

**Guidelines for Establishing and Funding  
Neighborhood Pond Planting Groups  
January 1, 2022**

The POA Ponds Committee works to enhance and maintain the health, beauty and recreational usage of all St. James Plantation ponds for the enjoyment of its residents. As part of this mission, the Committee recognizes the need to enlist the assistance of neighborhood property owners in the planting and maintenance of common (not privately owned) area pond banks. This assistance could include projects such as plantings, revegetation and non-structural shoreline erosion protection. In order to promote this assistance, the Ponds Committee has developed these guidelines for establishing and funding Neighborhood Pond Planting Groups.

**Neighborhood Pond Planting Groups**

Neighborhood Pond Planting Groups (NPPG) may be formed by three or more property owners in the vicinity of a common area pond or pond bank segment. Eligible ponds must be located on POA property or property maintained by the POA. Privately owned ponds or ponds managed by Troon will not be eligible for NPPG consideration.

**Funding**

Annual funding for the NPPG program will be limited to a total of \$7500.00 per year. All applications for funding must be received by April 1st of the funding year. The Ponds Committee may award funds in varying amounts based on the merits and costs of the proposed projects.

Funding may be provided for purchase of plants, materials and/or labor to perform planting. It is expected of NPPGs to donate a portion of the total cost in the form of material, labor or funds. Funding will not be provided for hard-scaping, aeration devices, pumps, wells, signs or fish stocking.

Pond enhancement proposals initiated by an NPPG must be approved by the POA Ponds Committee in writing prior to funding.

**Maintenance**

If a planting plan is approved and implemented, a subsequent grant for annual maintenance may be requested. Such maintenance grant shall not exceed \$300.00 per year.

The POA will continue to be responsible for mowing the common areas. Therefore, any planting beds and plants installed by the NPPG must provide enough space and pathways for the commercial mowers. In addition, any planting areas must be sufficiently

mulched or otherwise marked so they can be easily identified by the landscaping crews to avoid damage.

Ongoing general maintenance of the planting areas will be the responsibility of the NPPG. This will include watering and feeding plants, trimming dead growth, replacing mulch if using other than pine straw, weeding, removal and replacement of dead plants, etc. Small dead trees can be removed by the NPPG; however, removal of large trees can be hazardous and should not be attempted by the NPPG.

## **Application Process**

### *Initial Consultation*

Property owners interested in forming an NPPG are encouraged to contact the POA Ponds Committee via email at [poa@stjamespoa.net](mailto:poa@stjamespoa.net) (put **“Pond Plantings”** in the **subject line**.) Someone from the Ponds Committee will get back to you for the purpose of having a preliminary discussion about your proposed project.

### *Application Form and Content*

An application for funding of an NPPG project or maintenance activity must include:

1. A brief written description of the proposed project.
2. The names, addresses and contact information of the property owners forming the proposed NPPG.
3. The name of the person who will be the primary contact for the application and implementation of the project.
4. A map or sketch of the pond to be planted showing:
  - The adjoining streets
  - Species of plants to be planted, if known
  - The number and locations of plants
  - Other material to be placed or removed as part of the project (i.e., mulch, etc.)
  - The location of any existing irrigation equipment (lines, sprinklers, pumps, etc.)

Plans do not have to be drawn to scale. A sketch showing all proposed activities will be sufficient.

Note: All proposed plants should be selected from the list of **“Pond Buffer Zone Native Plants.”** This is found on the POA website under the Ponds Committee/Pond Health and Beauty Information section.

5. Photos of the proposed planting areas showing the existing conditions.
6. A proposed budget for implementation of the entire project, including funding requested from the Ponds Committee.
7. The name, address and contact information for any subcontractors to be used.

### Application Review and Approval

1. Applications will be reviewed by the POA Ponds Committee. Following review, the Committee will notify applicants whether their application is complete or if additional information is required.
2. An application will be considered complete when the application and any requested additional information has been received by the Committee.
3. The amount of funding to be provided will be determined by the Committee based on the above submissions and their review.
4. All proposed NPPG projects will be evaluated in consultation with the POA Landscape Committee to insure consistency with community landscape architecture.
5. Applications may be approved after review of all submissions, but in no case later than April 30.
6. Prior to funding, a pre-planting project site inspection will be conducted.
7. Funding will be approved following a post-planting final inspection and payment will be made upon receipt of invoices for plants and other planting services.