



**Town of North Topsail Beach
Board of Aldermen Regular Meeting**

Wednesday, October 01, 2025, at 11:00 AM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

*Mayor - Joann M. McDermon
Alderman - Richard Grant
Alderman - Connie Pletl
Town Manager - Alice Derian*

*Mayor Pro Tem - Tom Leonard
Alderman – Laura Olszewski
Alderman – Mike Benson
Town Clerk – Alexis Stanfield*

- I. CALL TO ORDER (Mayor McDermon)**
- II. INVOCATION (Alderman Pletl)**
- III. PLEDGE OF ALLEGIANCE (Aldermen Benson)**
- IV. APPROVAL OF AGENDA**

Specific Action Requested: Mayor will request for a motion to adopt the agenda

- V. MANAGER'S REPORT**
- VI. OPEN FORUM**

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Aldermen has control.

- VII. PUBLIC PRESENTATIONS AND HEARINGS**
- VIII. CONSENT AGENDA**

A. Approval of Minutes

September 3, 2025, Board of Aldermen Regular Meeting

B. Department Head Reports

- 1. Finance Department
- 2. Inspections Department
- 3. Planning Department

C. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA
5. Parks & Rec Committee

D. Destruction of Records

E. Coastal Engineer Monthly Report

F. Budget Ordinance Amendment 2026-26.17 Fund 10 Accountant I

G. Budget Ordinance Amendment 2026.26-18 Fund 50, Budget Ordinance Amendment 2026.26-19 Fund 12 Fire Station 2 WB Brawley CO 9

H. July 2025 NCVTS Refunds

Specific Action Requested: Mayor will request a motion to approve the Consent Agenda

IX. CONTINUING BUSINESS

A. Police Report (Chief Younginer)

B. Fire Report (Chief Soward)

C. Cross Walk Inspection Report (Chris Huckaby)

X. NEW BUSINESS

A. BISAC Presentation (Larry Strothers and Chris Gibson)

B. Tim Foster's, Onslow County Commission Chairman, Update on County issues (Alderman Grant)

XI. OPEN FORUM

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

XII. ATTORNEY'S REPORT

XIII. MAYOR'S REPORT

XIV. ALDERMAN'S REPORT

XV. CLOSED SESSION

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

A. N.C.G.S 143-318.11(a) (3) Consultation with the Attorney and (6) Personnel

A. Request Approval of Town Maintenance and Repair of the Grant Drive Public Pier and Observatory-style Gazebo (Deb Hill)

XVI.ADJOURNMENT

**Board of Aldermen
September 3, 2025
Draft Minutes**

I. CALL TO ORDER

Mayor McDermon called the meeting to order at 11:00AM.

II. INVOCATION

Alderman Grant gave the invocation.

III. PLEDGE OF ALLEGIANCE

Alderman Benson led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Alderman Benson and Mayor Pro Tem Leonard requested to remove items A – D from IX Continuing Business. Alderman Olszewski was open to removing item D, but also wished to add an additional item. Alderman Benson vocalized his disapproval of adding items to the agenda that were not originally advertised when the agenda was first published.

Motion— Alderman Benson made a motion to approve the agenda with the removal of the items A – D under IX. Continuing Business. Alderman Olszewski requested to keep items A – C. remove D and add an additional item regarding hurricanes. Alderman Benson vocalized his desire to be able to review documents prior to the meeting. Alderman Grant vocalized his support for having the items on the agenda for open dialogue. Mayor McDermon pointed out that the Manager’s report does address some of the items being discussed. Alderman Pletl asked that documents on the agenda for discussion should come with a document summarize the point of discussion for the sake of citizens. The motion carried in a 3-2 vote with Alderman Benson, Alderman Pletl, and Mayor Pro Tem Leonard voting in favor of the motion and Alderman Grant and Alderman Olszewski voting in opposition of the motion.

Motion— Alderman Olszewski made a motion to add Hurricane Preparedness. Alderman Grant seconded the motion. Alderman Pletl questioned if it was hypocritical to add the item without any summarizing documentation. Alderman Grant advocated for open discussion. The motion failed with Alderman Grant and Alderman Olszewski voting in favor of the motion and Alderman Benson, Alderman Pletl, and Mayor Pro Tem Leonard voting in opposition.

V. MANAGER’S REPORT

Open Positions

Manager Derian reported at the August meeting that she expected the Planner 1 position to be filled soon, and North Topsail Beach has someone scheduled to start September 22nd. Anyone interested in the Finance Officers position or Building Administrator’s position can apply through MGT and the link is on the North Topsail Beach website.

Board members asked about a Purchasing Agent being added to the staff of the Town. Questions of competitive salary and a job description were posed. Manager Derian will

report back to the Board with a job description for a purchasing agent position. The Board agreed to a budget amendment added to the next agenda to budget for the new position.

Motion—Alderman Olszewski made a motion to approve the position of an Accountant I (purchasing agent). Mayor Pro Tem Leonard seconded the motion. The motion carried unanimously.

Beach Projects and Operations

Potential Tropical Cyclone #8:

Work continues to be on pause for the season effective May 2nd. The project remains at the CRC level with FEMA, and North Topsail has responded to the latest request for information last week.

Beach Access Matting

North Topsail Beach was scheduled to have the beach access matting installed at Jeffries the week that Hurricane Erin emerged. The Public Works Supervisor and Manager Derian still met during the week with the vendor to review installation. Installation has since been completed.

Hurricane Erin

The week of August 18th, a considerable amount of time was spent monitoring and responding to inquiries revolving around Hurricane Erin. Pre and Post storm conditions were documented. Topsail Dunes Building #1 area held up well where the Town recently placed sand for PTC#8 and Building 3 experienced wash through where the Town paused which was not surprising. North Topsail Beach will be picking back up in the fall and placing some sand lost from PTC #8 which should help this area. Manager Derian requested our engineers do a dashboard survey of the beach to determine if further surveys were necessary and according to their report, the overall damage would not come anywhere close to the FEMA threshold.

Manager Derian reminded the public that North Topsail Beach is still in hurricane season and now approaching what is historically the most active part of the season, Onslow County has rolled out a new emergency alert system, ReGroup that officially replaced CodeRED. This system will keep citizens informed on any public safety updates, evacuation notices, etc. She recommended citizens sign up if they have not already done so. Information is on the North Topsail Beach website, and citizens can text JOIN NTBALERTS to 31002. Also, residents that still need a re-entry pass, please apply for one today. The Town will not issue passes within 72 hours of a predicted landfall, so it is important that citizens prepare in advance.

Crosswalks

Manager Derian received two recent requests for crosswalk installations on NCDOT roadways. One on New River Inlet Road at Sea Gull Lane and One on Island Drive at Surf City Campground. The Board has budgeted \$280,000 for crosswalk construction and restriping. Estimates received at budget time were \$35k each, which would allow for 8 should the board decide to move forward with these projects. Manager Derian will need feedback from the Board on location priorities and feedback if they want to proceed with the

same type of crosswalk installed at Villa Caprianni. In previous meetings, the Board indicated that Richard Peters Park and Rogers Bay may be the next priorities. The Town would need to send NCDOT an official request and indication of support.

Mayor McDermon requested staff put together a list of where the crosswalks should be placed. County access points should be paid by the county. Alderman Benson vocalized that the Town may not need to spend money on lighting the crosswalks. Alderman Olszewski would like the Public Works Department to review and report back to the board at a meeting. Alderman Grant stated the Town needed to prioritize where the crosswalks were placed as too many may cause them to be ignored.

VI. OPEN FORUM

Mary Summers, 26 Bermuda Landing Place, spoke about the fire station being built.

Joe Summers, 26 Bermuda Landing Place, thanked the Board for their work.

VII. PUBLIC PRESENTATIONS AND HEARINGS

There were no public presentations or hearings.

VIII. CONSENT AGENDA

- A. Approval of Minutes
- B. Department Head Reports
- C. Committee Reports
- D. Budget Amendment 2026-26.13 Fund 50 ECS Southeast CO #2 and 2026-26.14 Fund 12 Transfer to Fund 50 for ECS Southeast CO #2
- E. Ratification of the CM Mitchell Settlement Agreement and Fund 31 BA 2025-26.12
- F. Audit Engagement and Contract Ratification – S. Preston Douglas & Associates, LLP
- G. Budget Amendments 2026-26.15 Fund 50 WB Brawley CO #8 and 2026-26.16 Fund 12 Transfer to Fund 50 for WB Brawley CO #8
- H. June 2025 NCVTS Refunds
- I. Monthly Coastal Engineer Report

Motion— Alderman Pletl made a motion to approve the consent agenda as presented. Mayor pro Tem Leonard seconded the motion. The motion carried unanimously.

IX. CONTINUING BUSINESS

- ~~A. Accounting Contract and Services (Alderman Olszewski)~~
- ~~B. Review of Open Town Positions (Alderman Olszewski)~~
- ~~C. Review of Roof Replacement and Projects at the Public Works Facility (Alderman Olszewski)~~
- ~~D. Update on the Fire Station (Alderman Olszewski)~~
- E. Fire Report (Chief Soward)

Chief Soward reviewed the July monthly statistics for the Fire Department and answered questions from the Board. Chief Soward clarified that beach rescue is done by North Topsail Beach and ambulances are provided by Onslow County.

F. Police Report (Chief Younginer)

Chief Younginer provided a statistical overview of the July and August months for crimes in North Topsail Beach. He stated for the record the non-emergency number for the Police is (910) 455- 9119.

X. NEW BUSINESS

A. Debates (Counsel / Alderman Grant)

Attorney Ferguson reported the Town could host debates, but factors such as moderators, representative members, and usage of town employees should be taken into consideration. Alderman Grant proposed a third party could use the space for debates in the same manner as Topsail Chamber of Commerce was doing, as that is the Town's precedent. Mayor Pro Tem Leonard vocalized he felt that one debate was sufficient and reviewed past debates. The debate could be streamed for citizens to view at home. Alderman Benson vocalized his desires for the debate(s) to be off town campus, hosted by a third party, and Town personnel not be used.

B. Amendment to ONWASA's Articles of Incorporation (Mayor McDermon / Alderman Grant)

C. Request from Onslow Water and Sewer Authority – Resolution 2025-04 to amend the Bylaws of Onslow Water and Sewer Authority – Mayor McDermon and Frankie Howard

Items B and C were discussed together. Frankie Howard from ONWASA reviewed the amendment with the Board. ONWASA approved the amendments to their Bylaws but require the municipalities to also approve it. Holly Ridge, the City of Jacksonville, and Swansboro have all approved of the changes.

Motion— Alderman Benson made a motion to approve Resolution 2025-04 to amend the Bylaws of Onslow Water and Sewer Authority. Mayor Pro Tem Leonard seconded the motion. The motion carried unanimously.

D. ONWASA update on Operations (Alderman Grant)

Frankie Howard provided a brief background of himself, provided the Board of the number of gallons of water produced a year by ONWASA, and the service area map. He reviewed the annual production by source from the years 1987 – 2024. Howard reviewed the monthly comparisons between different systems and reviewed the water masterplan updates. Lastly, he reviewed active projects that will impact North Topsail Beach and answered questions from Board members.

E. Registration and Sponsorship for N.C. Beach, Inlet and Waterway Association (NCBIWA) 2025 fall conference on Thursday, October 30, 2025, and Friday, October 31, 2025, in Wilmington, N.C. at the Aloft Hotel (Manager Derian)

Manager Derian reported to the Board that the NC Beach, Inlet, and Waterway Association 2025 fall conference will be held in Wilmington, NC on Thursday, October 30, 2025, and Friday, October 31, 2025, at the Aloft Hotel. Members who will to attend should email Manager Derian and Clerk Lexi Stanfield to reserve their spots. Manager Derian reported historically that the Board has paid for a Silver sponsorship.

Motion— Alderman Benson made a motion to approve the Silver Level sponsorship in the amount of \$1,200. Mayor Pro Tem Leonard seconded the motion. The motion carried unanimously.

F. Services of Off-Duty Officers (Manager Derian)

Manager Derian Reported historically North Topsail Beach Police off-duty cops have provided services. It appears there is no contract in place, only a documented fee schedule in the budget. Staff have been advised to cease all off-duty work until a contract can be drafted/ The Fee Schedule would also need revisions. Chief Younginer provided background information on practices used historically. Alderman Benson stated his opposition to off-duty work. Alderman Pletl stated her support for a new fee schedule. Alderman Benson, Alderman Olszewski were against off-duty officers providing services. Alderman Grant and Mayor Pro Tem Leonard were in support once a contract was in place.

XI. OPEN FORUM

Mr. Anders, 136 Seagull Lane, spoke about signage and violations in the town, and gave kudos to the Public Works department.

Rusty Walker, 115 Seagull Lane, spoke about visual division among the Board of Aldermen.

Mark Barefoot, 246 Sand Piper Road, vocalized concerns with off duty officers working.

XII. ATTORNEY'S REPORT

Attorney Ferguson had no report to share.

XIII. MAYOR'S REPORT

Mayor McDermon thanked everyone for coming and shared appreciation for staff. She asked Manager Derian to meet with Ocean City Jazz Festival to see what needs are needed for the next festival.

XIV. ALDERMEN'S REPORT

Alderman Grant spoke about meeting and greets with citizens of Ocean City and the meeting they held where they discussed water and sewer issues. He asked the Board to think about funding for the Jazz Festival and road repairs in the upcoming FY 2026-2027 budget.

Alderman Grant spoke briefly on ONWASA and growth in Onslow county.

Alderman Olszewski thanked the Police and Fire Chiefs for giving their reports. She stated she would like Public Works to also give an update in the future.

Mayor Pro Tem Leonard thanked the Manager and Staff for their work. He reminded citizens that The Reel Housewives of Topsail Island Bike ride is on October 4, 2025. He provided a brief CBRA update.

Alderman Benson thanked citizens for attending and brought up concerns about funding for the beach renourishment lacking on the state level.

Alderman Pletl thanked citizens for attending and watching at home, as well as the Manager and staff for their work. She reported on the Sea Turtle Nest season, which had a total of

ninety-one nests. She thanked the Police who assisted with parking and asked citizens to keep ocean facing property lights off at night.

XV. CLOSED SESSION

Motion—Mayor Pro Tem Leonard made a motion to go into closed session for N.C.G.S 143-318.11a (6) Personnel and item (3) Consultation with the Attorney. Alderman Olszewski seconded the motion. The motion carried unanimously.

Motion—Alderman Olszewski made a motion to return from open session. Alderman Benson seconded the motion. The motion carried unanimously.

Attorney Ferguson reported no action was taken in closed session.

Manager Derian requested the Board consider the approval of a reclassification of an employee from a grade 6 Office Assistant to a grade 11 Program Support Specialist without any salary increase.

Motion—Alderman Pletl made a motion to approve the reclassification with a salary increase. Alderman Olszewski seconded the motion. The motion carried unanimously.

XVI. ADJOURNMENT

Motion—Mayor Pro Tem Leonard made a motion to adjourn the meeting. Alderman Olszewski seconded the motion. The motion carried unanimously. The meeting adjourned at 1:38PM.



BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Debra H Mack, Consultant

SUBJECT: Finance Monthly Financial Report

DATE: September 19, 2025

Listed below are key financial highlights for FY 26:

A) Budget vs Actual Report for all Funds.

1) General Fund (Fund 10) Pages 1 – 9

- i. **Ad Valorem Tax Current Year** – the majority of taxes are received between October and January. Currently \$588,722.37 of property taxes have been collected.
- ii. **Interest Earnings** – the majority of interest is earned on deposits held in the NCCMT and posts on the 1st day of the following month; therefore, NCCMT September interest will not be available until October 1st. Interest earned through August of \$170,050.43 is 28% of budget (2 month = 17% of year).
- iii. **Utility Franchise Tax** – the tax is received quarterly in arrears. The first distribution for the Months July – September will be received in December; October – December in March; January – March in June and April – June in September. This tax is susceptible to extreme weather.
- iv. **Sales Tax** – this tax is received in arrears. July Sales are received in October, and the remaining distribution schedule has June 2026 Sales received in September 2026. This tax is susceptible to economic conditions.

2) Capital Improvement Fund (Fund 12) Page 10

- i. **Ad Valorem Tax** – the majority of taxes are received between October and January. Currently \$157,644.03 of property taxes have been collected.
- ii. **Onslow County Fire Tax** – County paid \$501,869.10 or \$15,843.10 more than budget.

3) Shoreline Protection (Fund 30) pages 11-12

- i. **Accommodation Tax** – received \$1,374,989.00 through September 17th and is line with the revenue received for the same time frame in FY25. This tax is susceptible to economic and weather conditions.
- ii. **Interest Earnings** – the majority of interest is earned on deposits held in the NCCMT and posts on the 1st day of the following month; therefore, NCCMT September interest will not be available until October 1st. Interest earned through August of \$50,497.75 is 40% of budget (2 month = 17% of year).
- iii. **Ad Valorem Tax** – the majority of taxes are received between October and January. Currently \$225,136.56 of property taxes have been collected..

- iv. **Sales Tax** – – this tax is received in arrears. July Sales are received in October, and the remaining distribution schedule has June 2026 Sales received in September. This tax is susceptible to economic conditions..
 - v. **Paid Parking Revenue** – this revenue is received in arrears. \$123,707.07 through August collections received through September 19th is in line with the revenue received for the same time frame in FY25. This revenue is susceptible to weather conditions.
- 4) **Capital Project Beach Maintenance (Fund 31) pages 13-15**
- i. **NOTE: Multi-year Fund.** This impacts comparisons of transfers in from annual funds when the multi-year fund has the history of prior years.
 - ii. **Investment Income** - \$1,324,032.76 over budget and is related to the interest earned on the \$10.5 million NCDEQ Grant. The final ST Wooten retainage payment was issued on August 1st for Phase 4. There will be some invoices related to Close Out. Currently the Phase 4 NCDEQ Project is underspent by approximately \$2,785,472.61; consisting of \$1,733,826.14 of the Grant and \$1,051,646.47 of interest (September interest will post in October and will increase this total).
 - iii. **FEMA Reimbursement** – due to the delay in FEMA reimbursements compared to the budget shows \$6,171,550 not paid out as of September 19th.
 - iv. **FEMA** – Dorian Cat G was submitted for close out and GWI submitted \$5,909,995.39 of invoices to FEMA. Total of (49) invoices as old as June 2022 were not previously submitted - CM Mitchell (4), TI Coastal (21), ATM (23) and ST Wooten (1). Dorian and Florence were combined and the chart below reflects total of all Invoices for both storms and split between Dorian and Florence. Based on FEMA's split of costs; Dorian is underspent by \$1,866,500.39 and Florence is overspent by \$8,056,738.68 for a net overspend of \$6,193,750.67. Currently finalizing the close out of Florence Cat G.

CAT G DORIAN / FLORENCE			
	TOTAL	DR 4465 PW 423	DR 4393 PW 1615
	INVOICES	DORIAN	FLORENCE
CMM	\$ 11,097,754.12	\$ 777,497.13	\$ 10,320,256.99
TI COASTAL	\$ 1,528,590.00	\$ 107,091.43	\$ 1,421,498.57
ATM	\$ 421,205.00	\$ 29,509.19	\$ 388,183.43
ST WOOTEN	\$ 10,348,495.55	\$ 725,004.86	\$ 9,623,490.69
	\$ 23,396,044.67	\$ 1,639,102.61	\$ 21,753,429.68
GW I - STAFF SUBMITTED INVOICES FOR CAT G - (OLDEST INVOICES - JUNE 2022)			
CMM (4)	\$ 2,103,300.33	\$ 147,355.04	\$ 1,955,945.29
TI COASTAL (21)	\$ 1,371,440.00	\$ 96,081.66	\$ 1,275,358.34
ATM (23)	\$ 196,534.50	\$ 13,769.00	\$ 182,765.50
ST WOOTEN (1)	\$ 2,238,680.56	\$ 156,839.64	\$ 2,081,840.92
	\$ 5,909,955.39	\$ 414,045.34	\$ 5,495,910.05
CMM SETTLEMENT	\$ 1,200,000.00	\$ 84,070.75	\$ 1,115,929.25
TOTAL INCREASES	\$ 7,109,955.39	\$ 498,116.09	\$ 6,611,839.30
FEMA GRANT AWARD	\$ 17,202,294.00	\$ 3,505,603.00	\$ 13,696,691.00
INVOICES SUBMITTED	\$ (23,396,044.67)	\$ (1,639,102.61)	\$ (21,753,429.68)
EXPENSES (OVER) GRANT	\$ (6,193,750.67)	\$ 1,866,500.39	\$ (8,056,738.68)

- 5) **Grant Project FEMA – 4837 PTC8** (Fund 32) page 16-17
 - i. NOTE: **Multi-year Fund.** Category G: Dune Crossover at Marina Way and Category G: Emergency Berm (Beach Project)
 - ii. This project does not have a funding agreement in place yet. The Town has responded to the 3rd round of RFI (Request for Information) and is currently waiting for FEMA's response. Once all other required levels of review are completed a funding agreement will be finalized.
 - iii. Due to the lack of funding agreement and the need for this work to commence, Fund 30 transferred to Fund 32 the current estimated amount for the project. Moving forward contemplates that this transfer will be repaid to Fund 30 and all federal and state requirements for reimbursement followed.
- 6) **Capital Project Fire Station 2** (Fund 50) page 18
 - i. NOTE: **Multi-year Fund.**
 - ii. Contingency balance in this project is \$65,516 to cover any unforeseen costs.
 - iii. The WB Brawley contract is currently past the completion date. We have received a change order request from WB Brawley Change Order #9; which is on the October 1st Agenda for the Board's approval.
- 7) **Grant Project Stormwater NCEM DRMG2304** (Fund 60) page 19
 - i. NOTE: **Multi-year Fund.**
 - ii. This project is funded by NCEM and has no matching requirements.
 - iii. Reimbursement request has been submitted and waiting for approval.

B) Payments Processed: Cash Disbursements (ACH) \$153,627.86 and Accounts Payable Checks \$599,532.67 = \$753,160.53.

C) Cash Balance Report All Funds – this report by Bank Type by fund no longer has the large negative balances in Bank 1 (sweep account). Those negative transactions for the past years have been corrected to show the operating bank balance – Bank 2 by Fund. Highlighted Fund 31 below:

- 1) **Fund 31** – NC Capital Management Trust reflects payments that have occurred through September 18th. The Total \$5,021,254.37 is split \$2,785,472.61 unspent NCDEQ grant and interest; and the balance of \$2,235,781.76 is attributable to the unspent transferred in funds. In addition, the \$164,004.25 balance in Bank 2 also represents unspent transferred in funds as of September 18th.

D) Budget Ordinance Section 12 (b) Town Manager may transfer up to \$10,000 between functions, within the same fund. The Town Manager must make an official report on such transfers at the next regular meeting of the governing board. Total transferred \$6,171.

- 1) Planner I position needed a laptop. New position for FY 26 Budget did not include the cost of a laptop. Planning had lapsed salaries due to the delay in filling the Planner I position and \$1,936 was transferred to IT to keep technology purchases in the IT department.
- 2) CitizenServe (2) additional licenses for New Planner Position and Code Enforcement. Planning had lapsed salaries due to the delay in filling the Planner I position and \$4,235 was transferred to IT to keep technology purchases in the IT department.

This month's report has provided detailed highlights to assist in the interpretation of the reports attached.

Respectfully submitted,

Debra H Mack/dhm

GWJ Tax & Accounting Consultant

Attachments:

Budget vs Actual All Funds as of 09/19/25– 19 pages

Check Listing 08/23/25-09/19/25 – 3 pages

Balance All Funds as of 09/19/25 – 2 pages

Budget vs Actual

NORTH TOPSAIL BEACH
9/19/2025 11:05:48 AM

Period Ending 9/19/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-301-00 AD VALOREM TAX - Current Year	4,297,249	0.00	0.00	588,722.37	588,722.37	(3,708,526.63)	14%
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	0.00	26,060.11	26,060.11	(18,939.89)	58%
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	10,717.11	21,889.05	21,889.05	(58,110.95)	27%
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	409.17	409.17	(2,590.83)	14%
10-329-00 INTEREST	602,000	0.00	34.12	170,050.43	170,050.43	(431,949.57)	28%
10-335-00 MISCELLANEOUS	2,000	0.00	0.00	143.00	143.00	(1,857.00)	7%
10-336-07 SALE OF TOWN MERCHANDISE	7,000	0.00	0.00	2,397.77	2,397.77	(4,602.23)	34%
10-337-00 UTILITIES FRANCHISE TAX	530,612	0.00	0.00	0.00	0.00	(530,612.00)	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	0.00	(3,400.00)	
10-343-00 POWELL BILL ALLOCATIONS	43,000	0.00	0.00	0.00	0.00	(43,000.00)	
10-345-00 LOCAL OPTION SALES TAX	2,962,767	0.00	0.00	0.00	0.00	(2,962,767.00)	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	173.32	173.32	173.32	
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	0.00	(750.00)	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	25.00	1,550.00	1,550.00	(450.00)	78%
10-350-01 PAID PARKING REVENUE	112,125	0.00	16,438.10	41,235.40	41,235.40	(70,889.60)	37%
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	4,000	0.00	250.85	598.85	598.85	(3,401.15)	15%
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	0.00	(500.00)	
10-352-02 CODE ENFORCEMENT FINES	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-355-00 BUILDING PERMITS	65,000	0.00	2,325.25	13,001.75	13,001.75	(51,998.25)	20%
10-355-01 MECHANICAL PERMITS	8,000	0.00	280.00	1,680.00	1,680.00	(6,320.00)	21%
10-355-02 ELECTRICAL PERMITS	12,000	0.00	3,080.00	5,390.00	5,390.00	(6,610.00)	45%
10-355-03 PLUMBING PERMITS	1,200	0.00	0.00	210.00	210.00	(990.00)	18%
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	0.00	(500.00)	
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	40.00	180.00	180.00	(120.00)	60%
10-355-06 TECHNOLOGY FEE	5,000	0.00	303.76	1,100.05	1,100.05	(3,899.95)	22%
10-355-07 REINSPECTION FEE/FINES	13,000	0.00	2,225.00	6,100.00	6,100.00	(6,900.00)	47%

Budget vs Actual

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NORTH TOPSAIL BEACH
9/19/2025 11:05:48 AM

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Period Ending 9/19/2025

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-355-09 CCR FEES	2,000	0.00	25.00	75.00	75.00	(1,925.00)	4%	
10-357-08 PLANNING & ZONING FEES	28,000	0.00	525.00	3,300.00	3,300.00	(24,700.00)	12%	
10-359-00 REFUSE COLLECTION FEES	575,418	0.00	0.00	92,764.19	92,764.19	(482,653.81)	16%	
10-359-52 ADD'L CART RECYCLING	0	0.00	80.00	320.00	320.00	320.00		
10-368-01 NCDOT GRASS MOWING REIMB	7,776	0.00	0.00	0.00	0.00	(7,776.00)		
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	0.00	0.00	0.00	(10,000.00)		
Revenues Totals:	9,426,597	0.00	36,349.19	977,350.46	977,350.46	(8,449,246.54)	10%	
Expenses								
10-410-01 BOARD STIPEND (WAS 10-410-95)	3,600	0.00	0.00	0.00	0.00	3,600.00		
10-410-03 PART-TIME SALARIES	36,000	0.00	3,000.00	9,000.00	9,000.00	27,000.00	25%	
10-410-05 FICA (7.65%)	3,030	0.00	229.50	688.50	688.50	2,341.50	23%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	13.75	13.75	1,486.25	1%	
10-410-43 AUDITOR FEES	26,750	0.00	0.00	0.00	0.00	26,750.00		
10-410-45 TAX COLLECTION FEES	76,000	0.00	367.44	367.44	367.44	75,632.56	0%	
10-410-47 PROFESSIONAL SERVICES	244,500	120,002.84	0.00	24,497.16	24,497.16	100,000.00	59%	
10-410-50 DONATIONS OTHER AGENCIES	13,500	0.00	0.00	1,500.00	1,500.00	12,000.00	11%	
10-410-53 DUES & SUBSCRIPTIONS	2,200	0.00	0.00	0.00	0.00	2,200.00		
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00		
10-410-58 TAX REFUNDS	1,000	0.00	0.00	0.00	0.00	1,000.00		
GOVERNING BODY Totals:	410,580	120,002.84	3,596.94	36,066.85	36,066.85	254,510.31	38%	
10-420-02 SALARIES	548,156	0.00	14,707.72	71,531.17	71,531.17	476,624.83	13%	
10-420-03 PART-TIME SALARIES	31,200	0.00	0.00	0.00	0.00	31,200.00		
10-420-04 OVERTIME	3,000	0.00	0.00	0.00	0.00	3,000.00		
10-420-05 FICA (7.65%)	44,551	0.00	1,123.75	5,465.20	5,465.20	39,085.80	12%	
10-420-06 GROUP INSURANCE	44,295	0.00	2,130.60	5,738.12	5,738.12	38,556.88	13%	
10-420-07 ORBIT RETIREMENT (12.23%)	79,807	0.00	2,129.69	10,357.77	10,357.77	69,449.23	13%	
10-420-08 401K (3%)	16,537	0.00	441.23	2,049.00	2,049.00	14,488.00	12%	

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-420-10 EMPLOYEE TRAINING	10,000	0.00	0.00	0.00	0.00	10,000.00		
10-420-11 POSTAGE	2,500	0.00	0.00	26.85	26.85	2,473.15	1%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	0.00	5,000.00		
10-420-15 BANK CHARGES	2,000	0.00	362.22	883.59	883.59	1,116.41	44%	
10-420-17 M & R VEHICLE	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-420-18 CONSUMABLES	5,000	0.00	0.00	69.17	69.17	4,930.83	1%	
10-420-26 ADVERTISING	2,500	0.00	0.00	0.00	0.00	2,500.00		
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	698.62	698.62	1,501.38	32%	
10-420-32 OFFICE SUPPLIES	6,000	0.00	0.00	591.48	591.48	5,408.52	10%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	11,000	0.00	0.00	89.00	89.00	10,911.00	1%	
10-420-45 CONTRACTED SERVICES	418,800	256,262.90	38,752.72	74,712.10	74,712.10	87,825.00	79%	
10-420-53 DUES & SUBSCRIPTIONS	2,440	0.00	0.00	440.00	440.00	2,000.00	18%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00		
10-420-58 EMPLOYEE ENGAGEMENT	8,000	0.00	0.00	0.00	0.00	8,000.00		
ADMINISTRATION Totals:	1,246,486	256,262.90	59,647.93	172,652.07	172,652.07	817,571.03	34%	
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	0.00	5,000.00		
ELECTIONS Totals:	5,000	0.00	0.00	0.00	0.00	5,000.00		
10-480-02 SALARIES	95,170	0.00	3,480.58	17,402.90	17,402.90	77,767.10	18%	
10-480-05 FICA (7.65%)	7,281	0.00	265.28	1,326.40	1,326.40	5,954.60	18%	
10-480-06 GROUP INSURANCE	8,859	0.00	710.20	1,901.78	1,901.78	6,957.22	21%	
10-480-07 ORBIT RETIREMENT (12.96%)	13,780	0.00	503.99	2,519.95	2,519.95	11,260.05	18%	
10-480-08 401K (3%)	2,855	0.00	104.42	522.10	522.10	2,332.90	18%	
10-480-10 EMPLOYEE TRAINING	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-480-11 PHONES	34,980	0.00	3,348.75	8,016.04	8,016.04	26,963.96	23%	
10-480-16 M & R EQUIPMENT	6,000	0.00	447.40	673.72	673.72	5,326.28	11%	
10-480-33 DEPARTMENT SUPPLIES	2,800	0.00	0.00	0.00	0.00	2,800.00		
10-480-46 BUILDING SECURITY	33,500	0.00	0.00	0.00	0.00	33,500.00		

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-480-53 DUES & SUBSCRIPTIONS	109,094	9,806.11	9,366.58	58,239.91	58,239.91	41,047.98	62%
10-480-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00	
10-480-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-480-74 CAPITAL OUTLAY	9,436	4,919.59	0.00	0.00	0.00	4,516.41	52%
10-480-76 EQUIP LEASE PAYMENTS (COMPUTERS COPIERS)	12,000	6,506.91	757.38	1,302.95	1,302.95	4,190.14	65%
IT DEPARTMENT Totals:	339,255	21,232.61	18,984.58	91,905.75	91,905.75	226,116.64	33%
10-490-02 SALARIES	189,205	0.00	4,022.44	20,112.20	20,112.20	169,092.80	11%
10-490-05 FICA (7.65%)	14,947	0.00	307.72	1,538.60	1,538.60	13,408.40	10%
10-490-06 GROUP INSURANCE	17,718	0.00	710.20	1,918.97	1,918.97	15,799.03	11%
10-490-07 ORBIT RETIREMENT (12.23%)	28,290	0.00	582.45	2,912.25	2,912.25	25,377.75	10%
10-490-08 401K (3%)	5,862	0.00	120.67	603.35	603.35	5,258.65	10%
10-490-10 EMPLOYEE TRAINING	8,500	1,000.00	0.00	0.00	0.00	7,500.00	12%
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	0.00	500.00	
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	39.89	39.89	2,160.11	2%
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	0.00	0.00	1,650.00	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	0.00	250.00	
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	199.00	199.00	1,201.00	14%
PLANNING/ZONING/CAMA Totals:	271,522	1,000.00	5,743.48	27,324.26	27,324.26	243,197.74	10%
10-491-02 SALARIES	167,258	0.00	2,589.60	12,948.00	12,948.00	154,310.00	8%
10-491-05 FICA (7.65%)	12,795	0.00	193.58	967.90	967.90	11,827.10	8%
10-491-06 GROUP INSURANCE	17,718	0.00	710.20	1,888.34	1,888.34	15,829.66	11%
10-491-07 ORBIT RETIREMENT (12.23%)	24,219	0.00	374.97	1,874.85	1,874.85	22,344.15	8%
10-491-08 401K (3%)	5,018	0.00	77.69	388.45	388.45	4,629.55	8%
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	0.00	0.00	4,500.00	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	0.00	1,200.00	
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	216.18	216.18	3,083.82	7%
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	52.98	52.98	(52.98)	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-491-45 CONTRACTED SERVICES	33,600	20,796.00	1,862.00	6,379.00	6,379.00	6,425.00	81%
10-491-53 DUES & SUBSCRIPTIONS	335	0.00	0.00	187.77	187.77	147.23	56%
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	0.00	30,000.00	
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00	
10-491-89 SETTLEMENT AGREEMENT	11,400	0.00	0.00	11,400.00	11,400.00	0.00	100%
INSPECTIONS Totals:	311,843	20,796.00	5,808.04	36,303.47	36,303.47	254,743.53	18%
10-500-13 UTILITIES	55,000	0.00	0.00	5,001.10	5,001.10	49,998.90	9%
10-500-15 M & R BUILDINGS/GROUNDS	155,688	10,275.00	80.00	914.38	914.38	144,498.62	7%
10-500-17 LANDSCAPING EXPENSE	38,527	24,605.20	0.00	4,921.04	4,921.04	9,000.76	77%
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	274.88	274.88	6,225.12	4%
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-500-43 CLEANING SERVICES	15,000	10,750.00	500.00	2,750.00	2,750.00	1,500.00	90%
10-500-45 PEST CONTROL	2,566	280.00	0.00	80.00	80.00	2,206.00	14%
10-500-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-500-74 CAPITAL OUTLAY	140,000	0.00	0.00	0.00	0.00	140,000.00	
10-500-76 LEASE PAYMENTS	42,312	0.00	3,000.00	15,720.00	15,720.00	26,592.00	37%
PUBLIC BLDGS Totals:	473,093	45,910.20	3,580.00	29,661.40	29,661.40	397,521.40	16%
10-501-09 WORKER'S COMPENSATION	66,702	0.00	0.00	39,737.58	39,737.58	26,964.42	60%
10-501-10 TOWN HRA INSURANCE	58,500	0.00	4,456.32	16,453.57	16,453.57	42,046.43	28%
10-501-13 PROPERTY LIABILITY & BONDS	156,444	0.00	0.00	61,697.00	61,697.00	94,747.00	39%
10-501-17 VFIS INSURANCE	26,281	0.00	0.00	21,752.00	21,752.00	4,529.00	83%
10-501-53 CYBER INSURANCE	17,325	0.00	0.00	10,814.31	10,814.31	6,510.69	62%
10-501-54 FLOOD INSURANCE	51,975	0.00	4,644.00	38,177.00	38,177.00	13,798.00	73%
INSURANCE Totals:	377,227	0.00	9,100.32	188,631.46	188,631.46	188,595.54	50%
10-509-02 PSA SALARY	16,540	0.00	636.14	3,180.70	3,180.70	13,359.30	19%
10-509-05 FICA (7.65%)	1,265	0.00	48.66	243.30	243.30	1,021.70	19%
PSA - RETIRED POLICE OFFICERS Totals:	17,805	0.00	684.80	3,424.00	3,424.00	14,381.00	19%
10-510-02 SALARIES	891,863	0.00	32,977.79	154,214.14	154,214.14	737,648.86	17%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-03 PART-TIME SALARIES	25,695	0.00	1,677.04	4,847.34	4,847.34	20,847.66	19%
10-510-04 OVERTIME	39,606	0.00	1,621.45	8,346.29	8,346.29	31,259.71	21%
10-510-05 FICA (7.65%)	73,006	0.00	2,759.06	13,078.56	13,078.56	59,927.44	18%
10-510-06 GROUP INSURANCE	124,026	0.00	7,102.00	19,428.82	19,428.82	104,597.18	16%
10-510-07 ORBIT RETIREMENT (13.04%)	148,875	0.00	5,536.08	26,014.87	26,014.87	122,860.13	17%
10-510-08 401K (5%)	45,660	0.00	1,695.61	7,717.02	7,717.02	37,942.98	17%
10-510-09 BEACH PATROL EXPENSE	12,189	0.00	345.00	3,364.00	3,364.00	8,825.00	28%
10-510-10 EMPLOYEE TRAINING	10,100	0.00	864.70	4,262.82	4,262.82	5,837.18	42%
10-510-16 M & R EQUIPMENT	3,500	0.00	898.00	898.00	898.00	2,602.00	26%
10-510-17 M & R VEHICLES	10,000	0.00	346.87	2,262.25	2,262.25	7,737.75	23%
10-510-31 GAS,OIL & TIRES	64,000	0.00	5,874.08	17,705.54	17,705.54	46,294.46	28%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	104.02	104.02	895.98	10%
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	171.00	883.83	883.83	4,166.17	18%
10-510-36 UNIFORMS	11,000	0.00	0.00	935.84	935.84	10,064.16	9%
10-510-37 BALLISTIC VEST GRANT EXPENSE	10,400	0.00	0.00	0.00	0.00	10,400.00	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	0.00	0.00	4,160.00	
10-510-53 DUES & SUBSCRIPTIONS	23,580	0.00	10,976.35	16,249.34	16,249.34	7,330.66	69%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	363.30	363.30	2,636.70	12%
10-510-60 LESO PROGRAM	7,500	0.00	0.00	0.00	0.00	7,500.00	
10-510-73 NON-CAPITAL OUTLAY	16,720	6,987.40	0.00	0.00	0.00	9,732.60	42%
10-510-74 CAPITAL OUTLAY	130,000	11,627.59	0.00	47,103.70	47,103.70	71,268.71	45%
10-510-76 TAXES & TITLES	8,700	0.00	0.00	15.18	15.18	8,684.82	0%
POLICE Totals:	1,669,630	18,614.99	72,845.03	327,794.86	327,794.86	1,323,220.15	21%
10-545-02 SALARIES	197,795	0.00	6,042.62	27,043.04	27,043.04	170,751.96	14%
10-545-04 OVERTIME	9,720	0.00	350.72	1,939.67	1,939.67	7,780.33	20%
10-545-05 FICA (7.65%)	15,821	0.00	489.10	2,217.22	2,217.22	13,603.78	14%
10-545-06 GROUP INSURANCE	35,436	0.00	1,420.40	3,761.22	3,761.22	31,674.78	11%
10-545-07 ORBIT RETIREMENT (12.23%)	29,943	0.00	925.75	4,196.68	4,196.68	25,746.32	14%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-545-08 401K (3%)	6,205	0.00	191.81	664.36	664.36	5,540.64	11%
10-545-14 EMPLOYEE TRAINING	7,500	0.00	0.00	0.00	0.00	7,500.00	
10-545-16 M & R EQUIPMENT	16,000	7,198.12	3,614.46	4,045.86	4,045.86	4,756.02	70%
10-545-17 M & R VEHICLES	35,000	1,765.40	580.08	800.81	800.81	32,433.79	7%
10-545-31 GAS, OIL & TIRES	22,000	0.00	421.36	2,757.10	2,757.10	19,242.90	13%
10-545-32 OFFICE SUPPLIES	300	0.00	0.00	28.50	28.50	271.50	10%
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	0.00	0.00	484.70	484.70	6,515.30	7%
10-545-34 MOSQUITO CONTROL EXPENSE	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-545-36 UNIFORMS	2,500	0.00	0.00	269.75	269.75	2,230.25	11%
10-545-37 RENTAL EQUIPMENT	6,000	0.00	0.00	0.00	0.00	6,000.00	
10-545-53 DUES & SUBSCRIPTIONS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-545-74 CAPITAL OUTLAY	155,472	1,777.00	134,756.00	134,756.00	134,756.00	18,939.00	88%
PUBLIC WORKS Totals:	551,692	10,740.52	148,792.30	182,964.91	182,964.91	357,986.57	35%
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	2,415.70	2,415.70	29,584.30	8%
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	0.00	25,000.00	
10-560-16 M & R EQUIPMENT	6,000	0.00	0.00	0.00	0.00	6,000.00	
10-560-33 DEPARTMENTAL SUPPLIES	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-560-34 STRIPING	288,000	0.00	0.00	0.00	0.00	288,000.00	
10-560-35 SIGNS	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-560-43 TOWN ENTRANCE SIGNS	20,000	0.00	0.00	0.00	0.00	20,000.00	
10-560-45 CONTRACTED SERVICES	2,500	0.00	0.00	1,490.00	1,490.00	1,010.00	60%
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	0.00	20,000.00	
10-560-73 STREET PAVING & REPAIR	52,000	877.12	0.00	0.00	0.00	51,122.88	2%
10-560-74 CAPITAL OUTLAY	75,000	0.00	0.00	0.00	0.00	75,000.00	
STREETS Totals:	530,500	877.12	0.00	3,905.70	3,905.70	525,717.18	1%
10-580-45 SANITATION CONTRACTS	551,822	0.00	0.00	0.00	0.00	551,822.00	
10-580-46 TIPPING FEES	10,000	2,000.00	0.00	0.00	0.00	8,000.00	20%
SANITATION Totals:	561,822	2,000.00	0.00	0.00	0.00	559,822.00	

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-620-12 SNOWFLAKES	19,470	4,694.68	0.00	0.00	0.00	14,775.32	24%	
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	43,000	0.00	0.00	33.21	33.21	42,966.79	0%	
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	0.00	0.00	15,000.00		
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-620-19 M & R DOCK/BOARDWALK	200,000	0.00	0.00	0.00	0.00	200,000.00		
10-620-27 SPECIAL EVENTS	6,500	2,076.75	0.00	0.00	0.00	4,423.25	32%	
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	0.00	0.00	7,200.00		
RECREATION Totals:	294,170	6,771.43	0.00	33.21	33.21	287,365.36	2%	
10-690-02 SALARIES	973,250	0.00	38,560.86	179,712.25	179,712.25	793,537.75	18%	
10-690-03 PART-TIME SALARIES	81,113	0.00	1,100.00	3,040.00	3,040.00	78,073.00	4%	
10-690-04 OVERTIME	41,199	0.00	1,486.44	7,089.27	7,089.27	34,109.73	17%	
10-690-05 FICA (7.65%)	83,810	0.00	3,045.46	14,011.47	14,011.47	69,798.53	17%	
10-690-06 GROUP INSURANCE	150,603	0.00	11,363.20	30,603.57	30,603.57	119,999.43	20%	
10-690-07 ORBIT RETIREMENT (12.23%)	147,709	0.00	5,798.86	27,048.93	27,048.93	120,660.07	18%	
10-690-08 401K (3%)	30,617	0.00	1,119.36	5,253.61	5,253.61	25,363.39	17%	
10-690-10 EMPLOYEE TRAINING	7,000	0.00	140.00	140.00	140.00	6,860.00	2%	
10-690-16 M & R EQUIPMENT	35,000	8,885.00	5,500.00	7,009.22	7,009.22	19,105.78	45%	
10-690-17 M & R VEHICLES	32,000	0.00	1,075.72	1,075.72	1,075.72	30,924.28	3%	
10-690-31 GAS, OIL & TIRES	38,500	1,010.88	0.00	8,779.09	8,779.09	28,710.03	25%	
10-690-32 OFFICE SUPPLIES	2,500	0.00	0.00	0.00	0.00	2,500.00		
10-690-33 DEPARTMENTAL SUPPLIES	43,000	6,636.35	6,751.84	12,262.40	12,262.40	24,101.25	44%	
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	0.00	6,000.00		
10-690-36 UNIFORMS	25,500	1,251.46	0.00	0.00	0.00	24,248.54	5%	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	0.00	0.00	4,000.00		
10-690-53 DUES & SUBSCRIPTIONS	19,500	0.00	0.00	0.00	0.00	19,500.00		
10-690-57 MISCELLANEOUS	350	0.00	0.00	0.00	0.00	350.00		
10-690-73 COMUNICATIONS EQUIP	9,200	0.00	32.89	32.89	32.89	9,167.11	0%	
10-690-74 CAPITAL OUTLAY	22,000	776.59	21,122.41	21,122.41	21,122.41	101.00	100%	

Budget vs Actual

NORTH TOPSAIL BEACH

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FIRE DEPARTMENT Totals:	1,752,851	18,560.28	97,097.04	317,180.83	317,180.83	1,417,109.89	19%
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
COMMITTEES Totals:	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-999-01 CONTINGENCY	458,180	0.00	0.00	0.00	0.00	458,180.00	
10-999-02 RESERVED	152,941	0.00	0.00	0.00	0.00	152,941.00	
CONTINGENCY Totals:	611,121	0.00	0.00	0.00	0.00	611,121.00	
Expenses Totals:	9,426,597	522,768.89	425,880.46	1,417,848.77	1,417,848.77	7,485,979.34	21%
10 GENERAL FUND Revenues Over/(Under) Expenses:			(389,531.27)	(440,498.31)	(440,498.31)		

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 9/19/2025

12 CAPITAL IMPROVEMENT FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
12-301-00 AD VALOREM TAX (.07)	1,157,116	0.00	0.00	157,644.03	157,644.03	(999,471.97)	14%	
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	0.00	0.00	501,869.10	501,869.10	15,843.10	103%	
Revenues Totals:	1,643,142	0.00	0.00	659,513.13	659,513.13	(983,628.87)	40%	
Expenses								
12-440-01 FIRE STATION #2 PRINCIPAL (DEBT)	373,334	0.00	0.00	0.00	0.00	373,334.00		
12-440-02 FIRE STATION #2 INTEREST (DEBT)	198,091	0.00	0.00	99,045.34	99,045.34	99,045.66	50%	
12-440-03 JOEMC FIRE TRUCK PRINCIPAL ONLY (DEBT)	17,500	0.00	0.00	0.00	0.00	17,500.00		
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	0.00	100,000.00		
12-750-04 PUBLIC WORKS BUILDING PROJECT	20,000	0.00	0.00	0.00	0.00	20,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	715,940	0.00	0.00	0.00	0.00	715,940.00		
12-750-45 TAX COLLECTION FEES	17,116	0.00	104.09	104.09	104.09	17,011.91	1%	
12-998-02 T/O TO CAP PROJ FIRE STA 2	201,161	0.00	9,414.00	201,161.00	201,161.00	0.00	100%	
Totals:	1,643,142	0.00	9,518.09	300,310.43	300,310.43	1,342,831.57	18%	
Expenses Totals:	1,643,142	0.00	9,518.09	300,310.43	300,310.43	1,342,831.57	18%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		(9,518.09)	359,202.70	359,202.70			

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 9/19/2025

30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
30-301-00 ACCOMMODATION TAX	2,000,000	0.00	344,684.46	1,374,989.00	1,374,989.00	(625,011.00)	69%	
30-301-05 AD VALOREM TAX - Beach	1,653,225	0.00	0.00	225,136.56	225,136.56	(1,428,088.44)	14%	
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	0.00	(150,000.00)		
30-329-00 INTEREST INCOME	125,000	0.00	0.00	50,497.75	50,497.75	(74,502.25)	40%	
30-345-00 LOCAL OPTION SALES TAX	1,108,888	0.00	0.00	0.00	0.00	(1,108,888.00)		
30-350-01 PAID PARKING REVENUE	336,375	0.00	49,314.28	123,707.07	123,707.07	(212,667.93)	37%	
Revenues Totals:	5,373,488	0.00	393,998.74	1,774,330.38	1,774,330.38	(3,599,157.62)	33%	
Expenses								
30-710-08 LEASE PAYMENTS	36,900	0.00	0.00	0.00	0.00	36,900.00		
30-710-10 BEACH LOBBYIST CONTRACT	61,300	49,693.08	4,950.00	11,606.88	11,606.88	0.04	100%	
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	16,070.00	1,607.00	3,214.00	3,214.00	118,816.00	14%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	1,411.92	2,300.00	2,300.00	2,300.00	16,288.08	19%	
30-710-15 M & R DUNE/CROSSWALK	140,000	0.00	0.00	0.00	0.00	140,000.00		
30-710-45 CONTRACTED SERVICES	24,000	278,186.80	4,883.20	6,883.20	6,883.20	(261,070.00)	1188%	
30-710-59 SEA OATS PROGRAM	37,000	0.00	0.00	0.00	0.00	37,000.00		
SHORELINE PROTECTION Totals:	457,300	345,361.80	13,740.20	24,004.08	24,004.08	87,934.12	81%	
30-711-45 TAX COLLECTION FEES	24,454	0.00	140.85	140.85	140.85	24,313.15	1%	
Totals:	24,454	0.00	140.85	140.85	140.85	24,313.15	1%	
30-720-07 NEW RIVER EIS PROJECT	147,500	0.00	0.00	0.00	0.00	147,500.00		
30-720-08 CONTRACTS, PLANS, SPECS	20,000	0.00	0.00	0.00	0.00	20,000.00		
30-720-10 VITEX	285,200	0.00	0.00	151.39	151.39	285,048.61	0%	
30-720-50 2022B SOB PAYMENT	1,884,803	0.00	0.00	0.00	0.00	1,884,803.00		
30-720-57 2022C FEMA SOB FEES	1,721,043	0.00	0.00	17,121.03	17,121.03	1,703,921.97	1%	
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	0.00	275,000.00		
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	0.00	200,000.00		
BEACH REN. / DUNE STAB. Totals:	4,533,546	0.00	0.00	17,272.42	17,272.42	4,516,273.58	0%	

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30 SHORELINE PROTECTION								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-999-01 FUTURE PROJECTS FUND		358,188	0.00	0.00	0.00	0.00	358,188.00	
CONTINGENCY Totals:		358,188	0.00	0.00	0.00	0.00	358,188.00	
Expenses Totals:		5,373,488	345,361.80	13,881.05	41,417.35	41,417.35	4,986,708.85	7%
30 SHORELINE PROTECTION Revenues Over/(Under) Expenses:				380,117.69	1,732,913.03	1,732,913.03		

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 9/19/2025

31 CAPITAL PRJ BEACH MAINTENANCE								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
31-330-00 LOAN PROCEEDS	10,857,304	0.00	0.00	0.00	10,857,303.66	(0.34)	100%	
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	0.00	11,427,633.45	(6,171,550.55)	65%	
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	0.00	10,500,000.00	0.00	100%	
31-370-00 INVESTMENT INCOME	272,386	0.00	0.00	20,121.09	1,324,032.76	1,051,646.76	486%	
31-399-01 T/I FROM BEACH FUND	9,858,986	0.00	0.00	0.00	9,858,986.00	0.00	100%	
31-399-10 T/I FROM GENERAL FUND	2,000,000	0.00	0.00	0.00	2,000,000.00	0.00	100%	
Revenues Totals:	51,087,860	0.00	0.00	20,121.09	45,967,955.87	(5,119,904.13)	90%	
Expenses								
31-440-00 2022A DEBT SERVICE	8,765,829	0.00	0.00	0.00	8,765,828.60	0.40	100%	
31-440-01 2022C DEBT SERVICE	1,686,801	0.00	0.00	0.00	0.00	1,686,801.00		
31-450-01 PHASE 1 - ENGINEERING & CONSTRUCTION PHASE SUPPORT	14,881	0.00	0.00	0.00	14,881.00	0.00	100%	
31-450-02 PHASE 5 -TRANCHE 1 CONST MGMT & ADM	398,245	0.00	0.00	0.00	417,728.72	(19,483.72)	105%	
31-450-03 PHASE 1 - LABORATORY ANALYSIS	6,020	0.00	0.00	0.00	6,020.00	0.00	100%	
31-450-04 PHASE 1 - REGULATORY COORDINATION & CLOSEOUT	11,048	0.00	0.00	0.00	11,047.50	0.50	100%	
31-450-05 PHASE 1 - MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	0.00	180,000.00	0.00	100%	
31-450-06 PHASE 1 - HAUL & PLACEMENT OF BEACH FILL	9,142,736	0.00	0.00	0.00	9,142,735.55	0.45	100%	
31-450-07 PHASE 1 - PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	0.00	45,000.00	0.00	100%	
31-450-08 PHASE 1 - PROFESSIONAL FEES	562,915	0.00	0.00	0.00	562,915.14	(0.14)	100%	
31-450-09 PHASE 5 - TRANCHE 2 CONSTRUCTION	10,105,998	0.00	0.00	0.00	10,105,997.60	0.40	100%	
31-450-10 PHASE 5 - TRANCHE 2	747,722	0.00	0.00	1,000.25	776,538.91	(28,816.91)	104%	

Budget vs Actual

NORTH TOPSAIL BEACH
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31 CAPITAL PRJ BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
ENGINEERING							
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	1,720,665	0.00	0.00	0.00	595.00	1,720,070.00	0%
31-450-79 PHASE 5 - TRANCHE 2 CMM SAND SETTLEMENT	1,200,000	0.00	0.00	1,200,000.00	1,200,000.00	0.00	100%
31-450-80 CAT Z - ADMIN FLORENCE DR4393	0	0.00	4,465.00	6,080.00	6,745.00	(6,745.00)	
31-450-81 CAT Z - ADMIN DORIAN DR4465	0	0.00	760.00	760.00	760.00	(760.00)	
Totals:	34,587,860	0.00	5,225.00	1,207,840.25	31,236,793.02	3,351,066.98	90%
31-460-00 PHASE 4 - PROJECT TRANCHE 3 NCDEQ FUNDED	0	0.00	0.00	0.00	1,690.00	(1,690.00)	
31-460-01 PHASE 4 - TOWN ADMINISTRATION	50,000	0.00	0.00	0.00	0.00	50,000.00	
31-460-02 PHASE 4 - ATM CONSTRUCTION ADMIN, PERMITTING SUPPO	60,000	0.00	570.00	2,685.00	29,407.86	30,592.14	49%
31-460-04 PHASE 4 - CMM TERMINATION	480,000	0.00	0.00	0.00	480,000.00	0.00	100%
31-460-05 PHASE 4 - TI COASTAL DESIGN, SURVEY, ENG, TESTING	437,220	128,260.00	0.00	0.00	297,960.00	11,000.00	97%
31-460-06 PHASE 4 - REACH MOBILIZATION & DEMOBILIZATION (STW)	62,000	0.00	0.00	0.00	31,000.00	31,000.00	50%
31-460-07 PHASE 4 - REACH HAUL & PLACEMNT BEACH FILL (STW)	7,600,000	0.00	0.00	0.00	7,600,000.00	0.00	100%
31-460-08 PHASE 4 - PAYMENT AND PERFORMANCE BONDS REACH	50,656	0.00	0.00	0.00	50,656.00	0.00	100%
31-460-09 PHASE 4 - FALL 2025 MOBILIZATION (STW)	65,000	0.00	0.00	0.00	0.00	65,000.00	
31-460-10 PHASE 4 - FALL 2025 NOURISHMENT (STW)	760,000	0.00	0.00	0.00	757,150.00	2,850.00	100%
31-460-11 PHASE 4 - FALL 2025 ENF AND SURVEYING PERMITTING	150,000	0.00	0.00	0.00	0.00	150,000.00	
31-460-12 PHASE 4 - CONTINGENCY	6,785,124	0.00	0.00	0.00	0.00	6,785,124.00	

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PHASE 4 NCDEQ GRANT	Totals:	16,500,000	128,260.00	570.00	2,685.00	9,247,863.86	7,123,876.14	57%	
Expenses	Totals:	51,087,860	128,260.00	5,795.00	1,210,525.25	40,484,656.88	10,474,943.12	79%	
31 CAPITAL PRJ BEACH MAINTENANCE	Revenues Over/(Under) Expenses:			(5,795.00)	(1,190,404.16)	5,483,298.99			

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 9/19/2025

32 GRANT PRJ FEMA-4837 PTC8								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
32-348-24 FEMA-4837-NC PTC 8	2,231,206	0.00	0.00	0.00	0.00	(2,231,206.00)		
32-350-00 STATE MATCH	743,736	0.00	0.00	0.00	0.00	(743,736.00)		
32-399-01 T/I FUND 30 SHORELINE PROTECTION	2,974,942	0.00	0.00	0.00	2,974,942.00	0.00	100%	
Revenues Totals:	5,949,884	0.00	0.00	0.00	2,974,942.00	(2,974,942.00)	50%	
Expenses								
32-470-02 PUBLIC CROSSOVER DAMAGE	24,701	1,615.92	0.00	0.00	23,084.58	0.50	100%	
32-470-30 LOSS DETERMIN & COST ANALYSIS RPT	59,810	0.00	8,604.00	8,604.00	53,780.75	6,029.25	90%	
32-470-31 UPLAND BORROW SITE INVEST & ANALYSIS	3,000	0.00	0.00	0.00	0.00	3,000.00		
32-470-32 PRE-CONSTRUCTION MEETING/COORD	4,800	0.00	0.00	0.00	184.03	4,615.97	4%	
32-470-33 PROJECT PERMITTING	12,500	0.00	0.00	0.00	19,217.00	(6,717.00)	154%	
32-470-34 FINAL PROJECT DESIGN	15,000	0.00	0.00	0.00	0.00	15,000.00		
32-470-35 PROJECT PLANS & SPEC, BIDDING	15,900	0.00	0.00	0.00	167.90	15,732.10	1%	
32-470-36 PE-CONSTRUCTION MONITORING	24,500	0.00	0.00	0.00	0.00	24,500.00		
32-470-37 EQUIP MOBILIZATION/DEMobilIZATION	50,000	26,250.00	0.00	0.00	23,750.00	0.00	100%	
32-470-38 BEACH FILL PLACEMENT	2,867,000	2,525,516.80	0.00	0.00	341,483.20	0.00	100%	
32-470-39 PERFORMANCE & PAYMENT BONDS	20,000	1,000.00	0.00	0.00	19,000.00	0.00	100%	
32-470-40 CONSTRUCTION ADMINISTRATION	123,500	0.00	0.00	0.00	27,413.00	96,087.00	22%	
32-470-41 POST CONST MONITORING	19,500	0.00	0.00	0.00	0.00	19,500.00		
32-470-42 STATE & FEDERAL REG COORD & CLOSEOUT	7,500	0.00	0.00	5,788.75	19,790.75	(12,290.75)	264%	

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32 GRANT PRJ FEMA-4837 PTC8								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
32-470-99 CONTINGENCY		2,702,173	0.00	0.00	0.00	0.00	2,702,173.00	
FEMA-4837 PTC8 Totals:		5,949,884	2,554,382.72	8,604.00	14,392.75	527,871.21	2,867,630.07	52%
Expenses Totals:		5,949,884	2,554,382.72	8,604.00	14,392.75	527,871.21	2,867,630.07	52%
32 GRANT PRJ FEMA-4837 PTC8 Revenues Over/(Under) Expenses:				(8,604.00)	(14,392.75)	2,447,070.79		

Budget vs Actual

NORTH TOPSAIL BEACH
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50 CAPITAL PRJ FIRE STATION 2								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	0.00	5,600,000.00	0.00	100%	
50-339-01 T/I FROM CIF	1,201,161	0.00	9,414.00	201,161.00	1,201,161.71	0.71	100%	
50-399-02 T/I FROM GF	232,000	0.00	0.00	0.00	232,000.00	0.00	100%	
Revenues Totals:	7,033,161	0.00	9,414.00	201,161.00	7,033,161.71	0.71	100%	
Expenses								
50-450-02 CONSTRUCTION COSTS	6,246,309	0.00	216,654.99	282,288.78	2,827,941.16	3,418,367.84	45%	
50-450-05 ENVIRONMENTAL TESTING (ECS)	66,823	0.00	2,405.00	2,528.00	59,801.01	7,021.99	89%	
50-450-07 CONSTRUCTION ADMINISTRATION (BM)	420,463	0.00	0.00	3,999.99	336,244.85	84,218.15	80%	
50-450-11 CONTINGENCY	65,516	0.00	0.00	0.00	0.00	65,516.00		
50-450-13 UTILITIES	2,050	0.00	0.00	0.00	2,049.26	0.74	100%	
50-450-74 CAPITAL OUTLAY	232,000	0.00	0.00	0.00	0.00	232,000.00		
Totals:	7,033,161	0.00	219,059.99	288,816.77	3,226,036.28	3,807,124.72	46%	
Expenses Totals:	7,033,161	0.00	219,059.99	288,816.77	3,226,036.28	3,807,124.72	46%	
50 CAPITAL PRJ FIRE STATION 2	Revenues Over/(Under) Expenses:		(209,645.99)	(87,655.77)	3,807,125.43			

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 9/19/2025

60 GRANT PRJ STORMWATER NCEM DRMG2304								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
60-368-01 NCEM DRMG2304 GRANT	1,261,607	0.00	0.00	0.00	85,691.97	(1,175,915.03)	7%	
Revenues Totals:	1,261,607	0.00	0.00	0.00	85,691.97	(1,175,915.03)	7%	
Expenses								
60-610-01 ISLAND DR (HW 210) AT SOUTH FIRE STATION	704,211	0.00	0.00	0.00	0.00	704,211.00		
60-610-02 NEW RIVER INLET RD (SR 1568) RTP	354,396	0.00	0.00	0.00	0.00	354,396.00		
60-610-03 PROJECT MANAGEMENT	13,565	5,426.00	1,356.50	1,356.50	8,139.00	0.00	100%	
60-610-04 FIELD SURVEY	26,490	1,540.00	0.00	0.00	24,950.00	0.00	100%	
60-610-05 CONSTRUCTION PLANS	89,650	44,664.00	0.00	0.00	44,986.00	0.00	100%	
60-610-06 PERMITS	45,600	22,700.00	6,500.00	6,500.00	22,900.00	0.00	100%	
60-610-07 PROJECT MEETINGS	11,265	11,265.00	0.00	0.00	0.00	0.00	100%	
60-610-08 BID PHASE SERVICES	14,850	14,850.00	0.00	0.00	0.00	0.00	100%	
60-610-09 REIMBURSABLES	1,580	446.53	0.00	0.00	1,133.47	0.00	100%	
STORMWATER PRJ NCEM DRMG2304 Totals:	1,261,607	100,891.53	7,856.50	7,856.50	102,108.47	1,058,607.00	16%	
Expenses Totals:	1,261,607	100,891.53	7,856.50	7,856.50	102,108.47	1,058,607.00	16%	
60 GRANT PRJ STORMWATER NCEM DRMG2304 Revenues Over/(Under) Expenses:			(7,856.50)	(7,856.50)	(16,416.50)			

Check Listing

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Check Number	Bank	Vendor	Date	Amount
48795	2	ATLANTIC DISCOUNT STORAGE LLC	08/28/2025	<u>\$2,160.00</u>
48796	2	CAPITAL FORD, INC	08/28/2025	<u>\$47,103.70</u>
48797	2	DEBBIE J OWENS	08/28/2025	<u>\$899.47</u>
48798	2	FINNERTY ENTERPRISES INC	08/28/2025	<u>\$50.90</u>
48799	2	MOTOROLA SOLUTIONS, INC.	08/28/2025	<u>\$747.07</u>
48800	2	NC QUICK PASS PROCESSING CENTER	08/28/2025	<u>\$2.30</u>
48801	2	NOOKS & CRANNIES CLEANING, LLC	08/28/2025	<u>\$250.00</u>
48802	2	ONslow COUNTY FINANCE OFFICE	08/28/2025	<u>\$175.00</u>
48803	2	SANDERSON LAWN MANAGEMENT LLC	08/28/2025	<u>\$2,460.52</u>
48804	2	SHERRILL A STRICKLAND JR.	08/28/2025	<u>\$570.00</u>
48805	2	SUMRELL SUGG, P.A.	08/28/2025	<u>\$17,043.06</u>
48806	2	ALINE ACCOUNTING PARTNERS	09/11/2025	<u>\$35,970.00</u>
48807	2	AXON ENTERPRISE, INC.	09/11/2025	<u>\$11,301.39</u>
48808	2	BLACKS TIRE SERVICE INC	09/11/2025	<u>\$6,402.74</u>
48809	2	DANA SAFETY SUPPLY, INC.	09/11/2025	<u>\$790.94</u>
48810	2	DEBBIE J OWENS	09/11/2025	<u>\$1,750.32</u>
48811	2	DODSON BROTHERS EXTERMINATING CO INC	09/11/2025	<u>\$80.00</u>
48812	2	ENGINEERING CONSULTING SERVICES, LTD	09/11/2025	<u>\$2,405.00</u>
48813	2	GEOSYNTEC CONSULTANS, INC.	09/11/2025	<u>\$14,399.00</u>
48814	2	GREGORY POOLE EQUIPMENT COMPANY	09/11/2025	<u>\$3,595.99</u>
48815	2	HOST HELP LLC	09/11/2025	<u>\$1,581.60</u>
48816	2	JODY L THOMPSON	09/11/2025	<u>\$1,623.80</u>
48817	2	KELLY OFFICE MACHINES, INC	09/11/2025	<u>\$485.97</u>
48818	2	KELLY OFFICE MACHINES, INC	09/11/2025	<u>\$810.40</u>
48819	2	MOBILE COMMUNICATIONS AMERICA, iNC	09/11/2025	<u>\$960.86</u>
48820	2	NC BEACH INLET & WATERWAY ASSOC INC	09/11/2025	<u>\$1,200.00</u>
48821	2	NC JUSTICE ACADEMY	09/11/2025	<u>\$134.29</u>
48822	2	NOOKS & CRANNIES CLEANING, LLC	09/11/2025	<u>\$500.00</u>

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Check Number	Bank	Vendor	Date	Amount
48823	2	O'REILLY AUTOMOTIVE STORES, INC VOIDED	09/11/2025	<u>\$36.58</u>
48824	2	ONslow COUNTY FINANCE OFFICE	09/11/2025	<u>\$612.38</u>
48825	2	PETROLEUM MARKETING GROUP, INC	09/11/2025	<u>\$450.80</u>
48826	2	SHEPARDS WRECKER & GARAGE, INC	09/11/2025	<u>\$1,151.02</u>
48827	2	SHERRILL A STRICKLAND JR.	09/11/2025	<u>\$1,064.00</u>
48828	2	SIMPLE COMMUNICATION	09/11/2025	<u>\$480.58</u>
48829	2	STEPHEN TODD SPEAS	09/11/2025	<u>\$92.98</u>
48830	2	TI COASTAL SERVICES, INC.	09/11/2025	<u>\$4,883.20</u>
48831	2	TOWN OF SURF CITY	09/11/2025	<u>\$4,950.00</u>
48832	2	C.W. HOLDING COMPANY, INC.	09/18/2025	<u>\$145,063.92</u>
48833	2	CAPE FEAR COMMUNITY COLLEGE	09/18/2025	<u>\$140.00</u>
48834	2	CW IT SUPPORT, INC	09/18/2025	<u>\$10,022.24</u>
48835	2	DEBBIE J OWENS	09/18/2025	<u>\$972.40</u>
48836	2	FIRE CONNECTIONS INC	09/18/2025	<u>\$1,238.40</u>
48837	2	FIRST DUE EMERGENCY VEHICLE SERVICE LLC	09/18/2025	<u>\$5,885.00</u>
48838	2	KELLY OFFICE MACHINES, INC	09/18/2025	<u>\$864.53</u>
48839	2	MOTOROLA SOLUTIONS, INC.	09/18/2025	<u>\$35.19</u>
48840	2	MUNICIPAL EMERGENCY SERVICES, INC	09/18/2025	<u>\$7,224.48</u>
48841	2	NC BEACH INLET & WATERWAY ASSOC INC	09/18/2025	<u>\$1,100.00</u>
48842	2	O'REILLY AUTOMOTIVE STORES, INC	09/18/2025	<u>\$1,032.48</u>
48843	2	PELICAN COOLING & HEATING	09/18/2025	<u>\$2,367.70</u>
48844	2	SELECTIVE INSURANCE CO OF THE SOUTHEAST	09/18/2025	<u>\$4,644.00</u>
48845	2	SHEPARDS WRECKER & GARAGE, INC	09/18/2025	<u>\$371.15</u>
48846	2	SHERRILL A STRICKLAND JR.	09/18/2025	<u>\$798.00</u>
48847	2	VALERIA W EDWARDS	09/18/2025	<u>\$3,000.00</u>
48848	2	WATERCRAFT WORKS	09/18/2025	<u>\$21,122.41</u>
48849	2	WB BRAWLEY COMPANY	09/18/2025	<u>\$216,654.99</u>
48850	2	WK DICKSON & CO., LLC	09/18/2025	<u>\$7,856.50</u>
56	Checks Totaling -			\$599,569.25

Check Listing

Date From: 8/23/2025 Date To: 9/19/2025
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
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Check Number	Bank	Vendor	Date	Amount
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Totals By Fund

	Checks	Voids	Total
10	\$342,687.02	\$36.58	\$342,650.44
12	\$104.09		\$104.09
30	\$15,462.65		\$15,462.65
31	\$5,795.00		\$5,795.00
32	\$8,604.00		\$8,604.00
50	\$219,059.99		\$219,059.99
60	\$7,856.50		\$7,856.50
Totals:	\$599,569.25	\$36.58	\$599,532.67

Cash Balance Report

Period Ending 9/19/2025

NORTH TOPSAIL BEACH

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Bank 1	CHECKING FCB Acct#- 0852	
	Account	Balance
	10-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	12-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	15-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	30-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	31-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	50-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	Bank 1	Total: \$0.00
Bank 2	MONEY MARKET FCB Acct#- 0860	
	Account	Balance
	10-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$347,930.78
	12-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$509,945.84
	15-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00
	30-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$1,354,929.96
	31-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$164,004.25
	32-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$23,128.79
	50-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$42,052.56
	60-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$16,416.50
	Bank 2	Total: \$2,425,575.68
Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	
	Account	Balance
	10-101-04 NC CASH MGMT TRUST	\$13,019,377.82
	12-101-04 NC CASH MGMT TRUST	\$3,247,485.70
	15-101-04 NC CASH MGMT TRUST	\$0.00
	30-101-04 NC CASH MGMT TRUST	\$5,215,767.66
	31-101-04 NC CASH MGMT TRUST	\$5,021,254.37
	32-101-04 NC CASH MGMT TRUST	\$2,423,942.00
	50-101-04 NC CASH MGMT TRUST	\$3,765,072.87
	Bank 3	Total: \$32,692,900.42
Bank 4	BB&T SAVINGS ACCOUNT Acct#-	
	Account	Balance
	10-101-06 BB & T SAVINGS ACCT	\$0.00

Cash Balance Report

Period Ending 9/19/2025

NORTH TOPSAIL BEACH

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30-101-06 BB & T SAVINGS ACCT		\$0.00
Bank 4 Total:		\$0.00
Bank 5	POLICE DOJ ACCOUNT Acct#-	
	Account	Balance
10-101-07 POLICE - DOJ Account		\$1,200.15
Bank 5 Total:		\$1,200.15
Bank 6	POLICE STATE ACCOUNT Acct#-	
	Account	Balance
10-101-08 POLICE - STATE Account		\$332.29
Bank 6 Total:		\$332.29
Bank 7	POLICE FEDERAL TREASURY ACCT. Acct#-	
	Account	Balance
10-101-09 POLICE - FED TREASURY Acct.		\$62.31
Bank 7 Total:		\$62.31

Total Cash Balance:	\$35,120,070.85
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Permits Issued List

From Date: 08/22/2025

To Date: 09/16/2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Beach Access Permit	Beach Access Permit	BAA25-000019	212 TOPSAIL RD	08/25/2025	200.00
Beach Access Permit	Beach Access Permit	BAA25-000017	3790 ISLAND DR	09/15/2025	200.00
Beach Access Permit Total	Beach Access Permit Total			2	400.00
Beach Access Permit Total				2	400.00
Boat Lift Permit	Residential	BTL25-000003	7719 8TH AVE	09/09/2025	200.00
Boat Lift Permit Total	Residential Total			1	200.00
Boat Lift Permit Total				1	200.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR25-000005	7719 8TH AVE	09/09/2025	200.00
Dock/Bulkhead/Retaining Wall Permit Total	Dock Total			1	200.00
Dock/Bulkhead/Retaining Wall Permit	Retaining Wall	DBR25-000009	Lot 17 South of 739 NEW RIVER INLET RD	08/22/2025	200.00
Dock/Bulkhead/Retaining Wall Permit Total	Retaining Wall Total			1	200.00
Dock/Bulkhead/Retaining Wall Permit Total				2	400.00
Driveway Permit	Driveway Permit	DVW25-000025	17 SAILVIEW DR	09/08/2025	50.00
Driveway Permit	Driveway Permit	DVW25-000017	1298 NEW RIVER INLET RD	09/08/2025	0.00
Driveway Permit Total	Driveway Permit Total			2	50.00
Driveway Permit Total				2	50.00
Electrical Permit	Commercial	E25-000149	2224 NEW RIVER INLET RD Bldg 4	09/12/2025	882.00
Electrical Permit	Commercial	E25-000148	2240 NEW RIVER INLET RD Bldg 3	09/12/2025	882.00
Electrical Permit	Commercial	E25-000150	2174 NEW RIVER INLET RD Bldg 8	09/12/2025	882.00

Electrical Permit	Commercial	E25-000127	0 VILLAS DR Pool behind 816 Villas Dr	09/08/2025	75.00
Electrical Permit	Commercial	E25-000140	1779 NEW RIVER INLET RD	08/29/2025	75.00
Electrical Permit Total	Commercial Total			5	2,796.00
Electrical Permit	Residential	E25-000018	1518 WAHOO ST	09/16/2025	0.00
Electrical Permit	Residential	E25-000143	7719 8TH AVE	09/09/2025	75.00
Electrical Permit	Residential	E25-000141	854 VILLAS DR	08/25/2025	75.00
Electrical Permit	Residential	E25-000147	41 BERMUDA LANDING PL	09/02/2025	75.00
Electrical Permit	Residential	E25-000131	203 SANDPIPER DR	09/03/2025	75.00
Electrical Permit	Residential	E25-000129	128 N PERMUDA WYND DR	08/28/2025	0.00
Electrical Permit	Residential	E25-000030	1298 NEW RIVER INLET RD	09/08/2025	0.00
Electrical Permit	Residential	E25-000151	100 BAY CT	09/08/2025	75.00
Electrical Permit Total	Residential Total			8	375.00
Electrical Permit Total				13	3,171.00
Fence Permit	Residential	FNC25-000012	948 + 950 NEW RIVER INLET RD	09/10/2025	0.00
Fence Permit	Residential	FNC25-000011	2665 ISLAND DR	08/29/2025	50.00
Fence Permit Total	Residential Total			2	50.00
Fence Permit Total				2	50.00
Fuel Gas Permit	Residential	FG25-000025	682 NEW RIVER INLET RD	09/05/2025	0.00
Fuel Gas Permit	Residential	FG25-000002	682 NEW RIVER INLET RD	09/05/2025	0.00
Fuel Gas Permit Total	Residential Total			2	0.00
Fuel Gas Permit Total				2	0.00
Insulation Permit	Residential	I25-000010	1298 NEW RIVER INLET RD	09/08/2025	0.00
Insulation Permit Total	Residential Total			1	0.00
Insulation Permit Total				1	0.00

Mechanical Permit	Residential	M25-000128	17 BERMUDA LANDING PL	09/11/2025	75.00
Mechanical Permit	Residential	M25-000126	1703 UTOPIA ST	09/10/2025	75.00
Mechanical Permit	Residential	M25-000130	3824 ISLAND DR	09/15/2025	75.00
Mechanical Permit	Residential	M25-000042	1298 NEW RIVER INLET RD	09/08/2025	0.00
Mechanical Permit	Residential	M25-000125	203 PORT DR	09/03/2025	75.00
Mechanical Permit	Residential	M25-000121	856 VILLAS DR	08/26/2025	75.00
Mechanical Permit Total	Residential Total			6	375.00
Mechanical Permit Total				6	375.00
New Construction Permit	Single Family	C25-000010	1298 NEW RIVER INLET RD	09/08/2025	2,169.21
New Construction Permit Total	Single Family Total			1	2,169.21
New Construction Permit Total				1	2,169.21
Plumbing Permit	Residential	P25-000008	1298 NEW RIVER INLET RD	09/08/2025	0.00
Plumbing Permit Total	Residential Total			1	0.00
Plumbing Permit Total				1	0.00
Simple Build Permit	Multi-Unit	SB25-000065	948 + 950 NEW RIVER INLET RD	09/10/2025	250.00
Simple Build Permit	Multi-Unit	SB25-000059	790 NEW RIVER INLET RD 207B	08/29/2025	75.00
Simple Build Permit Total	Multi-Unit Total			2	325.00
Simple Build Permit	Single Family	SB25-000054	128 N BERMUDA WYND DR	08/28/2025	285.00
Simple Build Permit	Single Family	SB25-000067	205-A SEA SHORE DR	09/09/2025	85.00
Simple Build Permit	Single Family	SB25-000066	7401 9TH AVE	09/09/2025	85.00
Simple Build Permit	Single Family	SB25-000063	44 PORPOISE PL	09/08/2025	200.00
Simple Build Permit Total	Single Family Total			4	655.00
Simple Build Permit Total				6	980.00

Zoning and Floodplain Development Permit	Residential	ZFP25-000114	948 + 950 NEW RIVER INLET RD	09/11/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000034	7719 8TH AVE	09/09/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000099	44 PORPOISE PL	09/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000068	1298 NEW RIVER INLET RD	09/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000104	1 BOTTLENOSE BLVD	09/08/2025	50.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000107	1025 NEW RIVER INLET RD	09/08/2025	50.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000113	2 Lots South of 1025 - TBD NEW RIVER INLET RD	09/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000112	South of 1025 - TBD NEW RIVER INLET RD	09/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000111	1033 NEW RIVER INLET RD	09/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000108	1041 NEW RIVER INLET RD	09/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000095	128 N PERMUDA WYND DR	08/28/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000098	Lot 17 South of 739 NEW RIVER INLET RD	08/22/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000105	3200 ISLAND DR	09/04/2025	125.00
Zoning and Floodplain Development Permit Total	Residential Total			13	225.00
Zoning and Floodplain Development Permit Total				13	225.00
All Permits Total				52	8,020.21

PLANNING DEPARTMENT

P+Z Permits Issued List

From: 08/23/2025

To: 09/19/2025



Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP25-000095	08/28/2025	128 N PERMUDA WYND DR	806-70	L37 S1 VILLAGE OF STUMP SOUND	WALLS GEORGE R & DONNA M	Home Elevators & Lift Products, LLC - Sue Whitaker			125.00		29500.00	0.00	0.00
ZFP25-000105	09/04/2025	3200 ISLAND DR	810-31	L8 S2 BA OLD SETTLERS BEACH	GZYM DOUGLAS & TUCKER ELIZABE	Tarheel Landscape Company, Inc. - (Anthony) Todd Gideon			125.00	401	5000.00	0.00	0.00
ZFP25-000099	09/08/2025	44 PORPOISE PL	778D-112	L44 DOLPHIN SHORES	JONES KEVIN DALE	RedRock Restoration & Construction, LLC - Mary J. Hames			125.00		12850.00	0.00	0.00
ZFP25-000068	09/08/2025	1298 NEW RIVER INLET RD	779C-13	L1A OCEAN SIDE SEA RANCHES	PATEL VINAY & PAUL	- PERSIS NOVA CONSTRUCTION INC			125.00		962000.00	0.00	0.00
ZFP25-000104	09/08/2025	1 BOTTLENOSE BLVD	778D-80	L12 DOLPHIN SHORES	TOPSAIL BREEZE LLC	Covewood Homes LLC - Jonathan Gonzalez			50.00	408	15000.00	0.00	0.00
ZFP25-000107	09/08/2025	1025 NEW RIVER INLET RD	774-47.12	LOT C- RYAN M GRAY DIV.	GRAY RYAN M	RG Properties, LLC - Ryan Gray			50.00	409	1425.00	0.00	0.00
ZFP25-000113	09/08/2025	2 Lots South of 1025 - TBD NEW RIVER INLET RD	774-47.2	SR 1568	GRAY RYAN M	RG Properties, LLC - Ryan Gray			50.00		1425.00	0.00	0.00
ZFP25-000112	09/08/2025	South of 1025 - TBD NEW RIVER INLET RD	774-47.3	SR 1568	GRAY GARY F & SUSAN L	RG Properties, LLC - Ryan Gray			50.00		1425.00	0.00	0.00
ZFP25-000111	09/08/2025	1033 NEW RIVER INLET RD	774-47.11	LOT B- RYAN M GRAY DIV.	GRAY RYAN M	RG Properties, LLC - Ryan Gray			50.00		1425.00	0.00	0.00
ZFP25-000108	09/08/2025	1041 NEW RIVER INLET RD	774-47.10	LOT A- RYAN M GRAY DIV.	GRAY SUSAN L	RG Properties, LLC - Ryan Gray			50.00		1425.00	0.00	0.00
ZFP25-000034	09/09/2025	7719 8TH AVE	811-94	L5 S8 SEAHAVEN BEACH	RIEHL DANIEL JR & MICHELLE	Prince Septic & More LLC - Russell D. Prince c/o Justin Prince			125.00		68000.00	0.00	0.00
ZFP25-000114	09/11/2025	948 + 950 NEW RIVER INLET RD	774-25.3	C/A PT L1 S1 NORMANS LANDING	SIBILLE ALAIN GERARD & TETSUKO & LAURA A	Bluewater Concrete, LLC - Zachary Castano			125.00		8500.00	0.00	0.00
DVW25-000025	09/08/2025	17 SAILVIEW DR	775C-45	L17 S1 CAPE ISLAND	HAMBY BILLY R	- BILLY HAMBY			50.00	403	9999.00	0.00	0.00
DVW25-000017	09/08/2025	1298 NEW RIVER INLET RD	779C-13	L1A OCEAN SIDE SEA RANCHES	PATEL VINAY & PAUL	- PERSIS NOVA CONSTRUCTION INC			50.00		850000.00	0.00	0.00
FNC25-000011	08/29/2025	2665 ISLAND DR	806-29.5	L5 B W CHESTNUT L3 4&5	SCALZO GARY T JR & TONJA	Element Home Services - Mallory & Jody Padgett			50.00	397	8000.00	0.00	0.00

FNC25-000012	09/10/2025	948 + 950 NEW RIVER INLET RD	774-25.3	C/A PT L1 S1 NORMANS LANDING	SIBILLE ALAIN GERARD & TETSUKO & LAURA A	Sea Coast Fence & Yardscape LLC - John Jr. C Timpone			50.00		10200.00	0.00	0.00

Joann M. McDermon, Mayor
Tom Leonard, Mayor Pro Tem

Aldermen:
Mike Benson
Richard Grant
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Planning Board Committee Report

October 1, 2025

Members:

Susan Meyer - Chair, Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Keith Wilkerson, Charles "Rusty" Walker - Alternate, Jan Bellamy - Alternate

Staff: *Deborah J. Hill MPA AICP CFM CZO - Planning Director, Kate Winzler - CMC, NCCMC - Clerk to the Planning Board*

Attorney : *Chip Payson | Sumrell Sugg, PA*

The Planning Board regular meeting scheduled for September 11, 2025, was cancelled. The next regular meeting scheduled for October 9, 2025, will either be rescheduled or canceled due to the Town's Hurricane Forum.

Joann M. McDermon, Mayor
Tom Leonard, Mayor Pro Tem
Aldermen:
Mike Benson
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Zoning Board of Adjustment Committee Report

October 1, 2025

Members:

Kip Malcolm - Chair, Scott Morse – Vice Chair, Lisa Lee Kozlowski, Susan Meyer, Jason Stahr - Alternate, Grey Chapman - Alternate

Staff: Deborah J. Hill MPA AICP CFM CZO, Planning Director, Kate Winzler CMC NCCMC, Clerk to the Board.

Attorneys: Trey Ferguson | Sumrell Sugg, PA, Beth Faleris | Faleris Law Firm, PLLC

The Zoning Board of Adjustment (ZBA) regular meeting scheduled for September 16, 2025, was cancelled, as there were no variance applications nor appeals. The next regular meeting is scheduled for October 21, 2025.

Joann M. McDermon, Mayor
Tom Leonard, Mayor Pro Tem

Aldermen:
Mike Benson
Richard Grant
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Destruction of Records

September 2, 2025

Board of Aldermen,

This letter serves as documentation that expired records for North Topsail Beach were destroyed in accordance with the record retention policy. This letter will be recorded within the minutes of the Board of Aldermen meeting on October 1, 2025.

The Town Clerk has destroyed all personnel records from the year 1990 to August of 1995, with the exception of Fire Fighter and Police Officer certifications. Those records will remain with the Town Clerk, who also serves as Human Resources, indefinitely per the North Carolina Record Retention Policy.

The Town Clerk has destroyed all contracts that expired prior to the year 2015 that did not hold historical value to the Town, Board, residents, or employees.

The Town Clerk has destroyed all litigation case records and legal records alike that had surpassed their expiration date per the record retention policy and held no historical value to the Town, Board, residents, or employees.

The Town Clerk has destroyed all financial records that had surpassed their expiration date per the record retention policy that held no historical or informative value for the Town, Board, residents, or employees.

The Town Clerk has destroyed all related documents to projects that have been completed, surpassed their expiration date per the record retention policy, and held no historical or informative value for the Town, Board, residents, or employees.

I hereby certify that all documents destroyed were destroyed in accordance with the North Carolina Record Retention Policy that was adopted by the Board of Aldermen of North Topsail Beach.

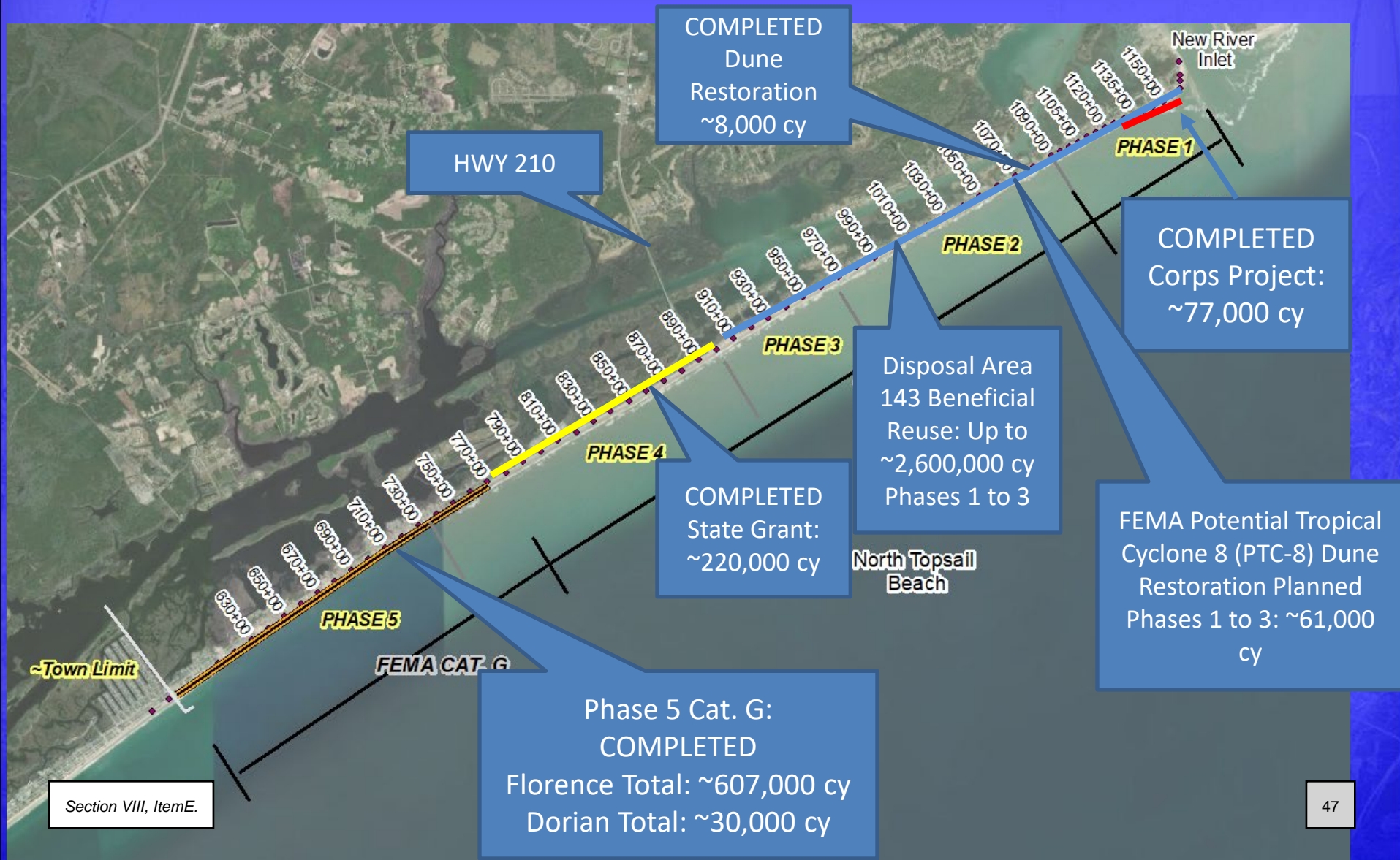

Alexis Stanfield, Town Clerk

North Topsail Beach Coastal Update October 2025



Recent and Upcoming Projects Overview

State Grant, Beneficial Reuse, FEMA, Corps Projects



USACE Navigation Dredging and Placement Phase 1 Corps Beneficial Reuse Project



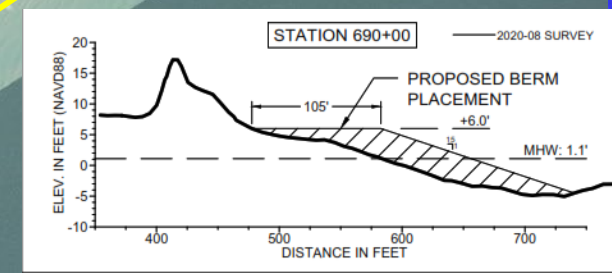
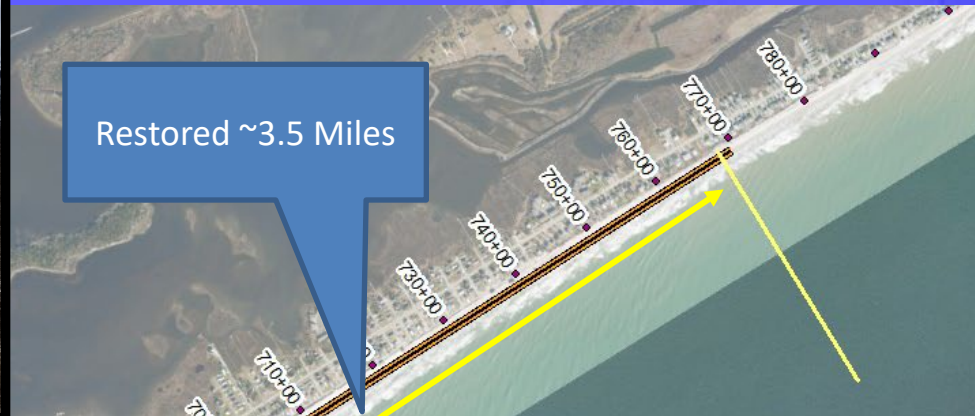
Completed at end of February.
Long pumping distance
presents a challenge for
dredgers.



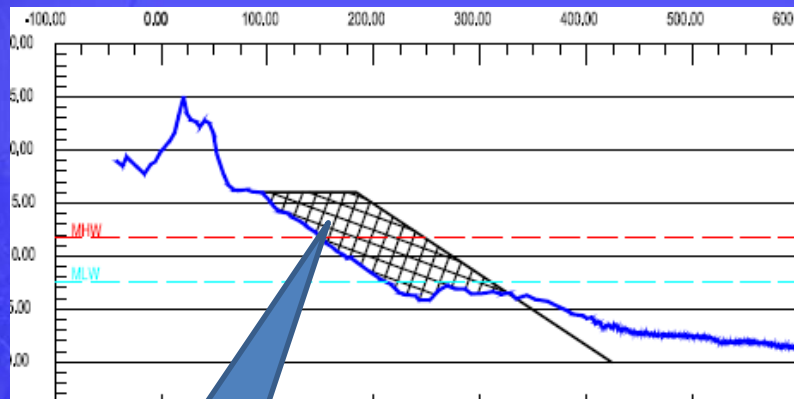
Section VIII, ItemE.

77,000 cy
Placement North of Topsail
Reef Condos

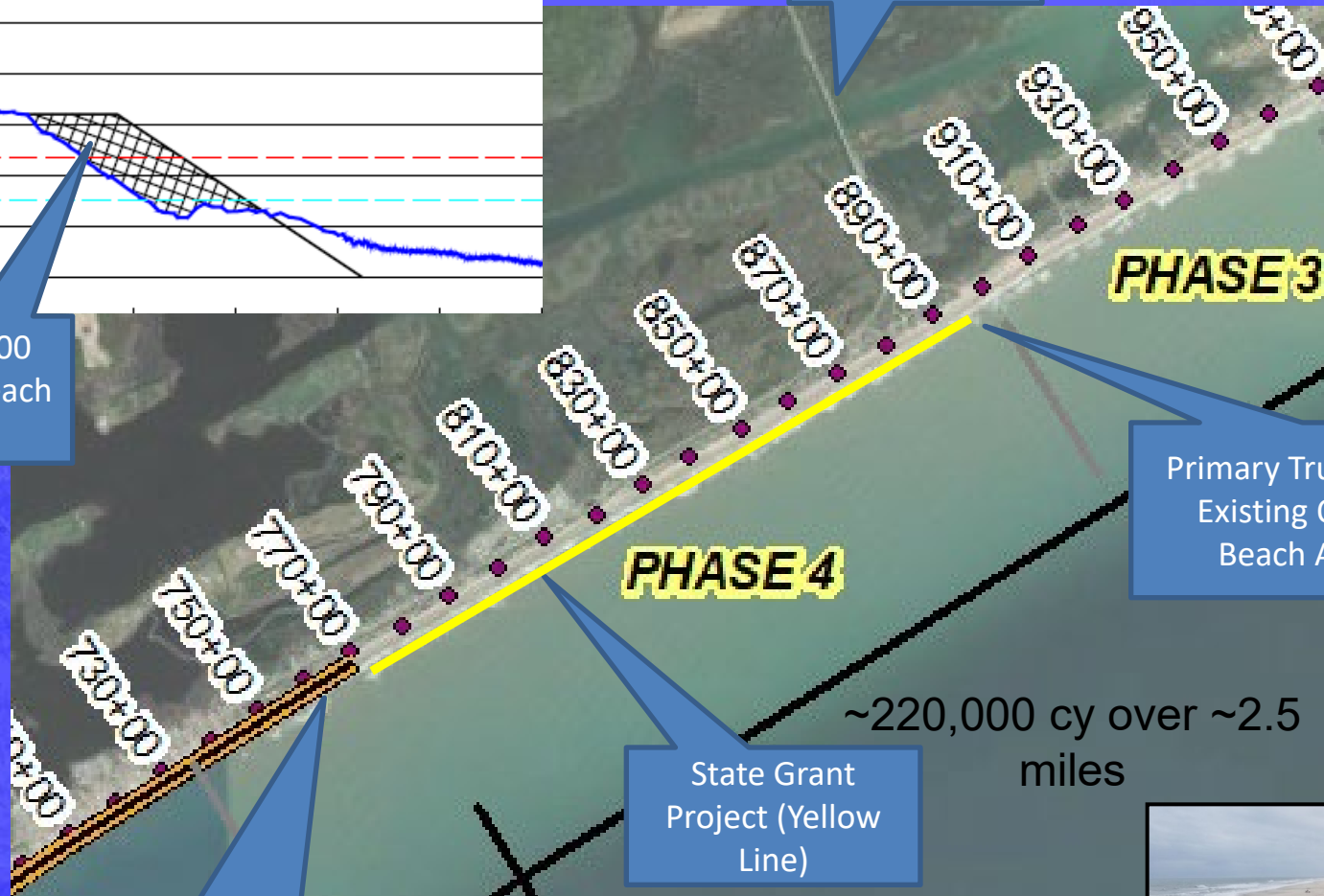
Completed FEMA Mitigation Nourishment in Phase 5 (and some Phase 4)
Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach. Held up well
to PTC-8 and other recent storms (including Hurricane Erin waves/surge).



Completed State Grant Phase 4 Beach Nourishment – Held up well to Hurricane Erin



~80 to 100
Feet of Beach
Width



Primary Truck Access at
Existing Opening at
Beach Access 33

~220,000 cy over ~2.5
miles

State Grant
Project (Yellow
Line)

Secondary Truck Access
at Existing Opening at 2nd
Avenue

Section VIII, Item E.



Disposal Area (DA) 143 Beneficial Reuse and Placement in Phases 1, 2, and 3



- Had “One-Stop” Pre-App Meeting with Agencies in June
- Permit Application Finalization.
- Based on Agency Feedback, ~1.9 to 2.6 Million CY at DA 143
- Coordination continues with Wildlife Resources Commission (WRC)



Largest Nourishment for NTB

Potential Tropical Cyclone (PTC) 8

DECLARED OCTOBER 19, 2024

SUMMARY

STATE: North Carolina
 NUMBER: FEMA-4837-DR
 INCIDENT: Potential Tropical Cyclone Eight
 INCIDENT PERIOD: September 16-20, 2024
 DATE REQUESTED BY GOVERNOR: October 16, 2024
 FEDERAL COORDINATING OFFICER: E. Craig Levy, Sr.
 National FCO Program

DESIGNATIONS AND TYPES OF ASSISTANCE:

INDIVIDUAL ASSISTANCE (Assistance to individuals and households):

Not Requested.

PUBLIC ASSISTANCE (Assistance for emergency work and the repair or replacement of disaster-damaged facilities):

Brunswick, Carteret, New Hanover, and Onslow Counties.

- Dune Restoration to Withstand 5-Year Storm
- FEMA Project Processing Continues
- No Additional FEMA Information Requests

Public Assistance (PA)

Provides grants to eligible state, local governments, EBCI and eligible private non-profits ("Applicants") to assist with the cost of responding to and recovering from disasters

Governing Laws, Regulations, and Policies

Stafford Act

Law

44 CFR

Program Regulations

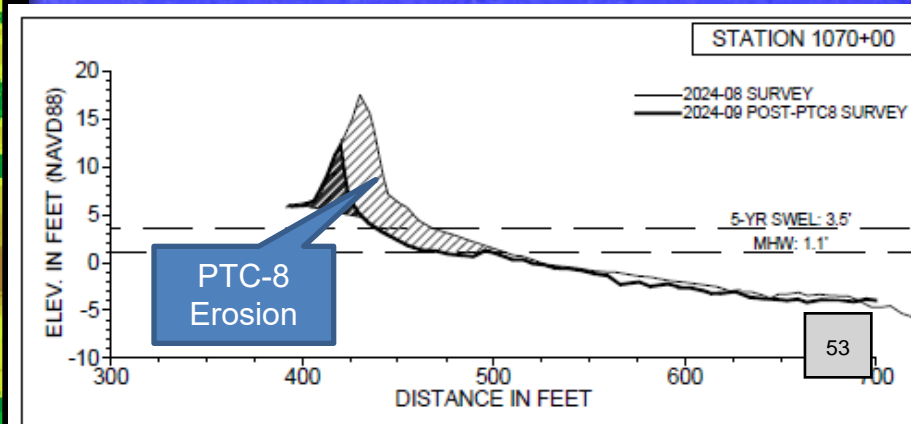
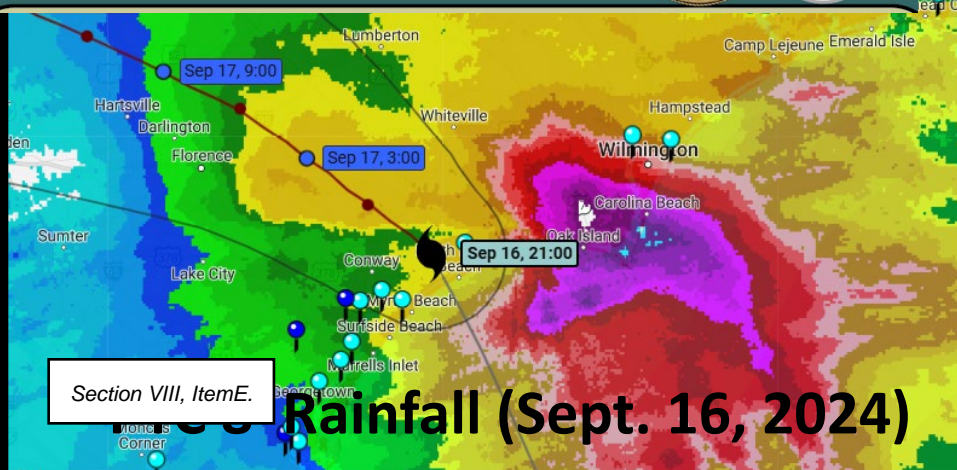
2 CFR

Procurement Requirements

PA Program & Policy Guide (PAPPG)

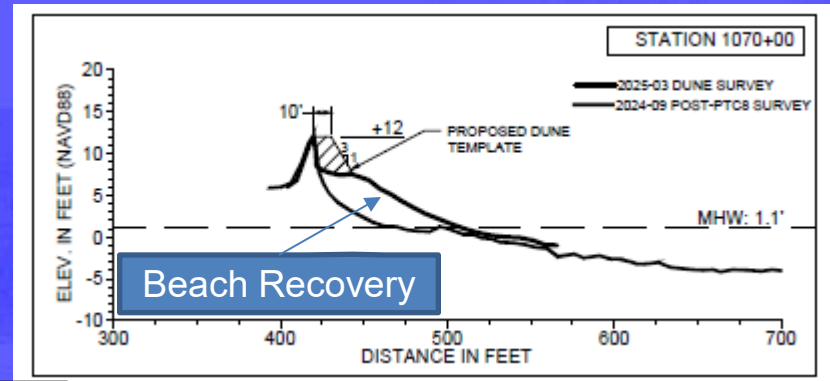
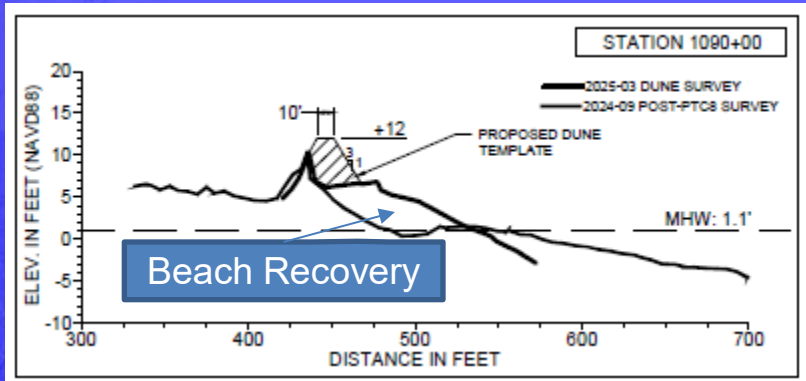
Policy

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
 ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) GREENSHEET FOR DR-4837-NC



Critical Dune Restoration: ~8,000 cy in April/May

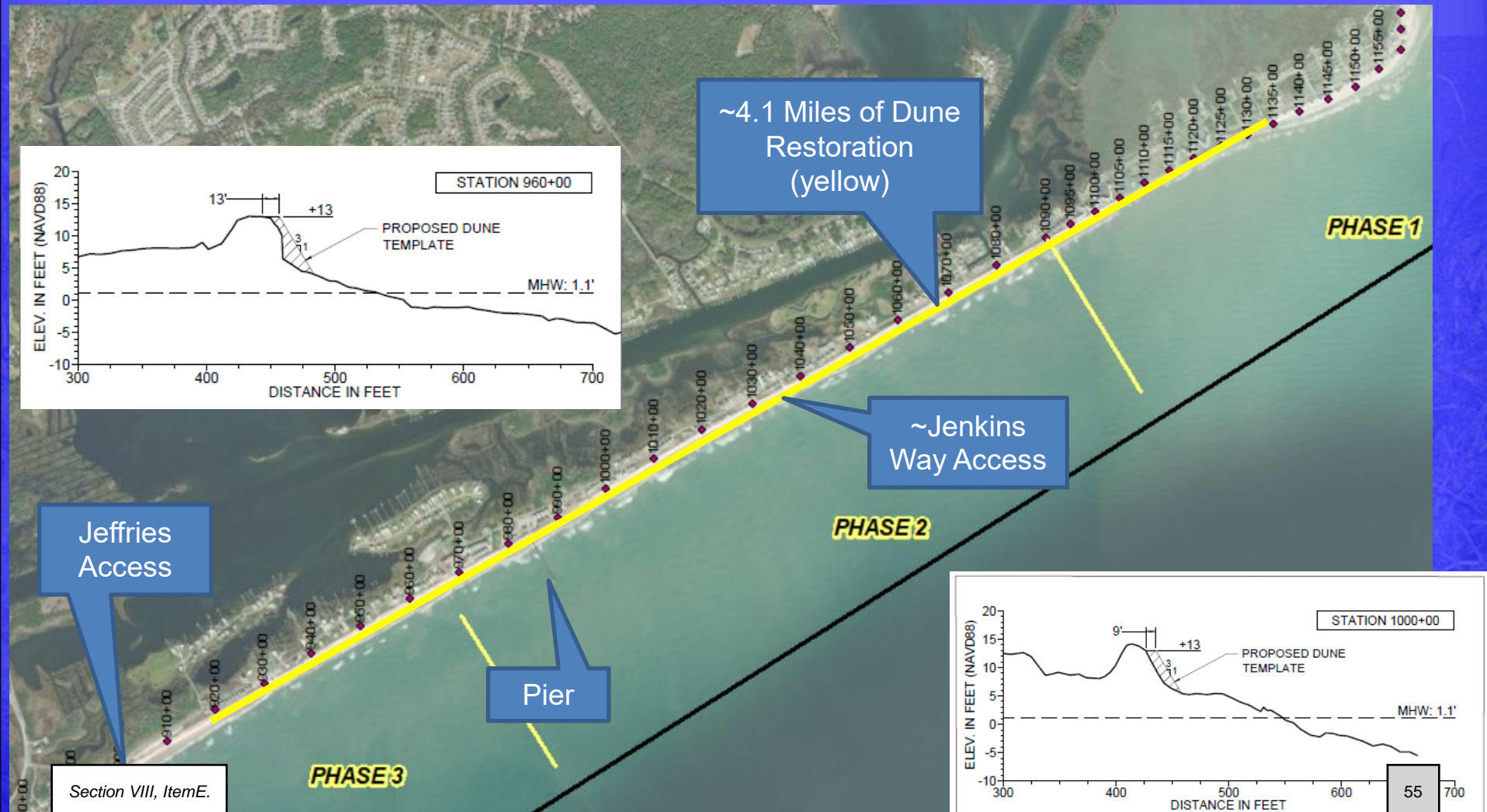
ST Wooten – Contractor



Northern Shoreline Dune Restoration (Phases 1 to 3 for 61,000 cy)

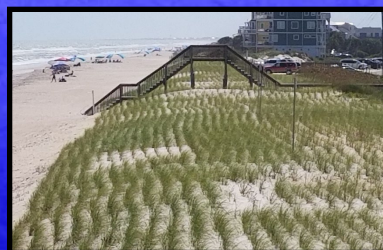
ST Wooten – Contractor – Currently Developing Order of Work Plan

Planned to Start This November



Town Beach Projects Updates

- New River Inlet Management Master Plan EIS: Final Sections of Draft EIS under several levels of USACE review. Higher level review ongoing.
- Post Tropical Cyclone 8 FEMA/NCEM- No more additional FEMA requests and berm project processing is moving forward. 61,000 cy dune restoration in Phases 1,2 and 3 to occur beginning this November 16. ST Wooten developing updated work plan.
- Disposal Area 143 Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards. Final permit application in development. Coordination on DA143 use ongoing with Wildlife Resources Commission (WRC)
- Critical Dune restoration in Phases 1 and 2 COMPLETED.
- State Grant Nourishment - ~220,000 cy in Phase 4 COMPLETED.
- Phase 1 – Corps AIWW Project (~77,000 cy placed north of Topsail Reef condos) COMPLETED.
- Working with NTB Staff regarding funding, accounting and reimbursement for FEMA funded projects
- Permitting Coordination (all projects)





BOARD OF ALDERMEN
AGENDA ITEM
10/01/25

ISSUE: Budget Amendment 2026-26.17

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: General Fund - 10

Background: Authorizes new position of Accountant I in Grade 17. Budget Amendment transfers \$90,600 from Contingency: of which \$88,664 is for wages and benefits to Administration and \$1,936 to IT for purchase of a laptop. Projected budget impact reflects the earliest starting date of October 22, 2025.

This also incorporates the previous action by the Board to reclassify the Office Assistant Grade 6 to a Program Specialist Grade 11 for Police.

Attachments: Budget Amendment 2026-26.17, Appendix A Position Classification by Grade, Appendix B Authorized Positions by Department, Accountant I Job Description

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: "I, _____, make a motion to approve Budget Amendment 2026-26.17 as presented; along with Exhibits A and B

Funds: 10

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2026-26.17
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 General Fund (10)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. General Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2025-26 Amended Budget	Increase (Decrease)		2025-26 Amended Budget
ESTIMATED REVENUES				
TAXES - AD VALOREM	4,425,249	-		4,425,249
LOCAL SALES TAX	2,962,767	-		2,962,767
INTERGOVERNMENTAL REVENUES	585,538	-		585,538
CHARGES FOR CURRENT SERVICES	830,043	-		830,043
INTEREST	602,000	-		602,000
OTHER REVENUES	21,000	-		21,000
Total Revenues	9,426,597	-		9,426,597
APPROPRIATIONS				
GOVERNING BODY	408,830	-		408,830
ADMINISTRATION	1,246,486	88,664	(1)	1,335,150
ELECTIONS	5,000			5,000
IT	333,084	1,936	(1)	335,020
NON-DEPARTMENTAL	612,871	(90,600)	(1)	522,271
POLICE SEPARATION ALLOWANCE	17,805	-		17,805
POLICE DEPARTMENT	1,669,630	-		1,669,630
FIRE DEPARTMENT	1,752,851	-		1,752,851
PLANNING & ZONING	277,693	-		277,693
BUILDING INSPECTIONS	311,843	-		311,843
RECREATION	294,170	-		294,170
COMMITTEES	2,000	-		2,000
PUBLIC BUILDINGS & GROUNDS	473,093	-		473,093
INSURANCE	377,227	-		377,227
PUBLIC WORKS	551,692	-		551,692
PUBLIC STREETS	530,500	-		530,500
SANITATION COLLECTIONS	561,822	-		561,822
Total Appropriations	9,426,597	-		9,426,597

Move \$90,600 from the General Fund Contingency; of which \$88,664 (wages & benefits assumes hire date no earlier than 10/22/25) to Administration to hire an Accountant I position Grade 17; and \$1,936 to IT for the purchase of a laptop.

Section II: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 1st Day of Oct 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, **MAYOR**

KIM WEAVER, **DEPUTY FINANCE OFFICER**

APPENDIX A
TOWN OF NORTH TOPSAIL BEACH
POSITION CLASSIFICATION BY GRADE
****REVISED 10/01/25**
2025-2026

3% COLA

GRADE	CLASSIFICATION	HIRING RATE	MIDPOINT	MAXIMUM	FLSA STATUS
3		29,051	37,039	45,028	
4		30,503	38,892	47,280	
5		32,028	40,836	49,643	
6	Maintenance Worker	33,629	42,877	52,125	
7	Public Works Technician	35,310	45,021	54,731	
8	Senior Public Works Technician	37,076	47,272	57,468	
9	Administrative Specialist	38,930	49,636	60,342	
10	Firefighter (FT and PT) Senior Administrative Specialist/Interim Finance Officer	40,877	52,118	63,359	
11	Permit Specialist/Deputy Town Clerk Program Support Specialist ** Program Support Specialist Reclassification (Moved From Grade 6)	42,921	54,725	66,528	
12	Master Firefighter Police Officer Reserve Police Officer	45,067	57,461	69,854	
13	Police Detective Fire Lieutenant	47,320	60,333	73,346	
14	Fire Captain Police Corporal	49,686	63,350	77,013	
15	Police Sergeant	52,170	66,517	80,864	
16	Police Lieutenant Public Works Superintendent	54,779	69,843	84,907	E

APPENDIX A
TOWN OF NORTH TOPSAIL BEACH
POSITION CLASSIFICATION BY GRADE
****REVISED 10/01/25**
2025-2026

3% COLA

GRADE	CLASSIFICATION	HIRING RATE	MIDPOINT	MAXIMUM	FLSA STATUS
17	Deputy Fire Chief	57,518	73,336	89,153	E
	Code Enforcement Officer/Project Facilitator				E
	Police Captain				E
	** Accountant I (New Position)				E
18	Building Codes Administrator	60,394	77,003	93,611	E
19	Town Clerk	63,414	80,853	98,292	E
	Planner 1				E
20	Planning Director	66,585	84,896	103,207	E
	IT Director				
21	Fire Chief	69,914	89,141	108,367	E
22	Police Chief	73,410	93,598	113,786	E
23		77,081	98,279	119,476	E
24		80,935	103,192	125,449	E
25		84,982	108,352	131,722	E
26	Finance Officer	89,231	113,770	138,308	E
	Town Manager	NO GRADE			E

** CHANGES FROM ADOPTED

APPENDIX B
TOWN OF NORTH TOPSAIL BEACH
AUTHORIZED EMPLOYEE POSITIONS
****REVISED 10/01/25**
2025-2026
GRADE/CLASS TITLES

6 FT	<u>Administration</u>	
	Town Manager	NG
	Finance Officer	26
	Senior Administrative Specialist/Interim Finance Officer	10
	Town Clerk	19
	Code Enforcement Officer/Project Facilitator	17
	** Accountant I (New Position)	17
	* PT - Code Enforcement Officer	
1 FT	<u>IT</u>	
	IT Director	20
2 FT	<u>Planning</u>	
	Planning Director	20
	Planner 1	19
2 FT	<u>Inspections</u>	
	Building Codes Administrator	18
	Permit Specialist/Deputy Town Clerk	11
14 FT	<u>Police</u>	
	Police Chief	22
	Police Captain	17
	Police Lieutenant	16
	Police Sergeant (2)	15
	Police Corporal (2)	14
	Police Officer (6)	12
	** Program Support Specialist Reclassification (Moved From Grade 6)	11
	* PT - Police Officer	
	* Seasonal - Beach Ambassadors	
	* Seasonal - Reserve Police Officer (5)	
4 FT	<u>Public Works</u>	
	Public Works Superintendent	16
	Senior Public Works Technician	8
	Public Works Technician (2)	7

APPENDIX B
TOWN OF NORTH TOPSAIL BEACH
AUTHORIZED EMPLOYEE POSITIONS

****REVISED 10/01/25**

2025-2026

GRADE/CLASS TITLES

17 FT Fire

Fire Chief	21
Deputy Fire Chief	17
Fire Captain (3)	14
Fire Lieutenant (3)	13
Master Firefighter (6)	12
Firefighter (3)	10
* PT - Firefighter (3)	

46 FT	POSITIONS
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11 * PT Positions are not counted in the Full Time Head Count

PT - Code Enforcement Officer
PT - Police Officer
Seasonal - Beach Ambassadors
Seasonal - Reserve Police Officer (5)
PT - Firefighter (3)

**** CHANGES FROM ADOPTED**

Town of North Topsail Beach Accountant I

GRADE	17	SALARY	\$2,820.62 - \$3,428.96 Biweekly
FLSA STATUS	E		\$73,336 - \$89,153 Annually
ESTABLISHED DATE	October 1, 2025	REVISION DATE	New Position

Description

The purpose of this position is to prepare documents/reports, assist with annual audit/ACFR process, debt management, cash management and respond to financial information requests. This is accomplished by maintaining debt schedules, initiating payments, preparing financial statements and schedules, assisting with debt issuance, and performing complex research. Other duties include managing accounting for the Town's insurance policies and workers' compensation.

Provide contract support to the Finance Department by preparing and reviewing formal contracts for accuracy and inclusion of all relevant information and verifying contract funding. This position requires independent judgment, discretion and initiative in prioritizing and completing projects, working with all levels of Town staff, and managing difficult public contact situations with tact. This position ensures compliance with local policies, Federal regulations, and NC statutes, as well as best business practices related to government grants, bidding and contracting.

Provide Grant coordination during the application and submission process to ensure all required information is included. Assists with budget preparation, maintains contract documentation, and other pre/post-award activities, such as requests for reimbursements, quarterly and annual reports to include closeout. Review documentation for compliance, communicates and coordinates grant initiatives between divisions.

Manage and direct the payroll operations for all employees. This is accomplished by overseeing all payroll and timekeeping related policies and procedures, administering, and troubleshooting the payroll software system, developing and managing improvements to the Town's payroll process, and ensuring compliance with all local, state and federal reporting requirements.

Responsible for managing the efficient and accurate processing of all accounts payable transactions within the organization. Involves performing and supervising accounts payable operations, ensuring compliance with Town policies and procedures, and maintaining strong relationships with vendors and internal stakeholders. Drives process improvements and use technology to enhance efficiency and accuracy in the payment process.

Essential Functions

- Consolidates financial information for annual audit and assists with the production of the ACFR by preparing work papers, financial statements, footnotes, statistical tables, schedules, and the transmittal letter.
- Manages the timely completion of various statutory and other required reports such as the Powell Bill report Municipal Street Fiscal Data report, LGC-203, TR-2, collecting sales tax reports from departments and filing annual sales tax refund requests; completing payroll report forms 941, 941B and NC-5Q; preparing and sending letters to stale dated check recipients; submitting NC Escheat reports and the Annual Financial Information Report.
- Manage existing debt by maintaining payment schedules, initiating payments, managing responses regarding debt payments, assisting management with information gathering and distribution, managing post-issuance and arbitrage compliance and preparing the debt management section of the Town's annual budget document.
- Manage the accounting of Town insurance claims and workers' compensation by, updating the statement of values, coordinating with Insurance Broker for projected premiums, managing Town-wide insurance budgets, managing disbursements for premiums and claims, and allocating related expenses to departments.

- Manage surplus property; reviews surplus items for disposal and processes for disposal to ensure compliance with the Town's Surplus Property Disposal guidelines within the Town's purchasing policy; handles customer inquiries about surplus property.
- Manage capitalization of fixed assets and calculates depreciation by reviewing capital outlay general ledger accounts and projects for capital expenditures, coordinating with departments for appropriate documentation, updating the fixed asset system, tagging assets, and performing physical verifications.
- Processes purchase requisitions and purchase orders that involve ensuring accuracy of information; determines method of pricing requested items; decides if requisitions are valid and complete prior to processing and approval.
- Prepares complex journal entries including annual modified accrual entries and other audit related annual adjustments.
- Prepares and Monitors Grant Financial Documents and Reports. Prepares financial reports, reimbursement requests, and invoices; monitors internal financial forms, contracts, and compliance-related documentation.
- Regularly reviews assigned grant programs to ensure compliance with applicable federal, state, and agency rules, and verifies attainment of grant goals and objectives.
- Ensures the timely payment of employees by overseeing the data entry and recording of time and all employee actions; reviewing and making necessary adjustments to payroll; administering and reviewing all employee deductions into the payroll system.
- Prepares payroll related reports by overseeing the reporting process and ensuring accuracy of payroll records; solving issues with the payroll system and employee pay; managing the preparation of reports for the annual financial statements; managing the period end and coordinating the required report submissions; overseeing the administration of various deductions, contributions, and disbursements; and supervising the execution and remittance of taxes, levies, and garnishments.
- Manages the payroll system and the payroll/timekeeping functions by overseeing the development of training requirements; implementing work priorities and payroll schedules; updating and maintaining the systems and ensuring timely and accurate performance; and resolving payroll accounting questions. Provides timely communications to employees and supervisors regarding time and attendance, tax updates, benefit verification and other payroll related items.
- Manage deductions and benefits with the providers by overseeing the deductions process and ensuring the proper amount is being withheld or billed; coordinating necessary adjustments to statements and system records; analyzing data and developing queries to ensure accurate and timely payments.
- Resolves payroll issues for staff and/or auditors by researching regulations pertaining to payroll; interpreting laws and regulations regarding taxes and payroll withholding; interpreting internal policies and laws; providing recommendations to management based on historical analysis and projections; ensuring compliance with local, state and federal reporting requirements; and responding to inquiries and special requests from employees and regulatory agencies. Develops and manages improvements to the Town's payroll processes to improve efficiency. Collaborate with other departments for implementation of new procedures, benefits, systems, etc.
- Coordinates and monitors payroll activities by preparing payroll year-end work papers for external auditors, prepares year-end journal entries, adjusting entries and accruals, financial reports and statements, coordinates payroll audit activities with auditors.
- Responsible for the end-to-end operations of the accounts payable operations, including invoice processing, payment runs, and expense report management.
- Ensure all payments are processed accurately, in a timely manner, and in compliance with Town policies and regulatory requirements.
- Review and approve large or complex invoices and payments.
- Develop and enforce accounts payable policies and procedures.
- Resolve escalated vendor issues, discrepancies, or disputes effectively and professionally.
- Ensure accurate vendor records, including banking information and tax documents (e.g., W-9s).
- Negotiate payment terms and discounts with vendors to optimize cash flow.
- Ensure compliance with tax regulations, including sales/use tax and 1099 reporting requirements.
- Collaborate with auditors to support audit requests and to ensure accuracy and compliance.
- Performs other related duties as assigned.

Job Requirements

- Bachelor's degree in accounting, Business, or related field and five years of relevant experience, or equivalent combination of education and experience.
- Thorough knowledge of generally accepted accounting principles
- Ability to quickly adapt to changing technology and learn new software systems.
- Strong analytical, problem solving, and decision-making skills.
- Ability to perform independent research and develop recommendations.
- Class C Driver's License
- Must be bondable.
- Thorough knowledge of NC Local Government bidding and contracting.
- Considerable knowledge of NC General Statutes, NCDOT contracting requirements, AIA documents, and Federal Grant Guidelines.
- Ability to obtain considerable knowledge of Purchasing and all other related policies.
- Certified Local Government Purchasing Officer (CLGPO) designation OR the ability to earn this level certification within 2 years of hire.
- Certified Payroll Manager (CPM) designation OR the ability to earn this level certification within 2 years of hire.

Supplemental Information

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



BOARD OF ALDERMEN
AGENDA ITEM
10/01/25

ISSUE: Budget Amendments 2026-26.18 and 2026-26.19

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT(S): Fire Station #2 Fund - 50
Capital Improvement Fund - 12

Background: Fire Station #2 Fund 50 WB Brawley Change Order #9: is \$701.07 to change the font of exterior dimensional lettering. This is funded by a Transfer from Fund 12 Capital Improvement Fund to Fund 50 Fire Station #2. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #9.

Attachments: Budget Amendment 2026-26.18 Fund 50,
Budget Amendment 2026-26.19 Fund 12 and WB Brawley
Change Order #9

Recommendation: Approve Amendments as recommended

Action Needed: Yes

Suggested Motion: "I, _____, make a motion to approve Budget Amendments 2026-26.18 and 2026-26.19 as presented; to include the Change Order #9 for WB Brawley."

Funds: 50 and 12

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2026 -26.18
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the Fire Station #2 Capital Project (Fund 50)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I: This Ordinance is to amend the Fire Station #2 (Fund 50).

Section II: The following amounts are appropriated for the project and authorized for revenue and expenditure.

	Project Budget	Increase (Decrease)	Amended Project
ESTIMATED REVENUES			
50-330-00 Loan Proceeds	5,600,000	-	5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,201,161	701 (1)	1,201,862
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
Total Revenues	7,033,161	701	7,033,862
APPROPRIATIONS			
Capital Improvements			
50-450-02 Construction Costs	6,246,309	701 (1)	6,247,010
50-450-05 Environmental Testing (ECS)	66,823	-	66,823
50-450-07 Construction Administration (BM)	420,463	-	420,463
50-450-11 Contingency	65,516	-	65,516
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
Total Appropriations	7,033,161	701	7,033,862

- (1) WB Brawley CO #9 is \$701.07 to change font of exterior dimensional lettering. This is funded by a Transfer from Fund 12 Capital Improvement Fund. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #9.

Section III: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section IV: The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section V: Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Section VI: This capital project ordinance expires when the Fire Station is completed.

Adopted this 1st Day of Oct 2025.

Motion made by _____, 2nd by _____

VOTE: __ FOR __ AGAINST __ ABSENT

JOANN MCDERMON, **MAYOR**

KIM WEAVER, **DEPUTY
FINANCE OFFICER**

ORDINANCE NO. 2026-26.19
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 Capital Improvement Fund (12)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. Capital Improvement Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2025-26 Amended Budget	Increase (Decrease)	2025-26 Amended Budget
ESTIMATED REVENUES			
12-301-00 PROPERTY TAX (.07)	1,157,116	-	1,157,116
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	-	486,026
Total Revenues	1,643,142	-	1,643,142
APPROPRIATIONS			
12-440-01 FIRE STATION #2 PRINCIPAL DEBT	373,334	-	373,334
12-440-02 FIRE STATION #2 INTEREST DEBT	198,091	-	198,091
12-440-03 JOENC FIRE TRUCK PRINCIPAL ONLY DEBT	17,500		17,500
12-750-03 BIKE PATH PROJECT	100,000	-	100,000
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-	20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	715,940	(701) (1)	715,239
12-750-45 TAX COLLECTION FEES	17,116		17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	201,161	701 (1)	201,862
Total Appropriations	1,643,142	-	1,643,142

- (1) Transfer \$701.07 to Fire Station #2 for the WB Brawley CO#9. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #9.

Section II: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 1st Day of Oct 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, **MAYOR**

KIM WEAVER, **DEPUTY FINANCE
OFFICER**



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
North Topsail Beach Fire Station #2
3304 Gray Street
North Topsail Beach, North Carolina
28460

CONTRACT INFORMATION:
Contract For: General Construction
Date: March 5, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 09
Date: September 19, 2025

OWNER: *(Name and address)*
Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, North Carolina
28460

ARCHITECT: *(Name and address)*
Becker Morgan Group, Inc.
3333 Jaeckle Drive, Suite 120
Wilmington, North Carolina 28403

CONTRACTOR: *(Name and address)*
WB Brawley Company
3314 Jaeckle Drive, Suite 120
Wilmington, North Carolina 28403

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 23: Font Change for Signage.

The original Contract Sum was	\$ 6,102,689.00
The net change by previously authorized Change Orders	\$ 143,619.43
The Contract Sum prior to this Change Order was	\$ 6,246,308.43
The Contract Sum will be increased by this Change Order in the amount of	\$ 701.07
The new Contract Sum including this Change Order will be	\$ 6,247,009.50

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be April 12, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Becker Morgan Group, Inc.

ARCHITECT *(Firm name)*



SIGNATURE

Brice M. Reid, AIA | Project Manager /
Senior Associate

PRINTED NAME AND TITLE

September 19, 2025

DATE

WB Brawley Company

CONTRACTOR *(Firm name)*



SIGNATURE

Matthew WH Ribakow
Brawley Project Manager

PRINTED NAME AND TITLE

09/19/2025

DATE

Town of North Topsail Beach

OWNER *(Firm name)*



SIGNATURE

PRINTED NAME AND TITLE

DATE



ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 9-112
CHARLOTTE, NORTH CAROLINA 28202
980.270.9100

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

September 19, 2025

Alice Derian, Town Manager
Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 9
NORTH TOPSAIL BEACH FIRE STATION NO. 2
North Topsail Beach, North Carolina
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 23 (Font Change for Signage), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... \$701.07
Time Extension..... none

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA
Project Manager

Enc.: PCO No. 23 (Font Change for Signage)

cc: Chief Chad Soward, w/enclosure

202102502_Derian_PCO23.docx

BRAWLEY

■ ICT SERVICES ■ CONSTRUCTION ■ INTERIOR DESIGN

To:	Town of North Topsail Beach - Alice Derian	Date:	8/28/2025
Project:	NTB Fire Station #2	PCO #:	23
Project #:	2023342	Client Project #	A/E 2021025.02
Contractor:	WB Brawley Company	Contractor #:	2023342

Description of change:

Cost to change font of exterior dimensional lettering.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)				SUBTOTALS	
1	Total Direct Cost of Materials (Admin supplies and Technology Fee)		\$0.00		
2	Sales Tax (NC, New Hanover)	7.00%	\$0.00		
3	Shipping, Transportation, Fees		\$0.00		
4	Total for Materials & Shipping		\$0.00		
5	Overhead and Profit on Item 4	15%	\$0.00		
					\$0.00
GC Labor:					
6	Total Hours: Project Management	MH/	\$65.00 /HR	\$0.00	
7	Total Hours: Estimator + Admin	2 MH/	\$85.00 /HR	\$170.00	
8	Total Hours:	MH/	/HR	\$0.00	
9	Total Manhours: Labor	MH/	/HR	\$0.00	
10	Payroll Taxes & Insurance	45.0%		\$76.50	
11	Total Labor + Burden			\$246.50	
12	Overhead and Profit on Item 11	15.0%		\$36.98	
					\$283.48
Equipment Rental: (Attach quotes)					
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)			\$0.00	
14	Waste/Dump Fees			\$0.00	
15	Total for Equipment Rental			\$0.00	
16	Overhead and Profit	15.0%		\$0.00	
					\$0.00
Subcontractors: (Attach quotes with material and labor backup)					
17	AB Sign Systems		\$ 350.00		
18	sub2		\$ -		
19	sub3		\$ -		
20	sub4		\$ -		
21	sub5		\$ -		
22	Profit and Overhead	15.0%	\$ 52.50		
23	Total			\$ 402.50	
Subtotal Before Bonds and Insurance				\$ 685.98	
GC Bonds and Insurance:					
22	Insurance	1.10%		\$7.55	
23	Bonds	1.10%		\$7.55	
Total:				\$ 701.07	

Time Extension Request of: 0 day(s) is being requested for this change in scope of work.

Notice to Proceed Date:	3/5/2024
Original Contract Days to Complete:	365
Original Substantial Completion Date:	3/5/2025
Approved Additional Contract Days to Complete:	38
Approved Revised Total Contract Days to Complete:	403
Approved Revised Substantial Completion Date:	4/12/2025
Proposed Additional Contract Days to Complete:	0
Proposed Adjusted Substantial Completion Date:	4/12/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature: <u><i>Matthew Will Brawley</i></u> <small>Matthew Will Brawley Brawley Project Manager</small>	Date: <u>08/28/2025</u>
Client Representative Approval: _____	Date: _____



CUSTOM AND
DIGITAL SIGNAGE

Roger L. Brown
Christine T. Anton

August 13, 2025

QUOTATION NUMBER: 2025-0813-02

North Topsail Beach Fire Station 2, North Topsail Beach, NC

Incorporates Request to Change Letter Font for Exterior Dimensional Letters

Quotation submitted to: Matt Ribakow, Brawley Construction

SCOPE of WORK: SECTION 101419 DIMENSIONAL LETTERS

Cost impact to change from Times Roman to Swis721 HV BT, Heavy

COST IMPACT – INCREASE IN COST TO LETTERS:

FOB-ABSS: \$ 185.00

Delivery: \$ 115.00

Installation: \$ 50.00

Total: \$ 350.00

NC sales tax is NOT INCLUDED.

TERMS & CONDITIONS:

North Carolina Sales Tax is **NOT Included** as shown. Applicability to be determined by General Contractor / Customer.

Permits not included. Customer to obtain and purchase all necessary permits.

50% deposit required at time of order, balance to be progress billed.

Prices are offered for 30 days duration from date shown above.

Quotation offered by: Roger L. Brown Email: rbrown.absignsystems@yahoo.com

**Board of Aldermen
Consent Agenda Item**

Issue: NCVTS Tax Refund
Department: Finance
Presented by: Kim Weaver, Deputy Finance Officer
Date: October 1, 2025

Background: Onslow County Tax Office submitted NCVTS (Motor Vehicle) Refund Report for the July 2025 refunds approved by the Onslow County Board of Commissioners on September 3, 2025. One refund for \$55.11 the Board of Aldermen need to approve.

Attachment(s): Onslow County NCTVS Detail Tax Report

Recommendation: Approve refund as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion for the Finance Department to proceed with processing the following tax refund as reported."*

Funds: 10

Follow Up: *Deputy Finance Officer*

JUL 2025 NCVTS REFUNDS - APPV OCBCC 09/03/25

primary owner	Address	Address_3	Refund Type	Transaction Num	Refund_Description	Refund_Reason	Refund Auth Date	Tax District	Net Change	Net Change Interest	Refund Total
WHITE, COLE GARRETT	204 SUGAR CT	JACKSONVILLE, NC 28540	Adjustment >= \$100	231316292	[AS0168] - Refund Generated due to adjustment on abstract # : 0040996001-2017- 2017-0000 RMV	Military	8/1/2025	T26	(\$51.75)	(\$3.36)	(\$55.11)

Town of North Topsail Beach

Service



Integrity

Police Department

Chief William K. Younginer

Department Report for August 1, 2025 – August 31, 2025

Arrests	
DUI	1
Simple Assault	1
Traffic	9

Citations	
Warning Citations	15
State Citations	7
Town Citations	2

Summary	
Total Calls for Service	113
Total Citations Issued	24
Total Reports	98
Total Security Checks	1326

Calls For Service	
Accidents	8
Alarm Calls	4
Animal	2
Assaults	1
B&E	2
Cit / Mot / Ped Assists	29
Disturbances	4
Domestic Disturbances	3
Hit & Run	1
Injury to Personal Property	2
Misc. Calls	13
Missing Person	3
Property Damage	2
Secret Peeping	1
Suspicious Activity	9
Trespassing	3
Vandalism	1
Water Incident/Rescue	4
Welfare Check	1

Assist Other Agencies	
E. M. S.	5
N.T.B. F.D.	1
J.C.S.	1
O.C.S.	3

Custom ▾

Aug 22, 2025 - Sep 19, 2025 ▾

57%

FIRE
Percentage of Total Incidents

43%

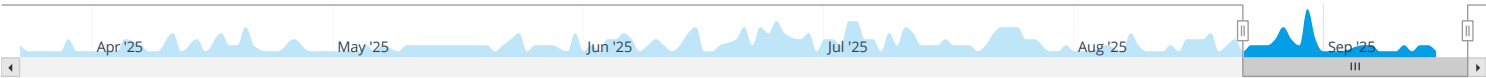
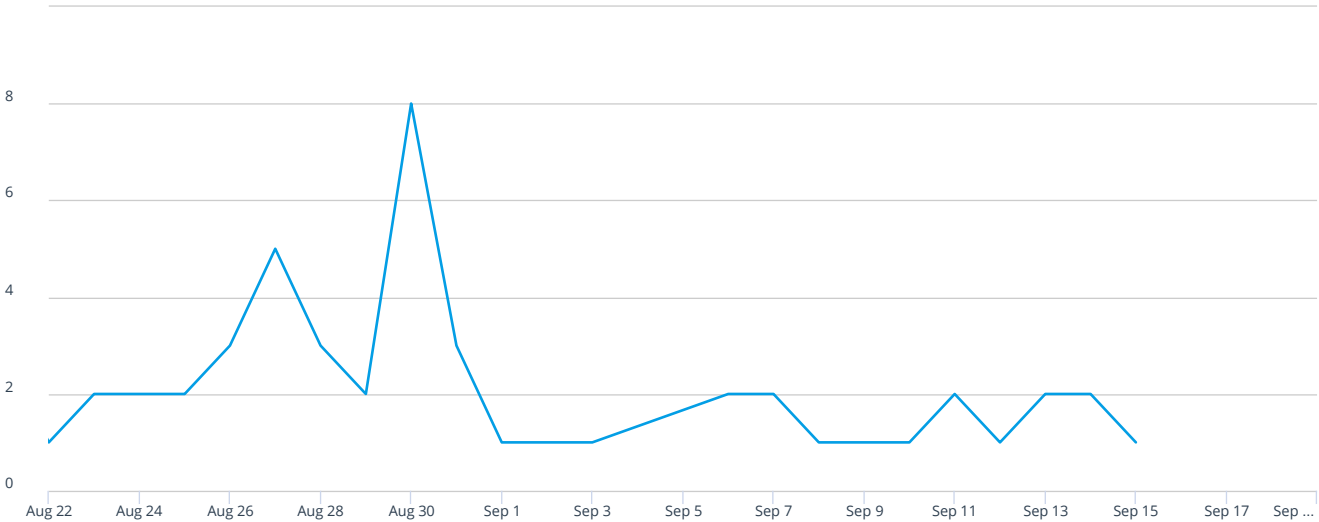
EMS
Percentage of Total Incidents

47

INCIDENTS
In Selected Time Slice

29

DAYS
In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	11/2/25	11/9/25	11/16/25	Total
North End Station 1	2	16	3	5	1									27
South End Station 2	1	10	4	5										20
Total	3	26	7	10	1									47

Town of North Topsail Beach

Crosswalk Inspection Report

Prepared by: Christopher D. Huckaby

Date: 9/19/2025

Crosswalk Assessment Criteria

The crosswalk inspection system evaluates five categories. Visibility, safety enhancements, and ADA compliance are scored from 1 to 5, with 5 representing excellent condition and 1 very poor. The remaining categories—traffic risk and pedestrian demand—are scored inversely, where 1 reflects high risk or high demand and 5 reflects low risk or low demand. Combined, these scores create a total of 25, with lower totals indicating greater need for refurbishment, replacement, or installation.

Existing Crosswalks

The following locations are the existing crosswalks for the town beginning at the Surf City limit and moving north.

1. Knowles Park - 3623 Island Dr, North Topsail Beach, NC 28460
2. Rogers Bay - 4021 Island Dr, North Topsail Beach, NC 28460
3. Jeffries Lot BA#34 - 272 New River Inlet Rd, North Topsail Beach, NC 28460
4. Richard C Peters Park - 465 New River Inlet Rd, North Topsail Beach, NC 28460
5. Villa Capriani - 790 New River Inlet Rd, North Topsail Beach, NC 28460

Requested Crosswalks

The following locations are the requested crosswalks for the town beginning at the Surf City limit and moving north.

1. Surf City Campground - 2460 Island Dr, North Topsail Beach, NC 28460
2. Osprey Drive - North Topsail Beach, NC 28460
3. Shipwatch Villas - 1896 New River Inlet Rd, North Topsail Beach, NC 28460
4. SeaGull Lane - North Topsail Beach, NC 28460

These recommendations will be addressed later in the report.

Things to Consider

The town currently has five crosswalks, spanning approximately 4.1 miles from Knowles Park in the south to Villa Capriani in the north, averaging 0.82 miles between crossings. This leaves 7.3 miles of main roads without designated crosswalks, notably in areas with the highest pedestrian traffic. These unmarked zones include densely populated residential areas along Island Drive and New River Inlet Road, where residents frequently cross without safe crossings.

While pedestrian warning signs exist, the absence of striping and lighting places both drivers and residents at significant risk. A 2014 study by the University of North Carolina on the seasonal population of the greater Topsail Island area concluded that between beach houses, duplexes, townhomes, condos, and mobile homes, the seasonal population increases to roughly 49,193. This means that along with pedestrian traffic crossing major roads increasing, vehicle traffic increases monumentally in our immediate area. More dangerously, by drivers who may not be familiar with our roadways or popular crossing areas which have no current crosswalks.

Table 3. Estimated Seasonal Population by Unit Type and Area

Unit Type	North Topsail Beach	Sneads Ferry	Surf City	Topsail Beach	TOTAL Greater Topsail Area
Beach Houses	8,434	2,076	14,102	7,801	32,414
Duplexes and Townhomes	3,592	0	2,088	537	6,217
Condos	6,737	137	1,673	393	8,941
Mobile Homes	215	148	1,229	30	1,621
Total	18,978	2,361	19,092	8,761	49,193

University of North Carolina, Carolina Population Center. (2014). Estimates of the seasonal population of the Greater Topsail Island area: Executive summary. Retrieved from <https://tispc.org/wp-content/uploads/2017/08/tispc-topsail-island-summer-population-exec-summary.pdf>

Further compounding the risk, data from the North Carolina Department of Transportation's 2022 Crash Facts report indicates that pedestrian accidents are more prevalent during darker hours. In 2022, 23.9% of pedestrian fatalities occurred between 6:00 PM and 5:59 AM, highlighting the increased risk pedestrians face during evening and nighttime hours. This underscores the critical need for improved crosswalk infrastructure, particularly in areas lacking adequate lighting and visibility.

Given these considerations, the establishment of additional crosswalks with proper lighting and signage is imperative to enhance pedestrian safety and reduce the risk of accidents in our community.

Non-Recommended Crosswalk Locations

While several crosswalk sites were requested for consideration, Public Works has determined that two of these — Osprey Drive and Shipwatch Villas — cannot be recommended for installation. This determination is based on proximity to existing or higher-priority crossings, lower pedestrian demand compared to other areas, and the need to distribute resources equitably across town rather than cluster them in areas that already have coverage.

Decision Matrix: Requested Crosswalk Sites Not Recommended			
Location	Distance to Nearest Existing/Recommended Crosswalks	Pedestrian Traffic Demand	Justification for Not Recommending
Shipwatch Villas	<ul style="list-style-type: none"> • 0.23 miles from BA#2 • 0.51 miles from SeaGull Lane (both recommended sites) 	<ul style="list-style-type: none"> • Low demand • Nearby proposed access points 	<ul style="list-style-type: none"> • Overlaps coverage with recommended sites • Limited added value for safety/access
Osprey Drive	<ul style="list-style-type: none"> • 0.23 miles north of Jeffries BA#34 access crosswalk • 0.24 miles south of Richard C Peters Park crosswalk 	<ul style="list-style-type: none"> • Moderate demand • Close vicinity to pre-existing sites 	<ul style="list-style-type: none"> • Two crosswalks <0.24 miles away • Concentration of town resources while gaps remain elsewhere • Potential 'blindness' by drivers navigating several crosswalks in less than a half mile.

Recommendation Crosswalk Locations

Currently, there are five crosswalks within the town limits. The Public Works Department recommends adding six additional crosswalks, bringing the total to eleven. This expansion would reduce the average distance between crossings to less than one mile, ensuring that every resident in North Topsail Beach is within convenient and safe walking distance to a designated crossing.

Decision Matrix: Requested Crosswalk Sites Recommended			
Location	Distance to Nearest Existing/Recommended Crosswalks	Pedestrian Traffic Demand	Justification for Recommending
County BA#1	<ul style="list-style-type: none"> >0.5 miles 	<ul style="list-style-type: none"> Very High- county owned 	<ul style="list-style-type: none"> Major public access point Potential cost-share/grants
County BA#2	<ul style="list-style-type: none"> >0.5 miles 	<ul style="list-style-type: none"> Very High- county owned 	<ul style="list-style-type: none"> Major public access point Potential cost-share/grants
Island Dr & NRIR	<ul style="list-style-type: none"> <0.5 miles from BA#34 crosswalk 	<ul style="list-style-type: none"> High- major intersection with bike lanes on each side 	<ul style="list-style-type: none"> Improves safety at convergence of two state-owned roads Reduces pedestrian/vehicle conflicts
11 th Ave	<ul style="list-style-type: none"> >0.75 miles 	<ul style="list-style-type: none"> Moderate to high- residential corridor (large complex) 	<ul style="list-style-type: none"> Supports large population Reduces lengthy gap between crossing points
SeaGull Ln	<ul style="list-style-type: none"> >0.8 miles 	<ul style="list-style-type: none"> High- Dense housing on sound side 	<ul style="list-style-type: none"> High-demand residential quarter reduces gap between crossing points
Surf City Campgrounds	<ul style="list-style-type: none"> >2.8 miles 	<ul style="list-style-type: none"> High- Heavy seasonal camping 	<ul style="list-style-type: none"> Reduces large service gap Major access point

Given that many of these crossings are located on state-owned roads, we recommend seeking financial support from NCDOT, as well as from Onslow County for Beach Access areas #1 and #2, which are county-owned and experience high traffic. By leveraging state and county assistance for these high-priority locations, the town can allocate more of its own resources to complete the remaining recommended crosswalks, maximizing pedestrian safety across the community. Implementing this plan ensures comprehensive coverage, enhances safety, and demonstrates the town's commitment to accessible, walkable streets.

Potential Funding Options to Consider

- Federal grants
 - USDOT Safe Streets and Roads for All (SS4A) grants
 - Transportation Alternatives Program (TAP)
 - Budgeted at \$1.498 Billion for 2026
- NCDOT Highway Safety Programs
 - Spot Safety Projects
 - (42) active projects across NC for crosswalks
 - Highway Safety Improvement Program (HISP)
 - (140) active projects across NC for crosswalks
- Cost-share agreements between NCDOT and NTB

Summary of Crosswalk Findings and Recommendations

Location	Type	Total Score	Condition Rating	Priority
*/** County BA#1	Crosswalk	0	Critical	1
*/** County BA#2	Crosswalk	0	Critical	1
** Island Dr & NRIR at Town hall	Crosswalk	0	Critical	1
*/** 11th Ave & Island Dr	Crosswalk	0	Critical	1
** SeaGull Ln & NRIR	Crosswalk	0	Critical	1
** Surf City Camp & Island Dr	Crosswalk	0	Critical	1
Jeffries BA#34 (Zone 3)	Crosswalk	8	Critical	1
Rogers Bay BA#31 (Zone 2)	Crosswalk	9	Critical	1
*BA#4 at RCP (Zone 3)	Crosswalk	9	Critical	1
Knowles Park (Zone 2)	Crosswalk	11	High Priority Refurbishment	2
Villa Capriani (Zone 3)	Crosswalk	15	High Priority Refurbishment	2

** Indicates County Access point for beach*

***** Indicates non-existent crosswalk/Public Works recommendation***

References

1. Seasonal Population of the Greater Topsail Island Area

University of North Carolina, Carolina Population Center. (2014). Estimates of the seasonal population of the Greater Topsail Island area: Executive summary. Retrieved from <https://tispc.org/wp-content/uploads/2017/08/tispc-topsail-island-summer-population-exec-summary.pdf>

2. North Carolina 2022 Traffic Crash Facts

North Carolina Department of Transportation. (2022). North Carolina 2022 Traffic Crash Facts. Retrieved from <https://connect.ncdot.gov/business/DMV/CrashFactsDocuments/2022%20Crash%20Facts.pdf>

Joann M. McDermon, Mayor
Tom Leonard, Mayor Pro Tem

Aldermen:
Mike Benson
Richard Grant
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Board of Aldermen October 1, 2025

Issue: Request Approval of Town Maintenance and Repair of the Grant Drive Public Pier and Observatory-style Gazebo

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: Yes

BACKGROUND

While the private 10-slip docking facility was eliminated from CAMA Major Permit 55-99, approval was granted for the construction of a 6-foot-wide walkway and an 8-foot diagonal wooden gazebo to serve as a public and community nature observatory within the designated 10-foot Public Access Easement. Notwithstanding this approval, continued references to a “public/private” easement have resulted in ambiguity regarding the respective ownership and maintenance obligations of the Dolphin Shore Homeowners Association and the Town.

CHRONOLOGY

At the Board of Aldermen meeting on November 10, 1998:

- **Dolphin Shores:** John Parker presented the proposal of Dolphin Shores. 42 single family lots will be developed. Two community areas are being proposed, a small cabana style clubhouse with access to the ocean and behind the fire station, there will be a combination public/private pier. There will also be an observatory style gazebo. Also proposed is a private area with 10 boat slips. Construction of the pier, as well as the public access will meet town's requirements.

There are proposed walkways to the ocean and the sound. They will attempt to get pier permits for 10 slips. The water is shallow, so the size of the boats will be restricted. Bill O'Donnell reported that the Planning Board approved the preliminary plan and that they are comfortable with the amenities. Mr. Parker did note that CAMA will have to approve this. Mr. Parker asked for approval of the preliminary plan for Dolphin Shores.

Alderman Peter Hillyer moved, seconded by Alderman Barbara Haynes approval of the preliminary plat of Dolphin Shores as presented by John Parker. Alderman Otis Sizemore asked to be excused from voting on this issue. The motion passed.

- **Old Business: Ocean Club Village,** Bill O'Donnell noted that Dolphin Shores is spending a lot of money to provide amenities, but he didn't think we were being unfair to request them to maintain this pier. Attorney Fuss asked if this pier was built in lieu of something else, i. e. dedication of land and Mr. Parker noted that it was built in place of cash. Attorney Fuss stated that the board was within their rights to take the streets and walkways and hold the pier issue. It was decided that the pier would be inspected by John Starzynski and then a decision would be made.

Alderman Otis Sizemore moved, seconded by Alderman Steve Smith acceptance of the streets and walkways of Dolphin Shores and hold acceptance of the pier until December and until it is inspected. The motion was passed unanimously.

- **New Business: Dolphin Shores Cama Permit:** Parker and Associates asked the town manager to sign the CAMA permit for Dolphin Shores so that they can proceed with the development project.

Alderman Joe Vecchione moved, seconded by Alderman Barbara Haynes approval of Dolphin Shores to receive a CAMA permit. The motion passed unanimously.

Staff Analysis: North Carolina Department of Environment and Natural Resources and Coastal Resource Commission issued CAMA Major Permit Number 55-99 on June 25, 1999 (**Attachment 1**). The developer initially proposed a private 10-slip docking facility waterward of the proposed public pier and gazebo. Development of the “6-foot wide walkway” and “public & community nature observatory 8-foot diagonal Wooden gazebo” within the “10-foot Public Access Easement” as indicated on the site plan was approved (**Attachment 2**). The permit stipulates all references within the permit application and the attached workplan drawings to the proposed private docking facility waterward of the public pier and gazebo are hereby deleted. The remaining portion of the public pier facility may be constructed in accordance with the attached workplan drawings. ***The permit eliminated the private portion of the proposal as well as any conflict of public funds being used solely for the benefit of particular persons or interests.***

At the Board of Aldermen meeting on June 3, 1999:

- **Old Business: DOLPHIN SHORES:** Mr. Parker reported that they have all their permits. The Major CAMA permit is expected at any time. They eliminated 10 boat slips at the end of the public pier portion. Mr. Parker noted that they may still be able to attain 10 slips, but it was easier to withdraw them from the application at this time. The project is the same as before. Bonds have been posted. The public portion of the pier will be built. The association will maintain the pier with no expense to the town. Alderman Sizemore had a concern with the location of the pier since it was adjacent to the firehouse since it may cause some traffic near the firehouse. Mr. Parker noted that this issue was discussed the last time at the Planning Board. At that time, the Planning Board was concerned that the soundside be more actively used. The ocean front area is now available, and the 10 slips are gone. If people park there you should ticket them. Alderman Sizemore questioned cash in lieu of pier. Mr. Parker noted that the pier is a passive recreational use, it cannot have boats and the pier is also an amenity for the development. People who live in this project want the opportunity to walk to the sound.

Alderman Steve Smith moved, seconded by Alderman Peter Hillyer to approve the final preliminary plat for Dolphin Shores. The motion passed unanimously.

1. **Staff Analysis:** The final plat approved on June 3, 1999, was erroneously designated as “preliminary” final due to a miswording or clerical error. The Final Plat for Dolphin Shores, prepared by Parker & Associates, Inc., was duly recorded on July 9, 1999, in Book 38, Page 54 (**Attachment 3**). Therefore, the Final Plat recorded on July 9, 1999, in Book 38, Page 54 shall control and supersede any inconsistent references to a “preliminary” plat. The Dolphin Shores Restrictive Covenants were recorded on August 9, 1999, as Book 1569 Page 980. (**Attachment 4**).

Mr. Parker’s assertion that they may still be able to attain 10 private boats slips and the offer that the association will maintain the pier with no expense to the town avoided any conflict of public funds being used solely for the benefit of particular persons or interests.

At the Board of Aldermen meeting on February 2, 2000:

- Patsy Jordan reported that on January 13, 2000, the Planning Board met. Mr. Tucker, of Blue Green, requested the release of the performance bonds for Dolphin Shores. Ms. Jordan noted that they are in compliance and that it is a nice subdivision and recommended to the Aldermen the release of the performance bonds.
- Alderman O'Donnell asked if the walkover was too narrow at Dolphin Shores. Mr. Tucker said that it was large enough (4 feet). Alderman Sizemore asked if the performance bonds covered the roads and were they completed? Mr. Tucker said that it was probably the right of way for the sewer that Alderman Sizemore was looking at because all of the streets are completed.
- **Old Business: Performance Bond Release and Street Acceptance:** Mr. Sheldon Tucker requested the release of a performance bond by Blue Green Carolina for the subdivision known as Dolphin Shores. Alderman Sizemore noted that there was nothing stating that the roads were constructed to state specifications. Mr. Tucker stated that the Town is taking over the roads, not the state. Mayor Bostic said that D.O.T. would not inspect our streets and we have a registered engineer who reviewed the plans. Mayor Bostic noted that the letter in our possession states that the streets are acceptable to state standards. Attorney Fuss also said that there is sufficient proof.

Alderman Sizemore moved, seconded by Alderman Smith approval of the release of the performance bonds for Dolphin Shores. The motion passed unanimously. Alderman Flynn moved, seconded by Alderman Sizemore, acceptance of the streets in Dolphin Shores, namely Porpoise Lane and Bottlenose Court. The motion passed unanimously.

At the Board of Aldermen meeting on April 5, 2017:

C. Discussion of 10-foot Public Access Easement Adjacent to Grant Drive:

Ms. Hill introduced this item with the recommendation that the Town will assume maintenance of the walkway and gazebo. She said that the Building Inspector and Public Works Director found some minor repairs that need to be made and that those will be made soon and would be within the Town’s current budget. Mr. Edes agreed with Staff and strongly recommended that the Town

take over maintenance. Alderman Peters asked if the Town could put a kayak launch in this location and wanted to know if more property needs to be acquired to construct one in that location.

Staff Analysis: The Board of Aldermen did not formally approve the Town taking over maintenance at this meeting on April 5, 2017.

At the Board of Aldermen meeting on April 13, 2017:

Ms. Hill briefly discussed the Grant Drive access. The Board had requested that Town Staff look into installing a kayak launch at this access. She indicated that the water at this location is very shallow and not ideal for a kayak launch. She recommended that the Board consider other possible locations as Mr. Riggs works with the Town to inventory Town property.

Staff Analysis: A cost estimate of the repairs was provided by the Public Works Director, Thomas Best (**Attachment 5**) Onslow County GIS aerial with Street Dedication for Grant Drive Book 30 Page 90 (**Attachment 6**) overlay and Onslow County GIS aerial with Book 38 Page 54 overlay (**Attachment 7**) were created August 1, 2017.

At the Board of Aldermen meeting on August 2, 2017:

Mr. Peters introduced this item and indicated that getting a title search would give the Board more direction. There was consensus from the Board to direct the Town Attorney to look at potential legal issues and to get a title opinion.

At the Board of Aldermen meeting on September 6, 2017:

X. Old Business: B. Report on Title Search for Grant Drive Access.

Mayor Pro Tem Macartney moved that the Board see if Option B can be worked out with Dolphin Shores HOA. Alderman McDermon seconded the motion. Mayor Pro Tem Macartney amended the motion to include authorization to perform any surveys. Alderman Peters seconded the amended motion. The motion passed unanimously.

At the Board of Aldermen meeting on October 4, 2017:

VIII. Assistant Town Manager's Report: Grant Drive Kayak Launch

On September 6, 2017, the Board of Aldermen directed Town Staff to see if Option B (installation of a ramp on the right side 90% on Town Property. Estimated cost \$2,500.00 could be worked out, the motion included authorizing staff to perform surveys and contact Dolphin Shores HOA should permission be required to install the ramp. Town Staff followed up with Onslow County to see if grant funds could be used to install the ramp. Onslow County denied this request. Town Staff would like the Board to give further directions on funding of this project as it is currently not budgeted.

At the Board of Aldermen meeting on November 1, 2017:

IX. ASSISTANT TOWN MANAGER'S REPORT: Grant Drive Kayak Launch

Town Staff was authorized to have surveys performed to determine the ownership of the property in order to permit and construct Option B (installation of a ramp on the right side 90%

on Town Property. Estimated cost \$2,500.00). The surveyors have been to the site and staff is waiting on the survey.

Staff Comments:

- Town staff received the Boundary Survey for the Town of North Topsail Beach by Charles F. Riggs & Associates, Inc. dated November 1, 2017 (**Attachment 8**).
- Stuart Turille letter *Grant Drive Access & Proposed Kayak Launch* dated and mailed on December 7, 2017, emailed 12/8/2017 9:51 AM (**Attachment 9**), indicates that the Town, at its own expense, obtained the services of a professional surveyor, Charles Riggs, and he sealed a survey on November 1, 2017 (**Attachment 8**) which unequivocally illustrates that the proposed kayak launch is in the public right-of-way. Based on the forgoing, the Town is of the opinion that it has the legal authority to move forward with the proposed kayak launch.
- Steve Foster was appointed Interim Town Manager on December 20, 2017.
- At the January 2018, Board of Aldermen meeting, Town Attorney Edes was directed to write a legal opinion as to why the Town maintains authority to use the 10-foot access easement and the 25' Grant Drive.
- On or about March 8, 2018, Dolphin Shores HOA voted against the Town's request for a 15 ft waiver for a kayak launch at Grant Drive.
- The State of North Carolina owns all land below Mean High Water, except provided for by NCGS 113-205 and -206.

CAMA Land Use Plan

- **P.1** The Town supports Onslow County's economic development efforts and recreational-related developments that protect and preserve the natural environment while promoting the Town as a family vacation destination. The Town supports the private and public development of waterfront access through private funds, grant monies, and local investment.
- **P.28** The Town supports the establishment of passive recreational uses in areas designated as conservation on the Future Land Use Map and/or CON-D on the Town's officially adopted zoning map. All uses must comply with all federal, state, and local rules and regulations.
- **P.39** The Town supports the provision of public recreational facilities and areas and will pursue grant funds and private donations for public open space and recreation facilities.
- **P.44** The Town supports state and federal funding for maintenance/dredging of the Intracoastal Waterway, as well as the New River Inlet. Town residents and visitors rely on these resources for recreational and navigational purposes.
- **I.30** The Town will coordinate the development of recreational facilities with all applicable property owners' associations in order to maximize the potential quality, access, and use of these facilities. Schedule: Continuing Activity; Funding Source: General Fund, Staff Time, Applicable POAs.
- **P.60** The Town supports commercial and recreational fishing in its waters and will cooperate with other local governments and state and federal agencies to control pollution of these waters to improve conditions so that commercial and recreational fisheries will not be depleted. It also supports the preservation of primary nursery and habitat areas.

ATTACHMENTS

1. CAMA Major Permit 55-99 dated June 25, 1999.
2. CAMA Major Permit 55-99 Site Plan titled *Plan General Grading, Drainage, Erosion & Sedimentation Control Plan Dolphin Shores* by Parker & Associates, Inc. dated July 23, 1998.
3. Final Plat Dolphin Shores by Parker & Associates, Inc. recorded on July 9, 1999, as Book 38 Page 54.
4. Dolphin Shores Restrictive Covenants recorded on August 9, 1999, as Book 1569 Page 980.
5. Thomas Best email *Grant Dr access* dated July 18, 2017.
6. Onslow County GIS aerial with Street Dedication for Grant Drive Book 30 Page 90 overlay created August 1, 2017.
7. Onslow County GIS aerial with Book 38 Page 54 overlay created August 1, 2017.
8. Boundary Survey for the Town of North Topsail Beach by Charles F. Riggs & Associates, Inc. dated November 1, 2017.
9. Stuart Turille letter *Grant Drive Access & Proposed Kayak Launch* dated December 7, 2017.
10. Thomas Best email *RE: Soundside Grant Drive Access to water* dated September 22, 2023.

RECOMMENDATION

As only the public portion of the proposed gazebo and walkway were permitted and constructed within the 10-foot public access and “No boat dockage is allowed at the facility, even temporarily,” that the Town repair and maintain the public walkway, pier and gazebo within the 10-foot public access easement, consistent with the CAMA Land Use Plan and as referenced by:

- CAMA Major Permit 55-99 (**Attachment 1**) and Site Plan (**Attachment 2**), which was approved by the Board of Aldermen for submittal on November 10, 1998;
- Final Plat Dolphin Shores (**Attachment 3**), which indicates the 10-foot public easement, Certificate of Ownership and Dedication by the owner and certified approved by the Board of Aldermen by Mayor Marty Bostic;
- Dolphin Shores Restrictive Covenants (**Attachment 4**); and
- Boundary Survey for the Town of North Topsail Beach (**Attachment 8**).

ACTION NEEDED

Yes

SUGGESTED MOTION

“I make a motion that the Board of Aldermen approve the Town repairs and maintenance of the pier and gazebo within the 10-foot public access easement.”



NEW**55-99****STATE OF NORTH CAROLINA**

Department of Environment and Natural Resources
and
Coastal Resources Commission

Permit

X for
Major Development in an Area of Environmental Concern
pursuant to NCGS 113A-118

 Excavation and/or filling pursuant to NCGS 113-229

Issued to Dolphin Shores S/D, c/o Bluegreen Carolina Land, 2105 Capital Drive, Suite 100, Wilmington, NC 28405

authorizing development in Onslow County at Atlantic Ocean and Goose Bay, North Topsail Beach

 , as requested in the permittee's application dated 10/20/98 including attached workplan
drawings, 1-2 of 2, both dated 8/17/98, and attached AEC Hazard Notice dated 6/22/99.

This permit, issued on 6-25-99, is subject to compliance with the application (where consistent with the permit), all applicable regulations, special conditions and notes set forth below. Any violation of these terms may be subject to a fine, imprisonment or civil action; or may cause the permit to be null and void.

Subdivision Development

- 1) At the request of the permittee, all references within the permit application and the attached workplan drawings to the proposed docking facility waterward of the public pier and gazebo are hereby deleted. The remaining portion of the pier facility may be constructed in accordance with the attached workplan drawings. No boat dockage is allowed at the facility, even temporarily.
- 2) Due to the high quality of the adjacent estuarine waters, as well as the potential for adverse impacts to these waters, General Permits for piers constructed by individual lot owners are expressly prohibited at the Dolphin Shores Subdivision. To ensure compliance with this condition, deed notifications, covenants or similar mechanisms which notify each land owner of this prohibition shall be placed on each waterfront lot. These mechanisms shall be put in place no more than 30 days from the date of receipt of this permit, and an example of such covenant or other mechanism submitted to the Division of Coastal Management.

(See attached sheets for Additional Conditions)

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date. An appeal requires resolution prior to work initiation or continuance, as the case may be.

This permit must be accessible on-site to Department personnel when the project is inspected for compliance.

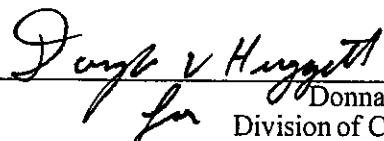
Any maintenance work or project modification not covered hereunder requires further Departmental approval.

All work must cease when the permit expires on

December 31, 2002

In issuing this permit, the State of North Carolina agrees that your project is consistent with the North Carolina
element Program.

Signed by the authority of the Secretary of DENR and the
Chairman of the Coastal Resources Commission.


Donna D. Moffitt, Director
Division of Coastal Management

This permit and its conditions are hereby accepted.

ADDITIONAL CONDITIONS

NOTE: This General Permit prohibition does not preclude individual lot owners wishing to construct private docking facilities from applying for a Major Development Permit from the Division of Coastal Management.

- 3) The issuance of this permit was based in part upon a determination that each of the proposed individual site building envelopes were located entirely outside of any jurisdictional wetland area. In accordance with the requirements of the Division of Water Quality's 401 Water Quality Certification, any future development within the subdivision which would result in a fill of a jurisdictional wetland will require a modification of the 401 certification and of this permit. To ensure compliance with this condition, deed notifications, covenants or similar mechanisms shall be placed on each lot containing jurisdictional wetlands, requiring each land owner to obtain approval from the Division of Water Quality and the Division of Coastal Management before filling any wetland area. These mechanisms shall be put in place no more than 30 days from the date of receipt of this permit, and an example of such covenant or other mechanism submitted to the Division of Coastal Management.
- 4) This permit does not authorize the excavation or filling, even temporarily, of any marsh, jurisdictional wetland or open water area.

NOTE: The permittee is strongly encouraged to ensure that the only impact to maritime forest vegetation, which serves as an important natural barrier to erosion, is that which is absolutely necessary for single family home access and construction.

Oceanfront Clubhouse Development

- 5) In accordance with 15A NCAC 7H.0308, no seawall or riprap revetments will be allowed in the future should any portion of any oceanfront structure become threatened by erosion.
- 6) Prior to the initiation of construction within the Ocean Hazard AEC, a representative of the Division of Coastal Management must stake the limits of the 60 foot development setback and the landward limits of the frontal dune. Construction must begin within 30 days of these determinations. Failure to initiate construction within 30 days, or erosion of the shoreline by adverse weather conditions, will require these limits to be restaked by the Division.
- 7) The foundation pilings of the clubhouse must be located entirely landward of the sixty foot development setback line referenced in Condition No. 6 of this permit.
- 8) The total enclosed floor area of the club house shall not exceed 5,000 square feet.
- 9) All structures in the ocean hazard area shall be on pilings not less than 8" in diameter if round, or 8" to a side if square.

ADDITIONAL CONDITIONS

- 10) All construction within the ocean hazard area must comply with building requirements of the N.C. Building Code, and the local flood damage prevention ordinance as required by the National Flood Insurance Program.
- 11) All foundations and structures must be designed to be stable during applicable fluctuations in ground elevation and wave force during a 100-year storm.
- 12) All pilings shall have a tip penetration greater than eight feet below the lowest ground elevation under the structure. For those structures so located on the frontal dune or nearer to the ocean, the pilings must extend to five feet below mean sea level.
- 13) All walkways and decks located over any portion of the frontal dune shall be elevated in such a manner so that no portion of the structure, with the exception of the pilings, touches the frontal dune.
- 14) The beach accessway shall not exceed a width of 6 feet.
- 15) The beach accessway stairs shall terminate immediately oceanward of the first line of stable natural vegetation.
- 16) Elevated decks within the 60 setback referenced in Condition No. 6 of this permit shall not exceed a total combined area of 500 square feet. This size limitation shall not apply to walkways 6 feet or less in width.
- 17) All structure(s) shall be relocated or dismantled within two years of the time when it becomes imminently threatened, and in any case upon its collapse or subsidence. However, if natural shoreline recovery or beach renourishment takes place within two years of the time the structure becomes imminently threatened, so that the structure is no longer threatened, then it need not be dismantled or relocated at that time.

NOTE:

In order to protect hatchling loggerhead sea turtles, all lights on the building face, including balcony lights on the ocean side of all structures should be eliminated. Where ocean side lighting is required, alternatives include shading, screening, or replacing fixtures with modern alternative light sources. Parking lots, streets, tennis courts, walkways, dune crossovers, pools and other areas requiring lights should be illuminated with light fixtures located close to the ground to minimize casting direct light on the beach and dunes. For more information on the proper design of ocean side lighting, contact the N.C. Wildlife Resources Commission at (919) 729-1359.

ADDITIONAL CONDITIONS**Sedimentation and Erosion Control**

- 18) In order to protect water quality, runoff from construction must not visibly increase the amount of suspended sediments in adjacent waters.
- 19) All disturbed areas shall be properly graded and provided a ground cover sufficient to restrain erosion within thirty days of project completion.

NOTE: An Erosion and Sedimentation Control Plan will be required for this project. This plan must be filed at least thirty (30) days prior to the beginning of any land disturbing activity. Submit this plan to the Department of Environment and Natural Resources, Land Quality Section, 127 Cardinal Drive Extension, Wilmington, NC 28405.

Stormwater Management

- 20) The Division of Water Quality approved this project under stormwater management rules of the Environmental Management Commission on 1/26/99 (Permit No. SW8981025). Any violation of or deviation from the permit issued by the DWQ will be considered a violation of this CAMA permit.

General

- 21) The Division of Water Quality approved this project under General Water Quality Certification No. 3112 (DWQ Project No. 990225), which was issued on 5/12/99. Any violation of or deviation from the permit issued by the DWQ.

NOTE: Future development of individual lots, including but not limited to single family-home construction, may require authorization from the North Topsail Beach Local Permit Officer prior to the initiation of construction. Contact a representative of the Division or the North Topsail Beach Local Permit Officer prior to the commencement of any such activity for this determination.

NOTE: The permittee is encouraged to contact the Onslow County Mosquito Control Office at (910) 455-0181 to discuss mosquito control measures.

NOTE: The U.S. Army Corps of Engineers authorized the proposed project under General Permit No. 197800056 (COE Action Id. No. 199900926) which was issued on 5/7/99.

WETLANDS E (CLOCKWISE)		
DIRECTION	DISTANCE	
N 26°33'26" W	70.20'	
N 78°11'06" E	11.19'	
S 42°52'36" E	68.58'	
S 60°31'20" W	30.13'	

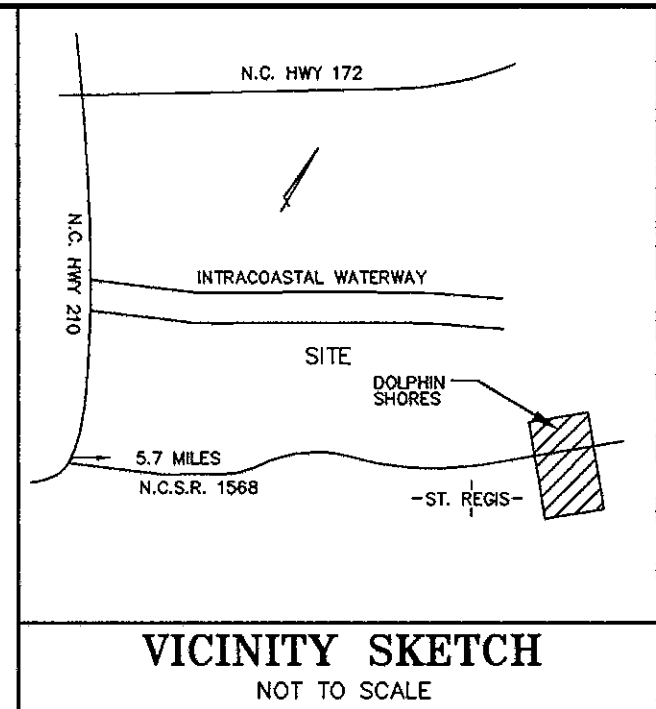
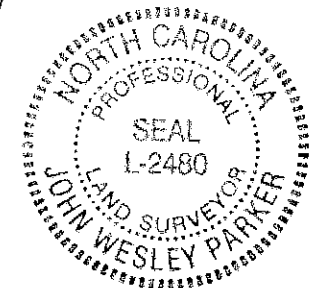
WETLANDS LINE C TO D		
DIRECTION	DISTANCE	
S 63°48'19" E	12.42'	
S 71°59'15" E	29.95'	
N 55°38'52" E	14.91'	
N 03°10'50" E	52.60'	
N 27°25'51" E	33.28'	
N 04°26'47" E	23.13'	
N 22°24'17" E	24.57'	
N 71°54'15" W	20.79'	
N 56°45'06" W	20.60'	
N 52°55'35" W	27.95'	
N 07°39'33" E	19.00'	
S 60°33'38" E	41.18'	
S 57°28'38" E	21.88'	
S 56°18'46" E	19.12'	
S 58°06'19" E	60.31'	
S 63°09'11" E	34.25'	
S 47°14'41" E	54.13'	
S 62°13'20" E	15.57'	
S 71°08'16" E	44.55'	
S 64°48'56" E	40.10'	
S 69°18'11" E	19.20'	
S 83°04'52" E	41.89'	
S 49°51'58" E	28.59'	
S 69°36'08" E	13.82'	
S 74°11'24" E	38.25'	
S 78°47'35" E	17.52'	
S 57°02'59" E	15.00'	
N 79°41'59" E	7.92'	
N 49°52'17" E	25.24'	
N 21°23'28" W	15.25'	
S 72°31'53" E	23.44'	
N 83°46'07" E	18.51'	
N 54°56'54" E	41.78'	
N 78°45'29" E	14.57'	
N 85°28'23" E	28.88'	
N 84°15'46" E	35.34'	
N 78°32'59" E	37.65'	
N 36°26'39" W	39.35'	
N 53°37'36" W	67.50'	
N 69°08'11" W	63.82'	
N 80°13'38" W	22.76'	
S 86°52'54" W	30.65'	
N 74°09'17" W	29.59'	
N 06°15'25" E	16.71'	
N 38°06'36" E	32.56'	
N 76°23'14" E	52.28'	
N 23°09'08" E	27.20'	
N 56°42'04" E	37.58'	
N 74°21'13" E	11.77'	
N 51°26'16" E	38.97'	
N 59°39'13" E	34.73'	
N 40°45'53" W	18.16'	
N 00°17'31" E	23.93'	
N 04°13'49" E	32.38'	
N 04°43'08" W	22.23'	
N 14°20'30" E	11.32'	

CHORD DATA			
LOT	CURVE	CHORD	BEARING
20	CDS	74.72'	S 19°30'20" W
24	1	6.10'	S 67°44'23" W
25	1	51.64'	S 66°37'06" W
27	8	50.95'	N 62°57'38" E
28	8	18.12'	N 59°21'43" E
28	CDS	45.12'	S 10°53'41" W
29	CDS	56.76'	S 72°17'53" W
30	8	24.09'	N 52°01'24" E
30	CDS	30.48'	N 33°07'43" E
31	8	65.19'	N 56°17'16" E
32	8	65.03'	N 62°30'31" E
35	1	17.56'	N 65°56'43" E
36	1	42.14'	N 67°04'00" E
40	CDS	97.40'	N 74°14'29" E
41	CDS	20.00'	N 61°35'00" W
CLUB	CDS	54.05'	N 17°19'53" W

RIGHT-OF-WAY CURVE DATA						
CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING	DELTA
1	1525.00'	111.83'	55.94'	111.80'	S 67°42'58" W	04°12'05"
	1475.00'	108.16'	54.10'	108.13'	S 67°42'58" W	04°12'05"
2	20.00'	32.40'	21.01'	28.97'	S 17°42'12" W	92°49'01"
3	20.00'	30.59'	19.19'	27.69'	N 72°30'58" W	87°37'19"
4	20.00'	29.91'	18.55'	27.20'	S 71°32'41" E	85°40'47"
5	20.00'	32.92'	21.57'	29.33'	N 18°27'19" E	94°19'13"
6	25.00'	32.44'	18.96'	30.21'	N 21°14'44" E	74°20'43"
7	25.00'	30.77'	17.68'	28.87'	N 34°33'08" E	70°31'44"
8(TOTAL)	600.00'	154.38'	77.62'	153.95'	N 58°14'39" E	14°44'32"
	550.00'	141.52'	71.15'	141.13'	N 58°14'39" E	14°44'32"

I, John W. Parker, certify that this survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

John W. Parker, P.L.S., L-2480 Date 7-8-99



Water and Sewer Advisory Commission Certification

I hereby certify that the plans and specifications for the water system for DOLPHIN SHORES subdivision have been reviewed and approved by the Onslow County Water Department and/or Onslow County Water and Sewer Advisory Commission. Installation, materials and dedication requirements are subject to the terms and conditions of the Onslow County Water Ordinance.

Bill Harvey 7-8-99
Technical Director Date

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF NORTH TOPSAIL BEACH AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED. FURTHERMORE, I HEREBY DEDICATE ALL SANITARY SEWER AND WATER LINES TO THE TOWN OF NORTH TOPSAIL BEACH.

7/1/99 John W. Parker
DATE OWNER

Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of North Topsail Beach, North Carolina and that this plat has been approved by the Board of Alderman for recording in the Office of the Register of Deeds of Onslow County.

Mayor Mark E. Balf 7-8-99
North Topsail Beach, North Carolina Date

CERTIFICATE OF APPROVAL BY THE PLANNING BOARD

THE NORTH TOPSAIL BEACH PLANNING BOARD HEREBY APPROVES THE FINAL PLAT FOR DOLPHIN SHORES SUBDIVISION.

Patty L. Gordon
Date CHAIRMAN, NORTH TOPSAIL BEACH PLANNING BOARD

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF STREETS, UTILITIES, AND OTHER REQUIRED IMPROVEMENTS

I HEREBY CERTIFY THAT ALL STREETS, UTILITIES AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN A MANNER APPROVED BY THE APPROPRIATE STATE OR LOCAL AUTHORITY AND ACCORDING TO CITY SPECIFICATIONS AND STANDARDS IN THE DOLPHIN SHORES SUBDIVISION OR THAT GUARANTEES OF THE INSTALLATION OF THE REQUIRED IMPROVEMENTS IN AN AMOUNT AND MANNER SATISFACTORY TO THE TOWN OF NORTH TOPSAIL BEACH HAS BEEN RECEIVED, AND THAT THE FILING FEE FOR THIS PLAT, IN THE AMOUNT OF \$75.00 HAS BEEN PAID.

7/6/99 Terri Fotts
DATE SUBDIVISION ADMINISTRATOR

NOTES:

- USE IS RESTRICTED TO ONLY SINGLE FAMILY HOMES.
- MINIMUM SETBACKS:
FRONT - 20'
SIDE - 8'
REAR - 10'
SIDE STREET - 15'
- PURCHASERS ATTENTION IS CALLED TO THE LOCATION OF CAMA SETBACK LINES, AND ARE ENCOURAGED, WHERE PRACTICAL, TO LOCATE STRUCTURES AT A GREATER DISTANCE FROM THE ATLANTIC OCEAN.
- FLOOD ZONE INFORMATION TAKEN FROM F.I.R.M. PANELS: CPN 370466 0004 C (NORTH TOPSAIL BEACH)
(EFFECTIVE DATE MARCH 6, 1998.)
FLOOD ZONES ARE SHOWN AS OF PLAT DATE & ARE SUBJECT TO CHANGE. VERIFY PRIOR TO HOME BUILDING.
- THIS DEVELOPMENT IS LOCATED WITHIN AN AREA SUBJECT TO RESTRICTIONS BY THE COASTAL BARRIERS RESOURCES ACT (CBRA) AND IS NOT ENTITLED TO FEDERAL FLOOD INSURANCE ASSISTANCE.
- ALL EASEMENTS TO BE DRAINAGE & UTILITY AT DIMENSIONS SHOWN UNLESS OTHERWISE NOTED. EASEMENTS SHOWN AS ===== OR ----- EXCEPT ALONG STREET RIGHT-OF-WAY.

- 10' DRAINAGE & UTILITY EASEMENTS ARE RESERVED ALONG ALL STREET RIGHTS-OF-WAY WITHIN NEW LOTS ON THIS PLAT.
- ALL STREETS ARE TO BE PUBLIC.
- PAVEMENT WIDTH: 20' NORMAL.
- LOTS ARE RESTRICTED TO NO MORE THAN 25% BUILT-UPON AREA. SEE RESTRICTIVE COVENANTS FOR SPECIFIC LIMITATIONS.
- ALL DISTANCES ARE HORIZONTAL GROUND.
- AREAS CALCULATED BY COORDINATES.
- LOT LINES FROM RISS TO BACK NOT SURVEYED.
- PROPERTY LYING BEYOND STREETS RIGHTS-OF-WAY AND WITHIN BOUNDS OF SIGHT TRIANGLES SHALL REMAIN AS PROPERTY OF HOMEOWNERS, BUT SHALL HAVE NO TALL SHRUBBERY, BUILDINGS OR FENCES WHICH WILL RESTRICT DRIVERS VISION.
- IRON STAKES SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.

FINAL PLAT

DOLPHIN SHORES

STUMP SOUND TWP., ONSLOW CO., NORTH CAROLINA

FOR: **BLUE GREEN CAROLINA LAND, INC.**

2105 CAPITAL DRIVE
SUITE 100
WILMINGTON, NORTH CAROLINA
(919) 974-1341

DATE: 01/06/99

SCALE: 1"=100'

GRAPHIC SCALE: 1"=100'



Parker & Associates, Inc.
Consulting Engineers - Land Surveyors - Land Planners
P.O. Box 976 - 306 New Bridge Street
Jacksonville, North Carolina - 28541-0976
Phone (910) 455-2414 - Fax (910) 455-3441

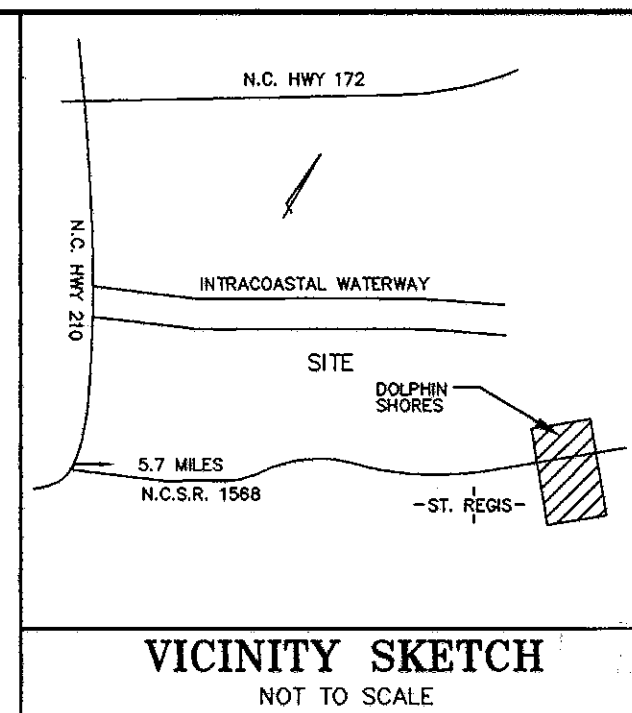
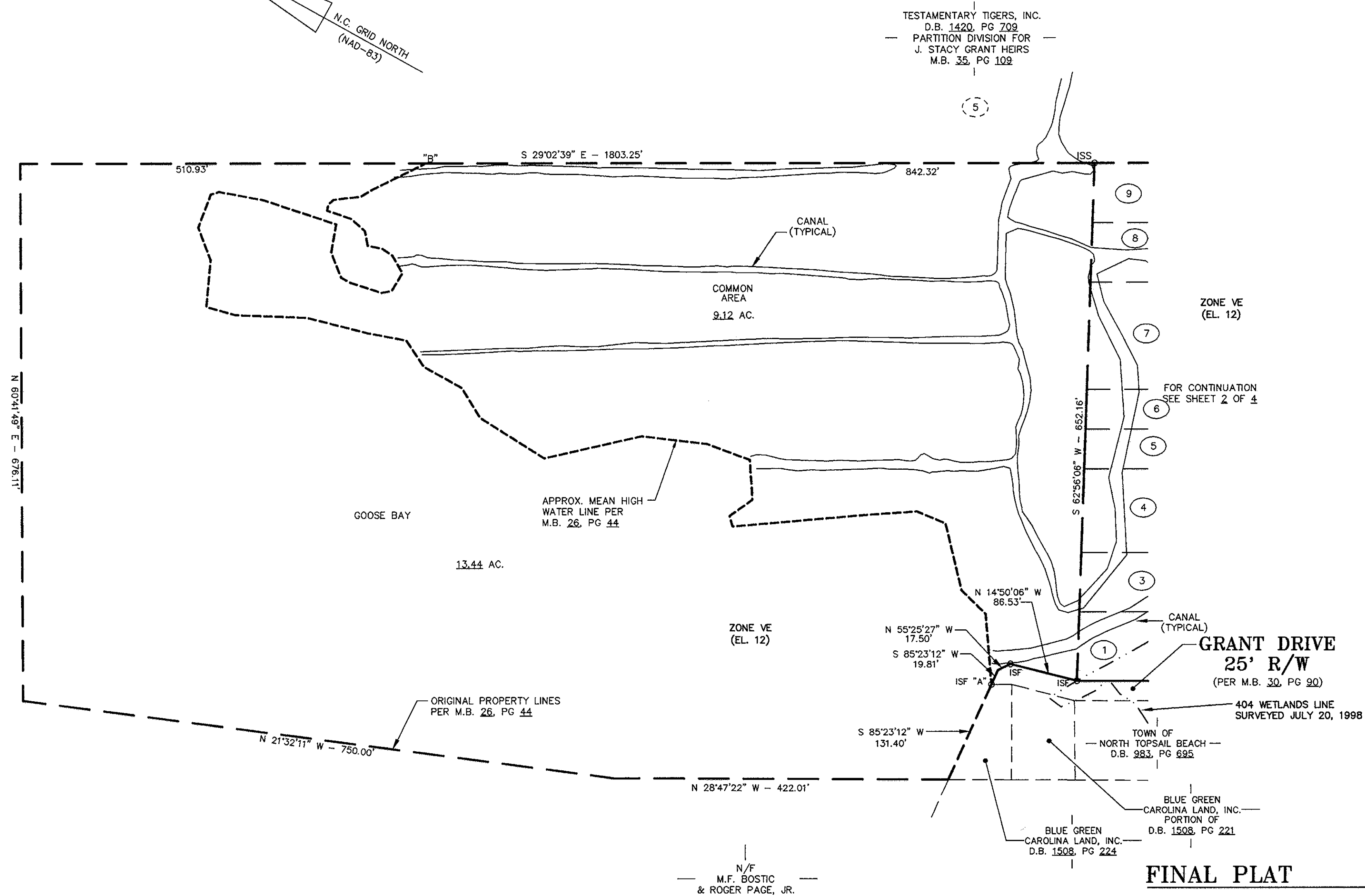


SHEET 1 OF 4

FIELD BOOK: N/A
DISK NAME: ACAD 2350
FILENAME: DFN_PP1.DWG
JOB NO.: C980515-2395

KHW





LINE A TO B		
DIRECTION	DISTANCE	
N 56°18'18" E	89.13'	
N 15°35'57" E	42.84'	
N 47°37'47" E	86.51'	
N 06°26'46" W	39.44'	
S 33°01'50" E	67.83'	
N 33°58'48" W	164.79'	
N 45°07'45" E	13.79'	
S 64°18'52" E	35.20'	
N 57°08'45" E	50.14'	
N 08°38'59" W	57.53'	
N 22°20'16" W	82.97'	
N 41°43'41" W	125.62'	
N 03°11'36" E	95.23'	
N 29°18'09" E	44.14'	
N 00°05'55" E	55.14'	
N 27°40'45" E	39.33'	
N 18°17'40" W	49.37'	
N 14°49'52" W	79.70'	
N 26°55'11" W	89.97'	
N 12°55'38" W	37.74'	
N 66°10'41" E	59.06'	
N 40°13'52" E	44.05'	
N 81°58'23" E	44.43'	
S 46°51'00" E	10.82'	
S 18°31'16" E	56.74'	
S 10°39'24" E	96.62'	
S 70°46'34" W	36.43'	
S 39°14'16" W	33.96'	
S 00°50'28" E	13.35'	
S 10°58'51" E	41.07'	
S 39°14'19" E	12.94'	
S 88°15'10" E	26.27'	
N 31°28'44" E	25.28'	
N 05°19'05" E	15.86'	
N 17°34'22" W	18.37'	
N 49°55'41" E	18.94'	
N 12°41'10" E	22.70'	
N 09°58'07" W	32.28'	
N 70°33'46" E	7.90'	
S 70°15'23" E	8.89'	
S 35°33'11" E	34.78'	
S 60°10'04" E	16.58'	
S 55°12'08" E	75.18'	

FINAL PLAT

DOLPHIN SHORES

STUMP SOUND TWP., ONSLOW CO., NORTH CAROLINA

FOR: **BLUE GREEN CAROLINA LAND, INC.**

2105 CAPITAL DRIVE
SUITE 100
WILMINGTON, NORTH CAROLINA
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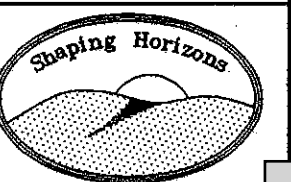
DATE: 01/06/99

SCALE: 1"=100'

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Jacksonville, North Carolina - 28541-0978
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SHEET 4 OF 4

FIELD BOOK: N/A
DISK NAME: ACAD 235D
FILENAME: DLFN_FP2.DWG
JOB NO.: C980515-2395

KHW



Section XV, ItemA.

Legend

~

Street Centerlines

□

PARCELS



MAP OF PLAT 30 PAGE 90

PRODUCED BY ONSLOW COUNTY GIS

1 in = 100 feet

Date printed: 8/1/2017

This map is intended for reference only.
All dimensions are approximate.
As per NCGS 152-10, this map is not to be
reproduced or otherwise used for commercial
purposes.

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Prepared by: FRANK W. ERWIN, ATTORNEY
P. O. Box 7206
Jacksonville, NC 28540

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Index in the Grantor Index:

Dolphin Shores at North Topsail Beach

Bluegreen Carolina Land, Inc.

Dolphin Shores at North Topsail Beach Community Services Association, Inc.

NORTH CAROLINA

ONslow COUNTY

DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS

DOLPHIN SHORES AT NORTH TOPSAIL BEACH

THIS DECLARATION OF RESTRICTIVE AND PROTECTIVE COVENANTS, made the 16th day of July, 1999, by **BLUEGREEN CAROLINA LAND, INC.**, a corporation organized and existing under and by virtue of the laws of the State of Delaware, hereinafter called "Declarant," and **DOLPHIN SHORES AT NORTH TOPSAIL BEACH COMMUNITY SERVICES ASSOCIATION, INC.**, a community services association with an architectural control committee having powers as described herein;

WITNESSETH:

THAT WHEREAS, the Declarant is the owner of the real property described in Paragraph I of this Declaration and is desirous of subjecting said real property to the protective covenants hereinafter set forth, each and all of which is and are for the benefit of such property and for each owner thereof, and shall inure to the benefit of and pass and run with said property, and each and every lot or parcel thereof, and shall apply to and bind the successors in interest and any owner thereof

NOW, THEREFORE, Declarant hereby declares that the real property in and referred to in Paragraph I hereof is and shall be held, transferred, sold and conveyed subject to the protective covenants set forth below:

1. DESCRIPTION OF REAL PROPERTY:

The real property which is, and shall be held, transferred, sold and conveyed subject to the protective covenants set forth in the articles of this Declaration is located in the County of Onslow, State of North Carolina, and is more particularly described as follows:

Being all of those lots as shown on that plat entitled "Final Plat Dolphin Shores, Stump Sound Twp., Onslow Co., North Carolina" as recorded in Map Book 38, Page 54, Onslow County Registry.

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2. DEFINITIONS:

Section 1. "Association" shall mean and refer to Dolphin Shores at North Topsail Beach Community Services Association, Inc., its successors and assigns.

Section 2. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of a fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 3. "Properties" shall mean and refer to that certain real property hereinafter described, and such additions thereto as hereafter be brought within the jurisdiction of the Association, and specifically includes all of that subdivision known generally as **DOLPHIN SHORES AT NORTH TOPSAIL BEACH**.

Section 4. "Common Area" shall mean all real property owned by the Association for the common use and enjoyment of the owners, the public, or both, and specifically shall mean any storm water control or disposal improvements, piers, walkways, streets, if any, which may be constructed.

Section 5. "Lot" shall mean and refer to any plot of land shown upon any record subdivision map of the Properties with the exception of the Common Area, and includes any improvements thereon, if any.

Section 6. "Declarant" shall mean and refer to BLUEGREEN CAROLINA LAND, INC., its successors and assigns, if such successors or assigns should acquire more than one undeveloped Lot from the Declarant for the purpose of development.

3. GENERAL RESTRICTIONS:

Section 1. Residential Use: All lots shall be used exclusively for residential purposes of a single family (which may include separate living quarters for one or more members of the owners' family or relative). No business, trade, garage sale, moving sale, rummage sale, or similar activity shall be conducted upon a lot without the prior written consent of the Board. An Owner or occupant residing in a dwelling on a lot may conduct business activities within the dwelling so long as: (i) the existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from outside the dwelling; (ii) the business activity conforms to all zoning requirements for the lot; (iii) the business activity does not involve regular visitation of the dwelling or lot by clients, customers, suppliers, or other business invitees or door-to-door solicitation of residents of the subdivision, and (iv) the business activity is consistent with the residential character of the subdivision and does not constitute a nuisance, or a hazardous or offensive use, or threaten the security or safety of other residents of the subdivision, as may be determined in the sole discretion of the Board.

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The terms "business" and "trade," as used in this provision, shall be construed to have their ordinary, generally accepted meanings and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether: (i) such activity is engaged in full or part-time, (ii) such activity is intended to or does generate a profit, or (iii) a license is required.

The leasing of a dwelling or lot shall not be considered a business or trade within the meaning of this subsection. This subsection shall not apply to any activity conducted by the Declarant or a Builder approved by the Declarant with respect to its development and sale of the Properties or its use of any lots which it owns within the subdivision, including the operations of a timeshare or similar program.

Section 2. Allowable/Prohibited Structure: No structure shall be erected, altered, placed or permitted to remain on any Lot other than a single, one family dwelling not to exceed three stories in height and not to exceed 45 feet measured from average ground elevation, (which may include separate living quarters for one or more members of the owners' family or relative), a private garage which may contain living quarters for occupancy by domestic servants of the lot occupant only, provided that the same are constructed in line with general architectural design and construction standards used as the dwelling itself. Each dwelling shall contain a minimum of 1600 heated square feet. This covenant shall not be construed as prohibiting the use of a new dwelling as a model home for sales/rental purposes.

No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other outbuilding shall be used on any Lot at any time as a residence either temporary or permanently. No trailer, mobile home, camper or like vehicle shall be allowed on the property at any time, or any other structure which is finished or partially finished at a manufacturing unit or plant and transported for quick assembly and which is designed to be disassembled and relocated shall be allowed. It is specifically the intention and purpose of this covenant to prohibit the location of any manufactured home as defined in NCGS §143-145 and any structure for which a "Label of Compliance" as defined in NCGS § 143 -145 is issued, including but not limited to those structures which are generally referred to as mobile homes, trailers, relocatable houses, or similar type structures on the property.

"Modular construction" of walls, floor systems, roof trusses and other portions of the structure shall be permitted providing that it is a full floor joist system not supported by chassis or steel frame. Fabrication shall not be limited to the building lot.

This covenant shall not be construed as prohibiting the use of such a structure as a sales/ rental model or office or construction site facility.

Section 3. Stormwater Runoff: The allowable per square foot built-upon area per lot is as listed hereafter, inclusive of that portion of the right of way between the front lot line and the edge of the pavement, structures, pavement, walkways of brick, stone, slate, but not including wood decking, or the water surface of swimming pools.. These covenants pertaining to stormwater regulations may not be changed or deleted without concurrence of the Division of Water Quality. Filling or piping of any vegetative conveyances (ditches, swales or similar improvements) associated with the development except for average driveway crossings, is strictly prohibited. Lots with

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CAMA's Area of Environmental Concern may have the permitted built upon area reduced due to CAMA jurisdiction with the Area of Environmental Concern. In addition, each lot shall maintain a 30 foot wide vegetated buffer between all impervious areas and surface waters.

Lot 1, 2 & 10-40, inclusive- 2,821 -Lot 3 - 8,489.3; Lot 4 - 11,648. 1; Lot 5 - 7,224.4; Lot 6 - 7,782.4; Lot 7 - 11,008.8; Lot 8 - 8,372.7; Lot 9 - 8,416.0.

Section 4. Compliance with Wetlands Regulations: Each of the proposed individual site building envelopes are located outside of any jurisdictional wetland area. Any future developments withing the subdivision which would result in a fill of a jurisdictional wetland will require a modification of the existing 401 certification and of the subdivision Majority Development Permit Number 55-99. Therefore, subsequent fill or alteration of any wetland shall conform to the requirements of state wetland rules adopted by the State of North Carolina in force at the time of the proposed alteration. The intent of this deed restriction is to prevent additional wetland fill, so the property owner should not assume that a future application for fill will be approved. This covenant is intended to insure the continued compliance with wetland rules adopted by the Sate of North Carolina therefore benefits may be enforced by the state of North Carolina. This covenant is to run with the land and shall be binding on all parties and all persons claiming under them.

Section 5. Animals: No animals, livestock, or poultry of any kind shall be kept or maintained on any Lot or in any dwelling except that household pets may be kept provided they are not kept for breeding or commercial purposes. Any such household pet shall not be allowed off the Lot of the Owner of said pet unless said pet is attended and on a leash. Owners shall be solely and absolutely liable for the acts of any pet kept on their Lot.

Section 6. Garbage and Refuse Disposal: No lot shall be used or maintained as a dumping ground for rubbish. Trash, garbage or other waste shall not be burned or disposed of on any Lot and shall be kept in sanitary containers approved by the Architectural Committee. All equipment for the storage prior to disposal of such material shall be kept in a clean and sanitary condition. The placement of containers shall be approved by the Architectural Committee and, in any event, shall be kept in an enclosed area not subject to view from any person, from any direction. The Declarant and Association reserves the right for itself, its successors and assigns, to contract for garbage collection services for each lot in the subdivision and the lot owner shall be responsible for the payment of such garbage services to the company providing the same, or the Association may make such a common expense or expense to a particular owner.

Every owner shall well maintain his lot. No accumulation of rubbish or debris shall be permitted. Each owner of an unbuilt lot shall clear his lot of underbrush at least one time each year. If owners do not so clear their lot, the association shall have the authority to clear any such lot of underbrush and separately assess the cost to the owner of the lot cleared. The Association shall have the right to assess any owner for such work and such charge shall be an assessment against the owner and the lot and shall be subject to collection as any other regular assessment.

Section 7. Exterior Lights: All light bulbs or other lights installed in any fixture located on the exterior of any dwelling, building or other structure located on any Lot shall be clear or white lights or bulbs. No mercury vapor or similar wide area lighting similar to street lights shall be allowed without prior Architectural Committee approval. In order to protect hatchling loggerhead

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turtles, all lights on any building face, including balcony lights on the ocean side of all structures shall be limited. Where ocean lighting is required, additional requirements including shading, screening, or replacing fixtures with modern alternative light sources shall be provided. Parking lots, streets, tennis courts, walkways, dune crossovers, pools and other areas requiring lights should be illuminated with light fixtures located close to the ground to minimize casting direct light on the beach and dunes.

Section 8. Sight Distance at Intersections: No fence, wall, hedge or shrub planting which obstructs sight lines at elevations between 2 and 6 feet above the roadways shall be placed or permitted to remain on any corner lot within the triangular area formed by the street property lines and a line connecting them at points 15 feet from the intersection of the street lines, or in the case of a rounded property corner, from the intersection of the street property lines extended. The same sight line limitations shall apply on any lot within ten (10) feet from the intersection of a street property line with the edge of a driveway or alley pavement. No tree shall be permitted to remain within such distances of such intersection unless the foliage line is maintained at sufficient height to prevent obstruction of such sight lines.

Section 9. Mailboxes: The Architectural Committee reserves the right to approve the style, design, color and location prior to any original installation or replacement of any mailbox. Application shall be made to the Architectural Committee prior to installation or replacement. By Accepting a deed to any subject property, owner gives the Architectural Committee the right to remove any nonapproved mailbox in a reasonable manner- all costs for same shall be paid by owner, and all damages against the Architectural Committee are waived.

Section 10. Signs: No sign, billboard, or other advertising of any kind, including without limitation professionally prepared "for sale" and "for rent" signs, shall be placed or erected on any Lot, right of way or Common Area until after January 1, 2002. Thereafter, a professionally prepared "for sale" or "for rent" sign not to exceed four (4) square feet in size. Although approval by the Architectural Committee is not required prior to the display of such signs, the Architectural Committee may itself remove, have removed, or require the removal of any such sign which in its opinion would not otherwise be allowed under this Declaration. A valid easement shall exist on any Lot for such removal by the Architectural Committee or its agents. Provided, however, nothing shall prohibit or limit in any manner "construction" signs designating the job site and builder which may be placed upon a Lot during the period of the construction of a residential dwelling on the Lot but must be immediately removed upon final completion of such construction. Notwithstanding the above, any additions to the Project Property in the Development area may be further limited in regard to signs, billboards or advertising as set out in any Supplemental Declaration. Nothing herein shall prohibit any sign erected by the Declarant or its assigns.

Section 11. Antennae: There shall be no exterior antennae of any kind for receiving and/or sending of T.V., radio or other signals unless same have first been approved by the Architectural Committee.

Section 12. Driveways/Parking: All driveways constructed on any Lot may consist of concrete, stamped concrete, colored concrete in earthtone colors, pea gravel concrete, oyster shell concrete, or brick pavers. Asphalt drives are not permitted. Guest parking spaces are allowed. On

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street parking is prohibited except for temporary gatherings of less than one day's duration. Driveway connection shall be as required by the Department of Transportation and/or other regulatory authority.

Section 13. Subdivision: No lot shall be subdivided if the result of each subdivision is separate ownership of less than a whole lot; provided, however, that the Declarant, its successors or assigns, reserves the right to make minor boundary line adjustments between lots so long as said adjustment does not exceed ten percent (10%) of the total area of a given lot; and further provided that one lot may be combined with another lot or lots or a portion thereof to create a larger lot, in which case these Restrictive Covenants shall be construed to apply to the larger lot so created.

Section 14. Vehicles, Boats, Storage, Travel Trailers, etc: No vehicle without current inspection sticker, vehicle over 7250 lbs. empty weight, camper trailer, motor homes or bus shall be parked overnight on any lot except in an enclosed garage; provided, however, guests of an owner may so park such vehicle for a period not to exceed seven (7) days each calendar year. A pleasure boat on its trailer may be parked and raw firewood, bicycles, motorcycles, or other items may be stored only on that part of any lot away from the street lying beyond the front line of the house, except as placement may be designated by the Architectural Control Committee with consideration to lot dimensions and size. No automobile, other vehicle(s), motorcycle(s) or other similar items shall be repaired or placed "on blocks" or stands except in an enclosed garage.

Section 15. Utilities: All dwelling connections for all utilities shall be underground. The cost of any initial connection, if paid by the Declarant prior to sale to a third party, shall be payable by the purchaser at closing.

Section 16. Trees/ Vegetation: In order to limit impact to maritime forest vegetation, which serves as a natural barrier to erosion, construction and improvements shall be limited to that which is absolutely necessary for single family home access and construction. In order to maintain the character of the subdivisions:

(a) Except as to development or construction by Declarant, or as may be approved by the Architectural Committee, no indigenous shrubs or trees shall be cut, removed or intentionally damaged on any Lot unless first approved by Architectural Committee.

(b) Fallen trees, dead trees and live trees less than three inches (3 ") in diameter may be removed from the lot at any time.

Section 17. Swimming pools: Outdoor swimming pools, hot tubs, jacuzzis, and other similar facilities may be located on a lot only after the Architectural Committee approval, and shall be screened and fenced. All such improvements shall be subject to approval and compliance with all governmental laws and regulations.

Section 18. Clotheslines: Clotheslines shall be not more than six (6) feet in height from the ground and shall not be viewable from the street, or shall be surrounded by a privacy fence approved by the Architectural Control Committee.

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Section 19. Fence Minimum Requirements: Architectural review requirements must be met prior to construction of any fence. No fences over six (6) feet in height shall be constructed on any lot. No fence shall be erected between any building and the street right of way. Any portion of any fence which can be viewed from the street right of way shall be of an ornamental nature. The term fence shall include but not be limited to, a wall, fence, landscaping, berm, or hedge which act as a fence or privacy or security inducing structure.

Section 20. Street Lighting Agreement: The developer reserves the right to subject the real property in this subdivision to a contract with an electric utility company for the installation of underground electric cables and/or the installation of street lighting, either or both which may require an initial payment and/or a continuing monthly payment to an electric utility company by the owner of each dwelling.

3.1 SPECIAL RESTRICTIONS AS TO PIERS/DOCKS:

Section 1. Public or Common Area Facility. Any pier, dock, walkway or other similar facility constructed within the subdivision shall be constructed according to the Major Development Permit #55-99. No boat dockage shall be allowed at any such facility, even temporarily.

Section 2. Individual lot Owner Dock Construction. Due to the high quality of adjacent estuarine waters, as well as the potential for adverse impacts to those waters, General Permits for piers constructed by individual lot owners are expressly prohibited by the Department of Environment and Natural Resources and Coastal Resources Commission of the State of North Carolina. This General Permit prohibition does not preclude individual lot owners wishing to construct private docking facilities from applying for a Major Development Permit from the Division of Coastal Management.

In the event any Major Development permit is allowed, all dock construction must first receive approval from the Architectural Committee prior to any required submission to any governmental authority. Architectural Committee approval shall be conditioned upon compliance with the following requirements:

(1) Complete plans and specifications include site, materials, color and finish must be submitted to the Architectural Committee in writing;

(2) Written approval of the Architectural Committee to such plans and specifications must be secured, the Architectural Committee reserving the right in its uncontrolled discretion to disapprove such plans and specifications on any grounds, including purely aesthetic reasons;

(3) Written approval of any local, state or federal governmental departments or agencies which have jurisdiction over construction in or near marshlands or wetlands must be secured.

Any alterations of the plans and specifications or of the completed structure must also be submitted to the Architectural Committee in writing and the Architectural Committee's approval in writing must be similarly secured prior to construction, the Architectural Committee reserving the same rights to disapprove alterations as it retains for disapproving the original structures.

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Dock permits shall include such easements over common areas as may be required by the dock construction permit. The cost of locating such easement shall be borne by the requesting owner.

Section 3. Maintenance of Dock. All Owners who obtain permission and construct docks, must maintain said structures in good repair and keep the same safe, clean and orderly in appearance at all times, and further agree to paint or otherwise treat with preservatives all wood or metal located above the high water mark, exclusive of pilings and to maintain such paint or preservatives in an attractive manner. The Architectural Committee shall be the judge as to whether the docks are safe, clean, orderly in appearance and properly painted or preserved in accordance with reasonable standards; and, where the Architectural Committee notifies the particular Owner in writing that said dock fails to meet acceptable standards, said Owner shall thereupon remedy such condition within thirty (30) days to the satisfaction of the Architectural Committee, and that failing to so remedy such condition, the Owners hereby covenant and agree that the Association, upon the recommendation of the Architectural Committee, may make the necessary repairs, but is not obligated to make such repairs or take such actions as will bring the said dock and/or boathouse up to acceptable standards, all such repairs and actions to be at the expense, solely, of the Owner in question.

Section 4. Encroachment. In the event any portion of the common dock and walkway which is presently built encroaches upon the adjacent lot, then and in that event an easement for that encroachment shall and does hereby exist, including an easement which shall affect any riparian and littoral rights.

4. MEMBERSHIP AND VOTING RIGHTS:

Section 1. Every Owner of a Lot shall be a member of the Association. Membership shall be appurtenant to and may not be separated from ownership of any Lot which is subject to assessment.

Section 2. The Association shall have two (2) classes of voting membership and one (1) class of non-voting members:

Class I: Class I members shall be all Owners of a Lot in DOLPHIN SHORES AT NORTH TOPSAIL BEACH with the exception of the Declarant and shall be entitled to one vote for each Lot owned. When more than one person holds an interest in any Lot, all such persons shall be members. The vote for such Lot shall be exercised as they among themselves determine, but in no event shall more than one (1) vote be cast with respect to any Lot.

Class II: The Class II member(s) shall be the Declarant and shall be entitled to two (2) votes for each Lot owned. The Class II membership shall cease and be converted to Class I membership on the happening of either of the following events, whichever occurs earlier.

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(1) The sale of the 40TH Lot by Declarant in the subdivision.

(2) On that date which is seven (7) years from the date of the recording of this document.

5. COVENANTS FOR MAINTENANCE ASSESSMENTS:

Section 1. Creation of the Lien and Personal Obligations of Assessment: The Declarant, for each Lot owned within the Properties, hereby covenants, and each Owner of any Lot by acceptance of a deed, therefore, whether or not it shall be so expressed in such deed, is deemed to covenant and agree to pay to the Association:

(1) annual assessments or charges;

(2) special assessments for capital improvements, such assessments to be established and collected as hereinafter provided;

(3) to the appropriate governmental taxing authority, a pro rata share of ad valorem taxes levied against the Common Area if the Association shall default in the payment therefor for a period of six (6) months, all as hereinafter provided.

The annual and special assessments, together with interest thereon and costs of collection thereof, as hereinafter provided, shall be a charge on the land and shall be a continuing lien upon the property against which each such assessment is made. Each such assessment, together with interest and costs, and reasonable attorneys' fees (as provided in North Carolina General Statutes §6- 21.2) incurred by the Association in collecting delinquent assessments shall also be the personal obligation of the person or entity who was the Owner at the time when the assessment became due. The obligation of an Owner for delinquent assessments shall not pass to his successors or assigns in title.

Section 2. Purpose of Assessments: The assessments levied by the Association shall be used exclusively to promote the health, safety, and welfare of the residents in the Properties and for the improvements and maintenance of the Common Area, and specifically any storm water control or disposal improvements.

Section 3. Minimum Annual Assessment: The initial minimum annual assessment shall be \$240 per year. So long as there exists Class II membership, the Declarant shall pay no dues or assessments but in lieu thereof the Declarant covenants and agrees to defray such deficit as may be required for maintenance up to the amount of the current operating budget. Thereafter, Declarant shall pay assessments in the amount of twenty-five percent (25%) of the normal assessment on lots owned by Declarant.

Section 4. Collection of Assessments: (a) The first pro rata payment of the balance of the current year assessment shall be due and payable beginning on the day of closing. The Board of Directors shall fix the amount of the assessment against each lot at least thirty days in advance of the annual assessment period. Written notice of the annual assessment shall be sent to every owner subject thereto. The due dates shall be established by the Board of Directors of the Association and

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the Board of Directors shall have the authority to require the assessment to be paid in pro-rata monthly installments, quarterly and semi-annually as well as annually. The Association shall, upon demand, and for a reasonable charge furnish a certificate signed by an officer of the association setting forth whether the assessments on a specified lot have been paid.

(b) From and after January 1 of the year immediately following the conveyance of the first Lot to an Owner, the maximum assessment may be increased each year not more than fifteen percent (15%) above the maximum assessment for the previous year without a vote of the membership.

(c) From and after January 1 of the year immediately following the conveyance of the first Lot to an Owner, the maximum annual assessment may be increased above fifteen percent (15%) by a vote of two-thirds (2/3) of members of each class who are voting in person or by proxy, at a meeting duly called for this purpose. Except, however, increases attributable solely to the annexation of new areas, including new Common Areas, shall not be subject to this limitation.

Section 5. Special Assessments for Capital Improvements: In addition to the annual assessments authorized above, the Association may levy, in any assessment year, a special assessment applicable to that year only for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Common Area, including fixtures and personal property related thereto, provided that any such assessment shall have the assent of two-thirds (2/3) of the votes of the members of each class who are voting in person or by proxy at a meeting duly called for this purpose.

Section 6. Notice and Quorum for any Action authorized under Sections 3 and 4: Written notice of any meeting called for the purpose of taking any action authorized under Section 3 and 4 shall be sent to all members not less than thirty (30) days nor more than sixty (60) days in advance of the meeting. At the first such meeting called, the presence of members or proxies entitled to cast fifty-one percent (51 %) of all the votes of each class of membership shall constitute a quorum. If the required quorum is not present, another meeting shall be called subject to the same notice requirement, and there shall be no required quorum. No such subsequent meeting shall be held more than sixty (60) days following the preceding meeting.

Section 7. Remedies for Non-Payment of Assessments: Any assessment which are not paid when due shall be delinquent. The assessment shall bear interest from the due date at the rate established by the Board of Directors of the Association, or if not set by the Board, at the highest rate allowed by law, together with such late fees as may be set by the Board. The Association shall file a lien of record against any lot where there remains an assessment unpaid for a period of thirty (30) days or longer. Said lien shall be filed in the office of the clerk of superior court of Onslow County in a manner provided therefor by Article 8 of Chapter 44 of the North Carolina General Statutes. No Owner may waive or otherwise escape liability for the assessments provided for herein by the non-use of the Common Area or abandonment of his dwelling unit or site.

The Association may bring an action at law against the Owner personally obligated to pay any assessments and interest. Costs and reasonable attorneys' fees for the prosecution of any such action shall be added to the amount of such assessment. In the event of such action at law and in the further event that such action results in a judgment being entered against the Owner and in favor of

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the Association, then, and in that event, the Association shall collect on such judgment in such manner and to the extent provided and permitted by the laws of the State of North Carolina.

The Association's lien may be foreclosed in like manner as a mortgage on real estate under power of sale under Chapter 45 of the North Carolina General Statutes. All fees, charges, late charges, fines, and interest are enforceable as assessments.

In any foreclosure action brought under the power of sale provisions, the Association shall be deemed to be the holder and owner of the obligation secured by this Declaration. The Registered Agent of the Association shall be the Trustee for all purposes of the foreclosure proceeding and the Association shall have the power to appoint a substitute trustee if for any reason the Association desires to replace the trustee, and the said substitute trustee shall succeed to all rights, powers and duties thereof. The Association shall request of the trustee to sell the land subject to the lien at public action for cash, after having first given such notice and advertising the time and place of such sale in such manner as may then be provided by law for mortgages and deeds of trust, and upon such and resales and upon compliance with the law then relating to foreclosure proceedings under power of sale to convey to the purchaser in as full and ample manner as authorized by Chapter 45. The Trustee shall be authorized to retain an attorney to represent him in such proceedings. The proceeds of the Sale shall, after the Trustee retains his commission, together with any addition attorney's fees incurred by the Trustee, be applied to the costs of the sale, including but not limited to costs of collection, taxes assessment, costs of recording, service fees, and incidental expenditures, the amount due on any note secured by the property, and any advancements made by the Association in the protection of the security.

Section 8. Effect of Default in Payment of Ad Valorem Taxes of Assessments for Public Improvement by Association: Upon default by the Association in the payment to the governmental authority entitled thereto of any ad valorem taxes levied against the Common Area or assessments for public improvements to the Common Area, which default shall continue for a period of six (6) months, each owner of a Lot in the development shall become personally obligated to pay to the taxing or assessing governmental authority a portion of such unpaid taxes or assessments in an amount determined by dividing the total taxes and/or assessments due the governmental authority by the total number of Lots in the development. If such sum is not paid by the Owner within thirty(30) days following receipt of notice of the amount due, then such sum shall become a continuing lien subject to the lien of the governmental authority levying said ad valorem taxes on the Lot of the then owner, his heirs, devisees, personal representatives and assigns, and the taxing or assessing governmental authority may either bring an action at law or may elect to foreclose the lien against the Lot of the owner.

Section 9. Subordination of the Lien to Mortgages: The lien of the assessments provided for herein shall be subordinate to the lien of any mortgage. Sale or transfer of any Lot shall not affect the assessment line. However, the sale or transfer of any Lot pursuant to mortgage foreclosure or any proceeding in lieu thereof, shall extinguish the lien of such assessment as to payments which become due prior to such sale or transfer. No sale or transfer shall relieve such Lot from liability for any assessments thereafter becoming due or from the lien thereof

Section 10. Rights of Mortgagees: (a) Notice of action: A holder or insurer of a mortgage, upon written request to the Owners Association (such request to state the name and address of such

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holder or insurer and the description of secured properties) will be entitled to timely written notice of.

1. Any condemnation or casualty loss that affects either a material portion of the project or the Lot securing its mortgage.

2. Any sixty (60) day delinquency in the payment of assessments or charges owed by the Owner of any Lot upon which it holds a mortgage.

3. A lapse, cancellation, or material modification of any insurance policy or fidelity bond maintained by the Owners Association.

4. Any proposed amendment to the project instruments effecting a change in the boundaries of any Lot, ownership of Common Elements, if any, the number of votes in the Owners' Association pertaining to any Lot or any proposed change in the restrictions on the properties.

6. ARCHITECTURAL CONTROL COMMITTEE:

Section 1. SUBMISSION OF PLANS AND SPECIFICATIONS: Except for original and initial construction and subsequent modification of improvements by the Declarant on any Lot which such construction is and shall be exempt from the provisions of this provision, no building, wall, fence, landscaping, berm or hedge which act as a fence or privacy inducing structure, pier, dock, ornamentation, or other structure or improvements of any nature shall be erected, placed or altered on any Lot until the construction plans and specifications and a plan showing the location of the structure and landscaping have been approved in writing by the Architectural Control Committee.

Each building, wall, fence or other structure or improvements of any nature, together with any ornamentation or landscaping, shall be erected, placed or altered upon the premises only in accordance with the plans and specifications and plot plan so approved.

Any change in the appearance of any building, wall, fence or other structure or improvements and any change in the appearance of the landscaping (excepting the planting of flowers and shrubs indigenous to the area), shall be deemed an alteration requiring approval.

Section 2. PROCEDURE: (a) The Architectural Control Committee shall make all efforts to cooperate with the owner or agent in effecting a prompt and reasonable response to any submission. Within fifteen (15) days after receipt of all required information, the Architectural Control Committee shall submit in writing to the owner of the lot a response stating whether or not the requested improvements are approved. Unless a response is given by the Architectural Control Committee within fifteen (15) days, the plan shall be deemed approved. The Architectural Control Committee shall have the power to promulgate reasonable rules and regulations designed to carry out the provisions and intent of this paragraph. Any such rules and regulations shall be approved by the Board of Directors prior to implementation.

(b) Action of the Architectural Control Committee may be based upon any reasonable ground, including aesthetic grounds. Requirements of any governmental authority shall not be considered by the Committee. The response of the Architectural Control Committee must be:

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1. An approval; or
2. An approval with conditions; or
3. An approval with conditions together with a request for additional information; or
4. A denial.

A denial is an extreme response and not to be made unless an approval with conditions can not be made. A denial prohibits or delays construction of the proposed improvements.

A request for additional information shall be made only with a conditional approval and will not delay construction unless the information requested involves a matter which will need to be approved prior to construction. A request for additional information shall not be used by the Committee to enlarge the required response time. If an approval with conditions is granted and thereafter construction begins, the construction shall be deemed approved by the owner of the lot of the conditions imposed.

(c) The Architectural Control Committee may not deny the submission unless it least one of the following findings:

(1) That the improvements sought to be constructed will have a negative economic impact on any other lot within the subdivision.

(2) That a required specific buildings standard or other condition contained within the Restrictive Covenant documents have not been met.

(3) That the improvements are architecturally incompatible with proposed or constructed improvements on other lots within the subdivision.

(4) That the natural features of the lot will be disturbed to an extent more than reasonably necessary to construct the proposed improvements.

In addition to the above required finding, in order to deny a submission, the Architectural Control Committee must provide a specific and detailed response of why an approval with conditions was not a reasonable alternative to the denial.

Section 3. EXCEPTIONS: The paint, coating, stain and other exterior finishing colors and roof shingles/exterior on all buildings may be maintained as that originally installed, without prior approval of the Architectural Control Committee, but prior approval by the Architectural Control Committee shall be necessary before any such exterior color is changed.

Section 4. COMMITTEE MEMBERS: Until such time as the sale of the last numbered lot in the subject property is evidenced by the recordation of a deed therefore, all rights, privilege, powers and authority granted herein to the initial Architectural Control Committee, to whom the specific power to act hereunder is expressly conveyed, shall be

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exercised by the Declarant, its successors or assigns. The Declarant may assign its powers hereunder to an Architectural Control Committee, but so long as Class II membership shall exist, the Declarant shall appoint a majority of the Architectural Board. Thereafter, all representatives shall be appointed by the Board of Directors of the Association. Except as set out above, the Architectural Control Committee shall be composed of three (3) owners appointed by the Board and shall serve at the pleasure of the Board.

Section 5. COMMITTEE PROCEDURE: A majority of the Architectural Control Committee may take any action said Committee is empowered to take, may designate a representative to act for the Architectural Control Committee, and, with approval of the Association Board, may employ personnel and consultants to act for it. In the event of death, disability or resignation of any member of the Architectural Control Committee, the Association shall designate a successor. The members of the Architectural Control Committee shall not be entitled to any compensation for services performed pursuant to this covenant. The Association may establish a fee to cover the expense of reviewing plans and related data at the time plans are submitted for review in order to compensate any consulting architects, landscape architects, urban designers or attorneys.

Section 6. APPEAL OF COMMITTEE ACTION: Any Owner may appeal the decision of the Architectural Committee provided that all parties involved comply with the decision of the Architectural Committee until such time, if any, as the Board of Directors amends, or reverses the Architectural Committee's decision. Appeals petitions must be legibly written, state the grounds for appeal and be submitted to the Board of Directors within thirty (30) days of the decision of the Architectural Committee. The Board of Directors shall act upon the appeal by amending, reversing or confirming the decision of the Architectural Committee within fifteen (15) days of receipt of the petition. The Board of Directors' decision shall be by majority vote. Any owner must exhaust this avenue of appeal prior to resorting to a court of law or equity for relief.

Section 7. NOTICE: Any Owner shall be deemed to have made a submission on the date it is hand delivered or deposited in the US Mail, registered or certified mail, return receipt requested, to the address shown on Exhibit A. Any change in address shall be evidenced by a Notice in a form substantially similar to Exhibit A which shall contain at a minimum the information shown thereon and which shall be filed with the Register of Deeds in the county in which the property is located. The Association shall at all times provide a place in the county in which the property is located at which the submission may be hand delivered. Said Notice shall be indexed in the name of the Association. ARCH-WA.PAR(030294)

7. EASEMENTS:

Section 1. Easements for installation and maintenance of utilities and drainage facilities are reserved as shown on the recorded plat and over the rear ten (10) feet of each lot. Within these easements, no structure, planting or other materials shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities, or which may obstruct or retard the flow of water through a drainage channels in the easements. The easement area of each lot and all improvements in it shall be

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maintained continuously by the owner of the lot, except for those improvements for which a public authority or utility company is responsible.

Section 2. The grantor reserves for itself, its successors or assigns, an easement and right at any time in the future to grant a right of way under, over and along ten (10) feet off the side, rear and front property lines of each and every lot in the subdivision described herein, for the installation and maintenance of poles, lines, conduits, pipes and other equipment necessary to or useful for furnishing electric power, gas, telephone service, drainage or other utilities including water and sewer services.

Section 3. For a period of two (2) years from the date of conveyance of the first Lot in a Parcel, the Declarant reserves a blanket easement and right of way on, over and under the ground within a Parcel to maintain and correct drainage of surface water in order to maintain reasonable standards of health, safety and appearance. Such right expressly includes the right to cut any trees, bushes or shrubbery, make any gradings of the soil, or to take any other similar action reasonably necessary. Following such action the Declarant shall restore the affected property to its original condition as near as practical. The Declarant shall give reasonable notice of its intent to take such action to all affected Owners, unless in the opinion of the Declarant an emergency exists which precludes such notice. At the expiration of such two (2) year period, said easement to correct drainage shall automatically be held by the Association.

Section 4. Reservation of easement for Pier/Docks. (Lots 1 & 2 only) An easement is hereby reserved ten (10) feet in width within Lots 1 & 2 and running along the western boundary of Lots 1 and 2 of the subdivision. Said easement shall be for the purpose of installing, maintaining and repairing a pier or dock and walkway and any utility and service lines and systems associated therewith for use by the members of the Association and the public, but all such construction, repair and replacement shall be in accordance with all laws and regulations of the State of North Carolina. It is specifically understood that the width of the dock and walkway which is to be constructed or has been constructed and may be maintained is less than the easement width and that the remaining easement width shall specifically be for the maintenance and/or reconstruction thereof.

If said dock has not been fully constructed at the time the title to one or more lots have been conveyed by Declarant, the Declarant hereby reserves a temporary construction easement fifteen (15) feet within Lots 1 & 2 and running along the western boundary of Lots 1 and 2 of the subdivision. Such easement shall be limited for the purposes above stated and shall expire eighteen (18) months from the recording hereof.

Encroachment. In the event any portion of the such pier, dock and walkway which is built encroaches upon the adjacent lot, then and in that event an easement for that encroachment shall and does hereby exist, including an easement which shall affect any riparian and littoral rights.

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7.1 OWNER'S EASEMENT OF ENJOYMENT:

Section 1. Every Owner shall have a right and easement of enjoyment in and to the Common Area which shall be appurtenant to and shall pass with the title to every Lot, subject to the following provisions:

(a) the right of the Association to charge reasonable admission and other fees for the use of any recreational facility situated upon the Common Area;

(b) the right of the Association to limit the number of guests of members;

(c) the right of the Association to suspend the voting right and to use the recreational facilities by an Owner for any period during which any assessment against his Lot remains unpaid and for a period not to exceed sixty (60) days for any infraction of its published rules and regulations;

(d) the right of the Association to dedicate or transfer all or any part of the Common Area to any public agency, authority, or utility for such purposes subject to such conditions as may be agreed to by the members. No such dedication or transfer shall be effective unless an instrument signed by fifty-one percent (51 %) of each class of members agreeing to such dedication or transfer has been recorded.

(e) the right of individual Owners to the exclusive use of parking spaces as provided in this article.

(f) the right of the Association to impose regulations for the use and enjoyment of the Common Area and improvements thereon, which regulations may further restrict the use of the Common Area.

Section 2. Any Owner may delegate, in accordance with the By-Laws, his right of enjoyment to the Common Area and facilities to the members of his family, his tenants, or contract purchasers who reside on the property.

8. GENERAL PROVISIONS:

Section 1. Term: These covenants are to run with the land and shall be binding on all parties and all persons claiming under them for a period of twenty (20) years from the date these covenants are recorded, after which time such covenants shall be automatically extended for successive periods of ten (10) years.

Section 2. Enforcement: In the event of a violation or breach of any of these restrictions, covenants, agreements and conditions by any person or concern claiming by, through or under the undersigned, or by virtue of any judicial proceedings, the Association, its successors and assigns and the owners of the number lots in the subdivision, or any of them, jointly or severally, shall behave the right to proceed at law or in equity to compel compliance with the terms thereof or to prevent the violation or breach of any of them. Costs and reasonable attorney fees shall be recoverable by the Association as part of any judgment

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or order to enforce these Restrictive Covenants. The failure to enforce any right, reservation, restriction or condition contained herein, however long continued, shall not be deemed a waiver of the right to do so thereafter as to the same breach or as to a breach occurring prior or subsequent thereto and shall not bar or affect its enforcement. ENFCMT 0020294

Section 3. Remedies Extended to the State of North Carolina: To ensure that this subdivision is maintained consistent with the laws of the State of North Carolina, the State of North Carolina is specifically empowered to take such acts necessary by and through its officers to enforce any of these covenants against an Owner or the Association. The State of North Carolina is specifically made a beneficiary of these covenants.

Section 4. Modification of Restrictive Covenants: General. These restrictions are subject to being altered, modified, canceled or changed at any time as to said subdivision as a whole or as to any subdivided lot or part thereof during the first twenty (20) year period by written document executed by the Declarant or their successors in title and by the owner of not less than ninety percent (90%) or more of the subdivided lots, the Declarant may alter or amend these covenants without consent of anyone. After the expiration of the initial twenty (20) year period, these restrictions are subject to being altered, modified, canceled or changed at any time as to said subdivision as a whole or as to any subdivided lot or part thereof by written document executed by not less than seventy-five percent (75%) of the Lot Owners, and recorded in the office of the Register of Deeds of the County in which this Declaration is recorded.

Section 4.1 Amendment for Voluntary Members: The Declarant, for itself and its successors and assigns, hereby expressly reserves the right, for a period of seven (7) years, to create an additional Voluntary Class of Members of the Association, without the consent or joinder of the Owners of Lots or persons or entities having a lien or security interest in such Lots, by amendment hereto as Declarant in its sole discretion may determine. The Voluntary Members shall be owners of lots in a subdivision developed by Declarant, and shall pay the assessments as may be established from time to time for payment by the Voluntary Members. Said assessments shall not exceed the assessments paid by the other members and shall be further limited to that portion of the regular or any capital assessment paid other members which is by the budget properly adopted by the Association designated for the use, upkeep, maintenance and repair of the amenities used by the Voluntary Member.

Section 5. Litigation: No judicial or administration proceeding shall be commenced or prosecuted by the Association unless approved by a vote of seventy-five (75%) percent of the membership and a majority of the Board of Directors. This Section shall not apply, however to (a) actions brought by the Association to enforce the provisions of this Declaration (including, without limitation, the foreclosure of liens), (b) the imposition and collection of personal assessments, (c) proceedings involving challenges to ad valorem taxation, or (d) counterclaims brought by the Association in proceedings instituted against it. This Section shall not be amended unless such amendment is approved by the Declarant or is approved by the percentage votes and pursuant to the same procedures necessary to institute proceedings as provided above.

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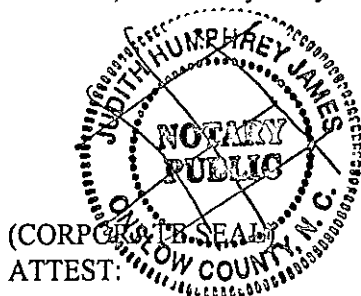
Section 6. Severability: Invalidation of any one of these covenants or restrictions by judgment or court order shall in no wise affect any other provisions which shall remain in full force and effect.

Section 7. Variances: The Association may allow reasonable variances and adjustments of the restrictions set forth in this Declaration in order to overcome practical difficulties and prevent unnecessary hardships in the application of the provisions contained herein; provided, however, that any such variance granted must be done in conformity with the intent and purposes of the general development scheme and provided also that in every instance such variance or adjustment shall not materially be detrimental or injurious to other property or improvements within the Properties.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, or if corporate, have caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, this the day and year first above written.

BLUEGREEN CAROLINA LAND, INC.

By: [Signature]
PRESIDENT



ATTEST: [Signature]
Assistant Secretary



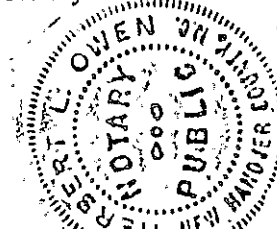
NORTH CAROLINA
COUNTY OF New Hanover

I, a Notary Public of the County and State aforesaid, certify that Anna L. Hoss, personally came before me this day acknowledged that he/she is Asst. Secretary of BLUEGREEN CAROLINA LAND, INC., a Delaware Corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President, sealed with its corporate seal and attested by him/her as its Asst. Secretary.

Witness my hand and official stamp or seal this 16th day of JULY, 1998.

[Signature]
Notary Public

My commission expires: August 16, 2003.



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EXHIBIT A

Index in the Grantor Index:

**DOLPHIN SHORES AT NORTH TOPSAIL BEACH
BLUEGREEN CAROLINA LAND, INC.
DOLPHIN SHORES AT NORTH TOPSAIL BEACH
COMMUNITY SERVICES ASSOCIATION, INC.**

ARCHITECTURAL CONTROL COMMITTEE NOTICE

Notice is hereby given that all submissions to the Architectural Control Committee required under the Declaration of Restrictive Covenants of Dolphin Shores at North Topsail Beach shall be submitted as follows:

ADDRESS TO WHICH SUBMISSIONS TO THE ARCHITECTURAL CONTROL COMMITTEE MAY BE MAILED (registered or certified, return receipt only):

Dolphin Shores at North Topsail Beach Community Services Association, Inc.
Attn: Architectural Control Committee
c/o Bluegreen Carolina Land, Inc.
2105 Capital Drive, Suite 100
Wilmington, NC 28405

ADDRESS TO WHICH SUBMISSIONS TO THE ARCHITECTURAL CONTROL COMMITTEE MAY BE HAND DELIVERED:

Dolphin Shores at North Topsail Beach Community Services Association, Inc.
Attn: Architectural Control Committee
c/o Bluegreen Carolina Land, Inc.
2105 Capital Drive, Suite 100
Wilmington, NC 28405

**SUBMISSIONS SHALL MADE TO THE ADDRESSES ABOVE UNLESS A
SUBSEQUENT NOTICE IS FILED WITH THE REGISTER OF DEEDS
PROVIDING A DIFFERENT ADDRESS.**

RESCOVSFHO@-M.RC(011594)

temp\panned\rc.fnn 041896

CLIENT\BLUEGR\DOLP@DOLPH.RC(072398)

client\bluer\dolphin\dolphrc2(122198)

dolphin-rc-0208 (020899) vcc

G:\DATA\CLIENT\BLUEGR\DOLPHIN\Dolphin RC.wpd rev 020999fwe rev n030199R
rev 051799 ntop rev 051999 drivewy 060199 remdrivwy rev 071399

NORTH CAROLINA, ONSLOW COUNTY

The foregoing certificate(s) of Herbert L. Owen

Notary(ies) Public is (are) certified to be correct. This instrument was presented for registration and recorded in this office in

Book 1569 Page 980 This 9th day of August

19 99 A.D., at 11:08 o'clock A. M.

M. L. Owen
Register of Deeds, Onslow County

By

Register of Deeds

ERWIN, SIMPSON & STROUD Attorneys, P.L.L.C. - Telephone: (910) 346-3566
825 Gum Branch Road, Suite 115, P. O. Box 7206, Jacksonville, NC 28540

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Carin Faulkner

From: Thomas Best
Sent: Tuesday, July 18, 2017 1:18 PM
To: Carin Faulkner; D Hill MPA AICP CFM CZO
Cc: Stuart Turille
Subject: Grant Dr access
Attachments: Grant Dr Kayak Dock end.pdf; Grant Dr Access Ramp to the right side.pdf; 20170718130513037.pdf

For your BOA Meeting

Here are three Attachments

Option A Dock on the end **Estimated \$4,000.00**

Option B Ramp on the right side 90% on Town Property & Permission to cross a small portion of Dolphin Shores next to right side of walkway and Gazebo. **Estimated \$2,500.00**

Option C Contact New homeowner & Dolphin Shores HOA for permission to cross to the right side where the rock meets the beginning of the wood walkway existing portion. (No cost to the town if agreement can be reached between all three parties)

All above would require a \$200 Cama Permit Application – No Army Corp permit no clearing involved.

Hand cutting a 10 foot wide 300 feet long to the left side will hurt the natural environment located there. No motorized equipment can be use in this area do to wet lands. I strongly disagree on this and CAMA also agrees with this statement. I think Option C should be the towns goal first and it does not work out then Option B.

Hand Cutting left side may require Army Corp & Cama permits.

*Thomas D. Best Jr.
Fire Chief / Public Works Director
Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, NC 28460
910 328-5297 Office
910 328-1540 Fax
910 376-0453 Cell
tbest@ntbnc.org*

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BLUE GREEN
-CAROLINA LANE, INC.
D.B. 1508, PG 224

BLUE GREEN
CAROLINA LANE, INC.
PORTION OF
D.B. 1508, PG 221

(WETLANDS TIE LINE)


GRANT DR

GRANT DRIVE -#25 N/W
(REP MB 30) PG 90 PUMP STATION -
CENT

DIVISION OF REVENUE
 (PER M.B. 30, PG 30) PUMP STATION
 EASEMENT
 TOWN OF N 47°40'05"
 TOPSAIL BEACH — 25.75'
 — NORTH
 DB 983, PG 695

NEW RIVER INLET RD

BOTTLENOSE BLVD

 Street Centerlines
 PARCELS

PORPOISE PL

NC 911 Board, NCCGIA, NCDOT

PRODUCED BY ONSLOW COUNTY GIS

1 in = 100 feet

Date printed: 8/1/2017

This map is intended for reference only.
All dimensions are approximate.
As per NCGS 132-10, this map is not to be
resold or otherwise used for commercial
purposes.

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I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY AS SHOWN HEREON IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA. THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS: 1:10,000+

CHARLES FRANCIS RIGGS P.L.S. L-2981

THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "VE" (EL=11.0+2) WHICH IS A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND THE NATIONAL FLOOD INSURANCE PROGRAM. COMMUNITY PANEL NUMBER 370466 3720429800J, NOVEMBER 3, 2005

THIS AREA NOT ELIGIBLE FOR FEDERAL FLOOD INSURANCE AS OF OCTOBER 1, 1983

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	25.72'	S48°07'41"W
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NOW OR FORMERLY DOLPHIN SHORES AT NORTH TOPSAIL BEACH COMMUNITY SERVICES ASSOCIATION, INC. COMMON AREA D.B. 1572, P. 330 M.B. 38, P. 54 (778D-111)

NOW OR FORMERLY DOLPHIN SHORES AT NORTH TOPSAIL BEACH COMMUNITY SERVICES ASSOCIATION, INC. TRACT II D.B. 1745, P. 51 M.B. 38, P. 54 (778-1)

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NOW OR FORMERLY VINSON D.B. 2393, P. 278 LOT 1 DOLPHIN SHORES M.B. 38, P. 54 (778D-68)

NOW OR FORMERLY BAILEY D.B. 2414, P. 631 LOT 2 DOLPHIN SHORES M.B. 38, P. 54 (778D-69)

NOW OR FORMERLY THE TOWN OF NORTH TOPSAIL BEACH D.B. 983, P. 695 (778-1.1)

CHARLES F. RIGGS & ASSOCIATES, INC. (C-730)

LAND SURVEYING - CONVENTIONAL & GLOBAL POSITIONING SYSTEMS, LAND PLANNING & COMPUTER MAPPING

502 NEW BRIDGE STREET P.O. BOX 1570 JACKSONVILLE, NC 28540-1570 TELEPHONE: (910) 455-0877

LANDFALL EXECUTIVE SUITE 212 1213 CULBRETH DRIVE WILMINGTON, NC 28405 TELEPHONE: (910) 681-7444

E-MAIL: riggsland@riggslandnc.com

THE TOWN OF NORTH TOPSAIL BEACH

GRANT DRIVE, M.B. 30, P. 90
STUMP SOUND TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA
THE TOWN OF NORTH TOPSAIL BEACH, OWNER, D.B. 1159, P. 561
HUNTER HEATH TRUST, OWNER, D.B. 396, P. 397 &
THOSE REFERENCES LISTED IN M.B. 25, P. 207
GRANT DRIVE

POINTS NOT LABELED ARE NON MONUMENTED

OWNERS & TITLE SOURCE

THE TOWN OF NORTH TOPSAIL BEACH D.B. 1159, P. 561 M.B. 30, P. 90

HUNTER HEATH TRUST D.B. 396, P. 397 & THOSE REFERENCES LISTED IN M.B. 25, P. 207

TAX ID

NO ONSLOW COUNTY TAX MAP NUMBER LISTED

REFERENCES

D.B. 396, P. 397
D.B. 983, P. 695
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D.B. 1572, P. 330
D.B. 1745, P. 51
D.B. 2393, P. 278
D.B. 2414, P. 631
M.B. 4, P. 106
M.B. 25, P. 207
M.B. 26, P. 44
M.B. 30, P. 90
M.B. 38, P. 54

LEGEND

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GRAPHIC SCALE



(IN FEET)
1 inch = 40 ft.

ACTUAL FIELD SURVEY DATE: OCTOBER 12, 2017
MAPPING DATE: NOVEMBER 1, 2017
FIELD BOOK: 329, PAGE: 77

PROJECT NUMBER: 17-10-10

Town of North Topsail Beach

Daniel Tuman, Mayor
Joann M. McDermon, Mayor Pro Tem
Aldermen:
Mike Benson
Tom Leonard
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

December 7, 2017

Mary Convy
PO Box 1290
N Topsail Beach, NC 28460

RE: Grant Drive Access & Proposed Kayak Launch

Ms. Convy,

To follow up on my previous attempts to meet with you, the Town has information that shows that the pier and amenities at the Grant Drive access are to be public. According to the minutes of November 10, 1998, the developer indicated such. The CAMA application for the amenities also indicates that the access is to be for public use.

The Town, at its own expense, obtained the services of a professional surveyor, Charles Riggs, and he sealed a survey on November 1, 2017 which unequivocally illustrates that the proposed kayak launch is in the public right-of-way. Based on the forgoing, the Town is of the opinion that it has the legal authority to move forward with the proposed kayak launch.

I recall that in your previous conversations that you have a survey that says otherwise. As of this writing I have yet to receive it. The Town will consider any documentation provided by you. Accordingly, I ask that you provide any such documentation at a meeting to be scheduled ***at your preference and convenience.***

The Town will be submitting a CAMA application with supporting documentation to construct the kayak launch. The Town intends to submit its application on December 15, 2017.

Sincerely,

Stuart Turille, Town Manager
Town of North Topsail Beach
(910) 328-1349 ext. 26
townmanager@ntbnc.org

2008 Loggerhead Court
North Topsail Beach, NC 28460

ntbnc.org

Phone (910) 328-1349
Toll Free: (800) 687-7092
Fax (910) 328-4508

From: [Thomas Best](#)
To: [Deb Hill](#)
Subject: Soundside Grant Drive Access to water
Date: Monday, September 22, 2025 5:18:46 PM

Warning: Unusual sender <papahd161@gmail.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Debbie Hill,

Regarding the sound access point, North Topsail Beach Public Works performed maintenance on the Access point from 2017 to February 1, 2020, when I retired. We would do grass cutting and would walk the walkway and screw down any loose boards or replace boards when needed. The gezbo we replaced some missing shingles, replaced pickets, and power-washed it every year. People tend to cut the fishing line and clean the fish, but not clean up after themselves. We had a contractor come in and add a few steps on the left side to launch a kayak or canoe. So yes, the Town did maintenance to the Grant Drive Sound access by the Public Works Dept. During my time as Fire Chief / Public Works Director

Thomas Best

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