



Agenda
Foxfire Village Council
Regular Business Meeting
June 09, 2026 5:30 PM
Village Hall Meeting Room

1. Call to Order
2. Record Members / Others Present
3. Opening Prayer / Pledge of Allegiance
4. Approval of Regular Business Meeting Agenda
5. Consent Agenda
All items listed below are considered routine and will be enacted by one motion and without discussion.
 1. Approval of Minutes
 - March 10, 2026 Regular Business Meeting
 - March 26, 2026 Regular Work Session
 - April 2, 2026 Special Work Session (Revenues and Police Salaries)
 - April 14, 2026 Special Budget Work Session (Departmental Review)
 - April 14, 2026 Regular Business Meeting
 - April 30, 2026 Regular Work Session
 - April 30, 2026 Special Budget Work Session
 - May 5, 2026 Special Meeting
 - May 12, 2026 Special Work Session (Budget and Auditor Review)
 2. BA #02 GF-Police Salaries and Fire Insurance Proceeds
 3. BA #03 WF- Salaries and Water Meters
 4. Audit Contract
 5. MOU, Brough Law Firm
 - Audit Contract
 - MOU-Brough Law Firm
 - BA #2026-02
 - BA #2026-03
6. Public Comment Period
Comments limited to items not listed on this agenda
7. Zoning Administrator's Report
8. Planning & Zoning Board Member's Report

9. Department Reports
 - A. Finance – Mary Gilroy
 1. Finance Report
 2. WF Budget Amendment Fund 85 Capital Project
 - B. Streets and Park – Kevin Robbins
 - C. Public Safety – Stephen Gunn
 1. Fourth of July Events Update
 2. Police Department Report - Chief Amezquita
 3. Fire Department Report - Chief Stromberg
 - D. Water Department - Chris Kragel
 1. Production
 2. SCADA Update
 3. Water Meters
 4. RFP/RFQ
 - E. Mayor's Report – Janice Gregorich
 1. Purchasing Policy
 2. Public Comments
 3. Police Liability Coverage
 4. One-month Trial for Legion Constructions Services
 5. Call Closed Session
10. Unfinished Business and Legislative Actions
 1. WEFD Contract and Lease
 2. Park Rules
 3. Accept Planning & Zoning Board Recommendations
 - Call Public Hearing for August 11, 2026
 - VillageParkRules 2026 (002)
 - Planning and Zoning Recommendations 060826
11. New Discussion Items
Items May be Resolved or Advanced to the Work Session
 1. Planning & Zoning Recommendation - Short Term Rentals
12. Public Comment Period
Comments limited to items listed on this agenda.
13. Motion to Adjourn

The	Governing Board VILLAGE COUNCIL
of	Primary Government Unit FOXFIRE VILLAGE
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.
	Auditor Address 1626 S MADISON STREET, WHITEVILLE, NC 28472

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/26	Date Audit Will Be Submitted to LGC 12/31/26
-----	--------------------------------	---

Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by "U.S. Auditing Standards – AICPA (Clarified)," referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance.

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

OR Not Applicable ☒ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	FOXFIRE VILLAGE
Audit Fee (financial and compliance if applicable)	\$ 9,850
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 3,950
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 13,800

Discretely Presented Component Unit	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	
Authorized Firm Representative (typed or printed)* ALAN W. THOMPSON	Signature* 
Date* 05/27/26	Email Address* alanthompson@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit* FOXFIRE VILLAGE	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* 	Signature* 
Date 	Email Address* 

 Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$ 13,800
Primary Governmental Unit Finance Officer* (typed or printed) MARY GILROY	Signature* 
Date of Preaudit Certificate* 	Email Address* council.finance@foxfirenc.com



Thompson, Price, Scott, Adams & Co, P.A.

P.O. Box 398
1626 S Madison Street
Whiteville, NC 28472
Telephone (910) 642-2109
Fax (910) 642-5958

Alan W. Thompson, CPA
R. Bryon Scott, CPA
Gregory S. Adams, CPA

May 27, 2026

Foxfire Village
One Town Hall Dr
Foxfire Village, NC 27281

We are pleased to confirm our understanding of the services we are to provide the Foxfire Village for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Foxfire Village as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Foxfire Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Foxfire Village's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Village's Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions – LGERS
3. Schedule of Changes in Total Pension Liability and Total Pension Liability as a Percentage of Covered Payroll – Law Enforcement Officers' Special Separation Allowance

We have also been engaged to report on supplementary information other than RSI that accompanies Foxfire Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

1. Individual Fund Statements, Budgetary Schedules, and Other Schedules

Members

American Institute of CPAs - N.C. Association of CPAs – AICPA's Private Companies Practice Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with GAAP; and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements may exist and not be detected by us, even though the audit is properly planned in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to who they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will

take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion. Forgery, intentional omissions, misrepresentations, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Foxfire Village's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is also responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Other Services

We will assist in preparing the financial statements of the Foxfire Village in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also assist in preparing year end cash to accrual entries and GASB related entries as necessary. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement preparation and other services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, account receivable or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to requesting Regulators or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign them. We expect to begin our audit on approximately July 1, 2026 and to issue our reports no later than December 31, 2026, with final copies being provided to the Village upon approval by the Local Government Commission.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$13,800. However, any additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Village. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Foxfire Village's financial statements. Our report will be addressed to the Mayor and Village Council of Foxfire Village. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from the engagement. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We appreciate the opportunity to be of service to Foxfire Village and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Alan W. Thompson
Thompson, Price, Scott, Adams & Co, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Foxfire Village.

Management Signature: _____

SIGN HERE

Title: _____



Date: _____



Governance Signature: _____

SIGN HERE

Title: _____



Date: _____



CC: Mayor and Village Council

MEMORANDUM OF UNDERSTANDING (HYBRID)

This Memorandum of Understanding (“MOU”) reflects the mutual intentions and general understanding between Foxfire Village (the “Village”) and The Brough Law Firm, PLLC (the “Firm”). The parties acknowledge that while this MOU primarily outlines their working relationship, certain provisions—specifically those related to compensation, payment, and professional services—are intended to be binding.

1. Parties

This MOU is entered into by and between Foxfire Village and The Brough Law Firm, PLLC.

2. Purpose

The purpose of this MOU is to describe the working relationship under which the Firm will provide legal services to the Village. The Firm will serve as an independent contractor, and nothing in this MOU is intended to create an employer-employee relationship.

3. Scope of Services

The Firm will provide general legal services to the Village, including but not limited to:

- Consultation with the Board of Commissioners and Village staff
- Attendance at meetings upon request
- Drafting or reviewing ordinances and other documents
- Representation of the Village in legal matters

Services typically performed by specialized bond counsel are not included unless separately agreed.

4. Personnel

Services are expected to be performed primarily by Robert E. Hornik, Jr., with support from other members of the Firm as needed. The Firm may utilize third parties for certain services (such as title work or real estate closings), but will remain responsible for the quality and timeliness of those services.

5. Compensation and Billing (Binding Provision)

The Village agrees to compensate the Firm for legal services on a monthly basis based on time expended and services performed. Billing rates and reimbursable expenses shall be as set forth in an attached schedule or as otherwise agreed by the parties.

Invoices will be provided monthly and are expected to be paid in the ordinary course of the Village's financial procedures. The parties agree to communicate in good faith regarding any questions or concerns related to billing.

6. Term and Termination

This MOU will guide the relationship between the parties beginning July 1, 2026, through June 30, 2029, and may continue thereafter by mutual understanding.

Either party may terminate the relationship upon written notice. The Village remains responsible for payment of services rendered through the date of termination.

7. Nature of Agreement

This MOU is intended to provide a framework for cooperation and understanding between the parties. Except for Section 5 (Compensation and Billing) and any other provisions expressly identified as binding, this MOU is not intended to create legally enforceable obligations.

8. Good Faith Cooperation

The parties agree to work collaboratively and in good faith to serve the best interests of the Village and its residents.

IN WITNESS WHEREOF, the parties acknowledge this Memorandum of Understanding as of the dates set forth below.

FOXFIRE VILLAGE THE BROUGH LAW FIRM, PLLC

By: _____ By: _____

Name/Title: _____ Name/Title: _____

Date: _____ Date: _____

9. Fiscal Certification (Limited)

The parties acknowledge that, to the extent required by applicable North Carolina law, payment obligations described in Section 5 are subject to the availability of appropriated

funds and compliance with the Local Government Budget and Fiscal Control Act. This provision is intended to reflect fiscal responsibility requirements and does not expand the binding nature of this MOU beyond the provisions expressly identified herein.

Exhibit A – Compensation for Services (Binding)

Statements for services rendered by The Brough Law Firm, PLLC will be prepared at the end of each calendar month for work performed during the previous month. Monthly statements will generally include an itemized breakdown of professional services and a list of expenses and costs advanced.

Hourly Rates Schedule

Role	Current Rate	Effective July 1, 2026	Effective July 1, 2027	Effective July 1, 2028
Senior Attorney	\$235.00	\$250.00	\$265.00	\$280.00
Associate	\$210.00	\$225.00	\$240.00	\$255.00
Legal Assistant	\$130.00	\$150.00	\$170.00	\$185.00

Billing Practices

- Statements will describe services performed, date, timekeeper, rate, and total charges.
- Reimbursable expenses may include copying, delivery services, travel outside designated counties, filing fees, and recording fees.
- The Firm may bill for reasonable administrative support related to document preparation and related tasks.

The parties acknowledge that this Exhibit A is incorporated into and supports the binding provisions of Section 5.

This document is a hybrid agreement. Certain provisions are intended to be binding as expressly stated, while the remainder reflects the parties' general understanding and intent.

BUDGET ORDINANCE AMENDMENT #02
GENERAL FUND
FISCAL YEAR 2025-2026

BE IT ORDAINED BY THE Governing Board of Foxfire Village, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2026.

To amend the following expenses in the General Fund

Increase:	
10-4310-121 Police Salaries	\$21,000
10-4310-181 Social Security	\$ 1,500
10-4310-185 Medicare	\$ 500
10-4310-182 Retirement Expense	\$ 2,500
Decrease:	
10-4130-121 Admin Salaries	\$22,000
10-9200-110 Contingency	\$ 3,500
Increase:	
10-3837-450 Insurance Proceeds	\$32,000
10-9200-300 Transfer to Police Vehicle Reserve	\$32,000
Increase:	
10-3837-450 Insurance Proceeds	\$19,750
10-4340-112 Miscellaneous	\$19,750
Increase:	
10-3837-450 Insurance Proceeds	\$8,750
10-4340-113 Capitalized Assets	\$8,750
Increase:	
10-4340-001 West End Fire Dept	\$45,000
Decrease:	
10-9200-110 Contingency	\$45,000

Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Finance Officer for their direction.

Adopted this _____ day of June, 2026

Janice Gregorich, Mayor

ATTEST:

Mary Gilroy, Finance Officer

Lisa A. Kivett, MMC, NCCMC, CZO
Village Administrator/Clerk

BUDGET ORDINANCE AMENDMENT #03
WATER FUND
FISCAL YEAR 2025-2026

BE IT ORDAINED BY THE Governing Board of Foxfire Village, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2026.

Section 1: To amend the following expenses in the Water Fund

Increase	
60-7110-121 Admin Salaries	\$ 5,500
60-7110-182 New Water Meters	\$19,500
Decrease	
60-3839-891 Fund Balance Appropriation	\$25,000

Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Finance Officer for their direction.

Adopted this _____ day of June, 2026

Janice Gregorich, Mayor

ATTEST:

Mary Gilroy, Finance Officer

Lisa A. Kivett, *MMC, NCCMC, CZO*
Village Administrator/Clerk

RULES FOR FOXFIRE VILLAGE GREEN PARK

EMERGENCIES: An emergency only 911 phone is located at the back of the restroom building.

PARK HOURS: SUNRISE to SUNSET
Times are defined by Daily Weather Reports

EXCEPTION – 9:00 PM *If Park has a Special Event.*
Event must be complete by 9:00 PM unless approved otherwise.

ALCOHOL: Consumption of Alcohol is prohibited in accordance with Foxfire UDO Sec. 12-6. b.

NO WEAPONS

NOISE: It shall be unlawful for any person to create or assist in creating, permit, continue or permit the continuance of any unreasonably loud, disturbing and unnecessary noise in the village. Noise of such character, intensity and duration as to be detrimental to the comfort or health of any individual is prohibited. Complaints of noise may result in cessation of activities or removal from the park.

PARKING: Designated parking spots only; **no parking on the grass except for permitted events.**

NO OVERNIGHT PARKING – Unauthorized vehicles will be towed at the owner's expense.

ANIMALS: Pets must be on leash and fully controlled by their owners at all times. Owners must clean up and dispose of pet waste promptly and properly at all times.

TRASH: Trash must be disposed of in designated receptacles. Approved Special Event hosts are responsible for supplying replacement trash bags and ensuring all waste is removed after their event.

RENTED OR LARGE AMUSEMENTS: Any incorporation of large commercial rented amusements which include but are not limited to bouncy houses, pony rides, dunk tanks, etc. are prohibited unless approved by the Village Council by way of submitting and receiving an approved Special Event Permit Application prior. Please see Special Events Rules and Permit Application for additional details. Special Event Permit Applications must be submitted at least 60 days prior to the proposed Special Event.

STANDARD AMUSEMENTS: Small accessory amusement items which include but are not limited to Corn-hole Games, Croquet, Ladder Ball, Bubble Machines, Water Balloons, or Play Toys may be used as long as the amusements do not materially endanger the public health and safety of other park patrons, remain in harmony with the area in which it is located, do not interfere with any flow of traffic, or disrupt any rights of other park patrons or surrounding property owners.

PAVILIONS: Picnic tables must remain in their designated locations.

DECORATIONS: Decorations cannot be affixed to Village Property with hardware fasteners or adhesives. Decorations for Special Events cannot be staged prior unless approved as part of the event plan and must be removed by the closing time of any event or designated by the event plan.

GRILLS: Use only charcoal or other natural fuel sources only. Please ensure fire is completely extinguished before leaving.

WALKING TRAILS: Are primarily for Pedestrian Use. Power Assisted vehicles are prohibited. *All ADA assistance vehicles are authorized as an exception. All strollers, wagons, and bicycles are welcome on the trails.*

FACILITIES: Light switches are automatic—do not turn them on or off. Please leave bathrooms neat and dispose of trash and products properly. For toiletry restocking, or if you find any of the facilities damaged or in need of attention, please contact the Village Office during normal business hours (M-F, 8AM to 4PM) at (910) 295-5107 or use report a concern on the Village Website:

<https://www.foxfirenc.gov/web-form/588/report-a-concern>

PROBLEMS: Please dial 911 in the event of an emergency. For non-emergency crime related or law enforcement issues please call the Foxfire Police on-duty Patrol Officer at (910) 995-0174. For any water leak issues, please contact the Foxfire Water Technician at (910) 870-8721.

Planning and Zoning Recommendations

06/08/26

(Proposed changed to existing UDO section in Red)

Recommendation 1.

This proposed amendment to Accessory Buildings Sec 21-8-1, and Accessory Buildings 21-8-1.1, Greenhouse section of The Table of Authorized Uses UDO, and Sec 21-16-1 Definitions is consistent with applicable elements of the Foxfire Village Land Use Plan and Long-Range Plan and is reasonable and in the public interest in order to provide clear and consistent guidance to property owners.

Sec. 21-8-1. - Accessory buildings.

Accessory buildings are permitted within **all zoning districts except the RM district the districts specified in appendix A** with the approval of a development permit. A development permit will be issued when the accessory building meets the requirements of the district and the following:

- (1) No accessory building shall be built upon a lot until the construction of a main building has commenced.
- (2) Accessory buildings shall not be rented. **or used for gain.**
- (3) Accessory buildings on single lots of one acre or less shall not exceed ten percent of the total area under roof of the main building or 400 square feet, whichever is greater. A single accessory building is permitted. Accessory buildings on single lots larger than one acre but less than two acres shall not exceed ten percent of the total area under roof of the main building or 600 square feet, whichever is greater. A single accessory building is permitted. On single lots of two acres to four acres, total accessory building square footage shall not exceed 25 percent of the total area under roof of the main building or 800 square feet, whichever is greater. Two accessory buildings are permitted. On single lots greater than four acres, total accessory building square footage shall not exceed 40 percent of the total area under roof of the main building or 1,200 square feet whichever is greater. Three accessory buildings are permitted. Total area under roof includes garages, screened and unscreened porches, but does not include unfinished utility and crawl spaces.
- (4) Building exteriors of accessory buildings shall be of a material and color to blend with the main building and surroundings and be aesthetically compatible. Metal or plastic accessory buildings are not allowed, except greenhouses may be constructed of polycarbonate panels or glass installed in aluminum or metal frames.
- (5) All accessory building foundations must be screened with lattice or plantings per section 21-8-4, Landscaping.
- (6) Roof shall overhang sidewalls, except at the gable ends, in an amount proportional to the size of the building.
- (7) Flat roofs are not permitted.

- (8) Accessory buildings shall be located between the setback lines and the main building.
 - (9) The accessory building shall not be located in the front yard.
 - (10) Accessory buildings located on corner lots shall not be located in the portion of the yard adjacent to either street.
 - (11) Accessory buildings shall not be attached to the main building and must be a minimum of ten feet from the main building.
 - (12) Accessory buildings larger than 12 feet in any direction (or greater than 144 square feet total), including storage sheds, require a permanent foundation such as a cement slab or footings with block and brick or other facing materials. Above ground exposed concrete blocks are not permitted.
 - (13) Detached garages, when the main building has no garage, are not considered accessory buildings for purposes of the restrictions in subsection (3) above. Carports are not permitted.
 - (14) Additional accessory buildings to those permitted by sub-section (3) above are permitted within the RA-5, EU, RE, and RF-200 zoning districts. The restrictions as to number and total square footage for accessory buildings set forth in sub-section (3) above do not apply to additional accessory buildings in these zoning districts.
- (Ord. No. 2021-07, § 2, 7-13-2021; Ord. No. 2023-11, § 1, 6-13-2023; Ord. No. 2024-05, § 1, 2-13-2024)

Sec. 21-8-1.1. - Additional accessory buildings.

Additional accessory buildings to those permitted by section 21-8-1 Are permitted within the EU, RE, **RF-200**, and RA-5 zoning districts when they meet the following requirements:

- (1) The following accessory buildings are permitted:
 - a. Stable or barn.
 - b. Storage buildings.
 - c. Run-in shed.
 - ~~d. Pool house.~~
 - ~~e. Greenhouse.~~
 - f. Tool shed.
 - g. Detached guest quarters not to exceed 50 percent of the square footage of the primary residence, exclusive of garages, screened and unscreened porches, and unheated utility spaces. Only one detached guest quarter is permitted.
 - h. Detached garage.
 - i. Chicken coop.
 - j. Rabbit hutch.
 - k. Other accessory buildings that are subordinate and incidental to the use of equine, small farm, and rural estate properties.**
- (2) No accessory building shall be built upon a lot until the construction of a main building has commenced.

- (3) Accessory buildings shall not be rented. ~~or used for gain.~~
- (4) Guest quarters shall not be permitted unless a primary residence exists.
- (5) No trailer, mobile or manufactured home shall be allowed on any lot, except during the active construction of a permitted structure, and are not considered accessory buildings. This prohibition does not apply to farm, horse trailers.
- (6) Building exteriors shall be of a material and color to blend with the main buildings and surroundings and be aesthetically compatible with the main building.
- (7) Flat roofs are not permitted.
- (8) Accessory buildings shall be located between the setback lines and the main building.
- (9) Accessory buildings shall not be located in the front yard.
- (10) Accessory buildings located on a corner lot shall not be located in the portion of the yard adjacent to the street.
- (11) Accessory buildings shall not be attached to the main building.
- ([Ord. No. 2021-07](#), § 2, 7-13-2021; [Ord. No. 2024-07](#), § 4, 2-13-2024; Ord. No. [2024-18](#), § 3, 12-10-2024)

Table of Authorized uses based on the above changes-

- Greenhouse. No on-premise sales -remove from table
- Greenhouse- sales of products grown on premises allowable in RS-20, RS-30, RS-40WS, VB, RA5, RE, RF200, EU, and CZ.

Proposed additions to Sec 21-16-1. - Definitions

- **Stable:** A building in which domestic animals (especially horses) are sheltered and fed, typically divided into stalls or compartments.
- **Barn:** A large farm building used for storing grain, hay, or other crops, and often for housing livestock or farm equipment. It can also refer to a very large or bare building in a non-farm context.
- **Storage Building:** A building or structure primarily used for storing goods, materials, equipment.
- **Run-in Shed:** A simple, usually three-sided shelter with a roof and open front, designed for animals (especially horses) to enter for protection from weather elements like rain, wind, or sun.
- **Pool House:** A small freestanding structure located near a swimming pool, typically used for changing clothes, storing pool equipment, providing bathrooms/showers, or offering guest amenities.
- **Greenhouse:** A structure with glass or transparent walls and roof, used for growing or protecting plants under controlled temperature and climate conditions.
- **Tool Shed:** A small outbuilding or shed used for storing tools, often garden or yard tools.

- **Detached Guest Quarters** (or guesthouse/guest quarters): A separate, detached small building or living space (near a main house) designed for accommodating guests, providing temporary lodging with its own facilities.
- **Detached Garage**: A freestanding, roofed, and enclosed structure (separate from the main dwelling) designed primarily to shelter or store one or more motor vehicles.
- **Chicken Coop**: A small building or enclosure for housing and keeping chickens or other poultry.
- **Rabbit Hutch**: A cage or small enclosure (usually made of wood and wire mesh) for keeping domestic rabbits.

Recommendation 2.

This proposed amendment to Sec. 4.1 of Foxfire General Code, UDO Sec. 21-8-6 Home Occupations, and Sec 21-16-1 Definitions is consistent with applicable elements of the Foxfire Village Land Use Plan and Long-Range Plan and is reasonable and in the public interest in order to provide clear and consistent guidance to property owners.

Foxfire General Code, Sec. 4-1. - Restrictions in residential areas.

It shall be illegal for a residence to be used in the manufacture, point of sale, wholesale or retail selling or servicing of any product in the residential areas except if the business activity occurs completely within the walls of a residential dwelling **or accessory building**, ~~has a noise level that cannot be heard in surrounding homes~~ **has a noise level that does not exceed a level generally accepted in residential areas**, has no walk-in trade, and ~~does not require employees, employee parking~~ **/or does not require** special equipment that is not completely contained within the residential **or accessory** building. There shall be no exterior signs that indicate a business condition exists.

(Code 1993, § 7-17; Code 2002, § 8-2; Ord. of 6-8-2004)

Sec. 21-8-6. - Home occupations.

Home occupations are permitted in residential zoning districts, provided that the use and/or structures shall adhere to the minimum standards of the district and the following:

- (1) There shall be no signs advertising the occupation.
- (2) There shall be no more than one employee other than the bona fide residents of the dwelling.
- (3) The portion of the dwelling used for the home occupation shall not exceed 30 percent of the first floor area of the dwelling **but can occupy entirety of an accessory building**.
- (4) The occupation shall be conducted entirely within the dwelling **or accessory building**.
- (5) ~~The home occupation shall not involve the manufacture of hard goods and/or the utilization of large noise generating machinery.~~ Noise levels from the home occupation shall not exceed a level generally accepted in residential areas.
- (6) There shall be no walk-in trade.

([Ord. No. 2021-07](#), § 2, 7-13-2021)

Proposed additions to Sec 21-16-1. - Definitions

Walk-in trade (also called walk-in business or walk-in customers) refers to the portion of a business's revenue or activity that comes from unscheduled customers who spontaneously enter the premises without a prior appointment.

Home Occupation any business conducted for gain within a residential dwelling or accessory building (working remotely from home is not considered a home occupation).

Recommendation 3.

This proposed amendment is consistent with applicable elements of NC G.S. § 160D-301 (b) (3) and in the public interest in order to provide clear and consistent guidance in administrative policies.

To promote informed and transparent appointments, the following process shall apply when filling vacancies or expired terms on the Planning and Zoning Board:

1. Planning and Zoning Board Vacancies shall be posted publicly on the Foxfire Village Website where possible, within 5 business days of the vacated seat. In the case of expired terms, the vacancy shall be posted publicly 30 days prior to the end of term if a board member has decided not to remain for an additional term. If the ETJ representative term is ending and the member has decided to remain for an additional term, a new application must be filed with the Foxfire Village Clerk to be presented to the Moore County Commissioners. All applications are to be submitted to, organized, and disseminated by the Foxfire Village Clerk. The P&Z Board Chair shall receive a copy of all applications as they are submitted and will disseminate to the remaining P&Z Board members.
2. The P&Z Board Chair shall schedule interviews for qualified applicants. All current P&Z Board members shall have the opportunity to participate in interviewing candidates.
3. Following the interviews, the P&Z Board shall collectively review the applications and interview outcomes in regular or special meeting, then recommend by majority vote candidate(s) during the meeting to be presented to the Village Council.
4. The Foxfire Village Council shall receive all submitted applications (with ineligible applicants marked as such), the P&Z Board's recommendations, and may conduct additional due diligence, including but not limited to contacting candidates directly, as it deems necessary. The Foxfire Village Council shall make the final appointment decision(s) in accordance with applicable law and this chapter. In the case of the ETJ board member, the Foxfire Village Council will send the ETJ applications and their recommendation to the Moore County Commissioners for appointment in accordance with applicable law and this chapter. This process is intended to assist the appointing authorities in making fully informed decisions with addition of the knowledge and experience gained by current Planning and Zoning members about the operations, conduct, and abilities essential to their board.