



**Town of Holden Beach  
Board of Commissioners  
Regular Meeting**

**Tuesday, February 17, 2026  
5:00 PM**

**Holden Beach Town Hall  
Public Assembly**



**TOWN OF HOLDEN BEACH  
BOARD OF COMMISSIONERS' REGULAR MEETING  
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY  
TUESDAY, FEBRUARY 17, 2026 - 5:00 P.M.**

---

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Public Comments on Agenda Items
6. Consent Agenda Items
  - a. Approval of Minutes
    - i. Minutes of the Regular Meeting of January 20, 2026 (Pages 1 - 7)
    - b. Police Report (Pages 8 - 13)
    - c. Inspections Department Report (Pages 14 - 17)
    - d. Finance Department Report (Pages 18 - 23)
    - e. Public Works Department Report (Pages 24 - 25)
7. Discussion and Possible Approval of Ordinance 26-01, An Ordinance Amending the Holden Beach Code of Ordinances, Section 30.27, Audit Committee – Town Clerk Finnell (Pages 26 - 30)
8. Discussion and Possible Action on Audit Committee Taskers – Commissioner Myers (Pages 31 - 35)
9. Discussion and Possible Action to Direct Advertisement of Tax Liens on Real Property – Fiscal Operations Specialist King (Pages 36 - 49)
10. Discussion and Possible Approval of Contract between McGill Associates and the Town for Stormwater Improvement Projects – Assistant Town Manager Ferguson (Pages 50 - 61)

11. Discussion and Possible Selection of Firm to Provide a Comprehensive Design Plan for Jordan Boulevard/Block Q Area – Town Manager Chadwick & Assistant Town Manager Ferguson  
(Page 62, Separate Packets)
12. Discussion and Possible Action to Change Paid Parking Enforcement Dates – Town Manager Chadwick  
(Pages 63 – 64)
13. Discussion and Possible Action on Establishing Federal Priorities – Assistant Town Manager Ferguson  
(Pages 65 – 66)
14. Public Comments on General Items
15. Town Manager's Report – Town Manager Chadwick  
(Pages 67 – 68)
16. Mayor's Comments
17. Board of Commissioners' Comments
18. Adjournment

\* Visit <https://www.youtube.com/@townofholdenbeachstreams> to watch the livestream of the meeting. Public comments can be submitted to [heather@hbtownhall.com](mailto:heather@hbtownhall.com) prior to 12:00 p.m. on February 17, 2026.



**TOWN OF HOLDEN BEACH  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
TUESDAY, JANUARY 20, 2026 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, January 20, 2026 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Commissioners Sylvia Pate, Keith Smith and Tom Myers; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Finance Director Daniel McRainey; Public Works Director Chris Benton; Lieutenant Frank Dilworth; and Town Attorney Sydnee Moore. Mayor Pro Tem Page Dyer participated via conference call.

Mayor Holden asked for a moment of silence and called the meeting to order.

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

*Motion by Commissioner Smith to approve (the agenda); second by Commissioner Pate; approved by unanimous vote.*

**PUBLIC COMMENTS ON AGENDA ITEMS**

Irvin Woods expressed his concern over the swales in the stormwater plan and provided his input on how to move forward. He said he is representing a half dozen people (he submitted the names of Dan Turcotte, Pamela Whitfield, Mladen Mastnack, Jim and Karen Toombs and Meredith and Dan Altieri).

Maria Surprise submitted written comments on items 9 and 12 that could be read online. She said she had great subsequent conversations with Commissioners Pate and Smith and provided details.

Shaun Stripling details her concerns with the swales in the stormwater plan.

## **CONSENT AGENDA ITEMS**

Minutes of the Regular Meeting of December 16, 2025, Police Report, Inspections Department Report, Finance Department Report and Public Works Department Report

*Motion by Commissioner Pate to approve the consent agenda items as presented; second by Commissioner Myers; approved by unanimous vote.*

## **DISCUSSION AND APPOINTMENT OF COMMISSIONER TO THE AUDIT COMMITTEE**

Town Clerk Finnell explained the Code of Ordinances requires the Board to select a Board member to serve on the Audit Committee. Commissioner Pate said there has been some concerns relating to if a commissioner should be a part of the committee and the scope of work for the committee. She suggested deferring the selection to February to get feedback before making the selection.

*Motion by Commissioner Pate that we delay the appointment of the commissioner to the Audit Committee until the February meeting at which time we can come back with some recommended changes to the scope of work and the composition of the Audit Committee; second by Commissioner Smith.*

Commissioner Pate explained why she felt a commissioner shouldn't be on the committee. Mayor Pro Tem Dyer agreed. The Board discussed if a commissioner needed to be appointed while the ordinance is being reviewed based on the current ordinance and if other changes should be included in the ordinance. Commissioner Myers said he would be happy to continue to serve for another month. He explained the committee completed their assigned taskers and they will present them in February.

The consensus of the Board is to have the current member continue to serve until February and to have the town clerk bring a draft ordinance to remove the commissioner from the committee to the next meeting.

## **DISCUSSION AND POSSIBLE ACTION ON SELECTING AN ENGINEERING FIRM FOR THE TOWN'S STORMWATER PROJECT**

Assistant Town Manager Ferguson explained staff sent out a Request for Qualifications (RFQ) for engineering services for stormwater projects. She said staff recommends using McGill. The next step would be for McGill to prepare a contract for the Board's review. Based on the timeline, staff is suggesting the Board schedule a special meeting to review the contract.

*Motion by Commissioner Smith that the staff directs McGill to bring back the contract for consideration as soon as possible; second by Commissioner Pate.*

Commissioner Smith asked about the concerns from residents from earlier. Assistant Town Manager Ferguson said her understanding is if we deviate from the plan, the Town can lose their

funding. Public Works Director Benton provided information on the proposed swale. Commissioner Pate understands the concerns of the citizens but doesn't feel comfortable questioning the expertise of the engineers especially if the Town is subject to losing the funding. Commissioner Myers said he really wishes there had been more opportunity to provide input on the designs. He said he does have concerns. Assistant Town Manager Ferguson said the total project is \$2.9 million. The Corps would reimburse the Town 75% of the cost. Mayor Pro Tem Dyer said stormwater is something that the Town has been working on for several years and thinks the Town needs to move forward at this point. Commissioner Smith asked if there is a moratorium following the completion of the work to prohibit the Town from making changes. Assistant Town Manager Ferguson responded that would be a question between our attorney and the Corps' attorney. Commissioner Smith detailed a potential way to move forward in the future. Mayor Holden provided information on grates on Ocean Boulevard. He explained that is a project from a while ago, but environmental rules now prevent that.

*The motion passed unanimously.*

#### **DISCUSSION AND POSSIBLE ACTION TO CHOOSE A STAGE DESIGN FOR BLOCK**

Town Manager Chadwick explained the Inspections Department has worked hard and will present two options. Inspections Director Evans reviewed the site plan. He explained there are two options to consider. Staff is in favor of the one with the cupola. The structure and dance floor are both 40' x 40'. Stormwater issues need to be taken into consideration. We have a state stormwater permit. Once we reach 10,000 square feet of impervious area, we would have to activate the major state stormwater permit. He reviewed components of the design. David Wood worked on the design. The Board needs to decide if they want to move forward. The Town is in a position to get engineering design work and then put it out for a proposal. The stage is two feet off the ground. It is designed to be least obstructive during a storm. The Board discussed the construction, dimensions, placement, stormwater and the stormwater permit. Stormwater will be retained onsite.

*Motion by Commissioner Pate that we approve the Elevation A design and direct the staff to move forward with the project; second by Commissioner Myers; approved by unanimous vote.*

#### **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 26-01, RESOLUTION RECOGNIZING THE 100<sup>TH</sup> ANNIVERSARY OF THE AMERICAN SHORE AND BEACH PRESERVATION ASSOCIATION**

Assistant Town Manager Ferguson provided background on the proposed resolution.

*Motion by Commissioner Pate that we adopt the resolution commemorating the 100<sup>th</sup> anniversary of the American Shore and Beach Preservation Association; second by Commissioner Myers; approved by unanimous vote.*

## **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 26-02, RESOLUTION AMENDING THE HOLDEN BEACH FEE SCHEDULE (2026 RECYCLING FEE)**

Town Clerk Finnell explained the Town received the updated fees assessed by GFL for people who utilize curbside recycling. The annual cost for people participating in the program will be \$122.93 per bin. The fee schedule needs to be updated to reflect the new amount.

*Motion by Commissioner Smith that we approve Resolution 26-02; second by Commissioner Pate; approved by unanimous vote.*

## **DISCUSSION AND POSSIBLE ACTION TO CHANGE PAID PARKING ENFORCEMENT DATES**

Mayor Holden suggested studying parking data. He would like to review the monthly and yearly income and have future discussion about giving consideration to the program. He will probably ask to have it on the next meeting's agenda for further discussion. He asked the public to share their thoughts on the program.

## **PUBLIC COMMENTS ON GENERAL ITEMS**

Jim Bauer said the Town should have more emergency pumping ability. He provided feedback on how he thinks the Town should move forward with emergency pumping. He inquired why the proposed stage needs a roof.

Will Carter said he voted against the pier bond referendum but does want a pier. He asked the Board to move forward with the pier.

John Woods talked about how the stormwater project will help the Town. He suggested putting 10/10/10 on your dunes.

Regina Martin asked the Board to move the meeting time to later to accommodate people who work.

## **TOWN MANAGER'S REPORT**

- We changed a little around on the agenda. There are consent agenda items. If you have questions on anything for the staff, just give us a call.
- Block Q restrooms are still in process. The Master Plan RFQ will be back January 30<sup>th</sup>. Recommendations for a firm is planned for February.
- NC Resilient Coastal Communities Program – information has been sent to organizations for dissemination of possible projects for community engagement.
- Southeastern Regional Hazard Mitigation Plan – Planning & Inspections has been working with Brunswick and other counties in the area to update the Hazard Mitigation Plan. Commissioners will be presented a resolution to adopt the updated plan in the coming months.

- Halstead Park – scope of work that was previously advertised has been changed to include new piles and is on the website now. The pier is closed due to safety until further notice as previously advertised.
- Employee Updates – Chief Dixon will be leaving at the end of February to take the place of the retiring chief in Shallotte. We will miss him. He is an amazing employee and a true leader. We have the position posted and will begin the process in the coming weeks. Megan Hegadore will be leaving to pursue flight school.
- Upcoming Events – the Town will celebrate its birthday on February 13<sup>th</sup>.
- Strategic Planning – members have expressed interest in the meeting in New Bern. The February meeting date would need to be changed. We prefer to do the process here to involve the whole Board and staff. Staff is looking into organizations to do it inhouse. We didn't budget for this, so we may need to plan for it in the late summer/early fall. The Board discussed how to move forward. Mayor Holden said the consensus is to hold one inhouse.
- Upcoming Budget – need the Board to decide on individual goals. Please keep your submissions to five items. Went over plans for budget process. Send availability and goals to Town Clerk Finnell by February 16<sup>th</sup>.

The Block Q RFQ process was discussed.

## **MAYOR'S COMMENTS**

- The Board agreed by consensus to accept Tracey Thomas' resignation from her commissioner position.
- Reminded people to make sure they have house numbers posted on the water side and street sides of their houses.
- Cold weather is coming. Good time to look at exposed pipes.
- Had the blessing of having a lot of good employees through the years, Chief Dixon being one of them. Have a lot of people who have been with us a good number of years, as well as the newly hired. Looks forward to the continuation of a good management team.
- Has sad news. John Quinton Holden passed away. Provided history on his background and of his connection with the island.

## **BOARD OF COMMISSIONERS' COMMENTS**

### **Mayor Pro Tem Dyer**

- Apologized for not being able to attend in person. Had a conflict. Appreciates everyone's patience.
- Thanked staff for their hard work.

### **Commissioner Pate**

- Thanked everyone for attending and their interest in the Town.
- Appreciated her conversation with Maria Surprise about her public comments. She didn't say what she had said she did. She explained her comments on election day. Feels strongly about working together. Wants to do what's best for Holden Beach. Is tired of the negativity.

This is only the second meeting. Have a lot of challenges and issues they all want to work on. Give them a little time so they can move forward in a strategic fashion.

- Regrets that Ms. Thomas resigned from the Board. Wishes she would have represented the folks who elected her to the Board. Ms. Thomas made a lot of statements in her email that she thought were inaccurate; she talked about the last meeting being a hostile environment. She didn't perceive that. As they move forward with decisions on the pier, because the bond referendum didn't pass doesn't mean that the Board doesn't have the freedom to look at other ways to fund the project. Advocated for that the whole time she was running for office. Doesn't think they are being unethical or not representing the people if they do that. Wants to put the past in the past and to move forward in a positive and cooperative manner. Welcomes comments, suggestions and concerns.

#### Commissioner Smith

- Great crowd tonight.
- Staff does an amazing job.
- Would like to figure out a way to have volunteers be more hands on. Have a lot of educated and experienced people in our community. We have volunteers with boards. Provided information on how he would like to move forward with volunteers.
- Coming up on the Town's birthday. It is also his daughters' adoption day.
- Paid parking is a hot issue on social media. He explained there are four segments of people. He provided details on what the revenue from the program has been used for. Doesn't know what direction the program will go in, but glad the Board will be looking at it. When we started the program, there was only a couple of games in businesses. Since then, there are other vendors. Would like to look at that too.
- Found out today he has cronies. Found out that is a supporter you met during the campaign.

#### Commissioner Myers

- Thank you for coming and for being engaged.

### **CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(3), CONSULT WITH THE ATTORNEY AND NORTH CAROLINA GENERAL STATUTE 143- 318.11(A)(6), PERSONNEL**

Town Clerk Finnell read the reason to enter Closed Session.

*Motion by Commissioner Pate that we go into closed session at 6:35 p.m.; second by Commissioner Smith; approved by unanimous vote.*

### **OPEN SESSION**

The Board went back into Open Session at 8:54 p.m. No action was taken.

## **ADJOURNMENT**

*Motion to adjourn at 8:54 p.m. by Commissioner Smith; second by Commissioner Myers; approved by unanimous vote.*

---

J. Alan Holden, Mayor

ATTEST:

---

Heather Finnell, Town Clerk



## Holden Beach Police Department

110 Rothschild St  
Holden Beach, NC 28462  
[www.hbtownhall.com](http://www.hbtownhall.com)

Phone: 910-842-6707  
Fax: 910-846-6907  
[hbpd@hbtownhall.com](mailto:hbpd@hbtownhall.com)



Calls For Service (January 2026)

Printed on February 5, 2026

| Descriptions   | Totals |    |
|--|--------|----|
| 911 Hang Up (911HU)  | 2      | 2  |
| Abandoned Vehicle  | 1      | 1  |
| Alarm (SIG45 Signal 45)  | 23     | 23 |
| Animal Carcass in the Roadway (10-86 x86)                            | 1      | 1  |
| Animal Control Call  | 5      | 5  |
| Armed with Gun Knife or Other Weapon (10-84 x84)                     | 3      | 3  |
| Assault [Bravo]  | 1      | 1  |
| Assist Other Agency (EMS); Welfare Check; Assist Other Agency (Fire) | 1      | 1  |
| Assist Other Agency (Fire)   | 1      | 1  |
| Attempt to Locate (ATL)  | 5      | 5  |
| Back Pain [Alpha]; Assist Other Agency (Fire)                        | 1      | 1  |
| Breaking and Entering in Progress (10-62 x62)                        | 2      | 2  |
| Call By Phone (10-21Law x21L)  | 5      | 5  |
| Call By Phone (10-21Law x21L); Attempt to Locate (ATL)               | 1      | 1  |
| Call By Phone (10-21Law x21L); Take Written Report (10-92 x92)       | 1      | 1  |
| Careless & Reckless (C&R)  | 1      | 1  |
| Chest Pain or Discomfort [Delta]                                     | 2      | 2  |
| Crime in Progress (10-64 x64); 911 Cell Hang-Up or Open Line         | 1      | 1  |
| Debris in Roadway  | 4      | 4  |
| Disabled Motorist (10-87 x87)  | 4      | 4  |

| Descriptions  | Totals |    |
|---|--------|----|
| Disturbance or Disorderly Subject   | 1      | 1  |
| Domestic Disturbance (10-82 x82)  | 2      | 2  |
| Domestic Disturbance (10-82 x82); EMD In Progress; Psychiatric or Abnormal Behavior [Alpha] | 1      | 1  |
| Escort or Convoy (10-59 x59)  | 1      | 1  |
| Falls [Alpha]   | 1      | 1  |
| Falls [Bravo]   | 1      | 1  |
| Falls [Delta]   | 1      | 1  |
| Fireworks   | 1      | 1  |
| Good Intent Call (Lift Assist)  | 1      | 1  |
| Good Intent Call (Lift Assist); Assist Other Agency (Fire)                                  | 1      | 1  |
| Hit and Run (Property Damage Only 10-54 x54)  | 1      | 1  |
| Improperly Parked Vehicle (10-70 x70)   | 8      | 8  |
| Information or Message Delivery (10-14 x14)   | 3      | 3  |
| Keys In Vehicle or Lockout  | 1      | 1  |
| Lift Assist (No Injury) [Alpha]   | 1      | 1  |
| Lost or Found Property  | 3      | 3  |
| Meet with Complainant (10-83 x83)   | 10     | 10 |
| Meet with Subject or Officer (10-25 x25)  | 9      | 9  |
| Open Door   | 3      | 3  |
| Overdose or Poisoning (Accidental) [Charlie]  | 1      | 1  |
| Psychiatric or Abnormal Behavior or Suicidal (Violent) [Delta]                              | 1      | 1  |
| Single Residential Fire Alarm - Carbon Monoxide [Bravo]                                     | 1      | 1  |
| Single Residential Structure Fire with Trapped Victims [Echo]; Assist Other Agency (EMS)    | 1      | 1  |

| Descriptions  | Totals     |            |
|---|------------|------------|
| Special Check - Business - Residence (10-79 x79)  | 748        | 748        |
| Special Check - Business - Residence (10-79 x79); Suspicious Vehicle or Subject (10-60 x60) | 1          | 1          |
| Special Operations Assignment (Signal 55 SIG55)   | 1          | 1          |
| Stopping Vehicle (10-61 x61)  | 28         | 28         |
| Suspicious Vehicle or Subject (10-60 x60)   | 4          | 4          |
| Take Written Report (10-92 x92)   | 2          | 2          |
| Test Call (Training or Maintenance)   | 1          | 1          |
| Traffic Accident (Property Damage Only 10-50PD x50PD)                                       | 1          | 1          |
| Traffic Control (10-58 x58)   | 1          | 1          |
| Traumatic Injuries [Bravo]; Assist Other Agency (Fire)                                      | 1          | 1          |
| Trespassers; Call By Phone (10-21Law x21L)  | 1          | 1          |
| Unconscious or Fainting [Delta]; Domestic Disturbance (10-82 x82)                           | 1          | 1          |
| Unit Busy at Location (10-6 x6)   | 2          | 2          |
| Water or Sewer Problems   | 3          | 3          |
| Welfare Check   | 4          | 4          |
|   | 3          | 3          |
| <b>Totals</b>   | <b>921</b> | <b>921</b> |



## Holden Beach Police Department

110 Rothschild St  
Holden Beach, NC 28462  
[www.hbtownhall.com](http://www.hbtownhall.com)

Phone: 910-842-6707  
Fax: 910-846-6907  
[hbpd@hbtownhall.com](mailto:hbpd@hbtownhall.com)

### HBPD Monthly Report (January 2026)

Printed on February 5, 2026

| Reported                | Case Number | Address           | Offenses                | Disposition              |
|-------------------------|-------------|-------------------|-------------------------|--------------------------|
| 01/05/26 15:57          | HBP26-00001 | 193 HIGHPOINT ST  | DEATH INVESTIGATION     | Further Investigation    |
| 01/20/26 13:12          | HBP26-00002 | 110 ROTHSCHILD ST | 14-113 - IDENTITY THEFT | Closed - Leads Exhausted |
| 01/21/26 15:45          | HBP26-00003 | 3211 HOLDEN BEACH | LOST PROPERTY           | Closed - Leads Exhausted |
| <b>Total Records: 3</b> |             |                   |                         |                          |



## Holden Beach Police Department

110 Rothschild St  
Holden Beach, NC 28462  
[www.hbtownhall.com](http://www.hbtownhall.com)

Phone: 910-842-6707  
Fax: 910-846-6907  
[hbpd@hbtownhall.com](mailto:hbpd@hbtownhall.com)



Ordinance Violations (January 2026)

Printed on February 5, 2026

| Date     | Citation/Warning | Ordinance                     | Style           |
|----------|------------------|-------------------------------|-----------------|
| 01/09/26 | Warning          | Parking - Roadway/Travel Lane | Heavy Equipment |
| 01/11/26 | Citation         | Parking - Handicap Violation  | PK - Pickup     |

**Total Records: 2**



## Holden Beach Police Department

110 Rothschild St  
Holden Beach, NC 28462  
[www.hbtownhall.com](http://www.hbtownhall.com)

Phone: 910-842-6707  
Fax: 910-846-6907  
[hbpd@hbtownhall.com](mailto:hbpd@hbtownhall.com)



State Citation (January 2026)

Printed on February 5, 2026

| Date     | Ticket # | Statutes/Charges   | Style              |
|----------|----------|--|--------------------|
| 01/07/26 | J260216  | 20-111(2) - EXPIRED REGISTRATION<br>CARD/TAG; 20-183.8(A) - IMPROPER VEHICLE<br>INSPECTION | SW - Station Wagon |
| 01/21/26 | 3J47424  | 20-7(A) - NO OPERATORS LICENSE   |                    |

**Total Records: 2**

# Permit Report

01/01/2026 - 01/31/2026

| Issued Date | Permit # | Permit Type                | Project Cost | Total Fees  | Total Payments |
|-------------|----------|----------------------------|--------------|-------------|----------------|
| 1/5/2026    | 260001   | Bulkhead                   | 30,000       | \$295.00    | \$295.00       |
|             | 260002   | Bulkhead                   | 38,000       | \$367.00    | \$367.00       |
| 1/5/2026    | 260003   | Repair                     | 20,000       | \$205.00    | \$205.00       |
| 1/5/2026    | 260004   | Repair                     | 50,000       | \$475.00    | \$475.00       |
| 1/5/2026    | 260005   | Addition                   | 103,550      | \$956.95    | \$956.95       |
| 1/6/2026    | 260006   | Single Family Construction | 850,000      | \$20,322.82 | \$20,322.82    |
| 1/6/2026    | 260007   | Mechanical                 | 9,100        | \$100.00    | \$100.00       |
| 1/6/2026    | 260008   | Mechanical                 | 8,290        | \$100.00    | \$100.00       |
| 1/6/2026    | 260009   | Mechanical                 | 21,220       | \$200.00    | \$200.00       |
| 1/6/2026    | 260010   | Repair                     | 15,000       | \$160.00    | \$160.00       |
| 1/7/2026    | 260011   | Repair                     | 3,701        | \$125.00    | \$125.00       |
| 1/8/2026    | 260012   | Repair                     | 20,000       | \$205.00    | \$205.00       |
| 1/8/2026    | 260013   | Repair                     | 19,000       | \$196.00    | \$196.00       |
| 1/8/2026    | 260014   | Addition                   | 24,860       | \$448.74    | \$448.74       |
| 1/8/2026    | 260015   | Zoning                     | 25           | \$25.00     | \$25.00        |
| 1/9/2026    | 260016   | Electrical                 | 4,500        | \$175.00    | \$175.00       |
| 1/9/2026    | 260017   | Repair                     | 25,600       | \$255.40    | \$255.40       |
| 1/9/2026    | 260018   | Electrical                 | 2,100        | \$100.00    | \$100.00       |
| 1/9/2026    | 260019   | Single Family Construction | 480,000      | \$9,927.53  | \$9,927.53     |
| 1/12/2026   | 260020   | Zoning                     | 25           | \$25.00     | \$25.00        |
| 1/12/2026   | 260021   | Plumbing                   | 2,000        | \$100.00    | \$100.00       |
| 1/12/2026   | 260022   | Mechanical                 | 8,000        | \$100.00    | \$100.00       |
| 1/13/2026   | 260023   | Demolition                 | 350          | \$350.00    | \$350.00       |
| 1/14/2026   | 260024   | Repair                     | 25,000       | \$250.00    | \$250.00       |
| 1/14/2026   | 260025   | Repair                     | 15,000       | \$160.00    | \$160.00       |
| 1/14/2026   | 260026   | Repair                     | 9,500        | \$125.00    | \$125.00       |
| 1/15/2026   | 260027   | Repair                     | 34,710       | \$487.39    | \$487.39       |
| 1/19/2026   | 260028   | Electrical                 | 2,500        | \$100.00    | \$100.00       |
| 1/19/2026   | 260029   | Electrical                 | 5,000        | \$175.00    | \$175.00       |
| 1/19/2026   | 260030   | New Construction           | 21,900       | \$372.10    | \$372.10       |
| 1/19/2026   | 260031   | New Construction           | 24,900       | \$399.10    | \$399.10       |
| 1/20/2026   | 260032   | Electrical                 | 5,000        | \$175.00    | \$175.00       |
| 1/20/2026   | 260033   | Repair                     | 2,000        | \$125.00    | \$125.00       |
| 1/21/2026   | 260034   | Electrical                 | 5,000        | \$175.00    | \$175.00       |
| 1/21/2026   | 260035   | Electrical                 | 5,000        | \$175.00    | \$175.00       |
| 1/21/2026   | 260036   | Mechanical                 | 3,785        | \$100.00    | \$100.00       |
| 1/21/2026   | 260037   | Mechanical                 | 9,000        | \$100.00    | \$100.00       |
| 1/22/2026   | 260038   | Electrical                 | 1,850        | \$175.00    | \$175.00       |
| 1/22/2026   | 260039   | Repair                     | 140,000      | \$1,785.00  | \$1,785.00     |

|           |        |                            |                       |                    |                    |
|-----------|--------|----------------------------|-----------------------|--------------------|--------------------|
| 1/23/2026 | 260040 | Repair                     | 26,500                | \$263.50           | \$263.50           |
| 1/23/2026 | 260041 | Repair                     | 4,000                 | \$125.00           | \$125.00           |
| 1/23/2026 | 260042 | Repair                     | 9,200                 | \$125.00           | \$125.00           |
| 1/23/2026 | 260043 | Repair                     | 75,000                | \$700.00           |                    |
| 1/23/2026 | 260044 | No Permit Required         | 34,000                |                    |                    |
| 1/23/2026 | 260045 | Repair                     | 192,000               | \$2,163.00         | \$2,163.00         |
| 1/23/2026 | 260046 | Swimming Pool              | 78,000                | \$1,977.00         | \$1,977.00         |
| 1/23/2026 | 260047 | Addition                   | 12,000                | \$183.00           |                    |
| 1/23/2026 | 260048 | Walkway                    | 9,500                 | \$125.00           | \$125.00           |
| 1/23/2026 | 260049 | Repair                     | 24,000                | \$241.00           | \$241.00           |
| 1/23/2026 | 260050 | Cargo Lift                 | 11,800                | \$231.20           |                    |
| 1/23/2026 | 260051 | Repair                     | 18,000                | \$587.00           |                    |
| 1/23/2026 | 260052 | Mechanical                 | 15,990                | \$200.00           | \$200.00           |
| 1/23/2026 | 260053 | Mechanical                 | 8,000                 | \$100.00           | \$100.00           |
| 1/23/2026 | 260054 | Electrical                 | 3,000                 | \$175.00           |                    |
| 1/23/2026 | 260055 | Mechanical                 | 30,033                | \$300.00           | \$300.00           |
| 1/26/2026 | 260056 | Repair                     | 110,000               | \$1,325.00         | \$1,325.00         |
| 1/27/2026 | 260057 | Bulkhead                   | 16,000                | \$169.00           | \$169.00           |
| 1/27/2026 | 260058 | Bulkhead                   | 18,000                | \$187.00           | \$187.00           |
| 1/27/2026 | 260059 | Bulkhead                   | 18,000                | \$187.00           | \$187.00           |
| 1/27/2026 | 260060 | Repair                     | 30,000                | \$345.00           | \$345.00           |
| 1/27/2026 | 260061 | Repair                     | 6,000                 | \$525.00           | \$525.00           |
| 1/28/2026 | 260062 | Zoning                     | 25                    | \$25.00            | \$25.00            |
| 1/28/2026 | 260063 | Electrical                 | 3,000                 | \$175.00           | \$175.00           |
| 1/28/2026 | 260064 | Mechanical                 | 18,180                | \$200.00           | \$200.00           |
| 1/29/2026 | 260065 | Electrical                 | 1,500                 | \$175.00           |                    |
|           | 260066 | Zoning                     | 50                    | \$50.00            | \$50.00            |
| 1/29/2026 | 260067 | Zoning                     | 25                    | \$25.00            | \$25.00            |
| 1/30/2026 | 260068 | Gas                        | 900                   | \$100.00           | \$100.00           |
| 1/30/2026 | 260069 | Zoning                     | 25                    | \$25.00            | \$25.00            |
| 1/30/2026 | 260070 | Repair                     | 23,000                | \$432.00           | \$432.00           |
| 1/30/2026 | 260071 | Single Family Construction | 1,575,000             | \$15,098.83        |                    |
| 1/30/2026 | 260072 | Single Family Construction | 520,000               | \$11,783.90        |                    |
| 1/30/2026 | 260073 | Bulkhead                   | 65,000                | \$710.00           | \$710.00           |
|           |        |                            | <b>\$5,001,194.00</b> | <b>\$79,126.46</b> | <b>\$50,067.53</b> |

## PERMIT SUMMARY REPORT

### **COMMERCIAL**

|                    |             |
|--------------------|-------------|
| Count              | 3           |
| Total Fees         | \$525.00    |
| Fees Paid          | \$525.00    |
| Total Project Cost | \$15,000.00 |

### **RESIDENTIAL**

|                    |                |
|--------------------|----------------|
| Count              | 70             |
| Total Fees         | \$78,601.46    |
| Fees Paid          | \$49,542.53    |
| Total Project Cost | \$4,986,194.00 |

### **TOTAL**

|                    |                |
|--------------------|----------------|
| Count              | 73             |
| Total Fees         | \$79,126.46    |
| Fees Paid          | \$50,067.53    |
| Total Project Cost | \$5,001,194.00 |

ACTIVE NEW HOME PERMITS = 35

OTHER ACTIVE PERMITS= 560

PERMITS ISSUED OVER \$30,000 = 82 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 =6 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS - SUBSTANTIAL IMPROVEMENTS = 3 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP =32

TOTAL PERMITS= 627

PERMITS IN REVIEW= 5

CAMA ISSUED= 1

CAMA EXEMPTIONS= 9

ZONING ISSUED =9

NOTICE OF VIOLATIONS= 1

DELINEATIONS=4

CAMA SITE INSPECTIONS=10

PERMITS ISSUED THIS MONTH= 73

REINSPECTION FEES = \$675

PERMITS SERVICED FOR INSPECTIONS FROM 1/1/26-1/31/26= 99

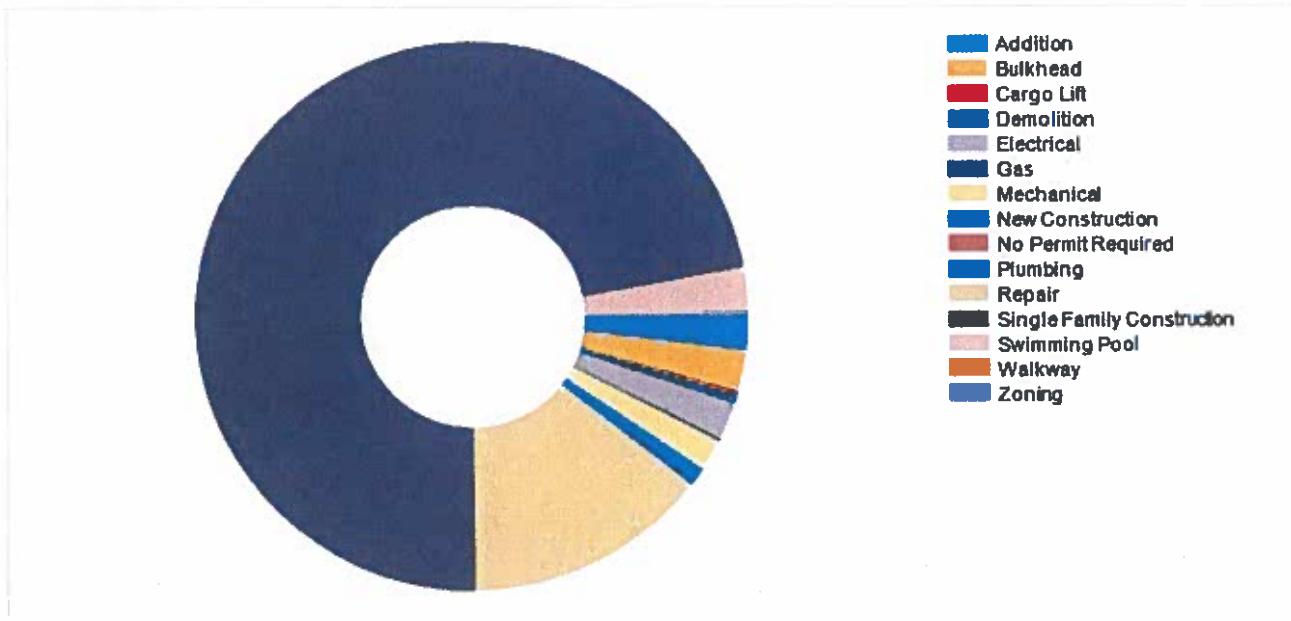
TOTAL INSPECTIONS MADE= 229

# Permit Type Report

**Permit Date**  
01/01/2026 to 01/31/2026

| Description                | Fees               | Fees             | Permits   |
|----------------------------|--------------------|------------------|-----------|
| Addition                   | \$1,588.69         | 1,588.69         | 3         |
| Bulkhead                   | \$1,915.00         | 1,915.00         | 6         |
| Cargo Lift                 | \$231.20           | 231.20           | 1         |
| Demolition                 | \$350.00           | 350.00           | 1         |
| Electrical                 | \$1,775.00         | 1,775.00         | 11        |
| Gas                        | \$100.00           | 100.00           | 1         |
| Mechanical                 | \$1,500.00         | 1,500.00         | 10        |
| New Construction           | \$771.20           | 771.20           | 2         |
| No Permit Required         | \$0.00             | 0.00             | 1         |
| Plumbing                   | \$100.00           | 100.00           | 1         |
| Repair                     | \$11,385.29        | 11,385.29        | 24        |
| Single Family Construction | \$57,133.08        | 57,133.08        | 4         |
| Swimming Pool              | \$1,977.00         | 1,977.00         | 1         |
| Walkway                    | \$125.00           | 125.00           | 1         |
| Zoning                     | \$175.00           | 175.00           | 6         |
| <b>Total</b>               | <b>\$79,126.46</b> | <b>79,126.46</b> | <b>73</b> |

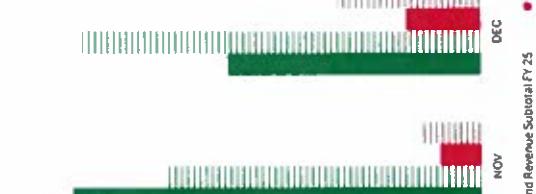
## Fees Breakdown

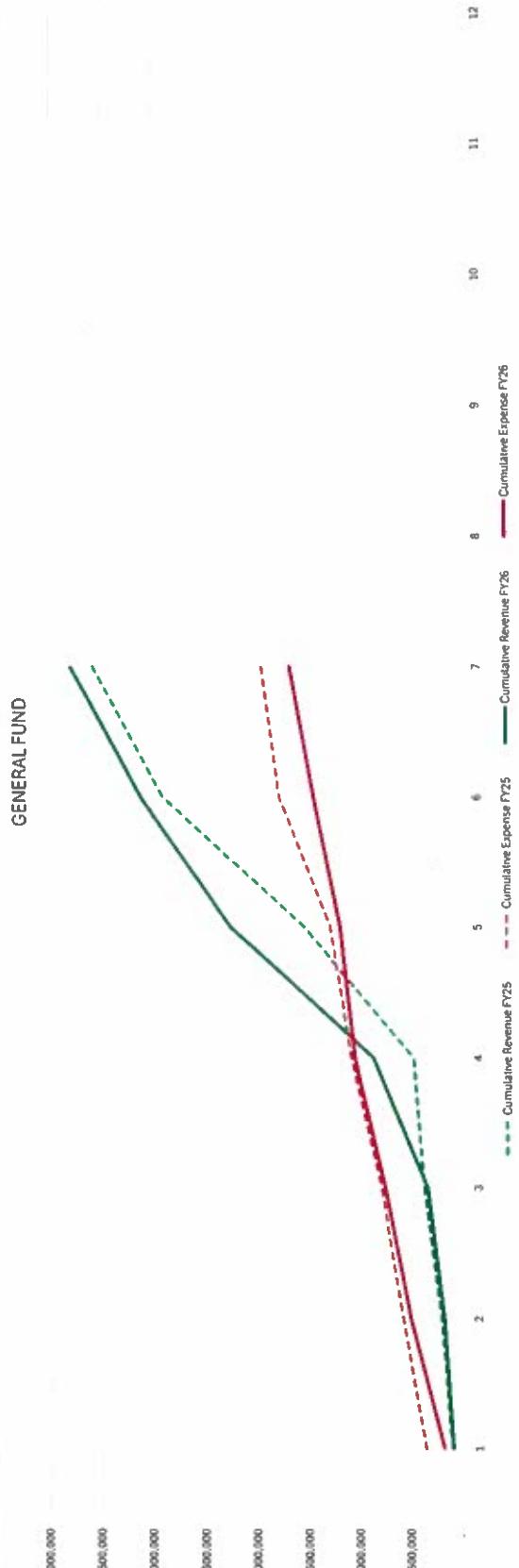


2/6/2026 8:50:34 AM

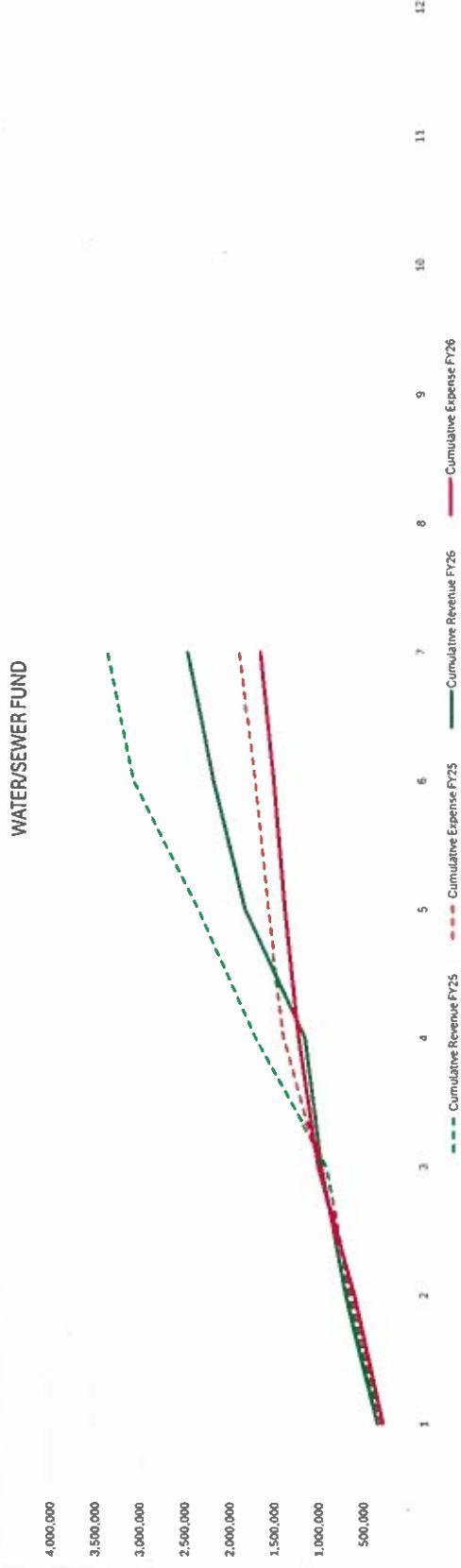
| Month                                   | JUL     | AUG     | SEPT    | OCT       | NOV       | DEC       | JAN       | FEB     | MAR       | APR     | MAY     | JUN     |
|---|---------|---------|---------|-----------|-----------|-----------|-----------|---------|-----------|---------|---------|---------|
| General Fund Revenue Subtotal FY 26     | 92,175  | 85,318  | 155,996 | 525,827   | 1,389,476 | 858,632   | 681,886   | 677,885 | 1,073,329 | 125,464 | 107,849 | 216,414 |
| General Fund Revenue Subtotal FY 25     | 102,467 | 100,308 | 165,835 | 100,037   | 1,073,329 | 1,361,352 | 141,805   | 255,842 | 229,972   | 164,035 | 276,717 | 874,929 |
| General Fund Expenditure Subtotal FY 26 | 179,259 | 323,707 | 246,325 | 293,810   | 294,110   | 294,542   | 205,814   | 491,517 | 206,126   | 477,342 | 361,913 |         |
| General Fund Expenditure Subtotal FY 25 | 359,130 | 216,065 | 269,110 | 294,542   | 294,110   | 294,542   | 205,814   | 491,517 | 206,126   | 477,342 | 361,913 |         |
| Cumulative Revenue FY25                 | 102,467 | 202,774 | 368,689 | 468,646   | 1,541,975 | 2,903,327 | 3,581,212 |         |           |         |         |         |
| Cumulative Expense FY25                 | 359,130 | 575,196 | 784,306 | 1,078,848 | 1,284,661 | 1,776,179 | 1,940,214 |         |           |         |         |         |
| Cumulative Revenue FY26                 | 92,175  | 177,493 | 333,489 | 855,316   | 855,316   | 2,248,792 | 3,107,424 |         |           |         |         |         |
| Cumulative Expense FY26                 | 179,259 | 502,966 | 749,291 | 1,043,101 | 1,184,706 | 1,440,548 | 1,670,520 |         |           |         |         |         |

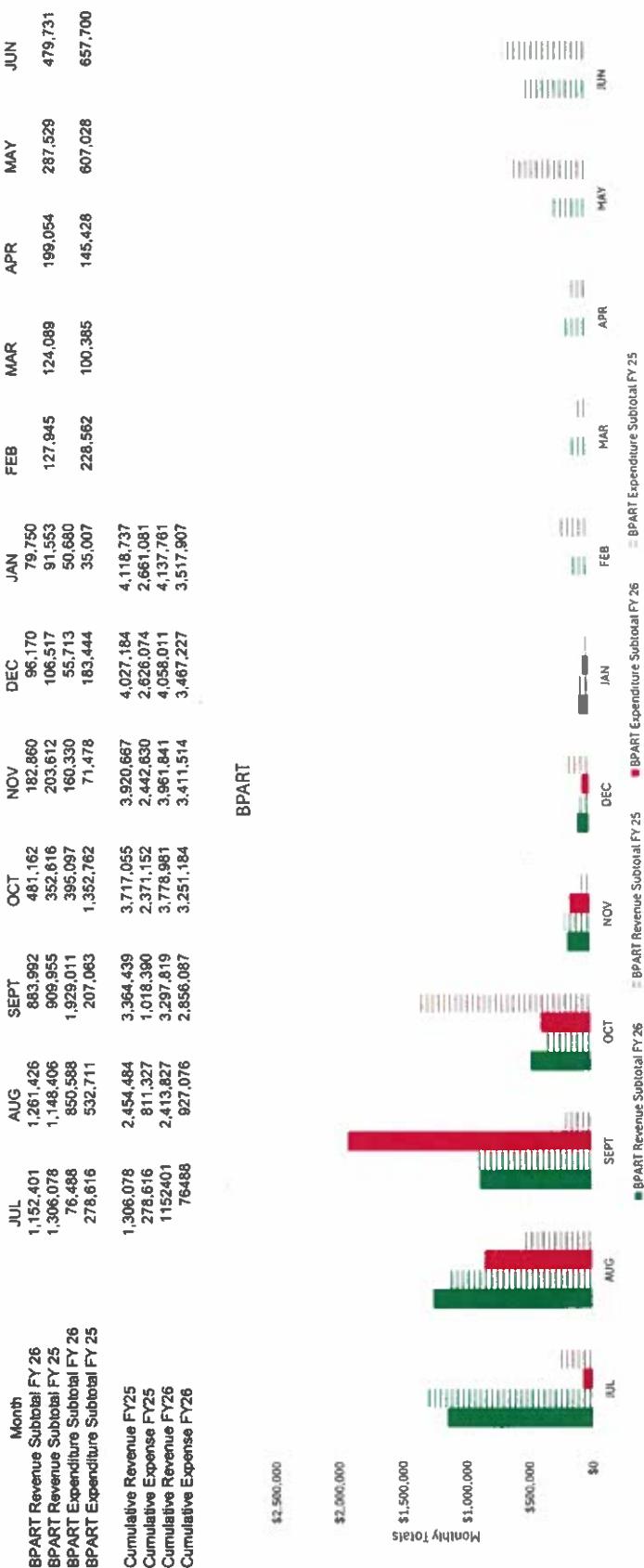
#### GENERAL FUND

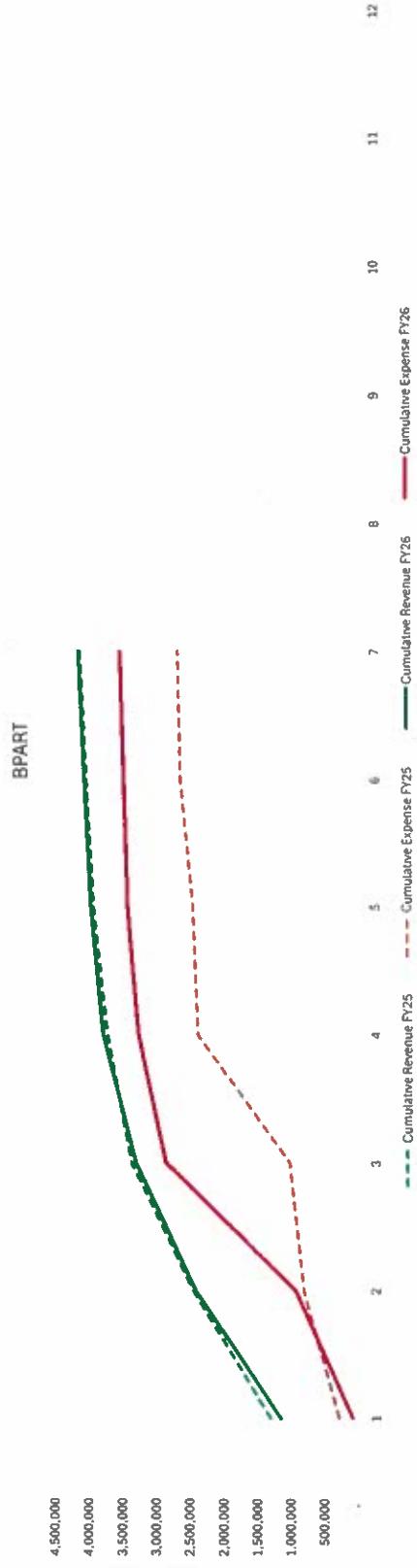












## **Holden Beach Public Works Monthly Report**

*Date: 2/05/26*

*To: Board of Commissioners*

*From: Public Works Department*

---

### **1. Department Overview**

The Public Works Department continues to focus on maintaining the quality of life for residents and visitors to Holden Beach through consistent operations and upkeep of town infrastructure. Our activities this month included routine maintenance, repairs, and preparedness for weather events.

---

### **2. Key Activities and Accomplishments**

#### **a) Maintenance & Repairs**

- **Street Signs:** Crew took inventory of missing signs and straighten bent or leaning signs.
- **Road repair:** Graded all dirt streets on east end of island. Patched a few potholes.
- **Storm Prep:** Crew staged equipment, Winterized bathrooms and town owned irrigation systems.
- **Storm Drain:** Crew repaired storm drain cover at end of point west.

#### **b) Water and Sewer**

- **Water Meters:** Crew installed 6 new water services this month.
  - **Water Leaks:** We were very fortunate this month with zero.
  - **Water Meter Changeouts and Rereads:** Crew completed a list with around 220 meters that needed to be reread. Crew has been working very diligently repairing and replacing old meters.
  - **Sewer Pits:** 0
  - **Service Calls:** Crew ran over 100 service calls this month. This was expected with the snow and all.
-

### **3. Capital Projects & Long-Term Maintenance**

#### **a) Ongoing Projects**

- **Meter Maintenance:** We are continuing to repair and replace meters to get the reread numbers down.

#### **b) Upcoming Projects**

- **Fire Hydrants:** We are preparing to begin grinding and painting all our hydrants. Our plan is to be finished early spring.
  - **Station 1:** We are looking to replace vacuum pumps in Station 1 and re plumb the station as we go.
  - **Pier Parking lot:** Crew is looking into adding a drain which would clear up the ponding issue at the entrance to the lot.
- 

### **4. Conclusion**

The Public Works Department remains committed to serving the Holden Beach community with quality, timely services. Our team is focused on ensuring safety, cleanliness, and effective infrastructure. We continue to work diligently on ongoing projects and are prepared to tackle any issues that arise in the future.

---

#### **Submitted by:**

Chris Benton  
Director of Public Works  
Holden Beach

---



**Town of Holden Beach  
AGENDA TOPIC COVER SHEET**

**TO:** Holden Beach BOC

**MEETING DATE:** February 17, 2026

**FROM:** Heather Finnell, Town Clerk **DATE SUBMITTED:** February 2, 2026

---

**ISSUE/ACTION REQUESTED:** Discussion and Possible Action on Ordinance 26-01, An Ordinance Amending the Holden Beach Code of Ordinances, Section 30.27 Audit Committee

---

**BACKGROUND/PURPOSE OF REQUEST:** At the January meeting, the Board requested staff draft an ordinance removing the requirement for a commissioner to be appointed as a member to the Audit Committee. Ordinance 26-01 which makes the change and corrects a couple of typos is included for the Board's review. The proposed ordinance also incorporates a clarification to the meetings and attendance section as suggested by Commissioner Pate.

Staff recommends approval of Ordinance 26-01 if the Board would like to remove the requirement for a Board member to serve on the Audit Committee.

---

**FISCAL IMPACT:** (select one)

|                                   |                              |  |
|-----------------------------------|------------------------------|--|
| BUDGET AMENDMENT REQUIRED:        | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| CAPITAL IMPROVEMENT PLAN ITEM:    | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| PRE-AUDIT CERTIFICATION REQUIRED: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| REVIEWED BY FINANCE DIRECTOR:     | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |

---

**CONTRACTS/AGREEMENTS:** (select one)

|                            |                              |  |
|----------------------------|------------------------------|--|
| REVIEWED BY TOWN ATTORNEY: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
|----------------------------|------------------------------|--|

---

**ADVISORY BOARD RECOMMENDATION:** N/A

---

**FINANCE RECOMMENDATION:** N/A

---

**TOWN MANAGER'S RECOMMENDATION: N/A**

---

**ATTACHMENT:** Ordinance 26-01

**ORDINANCE 26-01**  
**AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES,**  
**SECTION 30.27 AUDIT COMMITTEE**

**BE IT ORDAINED BY** the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Holden Beach Code of Ordinances, Section 30.27 Audit Committee be amended as follows.

**SECTION ONE:** Amend Section 30.27 Audit Committee as follows:

**§ 30.27 AUDIT COMMITTEE.**

(A) *Creation, name and number of members.* There is hereby established an Audit Committee which shall be comprised of ~~a member of the Board of Commissioners and~~ not less than two or more than four residents or property owners of the town as full members, plus one alternate.

(B) *Powers and duties.* The Audit Committee shall:

- (1) Serve as an advisory committee for the town's Board of Commissioners (BOC);
- (2) Assist and advise the BOC in its oversight responsibilities for the town's financial reporting process, systems of internal financial controls and the external audit process;
- (3) Recommend to the BOC each year the selection of the independent external audit firm to conduct the annual external audit, using a request for proposals selection process when deemed necessary by the Audit Committee;
- (4) Monitor the performance of the commercial public accounting firms providing audit services to the town;
- (5) Monitor the performance of the external audit firm as it relates to the annual audit of the town;
- (6) Review the annual audit report with the external auditor and provide a written opinion to the BOC;
- (7) Periodically confirm the suitability of the town's internal control systems and/or policies, including information technology security and control;
- (8) Receive confirmation that audit report recommendations have been acted upon in advance of the commencement of the next external audit;
- (9) Perform other functions from time to time as shall be delegated or assigned to it by the BOC.

(C) *Appointment; terms.* ~~The Commissioner shall be appointed by the BOC in January of each year. Other~~ Members of the Audit Committee shall be appointed by the BOC for three-year terms. ~~with the exception of 2022 when two members shall be appointed for three years and two members for two years.~~ Appointments shall normally be made in January. Each member of the Audit Committee shall serve at the pleasure of the Board during their appointment.

**(D) *Meetings and attendance.***

(1) The Audit Committee shall meet quarterly ~~and in addition~~ with at least one ~~time~~ meeting per year to review the final audits with the external audit firm. Additional meetings may be called by the Chair as deemed necessary in fulfillment of the duties of the Committee. ~~An appointed member of the Audit Committee who misses three consecutive regular meetings loses their status as a member.~~

(2) The Audit Committee shall comply with the provisions of the North Carolina Open Meetings Law, G.S. §§ 143-318.9 *et seq.* A quorum shall be in attendance before any action of an official nature can be taken. A **QUORUM** is defined as at least one more than the number absent of the appointed members.

(3) The Town Manager or his or her designee shall also be in attendance in addition to staff that he or she invites to provide pertinent information on agenda items. Auditors or other outside specialists may also be invited by the Committee or the Town Manager as appropriate.

(4) An appointed member of the Audit Committee who misses three consecutive regular meetings loses his or her status as a member.

**(E) *Officers.***

(1) There shall be a Chair and Vice Chair of the Audit Committee. An annual election of the Chair and Vice Chair shall occur at the first regular meeting of the year.

(2) The Town ~~Manager~~ Manager or his or her designee shall serve as Secretary to the Audit Committee.

**(F) *Officers' duties.***

(1) The Chair of the Audit Committee shall preside at all meetings and shall appoint all committees.

(2) When the Chair is absent, the Vice Chair shall perform the duties of the Chair. When both the Chair and Vice Chair are absent, a temporary Chair shall be selected by those members who are present.

(3) The Chair shall assemble and provide an agenda to the Secretary at least one week in advance of a scheduled meeting.

(4) The Secretary shall provide to all members copies of agendas, official reports, information relevant to the Committee's duties provided to the Secretary by ~~an~~ Committee member and the official minutes of all regular and special meetings at least three working days prior to the next scheduled meeting.

**SECTION TWO:** The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

This the 17<sup>th</sup> day of February, 2026.

---

J. Alan Holden, Mayor

ATTEST:

---

Heather Finnell, Town Clerk



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 02/17/2026

FROM: Tom Myers and Daniel McRainey

DATE SUBMITTED: 02/06/2026

---

**ISSUE/ACTION REQUESTED:**

**Discussion and Possible Action on Audit Committee Taskers**

Receive the recommendations from the Audit Committee regarding the taskers about occupancy taxes and the BPART fund balance that were assigned to them last August.

**Possible Action:** Motion to accept the committee's work, thank them for their efforts, declare the taskers to be complete, and agree to consider the implementation of their recommendations during the 2026/27 budget development process.

---

**BACKGROUND/PURPOSE OF REQUEST:**

The Audit Committee met on January 16<sup>th</sup> to complete the two taskers that were assigned to them last August.

With regards to the tasker to advise the BOC about potential improvements to the collection of occupancy task revenues: the committee recommends a communications campaign combined with a process for people to submit challenges for properties they perceive to be non-compliant.

The communications campaign should be targeted at rental properties not associated with a professional property management firm. The effort should be focused on making sure these rental property owners are fully aware of their responsibilities and know about the materials available from the Town to help them comply with the requirements.

With regards to the tasker to advise the BOC about potential improvements to the management of the BPART fund balance: the committee recommends changes to the Town's financial reporting practices and the adoption of a fund balance policy.

The committee recommends separation of the primary occupancy tax revenues (3% revenue) that must be used for tourism-related expenditures from the additional occupancy tax revenues (2% revenue) that must be used exclusively for beach nourishment and protection.

The committee also recommends the adoption of a BPART Fund Balance Policy to increase transparency to the public by clearly documenting how the two different occupancy tax revenue streams are collected and spent, enabling citizens to verify the 2% beach-restricted funds are used exclusively for beach projects and the 3% general tourism funds support the broader community tourism infrastructure, and how the unspent revenues that end up in the fund balance retain their designation.

---

**FISCAL IMPACT:**

BUDGET AMENDMENT REQUIRED: NO  
CAPITAL PROJECT ORDINANCE REQUIRED: NO  
PRE-AUDIT CERTIFICATION REQUIRED: NO  
REVIEWED BY FINANCE DIRECTOR: YES

---

**CONTRACTS/AGREEMENTS: (circle One)**

REVIEWED BY TOWN ATTORNEY: (YES/NO) N/A

---

**ADVISORY BOARD RECOMMENDATION:** Accept the Recommendations**TOWN MANAGER'S RECOMMENDATION:****FINANCE RECOMMENDATION:**

---

ATTACHMENT – Draft BPART Fund Balance Policy

# **Town of Holden Beach BPART Fund Balance Policy**

## **Purpose and Scope**

The purpose of this policy is to improve visibility into the spending of occupancy tax revenues. The goal is to enable the Town to clearly communicate how occupancy tax dollars are being used.

This policy also recommends guidelines for managing the Town of Holden Beach's Beach, Parks, Access, Recreation, and Tourism (BPART) fund. The policy helps ensure compliance with occupancy tax legal requirements, maintains financial stability through adequate reserves, and provides protection against catastrophic events that could reduce tourism revenue while requiring a massive capital investment for recovery.

The Town cannot purchase insurance coverage for beach conditions or tourism revenue loss. Federal disaster assistance through FEMA has become increasingly unreliable due to competing national priorities and funding constraints. Therefore, the Town must self-insure against catastrophic events through segregated reserves that protect different aspects of the community's economic foundation while ensuring legal compliance.

## **Legal Framework and Revenue Sources**

**Occupancy Tax Authority:** The Board of Commissioners may levy two separate occupancy taxes on all rental accommodations:

- Primary Occupancy Tax: Up to 3% of gross receipts - must be used for "tourism-related expenditures" including criminal justice, fire protection, public facilities and utilities, health facilities, solid waste and sewage treatment, and waterfront erosion control. These funds cannot substitute for normal municipal services unless they "promote tourism and enlarge its economic benefits."
- Additional Occupancy Tax: Up to 2% of gross receipts - must be used exclusively for beach renourishment and protection. No other uses are legally permitted.
- Up to 50% of occupancy tax proceeds may be allocated for beach nourishment.

**Required Accounting Segregation:** The Town should maintain separate reserves for the two occupancy tax revenue streams due to their different legal usage restrictions.

The inclusion of paid parking revenues further complicates tracking expenditures relative to different revenue streams which results in commingling the BPART fund balance.

Therefore, the BPART fund should maintain separate accounting records to track primary tax revenue (3%) and additional tax revenue (2%), along with their respective expenditures and reserves.

This segregated accounting increases transparency to the public by clearly showing how different occupancy tax revenues are collected and spent, enabling citizens to verify that beach-restricted funds are used exclusively for beach projects and general tourism funds support broader community tourism infrastructure. Documentation should demonstrate tourism promotion benefits for all primary tax expenditures and exclusive beach use for additional tax expenditures.

### **Fund Balance Definitions**

Fund balance represents the difference between assets and liabilities at fiscal year-end, and is categorized as:

- Restricted: Amounts constrained by external laws, regulations, or grant requirements
- Committed: Amounts formally designated by ordinance for specific purposes
- Assigned: Amounts intended for specific purposes but not formally committed
- Unassigned: Amounts available for discretionary use by the governing body

### **Segregated Reserve Requirements**

Restricted reserves meet the statutory requirements for local governments to maintain minimum fund balances (\$2.2 million in FYE 2025) and designate funds assigned for subsequent year's expenditures (\$225,384 in FYE 2025)

### **Fund Balance Usage Guidelines**

**Primary Tax Funds (3% revenue):** May be used only for qualifying tourism-related expenditures as defined in Section 2-8-99. All expenditures should include documentation demonstrating a direct relationship to tourism promotion and enhancement of the town's ability to attract tourists.

**Additional Tax Funds (2% revenue):** May be used exclusively for beach renourishment and protection projects. No exceptions are legally permitted.

**Capital Project Restrictions:** All capital projects exceeding \$2 million should document how the project either reduces long-term catastrophic risk or can be completed without reducing segregated fund balances below minimum reserve levels for the applicable revenue stream.

# **Town of Holden Beach BPART Fund Balance Policy**

## **Fund Balance Replenishment**

If segregated reserves fall below required thresholds, the Town shall develop a replenishment plan within 24 months through deferring non-essential capital projects, implementing cost-saving initiatives, or identifying additional revenue sources. Replenishment funds must be allocated to the appropriate segregated reserve based on revenue source.

## **Monitoring and Reporting**

The finance department shall provide yearly reports to the Board of Commissioners including:

- Summary of segregated fund balance categories and amounts
- Analysis of compliance with reserve requirements for each revenue stream
- Assessment of regional tourism and storm risk indicators

## **Annual Review**

The Board of Commissioners shall annually review segregated fund balances during the budget process, evaluate financial position against catastrophic risk scenarios, and ensure compliance with occupancy tax legal requirements.

## **Policy Amendments**

This policy may be amended by the Board of Commissioners to reflect changes in financial conditions, catastrophic risk assessments, or legal requirements.

## **Effective Date**

This Fund Balance Policy shall take effect immediately upon approval by the Board of Commissioners.

## **Conclusion**

This policy ensures responsible financial stewardship, legal compliance with occupancy tax restrictions, protection against catastrophic events, and long-term sustainability through properly segregated reserves that match legal usage requirements.



**Town of Holden Beach  
AGENDA TOPIC COVER SHEET**

**TO: Holden Beach BOC**

**MEETING DATE: 2/17/26**

**FROM: Tax Collector Penny King**

**DATE SUBMITTED: 2/6/26**

---

**ISSUE/ACTION REQUESTED:** The governing body must order the tax collector to advertise the tax liens.

---

**BACKGROUND/PURPOSE OF REQUEST:** In February of each year, the tax collector must report to the governing body the total amount of unpaid taxes for the current fiscal year that are liens on real property.

---

**FISCAL IMPACT:** (select one)

|                                   |   |  |     |
|-----------------------------------|---|--|-----|
| BUDGET AMENDMENT REQUIRED:        | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> | N/A |
| CAPITAL IMPROVEMENT PLAN ITEM:    | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |     |
| PRE-AUDIT CERTIFICATION REQUIRED: | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> | N/A |
| REVIEWED BY FINANCE DIRECTOR:     | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |     |

---

**CONTRACTS/AGREEMENTS:** (select one)

|                            |                              |  |
|----------------------------|------------------------------|--|
| REVIEWED BY TOWN ATTORNEY: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
|----------------------------|------------------------------|--|

---

**ADVISORY BOARD RECOMMENDATION:** N/A

---

**FINANCE RECOMMENDATION:** N/A

---

**TOWN MANAGER'S RECOMMENDATION:**

**UNPAID BALANCE REPORT BY NAME**

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

TOWN OF HOLDEN BEACH  
FY 2025-2026  
Unpaid As Of 02/06/2026

| Tax Year              | Name                   | Rec No | Map Number/Id | Tax Charge (\$)     | Cost (\$)     | Penalty (\$)      | Interest (\$)   | Payment (\$)       | Total (\$)          |
|-----------------------|------------------------|--------|---------------|---------------------|---------------|-------------------|-----------------|--------------------|---------------------|
| <b>Real</b>           |                        |        |               |                     |               |                   |                 |                    |                     |
| 2025                  | WRIGHT HAROLD E AND    | 4051   | 246CE08501    | 1,490.82            | 0.00          | 29.82             | 0.00            | 0.00               | 1,520.64            |
| 2025                  | WSP HOLDEN LLC         | 4060   | 233PA002      | 850.40              | 0.00          | 17.01             | 0.00            | 0.00               | 867.41              |
| 2025                  | ZHC HOLDINGS LLC       | 4075   | 232NB015      | 702.00              | 0.00          | 14.04             | 0.00            | 0.00               | 716.04              |
| 2025                  | ZIMMERMANN TODD F ETUX | 4078   | 246CE08101    | 1,531.42            | 0.00          | 30.63             | 0.00            | 1,531.42           | 30.63               |
| <b>Total for REAL</b> |                        |        |               | <b>\$367,404.24</b> | <b>\$0.00</b> | <b>\$7,190.35</b> | <b>\$225.46</b> | <b>\$40,273.39</b> | <b>\$334,546.66</b> |
| <b>GRAND TOTAL:</b>   |                        |        |               | <b>\$368,752.49</b> | <b>\$0.00</b> | <b>\$7,241.84</b> | <b>\$225.46</b> | <b>\$40,273.39</b> | <b>\$335,946.40</b> |

↓  
Total for  
Real and Personal  
property together.  
*(Real)*

## UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

TOWN OF HOLDEN BEACH  
FY 2025-2026  
Unpaid As Of 02/06/2026

| Tax Year           | Name                           | Rec No | Map Number/Id  | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|--------------------|--------------------------------|--------|----------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Personal</b>    |                                |        |                |                 |           |              |               |              |            |
| 2025               | BENTLEY THOMAS E ETUX          | 1238   | P80022559      | 19.10           | 0.00      | 2.00         | 0.00          | 0.00         | 21.10      |
| 2025               | BERGER RICHARD RALPH           | 1243   | P80140372      | 5.39            | 0.00      | 2.00         | 0.00          | 0.00         | 7.39       |
| 2025               | BLALOCK DEWEY MARK             | 1273   | P80123461      | 19.95           | 0.00      | 2.00         | 0.00          | 0.00         | 21.95      |
| 2025               | BRANICK THOMAS MICHAEL         | 1330   | P80159605      | 29.86           | 0.00      | 2.00         | 0.00          | 0.00         | 31.86      |
| 2025               | CAIN PAUL ALFRED               | 1427   | P80151406      | 15.97           | 0.00      | 2.00         | 0.00          | 0.00         | 17.97      |
| 2025               | CELLCO PARTNERSHIP dba VERIZON | 10712  | CELLCO PARTNER | 221.73          | 0.00      | 4.43         | 0.00          | 0.00         | 226.16     |
| 2025               | DAIL JASON THOMAS              | 1649   | P80103496      | 3.44            | 0.00      | 2.00         | 0.00          | 0.00         | 5.44       |
| 2025               | EASTON MISTY BEAUCHAMP         | 1773   | P80124709      | 9.51            | 0.00      | 2.00         | 0.00          | 0.00         | 11.51      |
| 2025               | HARWELL JOSEPH GRAY            | 2086   | P80167113      | 224.32          | 0.00      | 4.49         | 0.00          | 0.00         | 228.81     |
| 2025               | HOLBROOKS GARY ET              | 2180   | P52873005      | 43.37           | 0.00      | 2.00         | 0.00          | 0.00         | 45.37      |
| 2025               | JONES CORY WILLIAM             | 2465   | P80049543      | 111.62          | 0.00      | 2.23         | 0.00          | 0.00         | 113.85     |
| 2025               | JUDY CHRISTOPHER PAUL          | 2484   | P80134603      | 22.86           | 0.00      | 2.00         | 0.00          | 0.00         | 24.86      |
| 2025               | MAUNEY MONTY LEE               | 2759   | P80069908      | 3.30            | 0.00      | 2.00         | 0.00          | 0.00         | 5.30       |
| 2025               | MCMILLAN JUDSON                | 2819   | P80163831      | 10.72           | 0.00      | 2.00         | 0.00          | 0.00         | 12.72      |
| 2025               | CLIFTON MERRITT JOSEPH MICHAEL | 2842   | P80144725      | 83.76           | 0.00      | 2.00         | 0.00          | 0.00         | 85.76      |
| 2025               | SPRINGSTEED JOHN K             | 3537   | P80016700      | 416.93          | 0.00      | 8.34         | 0.00          | 0.00         | 425.27     |
| 2025               | VANDIVER WILLIAM JAMES         | 3826   | P80166136      | 43.30           | 0.00      | 2.00         | 0.00          | 0.00         | 45.30      |
| 2025               | WARREN JONATHAN LUND           | 3876   | P3026516       | 4.39            | 0.00      | 2.00         | 0.00          | 0.00         | 6.39       |
| 2025               | WHITNEY FRANK                  | 3950   | P80020664      | 51.28           | 0.00      | 2.00         | 0.00          | 0.00         | 53.28      |
| 2025               | WILLIFORD BRADLY JULIAN        | 3985   | P80140371      | 7.45            | 0.00      | 2.00         | 0.00          | 0.00         | 9.45       |
| Total for PERSONAL |                                |        |                | \$1,348.25      | \$0.00    | \$51.49      | \$0.00        | \$0.00       | \$1,399.74 |
| <b>Real</b>        |                                |        |                |                 |           |              |               |              |            |
| 2025               | 1037 COQUINA LLC               | 1002   | 245EA05401     | 1,512.45        | 0.00      | 30.25        | 0.00          | 0.00         | 1,542.70   |

## UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

## TOWN OF HOLDEN BEACH

FY 2025-2026

Unpaid As Of 02/06/2026

| Tax Year    | Name                                | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|-------------------------------------|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |                                     |        |               |                 |           |              |               |              |            |
| 2025        | 109 SALISBURY LLC                   | 1006   | 231IMG024     | 2,029.33        | 0.00      | 40.59        | 3.00          | 0.00         | 2,072.92   |
| 2025        | 1814 LOGIE LLC                      | 1018   | 232OC039      | 1,404.95        | 0.00      | 28.10        | 0.00          | 0.00         | 1,433.05   |
| 2025        | 958 OBW LLC                         | 1043   | 245EA079      | 1,779.85        | 0.00      | 35.60        | 0.00          | 0.00         | 1,815.45   |
| 2025        | AMERIGAS PROPANE LP                 | 1078   | P50019400     | 5.21            | 0.00      | 2.00         | 0.00          | 0.00         | 7.21       |
| 2025        | AMIDON PROPERTIES LLC               | 1079   | 232MJ008      | 1,470.08        | 0.00      | 29.40        | 0.00          | 0.00         | 1,499.48   |
| 2025        | AMMONS JEFFREY ETUX                 | 1080   | 246AA047      | 1,210.45        | 0.00      | 24.21        | 2.93          | 0.00         | 1,237.59   |
| 2025        | AMMONS JEFFREY M                    | 1082   | 246AC013      | 1,236.56        | 0.00      | 24.73        | 2.93          | 0.00         | 1,264.22   |
| 2025        | AMPERSAND P AND C LLC               | 1086   | 231ME005      | 1,851.42        | 0.00      | 37.03        | 3.00          | 0.00         | 1,891.45   |
| 2025        | ANDERSON WILLIAM J JR               | 1093   | 246AA028      | 1,667.33        | 0.00      | 33.35        | 2.93          | 0.00         | 1,703.61   |
| 2025        | ETUX ANGEL DANIELA ETUX             | 1098   | 232OD026      | 1,578.39        | 0.00      | 31.57        | 0.00          | 0.00         | 1,609.96   |
| 2025        | ATKINSON LORICK                     | 1124   | 246BC009      | 965.92          | 0.00      | 19.32        | 0.00          | 0.00         | 985.24     |
| 2025        | ATKINSON LORICK                     | 1125   | 246BC008      | 858.30          | 0.00      | 17.17        | 0.00          | 0.00         | 875.47     |
| 2025        | ATLANTIC 1031 LIKE KIND EXCHANGE LL | 1126   | 246DA056      | 1,021.36        | 0.00      | 20.43        | 3.00          | 0.00         | 1,044.79   |
| 2025        | AVERITT CINDY MCLAMB                | 1139   | 231NA01201    | 2,236.31        | 0.00      | 44.73        | 6.00          | 0.00         | 2,287.04   |
| 2025        | AYCOCK WILLIAM W (LT) JR            | 1141   | 232MF023      | 1,752.64        | 0.00      | 35.05        | 0.00          | 0.00         | 1,787.69   |
| 2025        | BAILEY ELMER E AND                  | 1150   | 246CC007      | 1,210.35        | 0.00      | 24.21        | 0.00          | 0.00         | 1,234.56   |
| 2025        | BAILEY ROAD COMPANY LLC THE         | 1151   | 231MC032      | 1,794.67        | 0.00      | 35.89        | 0.00          | 0.00         | 1,830.56   |
| 2025        | BAKER JAMES FRANKLIN ET             | 1154   | 232PG012      | 1,899.09        | 0.00      | 37.98        | 4.50          | 0.00         | 1,941.57   |
| 2025        | BASTRESS ROBERT L ET                | 1186   | 245FA03211    | 1,460.69        | 0.00      | 29.21        | 0.00          | 0.00         | 1,489.90   |
| 2025        | BECK KEVIN                          | 10146  | 246AC017      | 2,284.95        | 0.00      | 45.70        | 2.93          | 0.00         | 2,333.58   |
| 2025        | BECO INC                            | 1225   | 246DA039      | 4,111.89        | 0.00      | 82.24        | 13.50         | 0.00         | 4,207.63   |
| 2025        | BENT GEOFFRY ET                     | 1237   | 232NK008      | 2,585.49        | 0.00      | 51.71        | 0.00          | 0.00         | 2,637.20   |
| 2025        | BETHUNE ALVIN M                     | 1245   | 245FA058      | 1,258.02        | 0.00      | 25.16        | 0.00          | 0.00         | 1,283.18   |
| 2025        | BLAKE CHARLES T ETUX                | 1269   | 246AA016      | 916.07          | 0.00      | 18.32        | 0.00          | 0.00         | 934.39     |

**UNPAID BALANCE REPORT BY NAME**

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

**TOWN OF HOLDEN BEACH**  
**FY 2025-2026**  
**Unpaid As Of 02/06/2026**

| Tax Year    | Name                                | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|-------------------------------------|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |                                     |        |               |                 |           |              |               |              |            |
| 2025        | BLESSED WAVES LLC                   | 1279   | 232PPK001     | 1,513.22        | 0.00      | 30.26        | 0.00          | 0.00         | 1,543.48   |
| 2025        | BOYER WILLIAM L TRUSTEE AND         | 1319   | 246CE068      | 1,727.84        | 0.00      | 34.56        | 0.00          | 0.00         | 1,762.40   |
| 2025        | BOYER WILLIAM L TRUSTEE AND         | 1318   | 246CE069      | 422.14          | 0.00      | 8.44         | 0.00          | 0.00         | 430.58     |
| 2025        | BRADLEY DAVID A AND                 | 1323   | 246AA061      | 1,672.26        | 0.00      | 33.45        | 2.93          | 0.00         | 1,708.64   |
| 2025        | BRITT NANCY V TRUSTEE V TR          | 1355   | 232OH02303    | 21.00           | 0.00      | 2.00         | 0.00          | 0.00         | 23.00      |
| 2025        | BRITT ROBERT C & NANCY V TR         | 1356   | 232MN019      | 1,060.27        | 0.00      | 21.21        | 0.00          | 0.00         | 1,081.48   |
| 2025        | BROWN GERALD L                      | 1367   | 246AF028      | 1,910.23        | 0.00      | 38.20        | 0.00          | 0.00         | 1,948.43   |
| 2025        | BROWN JOHN D ETUX                   | 1371   | 231NA014      | 2,084.27        | 0.00      | 41.69        | 0.31          | 2,084.27     | 42.00      |
| 2025        | BUILT RIGHT INVESTMENTS LLC         | 1394   | 232MP035      | 1,108.00        | 0.00      | 22.16        | 0.00          | 0.00         | 1,130.16   |
| 2025        | BULLARD ARCHIE M ETALS              | 10186  | 232NK024      | 854.16          | 0.00      | 17.08        | 0.00          | 0.00         | 871.24     |
| 40          | BURROW SHERRY SINK                  | 1409   | 232MN014      | 1,037.34        | 0.00      | 20.75        | 0.00          | 0.00         | 1,058.09   |
| 2025        | BUSCH ELENE                         | 1410   | 246CE084      | 1,613.60        | 0.00      | 32.27        | 0.00          | 0.00         | 1,645.87   |
| 2025        | CAMPBELL JOHN DWAIN ETUX            | 1439   | 246CE07107    | 1,501.32        | 0.00      | 30.03        | 0.00          | 0.00         | 1,531.35   |
| 2025        | CAROLL CAIRNS JOHNSON REV LIV TRUST | 1457   | 245EA00115    | 1,798.68        | 0.00      | 35.97        | 0.00          | 0.00         | 1,834.65   |
| 2025        | CASE CHARLES DIXON ET               | 1476   | 232PP001      | 1,610.81        | 0.00      | 32.22        | 0.00          | 0.00         | 1,643.03   |
| 2025        | CASSETTA BRYAN                      | 1481   | 245DA009      | 1,779.33        | 0.00      | 35.59        | 0.00          | 0.00         | 1,814.92   |
| 2025        | MATTHEW ETUX CELECIAN EUGENE        | 1491   | 246AD033      | 1,210.72        | 0.00      | 24.21        | 2.93          | 0.00         | 1,237.86   |
| 2025        | CHILL & RECHARGE LLC                | 1511   | 245EA082      | 1,956.93        | 0.00      | 17.21        | 0.00          | 1,096.38     | 877.76     |
| 2025        | CLEMMONS CHARLES R ET               | 1525   | 232NI012      | 1,167.33        | 0.00      | 23.35        | 0.00          | 0.00         | 1,190.68   |
| 2025        | CLEMMONS CHARLES R ETUX             | 1526   | 246AC010      | 1,542.30        | 0.00      | 30.85        | 2.93          | 0.00         | 1,576.08   |
| 2025        | CLEMMONS LEAMON WADDELL SR ET       | 1527   | 232NF023      | 716.00          | 0.00      | 14.32        | 0.00          | 0.00         | 730.32     |
| 2025        | COASTAL DEVELOPMENT CORP            | 1536   | 246AA082      | 76.16           | 0.00      | 2.00         | 0.00          | 0.00         | 78.16      |

### UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

TOWN OF HOLDEN BEACH  
FY 2025-2026  
Unpaid As Of 02/06/2026

| Tax Year    | Name                                     | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|--|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |  |        |               |                 |           |              |               |              |            |
| 2025        | COFFEY ANDREW K                          | 1545   | 2320OH026     | 2,246.87        | 0.00      | 44.94        | 0.00          | 2,246.87     | 44.94      |
| 2025        | COHEN CONSTRUCTION INC                   | 1548   | 246BA065      | 1,397.67        | 0.00      | 27.95        | 0.00          | 0.00         | 1,425.62   |
| 2025        | COHEN REALTY INC                         | 1549   | 246AC002      | 2,247.32        | 0.00      | 44.95        | 2.93          | 0.00         | 2,295.20   |
| 2025        | COHEN ROBERT A ETUX                      | 1550   | 246AC001      | 485.07          | 0.00      | 9.70         | 2.93          | 0.00         | 497.70     |
| 2025        | COLE ELIZABETH THOMAS (LT)               | 1551   | 245EA00410    | 1,768.09        | 0.00      | 35.36        | 0.00          | 0.00         | 1,803.45   |
| 2025        | COLLIER RONALD L                         | 1556   | 232OB00108    | 990.65          | 0.00      | 19.81        | 0.00          | 0.00         | 1,010.46   |
| 2025        | CORFIOS ROCKY JAMES ETUX                 | 1573   | 232PG032      | 1,844.76        | 0.00      | 36.90        | 3.00          | 0.00         | 1,884.66   |
| 2025        | COURIE DAVID TAFT SR                     | 1576   | 232OC049      | 2,048.07        | 0.00      | 40.96        | 0.00          | 2,048.07     | 40.96      |
| 2025        | COX CHERYL C (LT) AND CRAIG JOHN M       | 1583   | 232OD007      | 1,576.51        | 0.00      | 31.53        | 0.00          | 0.00         | 1,608.04   |
| 2025        | CRAIG JOHN M                             | 1601   | 246CC034      | 2,045.51        | 0.00      | 40.91        | 6.00          | 0.00         | 2,092.42   |
| 41          | CRAIG JOHN M                             | 1602   | 232OB018      | 1,080.04        | 0.00      | 21.60        | 0.00          | 0.00         | 1,101.64   |
| 2025        | CRAIG JOHN M                             | 1603   | 246DA051      | 2,822.35        | 0.00      | 56.45        | 9.00          | 0.00         | 2,887.80   |
| 2025        | CRAIG JOHN M SR JR                       | 1606   | 231MF017      | 1,349.58        | 0.00      | 26.99        | 0.00          | 0.00         | 1,376.57   |
| 2025        | CRAIG JOHN M SR AND CRAIG JOHN MELVIN ET | 1605   | 231MF018      | 1,532.15        | 0.00      | 30.64        | 0.00          | 0.00         | 1,562.79   |
| 2025        | CRAIG JOHN MELVIN ET                     | 1607   | 246DA029      | 1,965.30        | 0.00      | 39.31        | 6.00          | 0.00         | 2,010.61   |
| 2025        | CRAIG VIRGINIA MCRAE AND CRAY JAMES F    | 1608   | 246DA043      | 1,614.00        | 0.00      | 32.28        | 6.00          | 0.00         | 1,652.28   |
| 2025        | CREDLE RESORT PROPERTIES LLC             | 1611   | 245EA009      | 1,063.80        | 0.00      | 21.28        | 0.00          | 0.00         | 1,085.08   |
| 2025        | CREECH CHARLES R ET                      | 1612   | 247BA018      | 1,629.22        | 0.00      | 32.58        | 0.00          | 0.00         | 1,661.80   |
| 2025        | CURRIN WAYNE GILBERT ET                  | 1613   | 245FA082      | 1,258.81        | 0.00      | 25.18        | 0.00          | 0.00         | 1,283.99   |
| 2025        | CZECH DREAM PROPERTIES LLC               | 1617   | 232OD003      | 1,252.00        | 0.00      | 9.04         | 0.00          | 800.00       | 461.04     |
| 2025        | DEFINO RICHARD E SR ET                   | 1637   | 232OD003      | 1,252.00        | 0.00      | 9.04         | 0.00          | 800.00       | 461.04     |
| 2025        | DEWEES VIRGIL A JR ET                    | 1706   | 245EA00401    | 1,126.41        | 0.00      | 22.53        | 0.00          | 0.00         | 1,148.94   |

## UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5,00 to 999,999,999.99

TOWN OF HOLDEN BEACH  
FY 2025-2026  
Unpaid As Of 02/06/2026

| Tax Year    | Name                                      | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|---|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |   |        |               |                 |           |              |               |              |            |
| 2025        | DONOFRIO KAREN M                          | 1733   | 246CE07113    | 1,498.80        | 0.00      | 29.98        | 0.00          | 0.00         | 1,528.78   |
| 2025        | DOSTER JAMES D ETUX                       | 1737   | 232NC055      | 1,813.39        | 0.00      | 36.27        | 0.00          | 0.00         | 1,849.66   |
| 2025        | DOUGLASS INVESTMENTS LLC                  | 1739   | 245EB02702    | 1,863.16        | 0.00      | 37.26        | 0.00          | 0.00         | 1,900.42   |
| 2025        | DRAUGHN FAMILY TRUST THE                  | 1744   | 232PC008      | 2,044.61        | 0.00      | 40.89        | 3.00          | 0.00         | 2,088.50   |
| 2025        | DRAUGHN FAMILY TRUST THE                  | 1745   | 232PH00132    | 21.00           | 0.00      | 2.00         | 0.00          | 0.00         | 23.00      |
| 2025        | DUNCAN WILLIAM NEILL ETUX                 | 1751   | 245FA057      | 842.00          | 0.00      | 16.84        | 0.00          | 0.00         | 858.84     |
| 2025        | DUTIEL MARILYN ELAINE EASTON CAMERON H JR | 1762   | 245EA00154    | 1,527.78        | 0.00      | 30.56        | 0.00          | 0.00         | 1,558.34   |
| 2025        | ELLIOTT STEVEN O ETUX                     | 1772   | 232PK007      | 1,329.94        | 0.00      | 26.60        | 0.00          | 0.00         | 1,356.54   |
| 2025        | ELLIOTT STEVEN O ETUX                     | 1805   | 246HA016      | 2,144.00        | 0.00      | 42.88        | 0.00          | 0.00         | 2,186.88   |
| 2025        | ELLIOTT STEVEN O ETUX                     | 1804   | 232MI004      | 1,928.90        | 0.00      | 38.58        | 0.00          | 0.00         | 1,967.48   |
| 2025        | ELOVSKI ERIC G ETUX                       | 1809   | 245EA02904    | 938.82          | 0.00      | 18.78        | 0.00          | 0.00         | 957.60     |
| 2025        | EPPELEY CYNTHIA R                         | 1819   | 232PH015      | 1,083.43        | 0.00      | 21.67        | 0.00          | 0.00         | 1,105.10   |
| 2025        | FAMILY TIDES OIB LLC                      | 1836   | 246DB053      | 2,502.48        | 0.00      | 50.05        | 0.00          | 0.00         | 2,552.53   |
| 2025        | FELS BRETT G ETUX                         | 1853   | 245GA089      | 434.00          | 0.00      | 8.68         | 0.00          | 0.00         | 442.68     |
| 2025        | FERGUSON LENARD N & ETALS                 | 1859   | 246AC025      | 1,465.79        | 0.00      | 29.32        | 2.93          | 0.00         | 1,498.04   |
| 2025        | FERGUSON RYAN A ETUX                      | 1860   | 246AE026      | 1,241.08        | 0.00      | 24.82        | 0.00          | 0.00         | 1,265.90   |
| 2025        | FERRELL JOHN K ETUX                       | 1863   | 232PH022      | 1,010.00        | 0.00      | 20.20        | 0.00          | 0.00         | 1,030.20   |
| 2025        | FERRELL JOHN K ETUX                       | 1864   | 232PH023      | 1,252.33        | 0.00      | 25.05        | 0.00          | 0.00         | 1,277.38   |
| 2025        | FISH ALAN B ETUX                          | 1869   | 232PE003      | 2,161.70        | 0.00      | 43.23        | 3.00          | 0.00         | 2,207.93   |
| 2025        | FLETCHER SEASIDE ESCAPE LLC               | 1881   | 246CE090      | 1,823.54        | 0.00      | 36.47        | 0.00          | 0.00         | 1,860.01   |
| 2025        | FLOYD TERRY L                             | 10003  | 246AB007      | 1,942.08        | 0.00      | 38.84        | 2.93          | 0.00         | 1,983.85   |
| 2025        | FORD GAYLE ETUX                           | 1889   | 232PE020      | 842.00          | 0.00      | 16.84        | 0.00          | 0.00         | 858.84     |
| 2025        | FOX RICHARD L II ETUX                     | 1893   | 246DB046      | 2,166.02        | 0.00      | 43.32        | 0.00          | 0.00         | 2,209.34   |

### UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

TOWN OF HOLDEN BEACH  
FY 2025-2026  
Unpaid As Of 02/06/2026

| Tax Year    | Name   | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|--|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |  |        |               |                 |           |              |               |              |            |
| 2025        | GADDY REGINALD JR ETUX                                 | 11920  | 246CD001      | 2,131.09        | 0.00      | 42.62        | 6.00          | 0.00         | 2,179.71   |
| 2025        | GAITHER HENRY JR ETUX                                  | 11925  | 232PH013      | 1,088.09        | 0.00      | 21.76        | 0.00          | 0.00         | 1,109.85   |
| 2025        | GALYAN BRITTANY TRUSTEE                                | 11929  | 246CA022      | 2,088.21        | 0.00      | 41.76        | 6.00          | 0.00         | 2,135.97   |
| 2025        | GODSMAN DAVID REED ETUX                                | 11975  | 245FA03207    | 1,479.29        | 0.00      | 29.59        | 0.00          | 0.00         | 1,508.88   |
| 2025        | GOFF HARRY R ETUX                                      | 10345  | 246BA055      | 1,917.34        | 0.00      | 38.35        | 0.00          | 0.00         | 1,955.69   |
| 2025        | GOMBAR LAAVANYA ETVIR                                  | 11979  | 245FB034      | 1,157.00        | 0.00      | 23.14        | 0.00          | 0.00         | 1,180.14   |
| 2025        | GRAHAM DOUGLAS ETUX                                    | 11996  | 245GA032      | 2,123.46        | 0.00      | 42.47        | 0.00          | 2,123.46     | 42.47      |
| 2025        | GRAY RICHARD WATSON JR ETUX                            | 10358  | 245EA05101    | 1,710.56        | 0.00      | 34.21        | 0.00          | 0.00         | 1,744.77   |
| 2025        | GUYTON DURWARD EDMUND TRUSTEE H & B PROPERTY GROUP LLC | 2024   | 245EA06001    | 1,327.13        | 0.00      | 26.54        | 0.00          | 500.00       | 853.67     |
| 2025        | H MARTIN SHANDLES REVOCABLE TRUST                      | 2025   | 232MF022      | 1,938.13        | 0.00      | 38.76        | 0.00          | 1,938.13     | 38.76      |
| <b>43</b>   | HALEY MICHAEL  | 10002  | 232OE021      | 998.52          | 0.00      | 19.97        | 0.00          | 0.00         | 1,018.49   |
|             | HAMAD SMITHERMAN DINA ETUX                             | 2034   | 245GA04221    | 2,232.00        | 0.00      | 44.64        | 0.00          | 0.00         | 2,276.64   |
|             | HAMAD SMITHERMAN DINA ETUX                             | 2046   | 246AC042      | 1,204.00        | 0.00      | 24.08        | 2.93          | 0.00         | 1,231.01   |
|             | HAMAD SMITHERMAN DINA ETUX                             | 2047   | 246AC043      | 1,204.00        | 0.00      | 24.08        | 2.93          | 0.00         | 1,231.01   |
|             | HAMES ZACHARY ETUX                                     | 2048   | 232PH003      | 1,050.71        | 0.00      | 21.01        | 0.00          | 0.00         | 1,071.72   |
|             | HARBOR ACRES DEV                                       | 2051   | 246AE072      | 113.19          | 0.00      | 2.26         | 0.00          | 0.00         | 115.45     |
|             | HARBOR ACRES DEV                                       | 2052   | 246AE07203    | 249.48          | 0.00      | 4.99         | 0.00          | 0.00         | 254.47     |
|             | HARRIS CHARLES EUGENE ETUX                             | 2068   | 232MP047      | 1,108.00        | 0.00      | 22.16        | 0.00          | 0.00         | 1,130.16   |
|             | HARRIS DANIEL B ET                                     | 2069   | 246DA055      | 2,124.52        | 0.00      | 42.49        | 6.00          | 0.00         | 2,173.01   |
|             | HAUSER CHARLES N ET                                    | 2087   | 246BA010      | 1,691.08        | 0.00      | 33.82        | 0.00          | 1,691.08     | 33.82      |
|             | HAUSER JANE ANN EDWARDS                                | 2088   | 246AE07305    | 842.00          | 0.00      | 16.84        | 0.00          | 842.00       | 16.84      |
|             | HAWKINS KENNETH R ET                                   | 2092   | 232NF039      | 1,179.96        | 0.00      | 23.60        | 0.00          | 1,179.96     | 23.60      |

**UNPAID BALANCE REPORT BY NAME**

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

**TOWN OF HOLDEN BEACH**  
**FY 2025-2026**  
**Unpaid As Of 02/06/2026**

| Tax Year    | Name                                | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|-------------------------------------|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |                                     |        |               |                 |           |              |               |              |            |
| 2025        | HAZEL COLLECTION LLC                | 2097   | 231ME021      | 1,224.61        | 0.00      | 24.49        | 3.00          | 0.00         | 1,252.10   |
| 2025        | HERITAGE HOUSE PROPERTIES LLC       | 2138   | 232NI005      | 1,866.72        | 0.00      | 37.33        | 0.00          | 0.00         | 1,904.05   |
| 2025        | HETH MARCUS ET                      | 2146   | 245FA03313    | 1,004.51        | 0.00      | 20.09        | 0.00          | 0.00         | 1,024.60   |
| 2025        | HIGHEST POINT HOLDINGS              | 2150   | 246AD007      | 2,229.81        | 0.00      | 44.60        | 2.93          | 0.00         | 2,277.34   |
| 2025        | HILLANDALE VENTURES LLC             | 2155   | 232MA005      | 789.50          | 0.00      | 15.79        | 0.00          | 0.00         | 805.29     |
| 2025        | HILLANDALE VENTURES LLC             | 2154   | 232MA006      | 789.50          | 0.00      | 15.79        | 0.00          | 0.00         | 805.29     |
| 2025        | HINTZ TINGEY VENTURES LLC           | 2159   | 233PA01903    | 842.00          | 0.00      | 16.84        | 0.00          | 0.00         | 858.84     |
| 2025        | HOKE JONATHAN R ETUX                | 10404  | 245DA021      | 2,236.86        | 0.00      | 44.74        | 0.00          | 0.00         | 2,281.60   |
| 2025        | HOLDEN ROSES COASTAL LLC            | 2313   | 246AA051      | 1,214.71        | 0.00      | 24.29        | 2.93          | 0.00         | 1,241.93   |
| 2025        | HOUGH JASON W ETUX                  | 2338   | 2320B00110    | 963.52          | 0.00      | 19.27        | 0.00          | 0.00         | 982.79     |
| 2025        | HOURIGAN ELIZABETH M                | 2339   | 246AD004      | 2,163.18        | 0.00      | 43.26        | 2.93          | 0.00         | 2,209.37   |
| 2025        | HUCKS CLAYTON E                     | 2350   | 246BB049      | 2,032.91        | 0.00      | 40.66        | 0.00          | 0.00         | 2,073.57   |
| 2025        | ICARIAN PARTNERS LLC                | 2380   | 245EB017      | 2,119.77        | 0.00      | 42.40        | 0.00          | 0.00         | 2,162.17   |
| 2025        | IVESTER MARGIE P                    | 2408   | 245FB022      | 2,379.24        | 0.00      | 47.58        | 0.00          | 0.00         | 2,426.82   |
| 2025        | JAMES J LINDSAY & GC                | 2416   | 232NH013      | 1,206.36        | 0.00      | 24.13        | 0.00          | 0.00         | 1,230.49   |
| 2025        | LINDSAY TRUST                       | 2428   | 247AA007      | 1,856.75        | 0.00      | 7.97         | 0.00          | 1,458.34     | 406.38     |
| 2025        | JEAN C SMOLEN REVOCABLE TRUST       | 2441   | 232OF020      | 1,233.73        | 0.00      | 24.67        | 0.00          | 0.00         | 1,268.40   |
| 2025        | JO ANN DAVIS GRIFFIN REVOCABLE LIVI | 2455   | 245EA021      | 1,111.19        | 0.00      | 22.22        | 0.00          | 0.00         | 1,133.41   |
| 2025        | JOHN W JOHNSON JR TESTAMENTARY SPOU | 2460   | 232MI01801    | 1,852.60        | 0.00      | 37.05        | 0.00          | 0.00         | 1,889.65   |
| 2025        | JOHNSON LAYTON D ET                 | 2466   | 246AA057      | 1,155.00        | 0.00      | 23.10        | 2.93          | 0.00         | 1,181.03   |
| 2025        | JONES DUSTIN HACKETT AND            | 2473   | 232OG012      | 1,035.62        | 0.00      | 20.71        | 0.00          | 0.00         | 1,056.33   |
| 2025        | JONES ROSETTA L K BAM LLC           | 2487   | 231MG017      | 1,711.29        | 0.00      | 34.23        | 0.00          | 0.00         | 1,745.52   |

## UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

TOWN OF HOLDEN BEACH  
FY 2025-2026  
Unpaid As Of 02/06/2026

| Tax Year    | Name                                | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|-------------------------------------|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |                                     |        |               |                 |           |              |               |              |            |
| 2025        | KAR PARTNERS LLC                    | 2490   | 232NK01602    | 1,374.00        | 0.00      | 27.48        | 0.00          | 0.00         | 1,401.48   |
| 2025        | KIKER GAIL B                        | 2546   | 245EA026      | 1,343.35        | 0.00      | 26.87        | 0.00          | 0.00         | 1,370.22   |
| 2025        | KING THOMAS ETUX                    | 2552   | 246AD053      | 1,671.17        | 0.00      | 33.42        | 2.93          | 0.00         | 1,707.52   |
| 2025        | KLD INVESTMENTS LLC                 | 2563   | 231MC025      | 2,338.97        | 0.00      | 46.78        | 4.50          | 0.00         | 2,390.25   |
| 2025        | KLD INVESTMENTS LLC                 | 2562   | 231MC00115    | 84.50           | 0.00      | 2.00         | 0.00          | 0.00         | 86.50      |
| 2025        | KNIGHT CHRISTOPHER L ETUX           | 2567   | 232MB003      | 1,203.21        | 0.00      | 24.06        | 0.00          | 0.00         | 1,227.27   |
| 2025        | KOGAN THERESA                       | 2572   | 232NH00901    | 739.80          | 0.00      | 14.80        | 0.00          | 739.80       | 14.80      |
| 2025        | LANE KAREN WOOD LIVING TRUST THE    | 2601   | 245EA00224    | 1,378.34        | 0.00      | 27.57        | 0.00          | 0.00         | 1,405.91   |
| 2025        | LANNING PERRY                       | 2608   | 246DA026      | 601.38          | 0.00      | 12.03        | 3.00          | 0.00         | 616.41     |
| 2025        | LANSBERRY WILLIAM E ETUX            | 2610   | 232PD015      | 2,394.31        | 0.00      | 47.89        | 3.00          | 0.00         | 2,445.20   |
| 45          | LAWRENCE JOHN CHARLES ETALS         | 2616   | 232NH020      | 1,073.90        | 0.00      | 21.48        | 0.00          | 0.00         | 1,095.38   |
| 2025        | LAWSON HOWARD A SR ETALS            | 2617   | P53292380     | 36.39           | 0.00      | 2.00         | 0.00          | 0.00         | 38.39      |
| 2025        | LENNON KENNETH C ET                 | 2631   | 246AE055      | 1,936.83        | 0.00      | 38.74        | 2.93          | 0.00         | 1,978.50   |
| 2025        | LEPPERT FAMILY PROPERTIES LLC       | 2636   | P80150633     | 54.18           | 0.00      | 2.00         | 0.00          | 0.00         | 56.18      |
| 2025        | LEWIS VIOLET S                      | 2643   | 232PG007      | 1,793.52        | 0.00      | 35.87        | 3.00          | 0.00         | 1,832.39   |
| 2025        | LIVINGSTON JOHN C ETUX              | 2668   | 246CE080      | 1,966.00        | 0.00      | 39.32        | 0.00          | 0.00         | 2,005.32   |
| 2025        | LOGAN SARAH PULLEN ETALS            | 2672   | 245DA034      | 1,624.04        | 0.00      | 32.48        | 0.00          | 0.00         | 1,656.52   |
| 2025        | M A GODFREY INVESTMENTS OF THE CARO | 2700   | 233PA015      | 1,255.61        | 0.00      | 25.11        | 0.00          | 0.00         | 1,280.72   |
| 2025        | MAGGODY & CO PROPERTIES LLC         | 2708   | 231MH009      | 1,670.24        | 0.00      | 33.40        | 3.00          | 0.00         | 1,706.64   |
| 2025        | MARINO PETER J ETUX                 | 2725   | 232NK022      | 859.53          | 0.00      | 17.19        | 0.00          | 859.53       | 17.19      |
| 2025        | MARLIN HB LLC                       | 2730   | 246AB051      | 1,622.17        | 0.00      | 32.44        | 2.93          | 0.00         | 1,657.54   |
| 2025        | MARTIN REGINA GOBBLE                | 2742   | 245EA057      | 1,802.90        | 0.00      | 36.06        | 0.00          | 0.00         | 1,838.96   |

pkng

tx-UnpaidBalance

02/06/2026 2:43:19PM

Page 8 of 13

**UNPAID BALANCE REPORT BY NAME**

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

**TOWN OF HOLDEN BEACH**  
**FY 2025-2026**  
**Unpaid As Of 02/06/2026**

| Tax Year    | Name   | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|--|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |  |        |               |                 |           |              |               |              |            |
| 2025        | MAUNEY MONTY L ETUX                              | 2758   | 246AB043      | 1,550.58        | 0.00      | 31.01        | 0.00          | 1,550.58     | 31.01      |
| 2025        | MCDONALD KIMBERLY AND                            | 2791   | 246CE053      | 2,441.83        | 0.00      | 48.84        | 0.00          | 0.00         | 2,490.67   |
| 2025        | MCGEE HAROLD H III ETUX                          | 2798   | 245EA00414    | 1,318.56        | 0.00      | 26.37        | 0.00          | 0.00         | 1,344.93   |
| 2025        | MCGEE PARADISE LLC                               | 2799   | 246CE027      | 1,984.95        | 0.00      | 39.70        | 0.00          | 0.00         | 2,024.65   |
| 2025        | MCMILLAN NEILL KIRBY                             | 2820   | 247BA021      | 1,374.00        | 0.00      | 27.48        | 0.00          | 0.00         | 1,401.48   |
| 2025        | MELLEY LEONARD B JR ET                           | 2832   | 245FA061      | 1,939.05        | 0.00      | 38.78        | 0.00          | 0.00         | 1,977.83   |
| 2025        | MGM RENTALS LLC                                  | 2850   | 232MND1301    | 1,013.15        | 0.00      | 20.26        | 0.00          | 0.00         | 1,033.41   |
| 2025        | MONTESANO ROSA ET VIR                            | 2892   | 246AC032      | 1,584.67        | 0.00      | 2.00         | 0.00          | 1,548.67     | 38.00      |
| 2025        | MOORE JENNIFER MARIE AND                         | 2899   | 245FA049      | 1,377.63        | 0.00      | 27.55        | 0.00          | 0.00         | 1,405.18   |
| 2025        | MURCHISON CAMERON TRUSTEE AND                    | 2928   | 246AD056      | 1,711.09        | 0.00      | 30.22        | 1.43          | 200.00       | 1,542.74   |
| 2025        | MURCHISON CAMERON TRUSTEE AND MURRAY CHARLOTTE E | 2929   | 246AD057      | 1,125.82        | 0.00      | 22.52        | 1.46          | 0.00         | 1,149.80   |
| 2025        | MURRAY CHARLOTTE E                               | 2935   | 232PK00201    | 826.01          | 0.00      | 16.52        | 0.00          | 0.00         | 842.53     |
| 2025        | NAGY FAMILY HB LLC                               | 2943   | 232MA007      | 716.00          | 0.00      | 14.32        | 0.00          | 0.00         | 730.32     |
| 2025        | NATURAL LIGHT LLC                                | 2950   | 246BB03101    | 2,013.91        | 0.00      | 40.28        | 0.00          | 0.00         | 2,054.19   |
| 2025        | NC CZ RESEARCH FOUNDATION LLC                    | 2953   | 232MA001      | 89.04           | 0.00      | 2.00         | 0.00          | 0.00         | 91.04      |
| 2025        | NEWTON RODNEY SETH                               | 2963   | 232OG010      | 739.80          | 0.00      | 14.80        | 0.00          | 0.00         | 754.60     |
| 2025        | NIALLWOOD PROPERTIES LLC                         | 2964   | 232MA024      | 1,236.55        | 0.00      | 24.73        | 0.00          | 0.00         | 1,261.28   |
| 2025        | NIMS JOHN B ETUX                                 | 2967   | 245GA145      | 1,845.00        | 0.00      | 36.90        | 0.00          | 0.00         | 1,881.90   |
| 2025        | NORRIS W CHARLES                                 | 2972   | 232NK00801    | 1,661.29        | 0.00      | 33.23        | 0.00          | 0.00         | 1,694.52   |
| 2025        | OBRIEN CHRISTOPHER DENNIS                        | 2979   | 232NI020      | 1,315.05        | 0.00      | 26.30        | 0.00          | 0.00         | 1,341.35   |
| 2025        | OCEAN VILLAS ASSOC INC                           | 2985   | 232PJ00108    | 13.17           | 0.00      | 2.00         | 0.00          | 0.00         | 15.17      |
| 2025        | OOSTERWYK BRIAN R H                              | 3001   | 232MF033      | 1,010.00        | 0.00      | 10.40        | 0.00          | 490.00       | 530.40     |
| 2025        | OOSTERWYK PROPERTIES LLC                         | 3005   | 232MF003      | 598.40          | 0.00      | 11.97        | 0.00          | 0.00         | 610.37     |

## UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5,00 to 999,999.999 99

TOWN OF HOLDEN BEACH  
FY 2025-2026  
Unpaid As Of 02/06/2026

| Tax Year | Name                             | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|----------|----------------------------------|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| Real     |                                  |        |               |                 |           |              |               |              |            |
| 2025     | OOSTERWYK PROPERTIES LLC         | 3009   | 232MF004      | 598.40          | 0.00      | 11.97        | 0.00          | 0.00         | 610.37     |
| 2025     | OOSTERWYK PROPERTIES LLC         | 3012   | 232MF005      | 598.40          | 0.00      | 11.97        | 0.00          | 0.00         | 610.37     |
| 2025     | OOSTERWYK PROPERTIES LLC         | 3010   | 232MF006      | 598.40          | 0.00      | 11.97        | 0.00          | 0.00         | 610.37     |
| 2025     | OOSTERWYK PROPERTIES LLC         | 3006   | 232MF007      | 598.40          | 0.00      | 11.97        | 0.00          | 0.00         | 610.37     |
| 2025     | OOSTERWYK PROPERTIES LLC         | 3003   | 232MF032      | 716.00          | 0.00      | 14.32        | 0.00          | 0.00         | 730.32     |
| 2025     | OOSTERWYK TERESA M               | 3015   | 232MF001      | 774.80          | 0.00      | 15.50        | 0.00          | 0.00         | 790.30     |
| 2025     | PATTERSON RAYMOND ETUX           | 3069   | 247BA003      | 1,374.00        | 0.00      | 27.48        | 0.00          | 0.00         | 1,401.48   |
| 2025     | PELICAN BAY PROPERTIES LLC       | 3090   | 247AA032      | 3,418.98        | 0.00      | 68.38        | 0.00          | 3,418.98     | 68.38      |
| 2025     | PENBROKE LLC                     | 3092   | 247AA02708    | 1,126.63        | 0.00      | 22.53        | 0.00          | 0.00         | 1,149.16   |
| 2025     | PIER 35 CONDOMINIUM OWNERS ASSOC | 3102   | 232PG035      | 37.70           | 0.00      | 2.00         | 0.00          | 0.00         | 39.70      |
| 2025     | PIKE BLAKE                       | 3105   | P54027540     | 17.44           | 0.00      | 2.00         | 0.00          | 0.00         | 19.44      |
| 2025     | PODREBARAC DONALD R              | 3119   | 232MP026      | 3,668.38        | 0.00      | 73.37        | 0.00          | 0.00         | 3,741.75   |
| 2025     | POLLOCK CHARLES ROBERT AND       | 3135   | 231ME006      | 2,101.08        | 0.00      | 42.02        | 0.32          | 2,101.08     | 42.34      |
| 2025     | PRABHAKAR JOSHUA T ETUX          | 3145   | 246CE08301    | 1,507.55        | 0.00      | 30.15        | 0.00          | 0.00         | 1,537.70   |
| 2025     | PRATT KEVIN JOHN ET              | 3147   | 245GA041      | 2,165.03        | 0.00      | 43.30        | 0.00          | 0.00         | 2,208.33   |
| 2025     | PRECIOUS POSSIBILITIES LLC       | 3148   | 232OD008      | 1,749.69        | 0.00      | 34.99        | 0.00          | 0.00         | 1,784.68   |
| 2025     | PROPST CATHERINE E ET            | 3164   | 246AD016      | 2,431.84        | 0.00      | 48.64        | 2.93          | 0.00         | 2,483.41   |
| 2025     | PUCKETT DARREN LEE ETUX          | 3171   | 245EA00209    | 1,444.17        | 0.00      | 28.88        | 0.00          | 0.00         | 1,473.05   |
| 2025     | RED BIRD VENTURES LLC            | 3201   | 231MC02102    | 2,251.74        | 0.00      | 45.03        | 3.00          | 0.00         | 2,299.77   |
| 2025     | RED BIRD VENTURES LLC            | 3200   | 231MC00107    | 21.00           | 0.00      | 2.00         | 0.00          | 0.00         | 23.00      |
| 2025     | RESPITE OWNERS ASSOC INC         | 3208   | 245GA01102    | 39.93           | 0.00      | 2.00         | 0.00          | 0.00         | 41.93      |

## UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5,00 to 999,999,999.99

TOWN OF HOLDEN BEACH  
FY 2025-2026  
Unpaid As Of 02/06/2026

| Tax Year    | Name                                      | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|---|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |   |        |               |                 |           |              |               |              |            |
| 2025        | RICE BRIAN LESTER ETUX                    | 3213   | 246DA057      | 1,138.18        | 0.00      | 22.76        | 3.00          | 0.00         | 1,163.94   |
| 2025        | RIVERS EDGE GOLF & PLANTATION POA         | 3234   | 246DB00803    | 1,827.40        | 0.00      | 36.55        | 0.00          | 0.00         | 1,863.95   |
| 2025        | ROBERT B & MARY D GIEDRATIS REV LIV ETALS | 3239   | 245FA03006    | 1,313.56        | 0.00      | 26.27        | 0.00          | 0.00         | 1,339.83   |
| 2025        | RODNEY O'SULLIVAN BUILDERS LLC            | 3256   | 232OB025      | 774.80          | 0.00      | 15.50        | 0.00          | 0.00         | 790.30     |
| 2025        | ROWLAND DAVID ETUX                        | 3291   | 232ND024      | 1,612.99        | 0.00      | 32.26        | 0.00          | 0.00         | 1,645.25   |
| 2025        | RUDOLPH L AND CONSTANCE A BAXLEY RE       | 3297   | 231NA039      | 2,157.07        | 0.00      | 43.14        | 6.00          | 0.00         | 2,206.21   |
| 2025        | SALAMA YOUSSEF AND                        | 3320   | 245EA02918    | 946.20          | 0.00      | 18.92        | 0.00          | 0.00         | 965.12     |
| 2025        | SALLY BLALOCK CALDWELL TRUST              | 3326   | 232NC010      | 2,182.01        | 0.00      | 43.64        | 0.00          | 0.00         | 2,225.65   |
| 2025        | SCATTERGOOD RONALD OTTO ETUX              | 3355   | 245EB02801    | 1,946.70        | 0.00      | 38.93        | 0.00          | 0.00         | 1,985.63   |
| 48          | SELLERS DEATRA ETALS                      | 3416   | 246AA018      | 1,748.89        | 0.00      | 34.98        | 2.93          | 0.00         | 1,786.80   |
| 2025        | SHAFFER LYNN S ET/IR                      | 3426   | 246BB052      | 1,822.63        | 0.00      | 36.45        | 0.00          | 0.00         | 1,859.08   |
| 2025        | SHAGBARK REAL ESTATE HOLDINGS LLC         | 3427   | 231MG035      | 1,585.45        | 0.00      | 31.71        | 3.00          | 0.00         | 1,620.16   |
| 2025        | SHAGBARK REAL ESTATE HOLDINGS LLC         | 3428   | 247AA02902    | 1,101.87        | 0.00      | 22.04        | 0.00          | 0.00         | 1,123.91   |
| 2025        | SHAWVER TIMOTHY S ETUX                    | 3436   | 245EA00163    | 1,697.04        | 0.00      | 33.94        | 0.00          | 0.00         | 1,730.98   |
| 2025        | SIBLEY LARA                               | 3456   | 246DB029      | 1,792.94        | 0.00      | 35.86        | 0.00          | 0.00         | 1,828.80   |
| 2025        | SIMMONS ERNEST G ETUX                     | 3464   | 232OH007      | 1,792.53        | 0.00      | 2.00         | 0.00          | 1,742.53     | 52.00      |
| 2025        | SLACK ROY S ET                            | 3481   | 231NA016      | 2,017.69        | 0.00      | 40.35        | 6.00          | 0.00         | 2,064.04   |
| 2025        | SLACK ROY S ET                            | 3482   | 246HA011      | 1,856.89        | 0.00      | 37.14        | 0.00          | 0.00         | 1,894.03   |
| 2025        | SLOAN CHRISTOPHER LEWIS ETUX              | 3487   | 231MD02101    | 842.00          | 0.00      | 16.84        | 0.00          | 0.00         | 858.84     |
| 2025        | SMITH ANTHONY D ET                        | 3491   | 245FA075      | 1,426.96        | 0.00      | 28.54        | 0.00          | 0.00         | 1,455.50   |
| 2025        | SMITH JAMES H JR ETUX                     | 3497   | 246AE045      | 1,626.06        | 0.00      | 32.52        | 2.93          | 0.00         | 1,661.51   |
| 2025        | SPERA CYNTHIA                             | 3530   | 232MP010      | 842.00          | 0.00      | 16.84        | 0.00          | 0.00         | 858.84     |

**UNPAID BALANCE REPORT BY NAME**

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

**TOWN OF HOLDEN BEACH**  
**FY 2025-2026**  
**Unpaid As Of 02/06/2026**

| Tax Year    | Name                                | Rec No | Map Number/Id | Tax Charge (\$) | Cost (\$) | Penalty (\$) | Interest (\$) | Payment (\$) | Total (\$) |
|-------------|-------------------------------------|--------|---------------|-----------------|-----------|--------------|---------------|--------------|------------|
| <b>Real</b> |                                     |        |               |                 |           |              |               |              |            |
| 2025        | STARNESS DARRELL L ET               | 35559  | 232PPD012     | 1,717.75        | 0.00      | 34.36        | 0.26          | 1,717.75     | 34.62      |
| 2025        | STEINER ROBERT CLAYTON ETUX         | 35567  | 246AE051      | 1,210.72        | 0.00      | 24.21        | 2.93          | 0.00         | 1,237.86   |
| 2025        | STERN RE LLC ETALS                  | 35775  | 232MD011      | 1,550.12        | 0.00      | 2.00         | 0.00          | 1,515.12     | 37.00      |
| 2025        | SUMMER SCHOOL LLC                   | 36220  | 245GA011      | 1,499.58        | 0.00      | 29.99        | 0.00          | 0.00         | 1,529.57   |
| 2025        | TEKSERV INC                         | 36668  | 232NJ008      | 2,125.02        | 0.00      | 42.50        | 0.00          | 0.00         | 2,167.52   |
| 2025        | TEKSERV INC                         | 36667  | 232MN018      | 1,007.72        | 0.00      | 20.15        | 0.00          | 0.00         | 1,027.87   |
| 2025        | THACKER JANE STARNES                | 36775  | 247BA009      | 1,990.29        | 0.00      | 39.81        | 0.00          | 0.00         | 2,030.10   |
| 2025        | THE KINSEY FAMILY LIMITED PARTNERSH | 10673  | 246CE058      | 2,289.84        | 0.00      | 45.80        | 0.00          | 0.00         | 2,335.64   |
| 2025        | TOLL CHRISTINE DOEBLER ET/IR        | 3709   | 245DA006      | 1,537.88        | 0.00      | 30.76        | 0.00          | 0.00         | 1,568.64   |
| 2025        | TOOMBS JAMES RAYE ETUX              | 3718   | 232MH009      | 1,312.69        | 0.00      | 26.25        | 0.00          | 0.00         | 1,338.94   |
| 2025        | TUCKER JEFFREY LEE ETUX             | 3807   | 232PE011      | 2,346.57        | 0.00      | 46.93        | 3.00          | 0.00         | 2,396.50   |
| 49          | VINROOT FAMILY REVOCABLE LIVING TRU | 3843   | 246CC024      | 2,431.77        | 0.00      | 48.64        | 6.00          | 0.00         | 2,486.41   |
| 2025        | WALKER KELLY P ET                   | 3851   | 246BB032      | 2,030.80        | 0.00      | 40.62        | 0.00          | 0.00         | 2,071.42   |
| 2025        | WARD JAMES SHANNON ETUX             | 3866   | 247BA026      | 2,899.66        | 0.00      | 57.99        | 0.00          | 0.00         | 2,957.65   |
| 2025        | WEATHERSBEE PATRICIA ADSHEAD        | 3900   | 232PI003      | 1,484.85        | 0.00      | 29.70        | 0.00          | 0.00         | 1,514.55   |
| 2025        | WEST HAVEN HOLDING CO INC           | 3916   | 231ME002      | 2,318.99        | 0.00      | 46.38        | 3.00          | 0.00         | 2,368.37   |
| 2025        | WHITNEY ASSETS LLC                  | 3948   | 246AA075      | 2,134.58        | 0.00      | 42.69        | 2.93          | 0.00         | 2,180.20   |
| 2025        | WHITNEY ASSETS LLC                  | 3949   | 246AA074      | 1,211.73        | 0.00      | 24.23        | 2.93          | 0.00         | 1,238.89   |
| 2025        | WILLIFORD BRADLY JULIAN ETUX        | 3986   | 246CB019      | 2,116.12        | 0.00      | 42.32        | 6.00          | 0.00         | 2,164.44   |
| 2025        | WOMBLE THOMASA ETUX                 | 4019   | 245DA007      | 702.00          | 0.00      | 14.04        | 0.00          | 0.00         | 716.04     |
| 2025        | WOMBLE THOMASA ETUX                 | 4020   | 245DA008      | 702.00          | 0.00      | 14.04        | 0.00          | 0.00         | 716.04     |
| 2025        | WOOD DAVID A ETUX                   | 4026   | 232MB013      | 2,074.39        | 0.00      | 41.49        | 0.00          | 0.00         | 2,115.88   |



**Town of Holden Beach  
AGENDA TOPIC COVER SHEET**

TO: Holden Beach BOC

MEETING DATE: 2/17/26

FROM: Assistant Manager Ferguson

DATE SUBMITTED: 2/6/26

---

**ISSUE/ACTION REQUESTED:** Consideration and possible action on a contract for McGill Associates.

**BACKGROUND/PURPOSE OF REQUEST:** The Town issued an RFQ for engineering services for the current stormwater projects. Staff recommends McGill for these services as their submission was thorough and they have a vital understanding of the project areas as they completed the stormwater masterplan. The attached contract is for your consideration.

**FISCAL IMPACT:** (select one)

|                                   |   |  |
|-----------------------------------|---|--|
| BUDGET AMENDMENT REQUIRED:        | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| CAPITAL IMPROVEMENT PLAN ITEM:    | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| PRE-AUDIT CERTIFICATION REQUIRED: | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| REVIEWED BY FINANCE DIRECTOR:     | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |

---

**CONTRACTS/AGREEMENTS:** (select one)

|                            |                              |  |
|----------------------------|------------------------------|--|
| REVIEWED BY TOWN ATTORNEY: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> N/A |
|----------------------------|------------------------------|--|

---

**ADVISORY BOARD RECOMMENDATION:** N/A

---

**FINANCE RECOMMENDATION:** N/A

---

**TOWN MANAGER'S RECOMMENDATION:** Recommend approving contract.

# SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ ("Effective Date") between

Town of Holden Beach \_\_\_\_\_ ("Owner")

and \_\_\_\_\_ McGill Associates, PA \_\_\_\_\_ ("Engineer")

Engineer agrees to provide the services described below to Owner for Stormwater Improvement Projects ("Project").

Description of Engineer's Services: See attached Scope of Services and Attachment A-Project Understanding

Owner and Engineer further agree as follows:

## 1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

## 2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

## 3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

## 4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

## 5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

## 6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become

due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

## 7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract@as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

#### **8.01 Total Agreement**

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

#### **9.01 Payment (Lump Sum Fee Plus Reimbursable Expenses)**

- A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:
1. Lump Sum fee of \$426,000

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: February 9, 2026

License or Certificate No. and State C-0459

North Carolina

Address for giving notices:

Address for giving notices:

110 Rothschild Street

712 Village Road SW

Holden Beach, NC 2462

Suite 103

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SCOPE OF SERVICES

### Existing Condition Survey

Engineer will provide complete Existing Condition Survey (topographic & boundary) for the proposed Project areas. These locations are designated as Area 1 and Area 2 as described in the Town's Stormwater Master Plan (SWMP).

The Existing Condition Survey will consist of the following:

1. Survey Controls. The survey will be referenced to the NC State Plane Coordinate System (NCSPC) tied to the NC Grid North (NAD 83-2011) and North American Vertical Datum (NAVD 88).
2. Boundary Survey. Complete Project and right-of-way boundary surveying with the Project Survey Limits sufficient to produce construction drawing set. Construction is intended to remain within Town rights-of-way. Easement surveys and maps will be offered as additional services if such becomes necessary.
3. Topographic Survey. Perform topographic surveying within the Survey Limits sufficient to produce a one-foot contour interval. Deliverables will include a LandXML formatted digital terrain model (DTM) and contour lines in CAD format.
4. Physical Survey. A physical survey will be performed for the Survey Limits, meaning that we will map and label existing visible site improvements/impervious areas, fences, walls, benches, structures, etc. Culvert information will include roadway overtopping elevations, invert elevations, locations, material type and size. The survey will show building corners if close to the Survey Limits (within 10 feet). Building walls will be measured along the outer wall at breast height, as one stands on the ground next to the building. This is not a detailed building survey; the intent of this survey is to show the general location of the building and will not include every jog, eave, cornice, overhang, roof line.
5. Utility Survey. Perform a Quality Level C (QL C) investigation (Visible Features). Our team will contact NC One Call two weeks prior to field mobilization and make a design ticket request to have utilities marked. Survey visible utility appurtenances within the Survey Limits (utility poles, pedestals, hand holes, boxes, vaults, etc.). Overhead wires that cross the Survey Limits will be surveyed.
  - a. Survey underground utility paint marks placed by NC One Call on the ground at the time of the field survey.
  - b. The only underground utility systems that will be investigated and mapped by the surveyors will be primary storm drainage and sanitary sewer systems as follows:
    - i. Survey will show visible (within and/or adjacent to Survey Limits) manholes, cleanouts, culverts, catch basins, headwalls, junction boxes & other structures, ditches, and swales. Label the sizes, widths, invert, and type of material information for these items if that information can be collected from outside of these structures. Surveyors will not force entry into sealed or locked structures or enter into any confined spaces to gather this information. Surveyors will not dig or excavate to uncover buried utilities and will not dig or excavate material out of utility structures to obtain invert measurements.
    - ii. Storm drainage and sanitary sewer pipes that originate within the Survey Limits will be carried to the next structure outside of the Survey Limits so long as we do not have to trespass or cross an interstate highway or other dangerous obstacle to do so.
    - iii. Surveyors will not be responsible for roof drain systems, foundation drain lines or sanitary sewer or water service laterals (secondary systems).
  - c. NC One Call utility representatives are likely to locate only those underground utilities within the right-of-way of the roadway. NC One Call utility representatives will not locate underground utilities on private property. If underground utility mapping outside of the road right-of-way is needed, McGill will contact and obtain quotes from a private utility locator to complete this work as additional services not included in this scope.

## **Hydraulic Modeling**

1. Update the SWMP model based on collected data.
2. Evaluate selected improvements to achieve a level of service (LOS) identified in the SWMP where feasible. Finalize model for selected improvements.

## **Environmental Assessment**

Perform desktop environmental assessment of Project site and selected route. Identify potential for the presence of wetlands, or species on concern associated with the planned Project. Field verifications will be completed where necessary to ensure proper delineation on plans.

## **Design Services**

The design services include the following:

1. Design culvert, open ditch/basin and pipe systems along the selected route to achieve the LOS identified in the SWMP for both Areas 1 and 2.
2. Coordinate with private utilities within Project limits to resolve conflicts, if any.
3. Provide erosion and sedimentation control design.
4. Prepare Design Documents (DD) including draft plans, specifications, and an updated opinion of probable construction costs for the Project.
5. Based on review/comments by Owner, prepare Construction Documents (CD) including final plans, specifications, and Engineer's opinion of probable construction costs.

## **Permitting Services**

Environmental Permitting includes:

1. Coastal Area Management Act (CAMA) Permitting is anticipated. We expect design consultation and plan sharing with the North Carolina Department of Environmental Quality (NCDEQ) Division of Coastal Management to ensure improvements are proposed sized and sited.
2. It is anticipated that the Project will exceed 1 acre of land disturbance, requiring the completion of a sedimentation and erosion control permit application for submittal to NCDEQ.

## **Bid Phase Services**

Bid Services include the following:

1. Prepare final bid documents, advertisements for bids, receipt and review of bids and bonds, consultation with Town leadership concerning the selection of contractor(s), and final construction contract documents.
2. Engineer will attend pre-bid meeting, responding to bidders' questions, prepare addenda, review and analyze the bids received, and recommend the lowest responsive bidder for award.

## **Construction Phase Services**

Construction Management Services include the following:

1. Weekly site visits for the 1-yr duration of the Project
2. Town and USACE quarterly meetings
3. Four (4) Town/Agency meetings
4. Request for information (RFI) reviews

## **Deliverables**

1. CAD survey files including linework and surfaces of existing conditions.
2. Signed and sealed existing conditions survey in pdf format and hard copy as desired at a suitable scale for design (1" = 30' or 1" = 40').
5. CAMA permit application and documentation as applicable.
6. Sedimentation and Erosion control permit application and documentation.
7. Responses to comments from the agency.
9. DD level plans, specifications, and Engineer's opinion of probable construction costs for the Project.
10. CD level plans, specifications, and Engineer's opinion of probable construction costs for the Project.
11. Advertisements for bids, minutes from pre-bid meeting, responses to bidders' questions, addenda, summary of bids and recommendation for the lowest responsive bidder for award.
12. Minutes from meetings with the contractor, Town, or agencies.
13. Request for Information log and responses.

## **ADDITIONAL SERVICES**

The following are not included in the scope of services for this Agreement.

- Additional services resulting from significant changes in general scope of the Project or its design including, but not limited to, changes in size, complexity, Owner's schedule, or character of construction. The Engineer and Owner agree that time is of the essence. As such, the Owner may initiate minor changes in the Project scope to be incorporated by the Engineer, subsequent to the permit submittals, as not to impede progress. No work on any such changes shall occur by the Engineer unless preapproved by the Owner.
- Revising previously approved studies, reports, design documents, drawings, or specifications, when such revisions are due to causes beyond the control of the Engineer.
- Preparing documents for alternate bids requested by the Owner for work, which is not executed, or documents for out-of-sequence work other than agreed upon in the Design Services Phase.
- Additional or extended services during construction made necessary by prolongation of the construction contract, award of multiple contracts, or default by the Contractor under any prime construction contract if such construction contract is delayed beyond the original completion date.
- Providing geotechnical and subsurface investigations, archeological surveys, and any other environmental site surveys (not specifically identified above) necessary for the construction of the Project.
- Review of Shop Drawings and Samples identified as frivolous in the General Conditions of the construction contract documents, or review of substitute materials as defined in the same General Conditions.
- Preparing to serve or serving as a witness for the Owner in any litigation, condemnation or other legal or administrative proceeding involving the Project.
- Design of temporary cofferdams and sheeting and shoring designs will be provided by the contractor and are not included in this scope of services.

- Survey for temporary construction easement or permanent easement map preparation. Survey and/or recordation of plats for acquisition of easements not mentioned in the above scope of services.
- Additional services in connection with the Project, including services normally furnished by Owner and services not otherwise included in this Agreement.
- Services in connection with administering Project funding.

## ASSUMPTIONS

The following are assumed to be a responsibility of the Owner:

- Provide full information as to the requirements for the Project. Assist the Engineer by placing at his disposal in a timely manner all available information pertinent to the Project including previous documents and any other data related to the evaluation, design, and construction of the Project.
- Designate a person to act as Owner's representative with respect to the work to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions pertinent to the services in this Agreement.
- Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required for the Engineer to perform his services under this Agreement.
- Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer and render decisions and comments pertaining thereto within a reasonable time so as not to delay the services of the Engineer.
- Obtain any right-of-way easements from public bodies, entities or persons necessary for satisfactory construction of the Project, based on the plats prepared by the Engineer. These services are offered as amendments should they become necessary.
- Pay any Project permit application fees and environmental mitigation costs.
- Obtain any subsurface geotechnical or structural investigations or analysis that may become necessary for the Project.
- Provide such legal, accounting and insurance counseling services as may be required for the Project, and such auditing services as may be required to ascertain how or for what purpose any Contractor will or has used the monies paid to him under the construction contract.
- Give prompt notice to the Engineer whenever the Owner observes or otherwise becomes aware of any defect in the Project.

## BASIS OF COMPENSATION

Owner shall pay the client a **Lump Sum of \$426,000** for the above scope of work. Invoicing will be provided monthly as work progresses.

**ATTACHMENT A**  
**PROJECT UNDERSTANDING**  
**Stormwater Improvement Project for the Town of Holden Beach**

**UNDERSTANDING**

The Project is a partnership between the Town of Holden Beach and the U.S. Army Corps of Engineers and has two segments. The segments are named Area 1 – 300 Block of Ocean Boulevard West and Area 2 – East End of Mullet Street Area & East End of Avenue A. Descriptions of the two areas are below.

**Area 1 – 300 Block of Ocean Boulevard West**

Several hundred feet of public ROW along Ocean Boulevard West (OBW), in an area referred to as the 300 Block, and Brunswick Avenue to the north, experience significant floodwater retention following storm events.

A dedicated right-of-way (ROW) at 317 Brunswick Avenue West, which connects OBW and Brunswick Avenue, is currently used as an unofficial vehicle and pedestrian access. This Project would convert the ROW to a 2.5-foot-deep storage depression to hold runoff from both OBW and Brunswick Avenue.

Catch basins will be installed along the north side of OBW, including at the low point of the road, and at the intersection of High Point Street and Brunswick Avenue. As the catch basin at the low point of the road will be located within the ROW of OBW and not on the road itself, its rim elevation will sit above the lowest elevation of the road. The road would be elevated to encourage positive flow to the inlet and to avoid further road ponding.

Catch basins will be connected by 15" High Performance Polypropylene pipes (HPPP), producing two different directions of flow: one, from the low point of the road, through the storage depression, and discharging at the outlet of the Brunswick Avenue channel, and the other from the low point of the road, down OBW and High Point Street, and discharging into the channel near the intersection of High Point Street and Brunswick Avenue.

In order to maintain a positive outfall within the proposed stormwater network, the Brunswick Avenue channel will be dropped approximately 1.5 feet between its outset and the inlet of the existing outlet pipe. The channel will be re-graded as needed while maintaining minimum side slopes of 3:1.

The existing culvert under Marker Fifty-Five Drive and the existing outlet pipe running along the east side of High Point St. will both be upsized to 18" Reinforced Concrete Pipes (RCPs). The tide gate on the existing outlet pipe will be replaced.

Additional measures will include a second 1.5-foot-deep storage depression at 339 Brunswick Avenue, along with another dedicated ROW. This storage depression will be connected to the proposed stormwater network on OBW and discharge north into the Brunswick Avenue channel just before the Marker Fifty-Five Drive culvert.

**Area 2 – East End of Mullet Street Area & East End of Avenue A**

Public ROW along Ocean Boulevard East (OBE) on the east end of Holden Beach, between Ferry Road and Dunescape Drive, experiences frequent periods of standing water following rain events as runoff is transported through the existing stormwater network or infiltrates into the soil.

The proposed Project involves upsizing the existing stormwater system such that a 2-year storm level of service is achieved in the section of OBE east of Mullet St. and the entire area sees a reduction in flood depths due to both 2-year and 10-year storms. Further reduction in flooding from the 10-year storm is to be realized by eliminating roadway flooding along OBE between Avenue A and Dunescape Drive.

The existing stormwater network along Ocean Boulevard East (OBE) west of Mullet Street will remain with individual pipe inverts dropped as needed to create positive drainage within the system. Existing pipes along OBE east of Mullet St. will be upsized to 24" RCPs with the final of these pipes upsized to a 30" RCP. In order to accommodate the burial of the new 24" RCP, the existing channel at the upstream end of this pipe system will be dropped by ~0.5 feet and re-graded as needed while maintaining a minimum side slope of 3:1.

Similarly, the existing pipe under Blockade Runner Drive will be upsized to an 18" RCP with its downstream pipe that runs under OBE upsized to a 24" RCP. All pipes along Mullet St. will be upsized to 30" RCPs and a tide gate will be installed on the final outlet pipe. These appear to be the largest pipe sizes that can reasonably fit underneath the road while maintaining necessary clearance.

Additionally, three (3) 1-footdeep swales with 4:1 side slopes will be installed along the northern ROW of OBE between McCray Street and Dunescape Drive. 12" HPPP culverts will be installed under roadways to connect the swales and tie them to the existing system.

Due to CAMA, improvement options in this area are limited.

## Stormwater Improvement Projects for the Town of Holden Beach

### Anticipated Budget Schedule

#### Notice to Proceed through June 30, 2026

Complete Existing Conditions Survey, Hydraulic Modeling, Environmental Assessment and approximately 40% of Design Services.

Anticipated fee billing of \$180,000

#### July 1, 2026 to project closeout

Complete remaining 60% of Design Services, Permitting Services, Bid Phase and Construction Phase Services.

Anticipated fee billing of \$246,000



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 2/17/26

FROM: Town Manager Chadwick/

DATE SUBMITTED: 2/6/26

Assistant Town Manager Ferguson

---

**ISSUE/ACTION REQUESTED:** Consideration and possible action on RFQs for Block Q/Jordan Boulevard master plan.

**BACKGROUND/PURPOSE OF REQUEST:** The Town issued a RFQ for architect/engineering services for the Block Q/Jordan Boulevard area master plan. Three submissions were received: McGill, HDR, and Pinnacle. Respondents were ranked using the nine criteria outlined in the RFQ (attached). McGill received the most points beating HDR by a score of 455 to 450. The BOC should consider what they want in the master plan final product before a contract comes back before the board.

**FISCAL IMPACT:** (select one)

|                                   |                              |  |
|-----------------------------------|------------------------------|--|
| BUDGET AMENDMENT REQUIRED:        | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| CAPITAL IMPROVEMENT PLAN ITEM:    | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| PRE-AUDIT CERTIFICATION REQUIRED: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| REVIEWED BY FINANCE DIRECTOR:     | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |

---

**CONTRACTS/AGREEMENTS:** (select one)

REVIEWED BY TOWN ATTORNEY: YES  NO  N/A

---

**ADVISORY BOARD RECOMMENDATION:** N/A

---

**FINANCE RECOMMENDATION:** N/A

---

**TOWN MANAGER'S RECOMMENDATION:** Board should decide what they want included in the final plan and which firm to complete the product.



**Town of Holden Beach  
AGENDA TOPIC COVER SHEET**

**TO:** Holden Beach BOC

**MEETING DATE:** 2/17/26

**FROM:** Town Manager Chadwick

**DATE SUBMITTED:** 2/6/26

---

**ISSUE/ACTION REQUESTED:** Discussion and Possible Action to Change Paid Parking Enforcement Dates

---

**BACKGROUND/PURPOSE OF REQUEST:** At the January meeting, it was asked that staff bring back information concerning paid parking. Several commissioners requested to discuss the dates paid parking is enforced within Town limits.

---

**FISCAL IMPACT:** (select one)

|                                   |                              |  |
|-----------------------------------|------------------------------|--|
| BUDGET AMENDMENT REQUIRED:        | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| CAPITAL IMPROVEMENT PLAN ITEM:    | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| PRE-AUDIT CERTIFICATION REQUIRED: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| REVIEWED BY FINANCE DIRECTOR:     | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |

---

**CONTRACTS/AGREEMENTS:** (select one)

|                            |                              |  |
|----------------------------|------------------------------|--|
| REVIEWED BY TOWN ATTORNEY: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
|----------------------------|------------------------------|--|

---

**ADVISORY BOARD RECOMMENDATION:** N/A

---

**FINANCE RECOMMENDATION:** N/A

---

**TOWN MANAGER'S RECOMMENDATION:** N/A

---

**ATTACHMENT:** Parking Report Trend from 2022 to present.



## Trends

| Month/Year Trends - Revenue to Holden Beach |            |            |            |            |            |            |            |            |            |            |            | YTD       |                 |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------|-----------------|
|   | Jan        | Feb        | Mar        | Apr        | May        | Jun        | Jul        | Aug        | Sept       | Oct        | Nov        | Dec       |                 |
| 2022  | \$ 43,175  | \$ 123,574 | \$ 87,789  | \$ 81,659  | \$ 52,792  | \$ 39,164  | \$ 27,028  | \$ 607     | \$ 52      | \$ 455,841 |            |           |                 |
| Cumulative                                  | \$ 43,175  | \$ 166,749 | \$ 254,539 | \$ 336,198 | \$ 388,990 | \$ 428,154 | \$ 455,182 | \$ 455,789 | \$ 455,841 |            |            |           |                 |
| 2023  | \$ 49      | \$ -       | \$ 39,501  | \$ 126,961 | \$ 83,139  | \$ 117,889 | \$ 134,738 | \$ 79,832  | \$ 60,812  | \$ 30,002  | \$ 795     | \$ 295    | \$ 684,012      |
| Cumulative                                  | \$ 49      | \$ 39,550  | \$ 176,511 | \$ 259,650 | \$ 377,539 | \$ 512,277 | \$ 592,109 | \$ 652,920 | \$ 682,923 | \$ 683,718 | \$ 684,012 |           |                 |
| 2024  | \$ 3,232   | \$ 13,875  | \$ 72,390  | \$ 118,233 | \$ 129,041 | \$ 147,414 | \$ 130,441 | \$ 74,222  | \$ 48,805  | \$ 39,073  | \$ 26,287  | \$ 26,386 | \$ 829,399      |
| Cumulative                                  | \$ 17,106  | \$ 89,496  | \$ 207,729 | \$ 336,770 | \$ 484,184 | \$ 614,626 | \$ 688,848 | \$ 737,653 | \$ 776,726 | \$ 803,013 | \$ 829,399 |           |                 |
| 2025  | \$ 54,561  | \$ 49,404  | \$ 81,713  | \$ 100,051 | \$ 105,148 | \$ 137,738 | \$ 127,309 | \$ 96,236  | \$ 50,288  | \$ 27,378  | \$ 23,010  | \$ 27,300 | \$ 880,136      |
| Cumulative                                  | \$ 103,964 | \$ 185,678 | \$ 285,729 | \$ 390,877 | \$ 528,615 | \$ 655,924 | \$ 792,160 | \$ 802,448 | \$ 829,826 | \$ 852,836 | \$ 880,136 |           |                 |
| 2026  | \$ 69,819  |            |            |            |            |            |            |            |            |            |            | \$ 69,819 |                 |
| Cumulative                                  | \$ 69,819  |            |            |            |            |            |            |            |            |            |            |           | \$ 2,039,071.73 |



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 2/17/2026

FROM: Assistant Town Manager Ferguson

DATE SUBMITTED: 2/6/2026

---

**ISSUE/ACTION REQUESTED:** Consideration and possible action to formulate federal priorities for upcoming year.

---

**BACKGROUND/PURPOSE OF REQUEST:** In the early part of each calendar year, the BOC is tasked with formulating the Town's federal priorities that can be communicated for federal funding purposes and also to advocate for policy change. The attached memo outlines staff recommendations for areas of attention that the board may want to pursue.

**FISCAL IMPACT:** (select one)

|                                   |                              |  |
|-----------------------------------|------------------------------|--|
| BUDGET AMENDMENT REQUIRED:        | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/>     |
| CAPITAL IMPROVEMENT PLAN ITEM:    | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/>     |
| PRE-AUDIT CERTIFICATION REQUIRED: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> N/A |
| REVIEWED BY FINANCE DIRECTOR:     | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> N/A |

---

**CONTRACTS/AGREEMENTS:** (select one)

|                            |                              |  |
|----------------------------|------------------------------|--|
| REVIEWED BY TOWN ATTORNEY: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> N/A |
|----------------------------|------------------------------|--|

---

**ADVISORY BOARD RECOMMENDATION:** N/A

---

**FINANCE RECOMMENDATION:** N/A

---

**TOWN MANAGER'S RECOMMENDATION:** Board should decide on federal priorities.



Date: February 6, 2026

To: Mayor Holden and Board of Commissioners

From: Assistant Town Manager Ferguson

Re: Federal Priorities

After discussion with our federal advocates, Ward and Smith, the following are my recommendations for our federal priorities in this order.

#### Funding

1. Lockwood Folly (LWF) Dredging Funding
2. Exploring Additional Funding Opportunities for Town Projects- stormwater, pier, etc.

#### Policy

1. FEMA
  - a. Advocacy- Cat G recreational beaches remain funded
  - b. Better understand proposed changes from the legislators' perspectives
2. Beneficial Use of Dredged Material Placement

While the board has an additional policy opportunity available, I would suggest leaving this open for other areas of concern that may surface during the year.

## Town Manager's Report

### **Ocean Boulevard Stormwater**

- Contract is included in February agenda packet

### **Block Q Restroom and Parking**

- In process

### **Block Q Master Plan RFQ**

- Discussion and recommendation for a firm planned for the February agenda

### **Block Q Stage Area**

- Final specs are being completed for distribution in Request for Proposals
- Bids will be returned to staff with a recommendation for approval by commissioners

### **NC Resilient Coastal Communities Program**

- Information has been sent to organizations for dissemination of possible projects for community engagement

### **Southeastern Regional Hazard Mitigation Plan**

- Planning and Inspections have been working with Brunswick and Other Counties in the region to update the hazard mitigation plan
- Commissioners will be presented a resolution to adopt the updated plan in the coming months

### **Halstead Park**

- Contractor will begin work the next couple of weeks
- Pier is closed due to safety until further notice as previously advertised

### **Auditor Selection**

- RFQs have been received for review by Staff and Audit Committee
- Board of Commissioners planned selection at March meeting

### **Lockwood Folly Funding**

- Congress approved an appropriation for maintenance of Lockwood Folly Inlet

### **Canal Dredging**

- Plans are being made to dredge canals next winter

### **Ocean Isle Borrow Area**

- Ocean Isle has requested to expand the Shallotte borrow sight
- Fran Way is composing a response for the Town

### **Commissioner Vacancy**

- Several commissioners have asked about the vacancy and the process to replace
- Recommend you discuss at either a special meeting or the March meeting on process of filling the vacant position

### **Employee Updates**

- Chief Dixon will be leaving at the end of February to take the place of the retiring chief in Shallotte
- Ryleigh Gleason has been promoted to Utility Billing Specialist

### **Upcoming Town Events**

- The Easter Egg hunt will be Good Friday with signup beginning in March