billing date shall bear interest from the due date at the maximum rate of one and one-half percent (1.5%) per month.

1.3.2 Enforcement of Lien

If any assessment or installment thereof is not paid within six (6) months of the billing date, the POA shall file a Claim of Lien in the office of the Clerk of Superior Court of Brunswick County. The POA, at the direction of the Board of Directors, may foreclose the Lien with Board approval as provided in the Master Declaration and in accordance with applicable law.

1.3.3 Enforcement of Personal Obligation

The POA, at the direction of the Board of Directors, may begin an action at law against any property owner or former property owner personally obligated to pay an assessment and such action may seek interest and costs (including reasonable attorney's fees). The institution of an action at law shall not preclude the POA from thereafter instituting a foreclosure action, nor shall a foreclosure action preclude a subsequent action at law, to collect any sum then remaining owed to the POA.

1.4 Vacant Lot Maintenance

In accordance with the POA's governing document [*Master Declaration of Covenants, Conditions and Restrictions, Article VI, Section 9 in part]* every Property Owner shall be responsible for the repair, maintenance and upkeep of his/her property within St. James Plantation, whether improved or unimproved. The POA Board of Directors has determined that all unimproved lots in developed neighborhoods must be maintained per the Annual Vacant Lot Maintenance Program Schedule. All vacant lots require maintenance; mowing/bush hogging, weed removal, downed trees/branch removal, and pine cone mulching/removal, if applicable, etc. during each phase throughout the year. In addition, all dead/fallen branches must be removed from a lot prior to the start of the annual program (February-March; again, not just to facilitate scheduled maintenance, but also to avert any potential exposure to flooding, fire or damage to adjacent properties). Tree service <u>is not</u> included in the POA Vacant Lot Maintenance Program Fee.

The POA provides an optional Annual Vacant Lot Maintenance Program through an outside Contractor for vacant lot property owners wanting to take advantage of consistent scheduled maintenance, which adheres to the mandated guidelines. Correspondence for the annual program is E-mailed to all vacant lot owners, providing the opportunity to Opt-Out of the program. The correspondence includes the program information/fee, tentative schedule. The fee will be charged to the owner's POA Account.

All vacant lots require maintenance. The POA Board of Directors may exempt vacant lots that recently

have been platted in “undeveloped” areas.

A property owner who opts out of the POA Vacant Lot Maintenance Program, must have the vacant lot self-maintained or maintained by a vendor of their choice during the time frame allotted, as noted per the Vacant Lot Maintenance Annual Phase Schedule. If a property owner chooses not to be in the POA’s vacant lot maintenance program, the POA Contractor is authorized by the POA via this policy to perform the required maintenance on the lot and the property owner will be charged accordingly at $100 per phase of maintenance.

The POA maintains photos of the non-compliant mowed lots for billing verification.

All inquiries regarding this program must be forwarded in writing via email, admin@stjamespoa.net or mailed to St. James Plantation POA, 4140 Southport-Supply Road, Suite B, Southport, NC 28461.

1.5 Open Fire Burning Policy

Open fire burning of vegetation, construction materials, yard waste, or any other materials within St. James Plantation is prohibited. Normal and acceptable methods of outdoor grilling/cooking are permitted in commercially acquired cooking appliances or Architectural Control Committee (ACC)-approved outdoor cooking or heating structure. Installation of Outdoor Fire Pits require ACC approval.

1.6 Soliciting

1.6.1 General Rule – No Soliciting

Except for charitable solicitations and political campaigning allowed by these rules, general solicitation is not permitted in St. James Plantation. No person shall use the common properties of the POA for the purpose of conducting a general solicitation. For purposes of this rule, general solicitation shall include the placement of business cards, advertising, or other printed materials on vehicles or dwellings or in mailboxes (unless delivered through the U.S. Mail).

1.6.2 Charitable Solicitation/Political Campaigning

Solicitations on behalf of recognized charitable organizations or candidates for elected office may be conducted by property owners of St. James Plantation, provided that such solicitation must be done in person. Placement of printed materials on vehicles or dwellings or in mailboxes is not permitted (unless delivered through the U.S. Mail).

1.6.3 Newspaper Slots may be used for:

- Newspapers.
- Announcements/activities/requests by St. James organizations such as the St. James Fire Department, St. James POA Activities Committee and other related organizations such as the Fire Department Auxiliary and St. James Service Club.
- Requests and information from charitable organizations when sponsored by a St. James Plantation property owner or owners, whose name(s) must appear on the flyers.
- Information about and invitations to various neighborhood parties and events when sponsored by a St. James Plantation property owner or owners.
- Political information sheets and flyers (national, state, local, and community when sponsored by a St. James Plantation owner or owners, whose name(s) must appear on the flyers. Political flyers may be distributed only for two (2) months prior to elections.

1.6.4 Newspaper Slots may not be used to:

- Advertise or otherwise promote businesses and profit-generating organizations.

No other use of the newspaper slot is permitted.

1.6.5 Email Solicitation

- Property Owners often list their private contact information in the St. James Directory. Use of this information by marketers is highly discouraged, however, there is no guarantee it will not be used by other Property Owners for business purposes.

1.7 Open House Policy and Procedures

1.7.1 Hours Authorized

Open Houses for showing real estate for sale by an individual owner and/or licensed real estate agent shall be restricted to 12 Noon to 5:00 PM on Saturdays and Sundays. Proposed Open Houses must be cleared through the POA Compliance Coordinator.

1.7.2 Signage

Real Estate Agent, Company and/or property owners(s) are reminded that St. James Plantation POA Covenants stipulate that "No billboards, posters or signs of any kind (specifically including "for sale" or "for rent" signs or posters) shall be allowed in any window, or on the exterior of any improvement, or on any lot." Furthermore, no type of signage, balloons, posters, flags, markers, etc., will be allowed on POA areas and/or right-of-way for properties holding an approved Open House. The current Developer is exempt from this regulation.

1.7.3 Coordination with Security

The Real Estate Company or property owner sponsoring the Open House must provide the POA with a draft of their proposed advertising no later than seven (7) business days before the scheduled Open House. Once written approval is issued by the POA, advertisement may go on and sufficient flyers shall be provided to the Security Personnel at the Main Gate. These flyers will be distributed to individuals who identify themselves at the Main Gate as interested parties responding to said advertised Open House. Note – any discrepancy from approved advertisement and/or directional flyer on the day of the Open House may result in denied access to Non-Residents.

1.7.4 Real Estate Agent Responsibility

At all times, other than Open House situations, real estate agents must accompany prospects when listed St. James Plantation properties are being viewed. Realtor Access Passes are available through the POA Office. The agent shall be responsible for traffic control around the vicinity of the Open House as well as any damage incurred to adjacent properties to the one that is being shown.

1.7.5 Advertising

All advertising (newspapers, magazines, etc.) is not to imply that St. James Plantation is holding an Open House, but rather that the listing brokerage company or property owner is holding an Open House at St. James Plantation.

1.7.6 Moving and Estate Sales

Moving and Estate Sale guidelines will adhere to the 'Open House Policies and Procedures' except for 'Hours Authorized' and the content of the sale. Sale content may include furniture, household, and personal items, but will not include actual sale of the house. Hours will be at the discretion of the person(s) holding the sale and approval by the POA. Items for sale cannot be displayed outside the house or garage.

1.8 Guidelines for Responsible Pet Ownership

Common sense judgment with pets' interaction in the community will provide for equal enjoyment for everyone. These guidelines and procedures are set forth to clarify the Covenants of the POA and the laws of Brunswick County as they refer to pet ownership and possible nuisances. St. James Plantation property owners may keep or maintain dogs, cats or other household pets, as long as the following conditions are met:

- The Restrictive Covenants require that animals be kept in compliance with all applicable laws and ordinances of Brunswick County. The Brunswick County website outlines specific requirements that St. James Plantation pet owners are expected to meet.
- Pet Owners shall exercise best efforts not to allow pets to excrete on common property and will clean up after them.
- Dogs, cats and other pets are not to be allowed to roam unattended. It is the responsibility of the owner to have physical control of their pets when they are out of doors and/or off their property (leashes and regular or electronic fences are considered as means of physical control).

Rules regarding the exercising of dogs at POA common areas are as follows:

- Dogs and cats must be under attended leash control at all times, i.e. attached to the animal and held by walker. The Dog Parks on St. James Drive near the St. James Fire Department and in the Woodlands near the Amphitheater are available for off-leash activities. (**Note:** See Section 2.8 for Dog Park Rules).
- Pet owners are responsible for cleaning up after their pets whether on a leash or not.
- Pets are not allowed on cement floors (service animals are an exception) under the pavilions, the amphitheater or in or around the playground equipment at any time.
- Pets making noise, which might reasonably be expected to disturb other property owners, are considered a nuisance and are in violation of the St. James Plantation Restrictive Covenants.

1.8.1 Animals

No domestic animals, livestock or poultry shall be raised, bred, kept or pastured within St. James Plantation for any use, included but not limited to all sizes and types (if applicable), of cows, horses, goats, ducks, geese, chickens and pigs. No exotic animals (meaning as listed in the English Dictionary) and/or feral animals are to be kept in St. James Plantation.

1.8.2 Beekeeping

Beekeeping is allowed only when the following specific requirements are met by the requesting property owner. In all other situations beekeeping within St. James Plantation shall be prohibited unless authorized by a POA Board resolution.

- Minimum size lot shall be 0.5 acres, and corresponding density of up to two (2) hives for the first 0.5 acre of lot area, plus the opportunity to have one (1) additional hive for each additional 0.25 acres of lot area.
- 10-foot minimum setback from property lines for beehives is required.
- A constant and adequate on-site source of fresh water shall be provided, and shall be located closer to the hive than any water source on adjacent property.
- Beehives are not permitted in the front or the sides of a yard.
- Beehives will be permitted on lots with single family homes only, i.e., no condos, townhouses, etc.
- Beehive entrances shall be directed away from neighbors' property lines.
- Beehives are not permitted on properties adjacent to a lot with a swimming pool.

A POA beekeeping permit must be secured. The permit application must include a plot plan that indicates the number of beehives, the location of the beehives and water source(s), and their respective distances from property lines. The POA will contact abutting property owners for their written permission. All abutting property owners must give written approval for the installation of any hives.

Prohibited:

- Beekeeping on any POA common property, e.g., parks and community gardens.
- Beekeeping for commercial purposes.

1.9 Sign Prohibition

Except as required by law, no billboards, posters or signs of any kind (specifically including "for sale" or "for rent" signs or posters) shall be erected or allowed to remain on the exterior of any improvement, or on any lot, except (ï) a name and address sign, or (ii) a temporary sign reflecting construction of a dwelling on such lot by a licensed contractor, the design of which must be approved by the Architectural Control Committee.

For the purpose of this section, "signs" shall include signs, flags, pennants, banners, and any other physical medium used to attract attention.

1.9.1 Political Signs

Signs that represent, promote, oppose, or otherwise references or relates to any political party, political cause, issue, or idea shall not be displayed at any time, unless covered in para 1.9.2 below. (The American flag, North Carolina flag, and US military flags are not considered political signs.)

1.9.2 Election/Political Signs

Election/Political Signs are signs that are allowed by NC Statute 47F, North Carolina Planned Community; specifically, Statute 47F-3-121.

Election signs are signs that attempt to influence the outcome of a federal, state, or municipal election, including supporting or opposing an issue on the election ballot.

- Only one sign per property visible from outside the lot is allowed.
- Signs must not exceed 24 inches by 24 inches.
- Flags, pennants, banners, or other media are not allowed.
- Signs shall not be illuminated.
- Signs may only be displayed during the period of forty-five (45) days prior to an election and ten (10) days after an election.

1.9.3 POA Property

Property owners may display signs only on property owned exclusively by them. Signs are not allowed on any POA common property, easements, rights-of-way, or any other property owned by others, including parks, community gardens, etc. POA owned right-of-way generally extend from the edge of the pavement for a distance of 15 feet towards the residence.

1.9.4 Board Discretion

Final determination on whether any sign is allowed or prohibited, including but not limited what is and is not a sign, and what constitutes a political sign, will be determined solely by the Board of Directors.

1.10 Posts on Private Property/POA Common Areas

There are two types of white bollards permitted by the POA. Both require an approved application.

Approvable bollards include:

- Temporary white bollards may be approved in conjunction with a current construction site that has evidence of property damage. These are removed following completion of the project.

- Permanent white bollards may be approved in cases of safety or chronic nuisance related to a design consideration such as a sharp curve or deep ditch.

Installation of sticks, reflectors or decorative barriers are not permitted along any roadside. These types of roadside protections will be removed by the POA as they are reported.

1.11 Trash and Vegetative Refuse

All property owners desire St. James Plantation to look neat. In order to accomplish this, a limited time window is allowed to have the trash and vegetative matter visible. The Town of St. James contracts for pickup of vegetative debris on **improved lots only**.

For normal pick up of trash and recycle bins, they are to be placed at curbside no earlier than Sunday at 12 noon and returned to their screened stage area by Monday evening by 9:00 PM. Vegetative material is to be placed at curbside no earlier than Tuesday prior to the scheduled Thursday pick up for the designated area. Refer to the Yard Debris Removal Schedule on the Town of St. James' website.

1.11.1 Sub-Associations

Marshwinds, Club Villas, Shipwatch Villas, Harborwalk, Harborside, Players Club Golf Cottages, and Lakeside Commons Sub-Associations shall be treated as individual property sites. Each Sub-Association is responsible for cleaning their common areas.

1.11.2 Golf Courses

The POA is not responsible for any cleanup or debris removal from Golf Course properties.

1.11.3 Non-Platted Properties

The Developer is responsible for any clean up or debris removal from non-platted properties.

1.12 Policies and Procedures Regarding Home Occupations

Pursuant to the Master Declaration of Covenants, Conditions and Restrictions for St. James Plantation and the North Carolina Planned Community Act, the POA is authorized to regulate the exterior appearance of private and common property within the plantation. The POA is authorized to impose fines for violations of the Master Declaration, and any applicable restrictive covenants, and any rules and regulations of the POA. Without limiting the authority of the POA under the Master Declaration and applicable law, the Board of Directors of the POA has adopted the following policy and procedures regarding prohibitions and fines relevant to home occupations. It is required that property owners maintain sufficient control over their property, such that resident tenants are required to adhere to all POA rules and procedures.

1.12.1 Definition

A home occupation (customary) is a business whereby all, or a portion, of revenues attributed to a proprietary enterprise are generated from services, manufacture, assembly, sale, and/or resale of commercial goods within a residential dwelling or accessory structures.

1.12.2 Rules and Conditions

- The home occupation must clearly be incidental to the residential use of the dwelling and must not change the essential residential character of the dwelling.
- A home occupation conducted in an accessory structure shall be housed only in a garage or other accessory structure typically associated with a residential dwelling.
- Permanent advertising signage is prohibited on the premises. Any signage which is displayed on a vehicle and is greater than two hundred (200) square inches in total area, shall not be visible during non-work hours, including overnight, weekends, and holidays. This may be accomplished by inside (garage) parking, magnetic sign covers or removal of magnetic signs, or similar means.

- Traffic and parking associated with the use shall not be detrimental to the neighborhood or create congestion on the street where the home occupation is located. The need for parking shall be met off the street. Vehicles used primarily as passenger vehicles shall be permitted in connection with the home occupation. Only one commercially licensed vehicle shall be allowed. This vehicle shall not exceed one ton capacity rating.
- No display of goods, products, or services shall be visible from off site. There shall be no external evidence of commercial activity at the site including window displays, outside storage, smoke, noise, odors, electrical or magnetic interference, vibration, heat, glare, or other nuisances emitted from the premises.
- No hazardous materials may be stored, processed, or disposed of on the premises. The home occupation shall not discharge any amounts of waste-products, including toxic chemicals, infectious waste, waterborne or airborne contaminants, sewage or gray water onto any pervious or impervious surface, or, into any watercourse including ponds, creeks, swales, ditches, or the Intracoastal Waterway.
- Outdoor kilns used for the firing of pottery shall be provided with a semi-opaque screen to obstruct the view from the street and from adjacent properties and shall have a secured work area and shall be a minimum of ten (10) feet from abutting property lines. Such structures shall comply with Architectural Control Guidelines of the POA and shall be approved by the ACC.
- A home occupation shall not store excessive amounts of flammable materials, explosives, ammunition, fireworks, or any other unstable substances on any property. For example, ammunition to be used recreationally for hunting or target shooting, or for purposes of home defense shall not be considered "excessive". Ammunition which is held for resale shall not be stored in bulk inventory in amounts greater than for normal inventory turnover. Excessive amounts of such materials shall, without exception, be reported to the St. James Fire Department.
- A home occupation shall not raise, breed, or keep farm animals or exotic animals (large carnivores). The raising, breeding, or keeping of venomous reptiles is strictly prohibited within the boundaries of the properties controlled by the POA without the express written consent of the POA Board.
- The home occupation shall comply with all local, state, and federal statutes, rules, and procedures.

1.12.3 Fines

The POA may impose a fine for rule infractions of Section 1.12.2 (as amended from time to time) not to exceed one hundred dollars ($100.00) for each violation or incident. If the condition in violation has not been remedied within fourteen (14) calendar days from the date of notice of violation, the POA may impose a fine of one hundred dollars ($100.00) **per day** for each calendar day until the condition is corrected.

1.13.1 Fireworks

The purpose of this rule is to protect the safety, property, and peace of the community.

1.13.2 Prohibited Fireworks

Fireworks that fly, explode, launch, or detonate—including but not limited to aerial fireworks, bottle rockets, firecrackers, Roman candles, and similar devices—are prohibited at all times anywhere within St. James Plantation.

Non-aerial, non-exploding devices defined as "consumer fireworks" under North Carolina law, such as sparklers and ground-based novelty devices, are permitted on private property, provided they are used in a safe and controlled manner. Such devices are never permitted on POA-owned property such as common areas or parks or POA structures.

1.13.3 Liability and Scope

Residents using permitted fireworks are fully responsible for any injury or damages. The POA assumes no responsibility for any injury or damages caused by fireworks.
The POA Board reserves the right to further restrict or suspend all fireworks use during times when safety of the community may be compromised.
Violations of this rule may result in fines being assessed.

2.0 Infrastructure Amenities

All amenities owned and managed by the POA are maintained for the benefit of members of the Association, their residents/tenants, and personally sponsored guests. They are not to be used for events open to the general public. Amenities that can be reserved are Waterway Park (WWP)Pavilion, Woodlands Park (WLP) Pavilion and Amphitheater, and the St James Beach Club.

General Guidelines to Reserve Amenities

1. Contact POA Office (910) 253-4805 to inquire about date(s) to reserve the amenity no less than two weeks prior to an event.
2. Complete Amenity Reservation Request Form (ww.stjamespoanc.org) and submit to POA Office with $100 refundable check, for POA Members only, made payable to St. James Plantation POA. Reservation will be confirmed upon receipt of completed form and deposit check.
3. If the POA Member sponsored event is for raising money for a charitable event, the charity must be named. In this situation, there is a charge for the use of the facility as shown in the table below. Advertising for these events is restricted to internal St James Plantation communications only. Ticket sales for the event is restricted to residents of St James Plantation. Association members may purchase tickets for personally invited guests.
4. Advise the POA staff if your event requires the use of tents or other additional structures including bounce houses. Usage of these items must be approved by the POA. Tents or additional structures must be removed from the amenity area by noon the day after the events.
5. Review the complete Rules & Regulations for the Amenities in the St. James Plantation Rules & Policies Booklet (www.stjamespoanc.org).
6. Hosting the event. The POA member (host/hostess) who reserves the amenity must be present during the entire event. The host/hostess is responsible for all guests in attendance.
7. Contact Security (Waterway Park, Woodlands), or Pool Management Staff (Beach Club) after cleanup of the event. The host/hostess is responsible for clean-up of the amenity and repair or replacement of any damages. The checklist below must be completed prior to calling for an inspection of the amenity:
   a. Debris must be placed in plastic bags and then placed in trash receptacles.
   b. Trash and recyclable receptacles must be returned to their stored location.
   c. If the grill is used, charcoal ashes must be placed in the metal trash can next to grilling station.
   d. Bathrooms should be tidy with all debris placed in trash receptacles.
   e. Personal belongings must be removed from area and placed in vehicles.
   f. Chain (Waterway Park and Woodlands Pavilion) must be raised to deter vehicles from entering picnic/pier/playground areas.
8. Parking lots must be cleared after events. Overnight parking is prohibited.
9. Original refundable check will be shredded upon receipt of a satisfactory clean-up report. Host will be contacted if there are clean-up issues reported or reported damages.

10. Events that will have entertainment must shut down music and any other noise generating equipment by 9:00 pm, unless specific approval to extend the hours is obtained from the POA Community Manager. Please be considerate of residents who live near the venue by monitoring noise levels of bands, DJs, or other music. Failure to adhere to these requirements will result in a termination of the event and losing the privilege of making any future reservation.
11. Events that will include the SALE or distribution of alcohol must be registered with the NC Alcohol Beverage Control Commission, contact them at (910) 779-0700 to obtain a permit.
12. Injuries caused to or by any person as a result of alcoholic beverages being served or consumed on the POA property, or arising off the POA property, or as a result of alcohol being available on POA property shall be the sole responsibility of the individual and/or company who made the reservation.
13. While group functions (private and/or charitable) are permitted when scheduled by a St. James Plantation property owner, no fundraising event shall be permitted unless the event is scheduled with the POA Office and attended exclusively by St. James Plantation property owners and their personally sponsored guests. Advertising for these events is restricted to internal St James Plantation communications only. Ticket sales for the event is restricted to residents of St James Plantation. A resident may purchase tickets for visiting guests or guests from the local area. The resident is required to notify Security of the names of any invited guests if the guests will be driving a vehicle into the Plantation. Please note the following fees (separate check from the Refundable Deposit) for such events are due upon confirmation of the reservation:

	BEACH CLUB	WATERWAY PARK	WOODLANDS AMPHITHEATER	WOODLANDS PAVILION
POA MEMBER - PRIVATE PARTY	$0.00	$0.00	$0.00	$0.00
POA MEMBER - CHARITABLE EVENT	$50.00	$50.00	$100.00	$200.00
TROON IN-HOUSE EVENT	$0.00	$0.00	$0.00	$0.00
TROON POA - MEMBER EVENT	$0.00	$0.00	$0.00	$0.00
TROON NON-POA MEMBER EVENT	$0.00	$100.00	$500.00	$1000.00

2.1 Beach Club Rules and Guidelines

2.1.1 POA Members

Property Owners, their accompanied guests, and family members and tenants having registered vehicles with RFID gate access stickers, may enter the Beach Club Parking Lots in their registered vehicles and utilize the beach club facilities. The Beach Club Attendant has the right to refuse permission to use the facility to anyone not having proper documentation of being a property owner, registered guest or tenant. Failure to comply with instructions from the Attendant or these rules can result in withdrawal of Beach Club privileges.

2.1.2 Marketing Guests

The Beach Club facility is available to registered St. James Plantation marketing guests, who will be issued a temporary parking tag and Beach Club pass. The parking tag must be visible through the windshield and the Beach Club pass shall be available on their person when using the facility. The same rules apply to marketing guests as apply to POA members relative to the Beach Club Attendant.

2.1.3 St. James by the Sea Beach Club

The Beach Club facility, other than the parking lot, is available to property owners in St. James by the Sea.

The property owners will receive an annual Beach Club pass which shall be displayed when using the facility. House guests of a registered St. James by the Sea property owner may use the facility, other than the parking lot, but must be personally accompanied by the St. James by the Sea property owner or immediate family member of the owner(s). Long term or seasonal tenants of the St. James by the Sea property owner(s) are not permitted to use the Beach Club facility. The Beach Club Attendant will restrict their usage.

2.1.4 Capacities

The Brunswick County Board of Health has determined that the maximum capacity in the pool area to be 55 individuals (this includes the pool itself as well as surrounding deck). The upper pavilion capacity has been determined to be 35 individuals. The Beach Club Attendant will monitor and maintain these levels.

2.1.5 Pool Rules

The rules for using the Beach Club facility will be posted at the pool. Users must comply with all safety and sanitary rules. These rules include the proper use and disposal of diapers.

2.1.6 Restrooms

The restrooms at the Beach Club are **not** open to the public. A control lock restricts access. The code for this lock is published on the POA website under Beach Club or by contacting the POA Office. The Beach Club Attendant can and will refuse access to unauthorized individuals.

2.1.7 No Pets

Dogs and other pets are not allowed on or within the Beach Club facility, and shall not be brought through the Beach Club to enter the public beach, except for a trained service animal assisting a person with a disability.

2.1.8 Grilling

Use of grills anywhere on the Beach Club facility, including the parking lot, must have prior approval of the POA Community Manager, who will inform the Beach Club Attendant.

2.1.9 Private Parties

The POA office will handle reservations for the Beach Club similar to reservations currently done for Waterway Park and the Woodlands Park Amphitheater and Picnic area. The Amenity Reservation Form can be printed from the POA website (www.stjamespoanc.org). The following rules apply:

- Beach Club reservations for group functions during the regular pool season can be made for no more than 12 people. A POA Member is restricted to one reservation per month. Reservations are accepted **only** for Monday through Thursday during the following time slots; 9 a.m. to 1 p.m.; 1 to 5 p.m. and 5 p.m. to 9 p.m. The POA will not accept reservations for a Friday, Saturday and Sunday, a holiday or holiday weekend.
- Groups of any size which have non- St. James property owners will have to make a reservation with the POA.
- An approved function will be posted on the Beach Club calendar located on the POA website.
- Roping off or barricading the party area is prohibited and other authorized users must be allowed free access to the pool and restrooms.
- The POA member hosting a function must be present at all times and is responsible for their guests and clean up and for the repair of any damage to the facilities.

2.1.10 Public Beach

The Oak Island beachfront is public and is available to anyone. Users are asked to respect the beauty of the beach by removing trash and using available receptacles for disposal.

2.1.11 Dunes and Ponds

Please stay off sand dunes and out of the ponds around the Beach Club.

2.1.12 Smoking

Smoking is prohibited at the Beach Club facility including the parking lot.

2.1.13 Parking at the Beach Club

Oak Island has restricted certain parking areas along the beachfront, including streets adjacent to the St. James Beach Club. An RFID sticker is required to park in the Beach Club parking lot. or the auxiliary parking lot.

2.2 Waterway Park and Woodlands Park Rules and Guidelines

2.2.1 POA Members

These facilities are available to POA members, their resident tenants, and guests. Reservations for these amenities must be mad by Association members. They are available on a first come, first served basis. The POA will hold a reservation only if a deposit has been submitted, along with the completed paperwork. The Amenity Reservation Form can be printed from the POA website (www.stjamespoanc.org).

2.2.2 Grilling

Charcoal grilling or other cooking is allowed only in designated areas. All charcoal ashes must be removed from the grill bed and disposed of properly and safely.

2.2.3 Group Functions

A POA approved group function to be held at the Parks must be reserved at least two weeks prior to the event by submitting a completed Reservation Form to the POA Office. Roping off or barricading the function area is prohibited and other POA users must be allowed free access to all areas. The POA member hosting a function must be present at all times and is responsible for cleanup and for the repair of any damage to the facilities. The cost of repairing damage and clean-up that the POA must perform in lieu of the responsible POA member will be assessed against the member's deposit.

All trash must be placed in existing trash containers. Waterway Park has plastic bag inserts (supplied by the POA) which must be used and properly installed by using supplied fastener (large rubber bands) to insure top of plastic bag stays attached to the top edge of the container. Do Not Overfill. Ensure that lid will close and seal before using an additional container. During, or at the end of the function, move the full containers with lids fully down to the trash can receptacle storage area (in the parking lot) and place them back inside. Your function is not limited on how many containers you may use.

The POA requires Security to inspect the amenity once the cleanup has been completed. Please contact Security at (910) 253-7177 to schedule the inspection twenty minutes prior to leaving the premises.

While group functions are permitted when scheduled by a St. James Plantation property owner, no fundraising event shall be permitted unless the event is scheduled with the POA Office and attended exclusively by St. James Plantation property owners and their personally sponsored guests. Advertising for these events is restricted to internal St James Plantation communications only. Ticket sales for the event is restricted to residents of St James Plantation. A resident may purchase tickets for visiting guests or guests from the local area. The resident is required to notify Security of the names of any invited guests if the guests will be driving a vehicle into the Plantation.

Any tents or temporary structures must be approved by the POA. Any such structures or tents must be removed by noon the day following the event.

2.2.4 Parking

No vehicles may be left overnight in the parking lots. Overflow parking must not obstruct street, driveways or fire hydrants.

2.2.5 Fire Safety

Except for designated grilling area, open flames or fires of any kind are strictly prohibited.

2.2.6 In Case of Emergency

The POA has installed a Direct 911 Phone at the pavilion at Waterway Park. There is also a 911 Phone at the Woodlands Park restroom building (ladies room side). The 911 Phones connect directly to Brunswick County Emergency Management in Bolivia. Automated External Defibrillators (AED) are available at both locations inside the Men's Room.

2.2.7 Waterway Park Playground

The POA has installed playground equipment at Waterway Park for use of children, grandchildren and guests' children of POA members. Children must be under the supervision of an adult at all times whenever they are playing in the playground. Reports of damaged equipment should be made to the POA Office or POA Security.

2.3 Pond and Lake Rules and Policies

2.3.1 Maintenance

In general, the POA is responsible for maintenance of ponds and lakes located in POA common properties for the purpose of managing storm water runoff and drainage. The POA is authorized, but is not required, to control or remove vegetation, except as necessary for storm water management purposes. The POA encourages the development of a vegetative buffer along pond banks. Where the edge of a pond or lake is located within or abuts an improved lot, the owner of such lot is responsible for maintaining the edge and bank of the pond or lake and for controlling erosion or sedimentation due to storm water or other runoff from within the lot. Vacant lot owners are not required to do maintenance on the edge or bank of a pond or lake.

2.3.2 Irrigation

No person or property owner shall draw or pump water from any pond or lake exclusively located in POA common properties for irrigation purposes or otherwise.

2.3.3 Fishing

Fishing is allowed in community ponds subject to the following rules. These rules are provided for the protection of our ponds, fish, plant life, as well as the well-being of residents and guests. Violation of these rules can result in the loss of pond fishing privileges.

Residents should obtain a copy of the St James Plantation Fishing Guidelines from the POA office or POA website for additional information on pond fishing and the location of recommended fishing ponds that have been enhanced with fish habitat and stocking.

RULES FOR FISHING ST. JAMES PLANTATION POA PONDS

- North Carolina fishing regulations apply to community ponds. As such, residents and their guests that are at least 16 years old must have a N.C. Fishing License in their possession while fishing at the ponds.
- Only St. James residents and their guests are permitted to fish the community ponds. Residents must accompany their guests while fishing. In addition, property owners and their guests may fish on their own private property.
- Fishing is not permitted:

    - On golf course property or on other residents developed and undeveloped lots.
    - Within construction zones or areas restricted by the St James POA, Town, Developer, or their representatives.
    - From areas with sensitive or protected plant life.
- Fishing is only permitted from sunrise to sunset.
- Fishing in St. James Plantation POA ponds is catch-and-release. Caught fish must be returned to the pond immediately.
- Parking is not permitted in areas that impede traffic or cause damage to private or community property, including irrigation, landscaping or terrain.
- Common sense courtesy should be exercised so as not to disturb neighboring residents, and conservation practices should be observed for the protection of natural habitat.
- Be responsible; make sure you don't leave debris, including cans, bottles, fishing tackle, unused bait, etc.
- Please exercise caution in and around the ponds. Pets should be leashed and not walked along pond banks. Younger children should be supervised and not allowed to play freely near ponds or creeks.
- Do not intentionally feed the alligators that roam throughout the Plantation. Feeding alligators encourages them to not fear humans.

2.3.4 Boats/Kayak Launch

In general, boats may not be used on ponds or lakes in POA common properties, except by the POA for maintenance purposes. In Regency Park, owners of certain lots abutting ponds are permitted to construct small piers and use small boats on the ponds, as provided in the applicable Restrictive Covenants for that POA.

The St. James Plantation POA kayak/canoe launching area is located on the pier at Waterway Park. For the safety of all who use the park, vehicular traffic is not allowed within the park itself. Boaters utilizing the launch site must leave their motor vehicles in the parking lot off St. James Drive or at the cul-de-sac at the end of Harborside Way. The watercraft must then be walked to the launch site from the parking area. Due to overall park utilization and purpose, watercraft may not be stored or left unattended in the park. The use of non-motorized assisted carts is allowed. Driving across park property is prohibited.

2.3.5 General Restrictions: Assumption of Risk

Swimming or wading is prohibited in POA ponds and lakes. Littering, open fires, or use of illegal drugs is prohibited in all POA common properties. Anyone conducting any activity on common property including ponds or lakes does so at his or her own risk and is responsible for any accident, injury or damages that may result.

2.3.6 Club Property

All property of the Founders Club, Members Club, Players Club and the Reserve Club, including all ponds and lakes located on such property, is subject to control by the respective Club.

2.4 Storm Water Drainage Rules

2.4.1 POA Maintenance Responsibility

In general, the POA is responsible for maintenance and repair of storm water drainage structures and facilities located on POA common properties for the purpose of managing storm water drainage. The POA is not required to control or remove vegetation or to clean out drainage swales, water courses or ditches located on common properties, except as necessary for storm water management purposes. The POA may, for drainage management purposes, occasionally need to undertake maintenance of a ditch, swale, pipe or water course located on private property. Their authority to conduct this work is provided by

easements granted in governing documents or recorded on subdivision plats. An easement is a section of land registered on a property title granting another party the right to use this land for a specific purpose even though they are not the owner. An easement on private property does not convey to the POA as common property.

2.4.2 Property Owner Maintenance Responsibility

In general, each property owner is responsible for controlling erosion or sedimentation on the owner's lot, and for routine maintenance of drainage swales, ditches and water courses located on the lot and within the street right of way abutting the lot. Routine maintenance includes the clearing of debris, trash, excess vegetation and other obstacles that would negatively affect the drainage. Where the edge of a pond, ditch or water course is located within or abuts an improved lot, the owner of such lot is responsible for maintaining the edge and bank of the pond, ditch, or water course for controlling erosion or sedimentation due to runoff from within the lot. Maintenance responsibility for water conveyances located along the boundary between two properties is shared by both property owners. The POA encourages the use of a vegetative buffer where appropriate.

Owners are reminded per the storm water permits that they are prohibited from altering or filling in the storm water conveyance devices. Owners must follow the storm water rules which are stated in the applicable storm water permits, Restrictive Covenants for each Regime, and the Architectural Control Committee Design Guidelines.

2.4.3 Home Construction

Maximum impervious or built upon area limitations and certain other requirements are set forth in the recorded Restrictive Covenants for each plat or section of lots. Site plan and storm water drainage requirements for new home construction and renovations or additions are set forth in the Design Guidelines published by the POA Architectural Control Committee, as modified or supplemented from time to time. Property owners and contractors should follow the current version of the Guidelines and any supplemental information or requirements issued by the Architectural Control Committee.

2.4.4 Maintenance of Driveway Crossings

Where a drainage swale runs along the side of a street, the owner of each lot abutting the street is responsible for maintaining a culvert under the driveway crossing for such lot. Maintenance includes removing any vegetation or debris that blocks or impedes drainage, and replacing or installing a culvert as needed. If the POA becomes aware of a driveway crossing that is blocking or impeding drainage, the POA may require the lot owner to replace or install a culvert. In this situation, the POA, at its expense, will have an engineer investigate the situation and prepare a plan specifying the location and size of the required culvert, along with the depth for the installation of the culvert and any other necessary specifications. Upon request, the POA will also provide the name of one or more contractors that can give the lot owner a cost estimate for the work. The lot owner is responsible for getting the work completed and paying the contractor.

2.5 Storm Clean Up Responsibilities and Procedures

St. James Plantation is a Planned Unit Development and as such individual property owners and Regime POAs are required to maintain their property as defined in the Master Declaration, Article VI, Section 9, and in accordance with the Declaration of Restrictive Covenants of the St. James Plantation POA, Section 16. Since the roads and common properties are privately owned by the POA, debris removal from these areas after a weather event is the responsibility of the POA as specified in the Master Declaration Article V, Section 1.

Each property owner is responsible for the cleanup of their property. Debris that is organized to meet the Town pick up guidelines may be brought to the road edge to be cleared by the Town debris contractor. White goods or construction debris will not ordinarily be picked up by the Town. The Town of St James

debris management plan provides guidelines for cleanup.

2.6 St. James Chapel

2.6.1 Purpose

According to the Bylaws of the St. James Plantation Chapel, the Chapel is an interfaith non-denominational facility where religious activities (including but not limited to: worship services, weddings, funerals, memorial services, baptisms, Bible studies and religious educational programs) may be held and individual meditation and prayer may be conducted.

2.6.2 Organization and Structure

St. James Plantation Chapel is a 501c3 nonprofit organization. The corporation has no members and no capital stock. A Chapel Board of Directors manages the affairs of the corporation.

2.6.3 Worship Services

A non-denominational worship service with visiting pastors is held on the second and fourth Sunday of the month at 9 a.m. The Chapel is available to property owners for weddings, baptisms, memorial services and other religious activities.

2.7 St. James Library

2.7.1 Purpose

The St. James Library is owned and operated by the Chapel Board and leased to the St. James Plantation POA as a common property. The Library serves as a central location for books (hard cover and paperback), puzzles, books on tape, videos, DVDs, etc. which the Chapel Board deems appropriate for sharing. Property owners are welcome to donate and borrow items that are on display in the Library.

2.7.2 Volunteers

The Library Committee is responsible for maintaining the orderliness of the facility. Bins are provided for new donations and returns.

2.7.3 POA Responsibility

The POA is responsible for the maintenance of the Library Building.

2.8 St. James Dog Parks

2.8.1 Purpose

The purpose of the St. James Dog Parks is to provide a safe location for dogs to run off-leash within the St. James Plantation community. The POA currently have two (2) Dog Parks (adjacent to the Fire Station on St. James Drive and in the Woodlands near the Amphitheater bathrooms).

2.8.2 Rules of the Dog Parks

The following rules are provided for the protection of canine residents and their owners/custodians. The hours of operation are between 7 a.m. to dusk. Please provide water for your dog(s).

- Dog owners agree and acknowledge that they are using the Dog Park at their own risk and assume all risk associated with their use.
- Dogs must have current vaccinations and display a rabies tag as required by Brunswick County Ordinance.
- Children under the age of twelve (12) are not permitted inside the Dog Park area.
- Be considerate – owners are required to clean up after their dogs. Waste stations are provided.
- Dogs acting in an aggressive manner must be muzzled and/or removed. All dog attacks should be reported to the Brunswick County Sheriff's Office and then the POA Office.

- Dog owners are responsible for any damage or injury caused by their dogs and acknowledges that use of the Dog Park may expose them and their dogs to injury.
- Food, toys, glass containers and alcoholic beverages are prohibited.
- Eyesight supervision and vocal control of all dogs is required.
- Dog are not to be left unattended at any time.
- Dogs must be leashed upon entering or leaving the Dog Park.
- Female dogs in heat are prohibited.
- Puppies less than four (4) months of age are prohibited.
- No more than two (2) dogs per visitor.
- Owners or custodians of dogs are responsible for filling holes dug by their dog(s).
- Anyone failing to comply with the rules of operation will have Dog Park privileges suspended.

3.0 *Communications*

The St. James Plantation (SJP) POA provides the following communications venues.

- POA website (www.stjamespoanc.org) is a reference and information source for POA activities, contacts (Board, committees and staff), amenities, services, calendar, Community Bulletin Board, resources, guidance documentation and the community events.
- Monthly *Cat-Tales* magazine provides a window into life in the community as well as information from the five key community organizations – POA (Board, committees and staff), Town of St. James, St. James Fire Department, St. James Plantation, and The Clubs at St. James Plantation.
- Weekly email newsletter, "What's Up St. James? (WUSJ)," disseminates information from the key organizations as listed above, as well as announcements of upcoming activities and events submitted by St. James property owners and local area nonprofit organizations.
- Blast email, as needed, provides POA announcements that require timely dissemination.
- Periodic Open Informational Meeting (OIM) hosted by the POA Board informs residents of POA plans, activities and accomplishments and provides a communications medium between residents and the POA Board.
- Periodic open Board meeting gives the residents insight on the POA Board's projects and decisions.

The POA Communications Policy defines which entities can use these communications venues and the types of information that these venues can disseminate. Some aspects of this policy are derived from North Carolina directives for homeowners' associations and the governing documents establishing the St. James Plantation POA.

Board, committee and POA staff members shall always use official POA communications venues for the dissemination of all official and informal information and announcements. The primary vehicles for timely announcements and information are WUSJ and the POA website. These two venues offer the widest distribution for property owners and residents. Committee members may also use other publications and e-newsletters for announcements, provided WUSJ has already published them.

The POA will **not**

- Publish announcements or advertorial information that sell, advertise, sponsor or endorse products or services that are a) commercial, for-profit, b) objectionable or c) illegal.
    - Exception: *Cat-Tales* advertising space that covers the magazine's printing and distribution costs; however, the POA is not responsible for any claims made by advertisers.
    - Exception: Because there is a nonprofit component (Stepping Up for the Arts) within the Artisans of St. James, a new artisan can be introduced in a *Cat-Tales* article.

- Exception: Informational articles, not endorsements, in Cat-Tales, about the opening or closing of businesses in the St. James Marina commercial space.

- Publish partisan political notices for any party or candidate; however, non-partisan announcements or information of interest may be included that provide pros and cons on local issues or are associated with an elected government official that is not advocating a specific candidate or position.
- Publish petition notices.
- Include articles advocating specific political or religious beliefs.
    - Exception: Ads or announcements that provide information of religious meeting places, services and points of contact can be included.
- Include ads, announcements or articles from real estate firms other than from St. James Properties, LLC.
    - Exception: St. James builders can include information within their *Cat-Tales* ads on a speculative ("spec") home built on St. James land they own and which they intend to sell themselves.
- Publish communications unfavorable to the POA, the Town of St. James or St. James Plantation, LLC.

The five key community organizations as listed above can submit information for publication in *Cat-Tales*, WUSJ and the POA website's Calendar and Community Bulletin Board. Only the POA manages the information and communications associated with its meetings, blast emails, website and databases.

Property owners can also submit information for publication on behalf of

- Organizations, clubs, groups and nonprofits whose membership is exclusively contained within St. James, (e.g., the Service Club, Ladies Golf Association, Fishing Club, Artisans' Stepping Up for the Arts nonprofit and Quilters Too group).
- Nonprofit organizations whose membership includes both St. James property owners and local area residents, provided:
    - Events are chaired or sponsored by a St. James property owner.
    - Verification of IRS-approved nonprofit status is submitted to the POA, if requested in advance prior to publication.

Cat-Tales will only publish articles associated with the St. James community and local area, to include:

- Reporting of past events
- Information and education, primarily from the five key community organizations
- Topics such as wellness, achievements by residents and organizations, local area travel, entertainment options, "how-to-do" instructions and other personal interest stories.
    - Exception: The POA and TOSJ can submit announcements on future activities and planning associated with the management and operation of St. James.

Property owners and their immediate family members can submit announcements to the POA website's St. James Marketplace for the following:

- Classified:
    - Garage sale-type items and domestic animals to sell or give away
    - Property rental and sale (inside and outside of St. James) by a St. James owner, provided

the owner that is not licensed or in the business of renting and selling real estate property.

- Wanted: items, property rentals and recommendations for commercial services and products.
- Lost and Found: personal items (for domestic animals, use the Pet Registry on the POA website, under the Living in St. James/About/Pet Registry).

Types of allowed announcements in WUSJ include:

- Fundraisers for nonprofits.
- Organized events with multiple vendors, such as farmers/flea markets, craft shows, festivals and tournaments, as long as no individual vendor is showcased.
- Free, no-obligation informational seminars and events, even though sponsored by a for-profit entity, such as estate planning seminar or yoga demonstration.
- Resident-organized activities (maximum two events per year per resident) for the benefit of the community where fees are collected solely to cover the expenses of the activity, such as a group excursion to a dinner show.
- Group-organized activities where a portion of the collected fee is used towards a commercial service, such as a catering of a club's dinner event or a touring service.
- Service or item sales from a commercial entity if all or just a percentage of proceeds are donated to a nonprofit, provided the name of the sponsoring nonprofit and the purpose of the fundraiser are clearly stated.
- Any other activity that conforms to the POA Communications Policy.

3.1 St. James Plantation POA Website

The Communications Committee oversees the accuracy of the website's information and works closely with the Information Technology Committee which supports the IT systems and databases.

3.1.1 Website Information

The website may be used to access the following information. Some information is available to the public, and some require validated access through a user name and password. Other information is restricted to specific POA Board, committee and staff members.

- Archives for the communications venues – *Cat-Tales*, WUSJ e-newsletter, POA OIM presentations, blast emails
- Community Calendar and St. James Marketplace
- POA Board news and meeting reports
- Links to the key community organization's websites
- POA documents and forms library
- POA Board, committees and staff members and information
- St. James clubs, groups, and activities
- Community amenities and reservation information

3.1.2 Services, such as QuickPass

- Directory of property owners (restricted)
- The Clubs notices (link to The Clubs website)
- Local area interests (Brunswick County, Southport)
- Nonprofit organizations
- Newcomer information such as the "Guide to Living in St. James"
- Other items of general interest.

3.1.3 Editorial and Content Authority

The Communications Committee will have editorial and content oversight of the POA website, *Cat-Tales* and WUSJ, subject to the POA Communications Policy as stated above. Committee members, POA staff or designees will review in advance information to be posted to these communications venues.

3.1.4 Unauthorized Use

User names and passwords to access certain pages of the website and user profiles are provided to property owners as a benefit of their POA membership. The user names and passwords remain the sole and exclusive property of the POA. The members agree to maintain their respective user names and passwords as private and confidential information. Any unauthorized use of the user names, passwords or website is strictly prohibited.

If a POA member needs a user name and password, or needs assistance in logging into the website, he should call the POA office or send an email request via the homepage link "Contact POA."

3.1.5 Posted Information

A POA member requesting website posting represents and warrants to the POA that such member will not post or request a posting of any information that infringes on the trademark, copyright or other intellectual property rights of any other person or entity. The member requesting such posting agrees to indemnify and hold harmless the POA from all costs and expenses (including attorneys' fees) incurred by the POA related to or arising from any breach of this representation and warranty.

3.1.6 Website Privacy Policy

The website follows the POA's privacy policy that describes how all personal and confidential information posted on restricted areas of the POA website will be treated. If changes are made to this policy, the POA will post the changes online and notify members.

The POA will share POA website's operational and member information with government authorities when legally required to do so, and may cooperate with these authorities investigating claims of illegal activity such as (but not limited to) illegal transfer or use of copyrighted material, or postings or email containing threats of violence. Except under the limited circumstances described above, the POA does not disclose website information to third parties. No POA member shall provide access to the online directory of residents or database of all property owners to any unauthorized party for any reason whatsoever.

3.1.7 Website Security

No computer system is safe from intrusion. Website information and/or email may pass through many computer systems and should not be considered a secure means of communication unless encrypted. Even then, information is only as secure as the encryption method. Therefore, although the POA takes precautions to protect the information technology systems servers, it cannot guarantee the security of any data on any server, including "secure servers."

3.1.8 Links and Cookies

The POA may provide links on the POA website to other websites of interest to POA members, which are owned, operated and/or maintained by third parties. Persons or companies who own/operate such websites may use cookie technology. We do not control the use of cookies by such linked websites. Cookies are files written to a user's hard disk and read by server programs to inform a website if the user has previously visited that site.

3.1.9 Copyright and Service Mark Notice

This website is maintained for the POA Board, committee and staff members as well as the SJP property owners and residents. Unauthorized copying or reproduction is prohibited. Information on this website may not be used for commercial purposes. The St. James Plantation name is a service mark of the developer and used under license. The names and logos of the Clubs and the Marina at St. James Plantation are service marks of the respective entities. Unauthorized use of any such service mark is prohibited.

3.1.10 Property Owner Information

The POA website provides to authorized POA users (who have a user name and password) a directory of resident information, including name, address, telephone numbers and email addresses. The POA also maintains a restricted property owner database kept on limited- access computers.

To maintain current directories, property owners are requested to log in online to update their profile (emails and telephones) or notify the POA office of profile changes via the website homepage link "Contact POA." The directories are updated weekly. Any POA member may have their specific information removed from the online directory by sending a written request to the POA.

3.1.11 Calendar

The POA website has a calendar with upcoming events shown on the homepage or Resources tab/Community Calendar. The calendar includes the schedules of POA Board meetings, clubs, groups, and local area events. To add an event to the calendar, use the Calendar Submission Form that is accessed via the Resources tab/Calendar Submission Form. The calendar event is limited to 500 characters (including punctuation and spaces).

3.1.12 St. James Marketplace

The POA website's Marketplace is for posting ads by property owners in the following areas: garage sale-type items for sale, items/services wanted, unit for rent, seeking rental unit, services and product recommendations.

To submit an ad, complete the online website form using the link on the POA's homepage St. James Marketplace shortcut link. The POA administrator or designee will review the ad to ensure compliance with the Communications Policy before it is posted. Ads will be posted concurrent with POA hours. The ad will be deleted after the submitter sends a notification to poa@stjamespoa.net or after two weeks.

3.1.13 POA Website Pages

The POA website will host webpages for the POA Board, its committees and staff, and St. James-based clubs, groups, amenities and services, including the St. James Service Club.

Organizations that are based outside of St. James and/or nonprofit organizations will not have webpages on the POA website.

However, clubs and groups outside of St. James can have a short paragraph with a link to an external website added to the Clubs and Groups tab/Groups and Activities around St. James" webpage. Also, a short paragraph with a link to an external website for nonprofit organizations and fundraisers can be added to the Living in St. James tab/Volunteering section.

3.2 *Cat-Tales*

POA's monthly magazine, *Cat-Tales*, is managed and produced by an editorial staff, including volunteer residents and one, part-time POA staff member, with oversight by the Communications Committee. The hard copy magazine is mailed to property owners and a PDF version is posted to the website. Up to two years of current and past issues are available via the POA homepage's *Cat-Tales* shortcut link.

To submit an article, announcement or photographs for publication or to become a member of the *Cat-Tales* team send an email to cattaleseditor@gmail.com. The editors are always looking for new ideas and additional contributors. Articles will usually conform to a maximum limit of 500 words (one page). Submitted information may be reformatted, text edited and shortened to meet publishing specifications, style guidelines and page length limitations. Submitted material and photographs will not be returned and can be used in any POA communications vehicle.

3.3 "What's Up St. James?" and "Sports News St. James"

This weekly electronic newsletter provides the community with timely information on upcoming events within St. James and local area venues. This newsletter also includes current key community organizations information, links to other websites and thank you notes from past events. WUSJ is emailed to all property owners each Monday morning.

Email your announcement submission to whatsupstjames@gmail.com by noon Friday. Late submissions are not guaranteed to be in the next WUSJ issue.

The editors will review and include the announcement, if consistent with the POA Communications Policy. Content must be in 'publication' format, that is, in a paragraph format containing all pertinent event information: name, date, time, location, sponsoring organization and other details. The notice should be no longer than 125 words. If there is an order form, extensive write-up or preferred logo/clipart, attach the document to the email. Information may be reformatted, and text edited to meet publishing specifications and style guidelines and the additional document will be linked within the short notice.

The submission will run no more than three weeks prior to the event (or ticket sales) unless notified to remove it earlier. Exceptions are on a case-by-case basis.

"Sports News St. James" is a venue for publishing scores and results from St. James' various sporting events. Submissions are due by 4:00 pm each Friday and should be mailed in Word or Excel to STJDoesSports@gmail.com.

3.4 Blast Email/Phone Message System

The POA maintains a master email list of property owners, residents, long-term renters, POA vendors/contracts, POA and Town of St. James staff and builders. Other lists will be added as required. This master list feeds the POA's email distribution lists as well as the POA's and Town of St. James' broadcast email and Emergency Telephone Notification System.

Residents and property owners are requested to notify the POA office of any changes to their contact information via the POA website or by calling the POA office. At the current time, the POA does not delete your name if you elect to 'unsubscribe' to this service. The POA is required to have this option available; however, if an owner's name is removed from the master list, no information would be sent electronically, including emergency information.

3.5 Open Informational POA Meeting and Board Meeting Reports

The POA holds regular Open Information Meetings with residents to provide status on the Board, committees and staff members' accomplishments and plans as well as have a Question and Answer portion of the meeting where residents can ask status or discuss issues. The meeting presentation is archived on the POA website under POA tab. Reports from monthly POA Board meetings are archived as well.

3.6 Social Media

The only social media permitted is a Facebook page to support the St. James Activities Committee's (SJAC's) events (e.g., local area trips, beach parties, baseball games). Particularly, the Facebook page will post information on the sale of tickets and event details, as well as photos taken during the event. SJAC members will monitor the Facebook page frequently to ensure that the posted information is consistent with the POA's Communication Policy.

4.0 Safety & Security

4.1 Motor Vehicle and Parking Rules

Motor vehicles shall be operated within St. James Plantation in accordance with all laws of the State of North Carolina. Except as otherwise permitted by these rules, any motor vehicle operated within St. James Plantation must bear a valid license plate and registration sticker issued by a state in the United States. The driver of any motor vehicle must have a valid, state-issued operator's license.

4.1.1 Speed Limits, Stop Signs and Directional Signs

All speed limits and traffic signs shall be strictly observed. The speed limit within St. James Plantation is twenty (20) miles per hour unless otherwise posted.

Security patrol officers may issue POA rules violation notices to motorists who speed and/or fail to stop at posted Stop Signs at intersections on POA owned and maintained roadways. This enforcement effort is conducted by both patrol officers and by remote radar/speed camera recording devices. All equipment used in these enforcement efforts is professional grade, certified in accordance with state standards, and checked for accuracy, daily. All personnel utilizing the equipment for enforcement efforts have been trained in proper procedures for the specific equipment they are utilizing.

All security officers in St. James may be wearing audio/video recording body cameras to assist with documenting interactions with motorists, residents, contractors and guests. These devices are needed to document aggressive and occasionally abusive behavior exhibited towards our security personnel. Additionally, all activity and interactions in and around the gate houses are subject to audio / video recording for the same purpose. The recordings from these devices may be shared with law enforcement without notice to the subjects in the recordings.

There are a number of roads in St. James Plantation that have directional signs posted, for example, KEEP RIGHT, when a road goes around an island or a median divider-also, on a one-way street such as on the traffic circles. Many of these areas do not have sidewalks but are favorite places for use by pedestrians, dog walkers, baby strollers, bicycle riders, roller skates, guests and grandchildren. These individuals are used to traffic in the area coming from one direction-not two. Disobeying a directional sign causes a dangerous and unsafe condition and is subject to a fine.

4.1.2 Off-Road Vehicles

No off-road vehicles of any type, including but not limited to, go carts, dirt bikes, and all-terrain vehicles, shall be operated within St. James Plantation, except those vehicles used for permitted construction and development, golf course maintenance, common property maintenance, and related purposes

4.1.3 Use of Golf Carts, Low & Medium Speed Vehicles; Crossing Rules

No golf carts, or Low Speed, or Medium Speed Vehicles as defined by NC State and Federal regulations, shall be operated on any streets within St. James Plantation, except by golfers on designated crossings and connections between portions of a golf course and use by golf course personnel for course management of related purposes. Golf carts shall stop before entering the street and wait if any vehicles are approaching.

4.1.4 Parking on Common Properties

Parking on the street should be a rare occasion, such as for an occasional gathering of family or friends, and not on a regular, recurring basis when the residence has available garage or driveway space. Once an Owner's driveway is full of cars, the Owner and their visitors may use the portion of the street Right of Way directly abutting their property for temporary parking, and once that is full, such visitor parking may extend down one side of the street in such a manner as to not impede traffic or obstruct driveways or mail delivery.

When parking in the Right of Way, drivers should use their discretion in pulling off the pavement; sometimes it is desirable to assist with traffic flow and sometimes undesirable due to wet / soft conditions or potential damage to irrigation systems. Drivers are responsible for any damage they cause. The Board of Directors of the POA may provide a limited waiver of this rule in its sole and absolute discretion, for good cause shown. Use of Common Properties or unimproved property, including the Rights of Way in front of these properties for regular parking of any vehicle is prohibited. Parked vehicles must not block fire hydrants.

Parking by contractors and service personnel is more relaxed during business hours. With limited room and the need to efficiently serve the community, contractors are encouraged to park responsibly, in the driveways of the homes being serviced, when practical, on the streets when necessary, respecting traffic flow by parking on one-side of the street and being careful to not damage landscaping, block driveways or interrupt mail delivery.

4.1.5 Parking of Boats and Large Vehicles on Lots

No boat, bus, trailer, commercial vehicle, camper, recreational vehicle, truck larger than a half-ton pickup truck, or inoperative or unlicensed vehicle shall be parked on any lot for longer than twenty-four (24) cumulative hours, within any given 7-day period, in such a manner as to be visible from any road or street within St. James Plantation; such a boat, trailer, or vehicle may be parked in a garage if it can be fully covered with the garage door closed. The Board of Directors of the POA may provide a limited waiver of this rule at their sole discretion for good cause shown. Parked cars/vehicles must not block fire hydrants.

4.1.6 Advertising on Personal Vehicles

Property Owners shall not use their vehicles to advertise their own or other businesses while parked at their property, or when elsewhere within St. James Plantation, except when the vehicle is on a service call to another property. Owners/Residents with commercial signage on their vehicles, while at home, must park those vehicles in their enclosed garages, day and night.

4.1.7 Violations

Violators of the foregoing rules are subject to warnings, fines and loss of privileges. See Section 1.2 for fine schedule and enforcement details. For contractors, employees, guests and others who are not property owners, a second or subsequent offense may result in loss of privilege to enter St. James Plantation. In addition, violators of rule 4.1.4, 4.1.5 or 4.1.6 are subject to having their boats, trailers or vehicles towed at the owner's expense.

4.1.8 Guidelines for Sharing of Roads and Sidewalks

The POA has a brochure, *Guidelines for Bicyclists, Pedestrians and Motorists to Promote Courteous Sharing of Roadways and Sidewalks*, that details the guidelines to ensure safe streets and sidewalks for residents, property owners and visitors.

4.2 Motor Vehicle Rule Enforcement Policy

The Board of Directors of the POA has adopted the following procedures for POA security and administrative personnel for enforcement of the Motor Vehicle Rules. Verbal and/or physical abuse of POA Staff, employees and security staff by property owners, guests, contractors, vendors and all others is

unacceptable and will not be tolerated. Reported incidents will be reviewed by the POA Rules & Enforcement Committee. If a finding by the Committee determines there has been a violation of this rule, penalties, including fines, loss of privileges and other sanctions deemed appropriate, will be issued by the POA Rules and Enforcement Committee (see also 4.2.7).

4.2.1 General Duties of Security Personnel

Security personnel shall be familiar with the Motor Vehicle Rules of the POA. During regular patrols of the POA's streets and other common elements or when called to investigate a possible violation, and otherwise during the course of performing security duties, security personnel shall observe traffic and vehicles for the purpose of detecting motor vehicle violations. Security personnel shall be knowledgeable in the use of speed detection equipment and methods.

4.2.2 Stop Suspected Violators

When a rule violation is observed, security personnel shall, by use of flashing lights or other appropriate means, request suspected violator to stop. Security personnel shall not engage in any pursuit that endangers the safety of the suspected violator or others. Security personnel shall not engage in any pursuit onto private property without consent of the property owner.

4.2.3 Record Information [Approved by the Board in December 2025]

Upon making a stop for a suspected rule violation, security personnel shall request and record the name, address, and driver's license number of the person along with the make/model and color of vehicle, registration number, nature and circumstances of the violation, location of violation and any other relevant information. Security personnel shall not use any force to obtain such information.

In the event that a property owner or resident operating a motor vehicle refuses to provide the information required by Section 4.1, such refusal will constitute a separate violation of these rules and the property owner or resident will be subject to an additional fine of $100.00.

If a suspected violator will not stop, security personnel shall record the available relevant information including a description of the driver and a rule violation will be issued.

4.2.4 Delivery of Information to POA Office

Security personnel shall, on a daily basis, deliver a signed incident report or other record of each rule violation to the POA Office.

4.2.5 Notice of Violation Fines

POA staff shall review each rule violation or incident report to determine whether the person charged is a first-time suspected violator or if previous violations have been incurred. The POA shall issue a letter notifying the violator of the appropriate procedure to follow. If the suspected violator is a contractor or someone else who is neither a property owner, a member of a property owner's household nor an employee, the POA shall determine whether additional sanctions are appropriate. These sanctions may include the loss of privileges to enter St. James Plantation.

4.2.6 Hearing for Property Owners

Property owners and members of a property owner's household shall be entitled to a hearing before the Rules and Enforcement Committee in accordance with the POA's Policy and Procedures regarding Fines and Hearings.

4.2.7 Public Vehicular Access (PVA)

Roads within St. James Plantation are designated as PVAs. This allows the State Highway Patrol and Sheriff to enforce North Carolina motor vehicle laws on the roads within St. James Plantation**.**

4.3 Motor Vehicle and RFID Policy

The Visitor Management program is an access control system designed to regulate, monitor and record vehicular access through the gates of St. James Plantation. The system integrates license plate readers and radio-controlled devices to efficiently record traffic and monitor access for anyone entering St. James Plantation. Property owners, employees, select lessees, and select contractors are eligible to obtain electronic RFIDs (radio frequency IDs).

4.3.1 RFID Tags

RFID tags are electronic devices attached to a vehicle's windshield, which activate an automatic gate allowing quick entrance onto the property without waiting to be processed by a gate officer. Each gate is equipped with RFID readers to allow easy access for tagged vehicles. All RFID devices are the property of the Property Owner's Association (POA). They are issued as a courtesy and a privilege, afforded to eligible persons who are current in their assessments and abide by POA rules and policies. RFID tags may be deactivated or recalled at the discretion of the POA for failure to comply with its Rules and Policies, including but not limited to current payment of assessments and fines, adherence to traffic rules or inappropriate behavior directed at staff or volunteers.

To obtain an RFID tag, eligible persons must submit an electronic or paper copy of the current vehicle registration and owner's ID to the POA office. If the vehicle is new, and a permanent registration has not been issued, a copy of the temporary registration, title application or bill of sale must be submitted. The RFID will initially be activated in accordance with the temporary registration end date. The RFID will become permanent when the applicant receives their registration and supplies this information to the POA office, otherwise it will cease operating.

RFID tags are designed for a single use and will generally cease to function properly after being removed from a vehicle. It is highly recommended that a new RFID be installed on any new vehicle. If the RFID is transferred to a new vehicle, a copy of that vehicle registration must be submitted to the POA office. Any RFID transferred to another vehicle, without notifying the POA office, will be deactivated pending receipt of updated documentation.

4.3.2 Eligibility for RFID tags: [Approved by the Board in March, 2025]

Use of RFID Tags

A valid RFID tag is intended for providing access only to the vehicle to which it is issued. Owner's, Utility Providers and Emergency Services vehicles are provided 24/7 access. Contractor's RFIDs are limited to access during days and hours when construction activity is allowed.

"Piggybacking," (when an unauthorized vehicle gets through a security gate by staying close to an RFID-bearing vehicle) is not allowed. Likewise, a person with a valid RFID shall not intentionally facilitate piggybacking.

The fine structure is similar to that for speed and stop sign violations:
1st offense - $50
2nd offense - $100
3rd offense - $100 + RFID suspension

Property Owners

Property owners are eligible for an RFID tag. Each property is entitled to (2) initial RFID tags at no charge. The RFID tag will be installed on the vehicle by POA personnel. A property owner and their immediate

family (parents, children, siblings, and grandchildren) may be able to purchase RFID tags for $25 each with a maximum of (6) active devices per property.

In the event an RFID tag will not function due to a characteristic of the vehicle (metallic embedded windshield or motorcycle), an alternative device affixed to the outside of the vehicle is available for purchase for $40.

Full Time Residents may be entitled to the use of a handheld device when one of the above will not work. Use of a handheld device requires a refundable $50 deposit with a limit of 2 per residence. If the device is lost or damaged, the deposit will be forfeited. These devices will be activated for 1 year and are assigned to a specific vehicle. Residents may re-apply annually by providing the POA with their current registration. The device is not allowed to be transferred or used with any other vehicle; violation of this policy will result in the device being deactivated.

Property owners who have a rental or loaner vehicle may check out a handheld device with the POA for a maximum of 2 weeks.

St. James Plantation Sales Staff

St. James Plantation sales staff that do not reside in St. James, are eligible to purchase an RFID for $25 each with a limit of (2) active devices. This requires approval of St. James Plantation Sales management and POA Community Manager.

Tenants

Tenants renting for a minimum of (6) months, are eligible to purchase an RFID for a vehicle registered to the name on the lease, for $25 each with a limit of (2) active devices. The tenant must submit a copy of the lease to POA office, the POA does not accept a month-to-month lease. If the lease is extended, the tenant is responsible for providing a new lease with a new lease end date, to the POA office. The POA will not accept an email request to extend a lease. If the POA does not receive a new lease prior to the lease end date, the RFID will automatically be deactivated.

Marina Boat Slip Owners & Renters

Boat slip/stack owners are eligible to purchase an RFID for a vehicle registered to the name on the Deed for $25 each with a limit of (2) active devices. The owner must submit a copy of the Deed to the POA office.

Boat slip/stack lessee's renting for a minimum of 6 months, are eligible to purchase an RFID for a vehicle registered to the name on the lease, for $25 each with a limit of (2) active devices. The lessee must submit a copy of the lease to POA office, the POA does not accept a month-to-month lease. If the lease is extended, St. James Marina is responsible for providing a new lease end date to the POA. If the POA does not receive a new lease end date, the RFID will automatically be deactivated.

POA and Town Hall Staff

POA and Town Hall staff are entitled to (1) RFID at no charge. Replacement RFID's will be provided at no charge.

Troon and Marina Employees

Troon and Marina employees approved by their HR Manager, are eligible for (1) RFID at no charge and may purchase (1) additional RFID for $25 with a limit of (2) active devices.

POA Contractors

All POA contractor company vehicles, approved by the Community Manager, will be provided an RFID tag at no charge. There is no fee for the first RFID tag issues, additional tags may be issued for $25 each.

Primary POA Contractors

POA contractor's company vehicles, approved by the Community Manager, will be provided an RFID at no charge. Contractor's personal vehicles, approved by the Community Manager, may be eligible for an RFID.

General Contractors (Builders)

General Contractors (Builders), approved by the POA Community Manager, may purchase an RFID for a vehicle with valid registration and valid vehicle insurance. There is a limit of (2) RFIDs per (5) homes currently under construction, with a maximum of (8) active devices per company. Upon the one-year anniversary of purchase, the following guidelines will apply.

(2) options are available for purchase:

(6) month duration pass for $60

(1) year duration pass for $100

All existing builder RFID's will expire 3/31/22 after which builders may purchase a new RFID per the above policy.

Commercial Services Vehicles

Commercial Service vehicles, identified by proper signage, consistently working in St. James Plantation are eligible to purchase an RFID with proof of valid driver's license, current vehicle registration and valid vehicle insurance.

(2) options are available for purchase:

(6) month duration pass for $60

(1) year duration pass for $100

Public Service Vehicles

Public Service vehicles, approved by POA Community Manager, registered in a company's name, consistently working in St. James Plantation are eligible for a RFID with proof of driver's license, current vehicle registration, and valid vehicle insurance. Eligible entities include Mail Carriers, School Buses, Sheriff's Department personnel, County Animal Control, off site SJFD personnel, and Utility Department emergency responders.

4.4 Requests for Traffic Calming Devices/Speed Limit Changes

4.4.1 Traffic Calming

Traffic calming consists of physical design and other measures put in place on existing roads to reduce vehicle speeds and improve safety for pedestrians and cyclists [U.S. DOT.] The most common method of traffic calming on 2-way residential streets in the U.S. is speed humps. This section outlines the process to request a speed calming measure on their street or street-segment.

A resident or group of residents can request an evaluation of their street or street-segment under a combination of these conditions:

1. History of recorded speeding or speed limit too high for existing road safety for vehicles, pedestrians and cyclists.
2. Occasional property damage including vehicular accidents

3. Frequent pedestrian/bicycle usage
4. Poor sightlines for the posted speed limit
5. History of high vehicle volume on this street or street-segment

The contact for an evaluation of a request is the POA Safety & Security Committee. Depending on location, the Safety & Security Committee will either have or need to collect data on vehicle speeds and volume. The Committee will assess the request based on recent data or other information, including, but not limited to, street width, the presence of sidewalks and visibility.

If the Committee approves the request for further evaluation, this initiates a 4-step process developed by the Institute of Traffic Engineers (ITE) and recommended by the National Association of Transportation Officials (NACTO.) That process is:

1. Develop and follow a formal public consultation process among residents most affected by a speed calming measure.
2. Gather and verify speed and volume data. Make a recommendation to the POA Board.
3. Design and construct speed humps calibrated to the 85th percentile speed desired. (Note: The 85th percentile speed is the measured speed at or below which 85 percent of the drivers travel on a particular street segment. It is considered the traffic industry standard for setting speed limits.)
4. Monitor and evaluate speed hump effectiveness.

4.4.2 Speed Limit Changes

These requests will follow a similar evaluation method as described above (**4.4.1**.) A key factor is the extent of pedestrian activity or an amenity with entrances along a street or street-segment.

4.4.3 STOP Signs

The need for a stop sign to be added will be based on the evaluation of speed and volume data. The Safety & Security Committee can compare streets with similar speed limits to determine whether or not a particular street shows excessive speeding. Other factors, such as sightlines, proximity to pedestrians and near-intersection driveways can also be considered.

4.4.4 POA Board approval is required to install speed humps, change speed limits and add STOP signs.

5.0 Architectural Control

Detailed ACC Rules and Policies are referenced in the St. James Plantation POA Architectural Control Design Guidelines.

5.1 Responsibilities of Property Owner

5.1.1 Architectural Control Committee (ACC) Responsibility

The ACC is responsible for the review and approval of all plans for new construction, exterior modifications to existing structures, including repainting and landscaping. However, approval by the ACC does not constitute a representation or warranty as to the quality, fitness or suitability of the designs and materials specified in the plans or the ability of the contractor or builder to execute the job.

5.1.2 Property Owner Responsibility

Property owners are responsible for working with their architects, designers and contractors to determine

whether the design and materials are appropriate for the intended use. Owners are also responsible for ensuring that their architects, designers and contractors comply with the provisions of the Master Declaration, the applicable Restrictive Covenants, the Design Guidelines, and the approved plans.

5.1.3 ACC Cautionary Notice

Approval by the ACC does not assure approval by any government agencies that require permits for construction. Owners are responsible for obtaining or ensuring that their contractors obtain all required permits before commencement of construction.

5.1.4 Procedure for Tree Removal and Replacement

The existing trees on any site are one of the community's most valuable assets The POA has the responsibility and authority to review and consider requests from homeowners for the removal of trees from private properties provided:

A. The trees are dead.
B. The trees are deemed structurally compromised and impose imminent liability to surrounding persons or structures.
C. The tree root growth is causing structural damage to driveway surfaces and/or structural foundations.
D. The trees are causing roof damage and remedial pruning would not solve the problem or compromise the integrity of the tree.
E. The trees are under four (4) inches in diameter at four (4) feet height from ground level.
F. The trees are within ten (10) feet of a vertical wall and may cause potential damage.

When the number of trees to be removed does not exceed six (6) trees of 4-inch caliper or larger in size, the POA staff may make the determination regarding tree removal. Removal of more than six (6) trees or removal of healthy trees in order to make landscape or structural modifications will require ACC review and approval before removal. The property owner must file a Modification Request with associated documentation (including a site plan when possible) and appropriate fees before the ACC review takes place.

All tree removal requests are reviewed and approved on a case-by-case basis. Property owners requesting removal of more than six (6) otherwise healthy trees or desiring to make landscape or structural modifications that involve removal of healthy trees may be subject to the following mitigation option: A cumulative inventory of total tree diameter will be determined for the trees that are to be removed. Property owners may be required to replant one hardwood tree for every thirty (30) inches of total tree diameter proposed to be removed. Each replacement tree must be a minimum of 2-inch diameter at four (4) feet above the ground. Records of required mitigation will be maintained by the POA and follow-up inspections will occur one year after trees are planted.