

**ORDINANCE NO. CA 2026-26.36  
TOWN OF NORTH TOPSAIL BEACH, NC**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Replacement of the Roof at the Public Works Facility is hereby awarded to Maven Roofing.**

**Section I:** In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

**Section II:** The Public Works Roof Replacement Contract to Maven Roofing is for \$91,965.40 which includes sales tax of \$6,016.43. Total maximum not to exceed budget for the roof replacement is \$100,000.

**Section III** The Finance Officer has determined sufficient funds are available in account 10-500-74 to cover the cost of this contract.

**Section IV:** The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

**Section V:** The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to Maven Roofing up to \$100,000, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 11th Day of February 2026.

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE: \_\_\_ FOR \_\_\_ AGAINST \_\_\_ ABSENT**

\_\_\_\_\_  
RICHARD GRANT , **MAYOR**

\_\_\_\_\_  
WAYNE JOHANNESSEN, **FINANCE OFFICER**

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

## Board of Alderman February 11, 2026

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**ISSUE:** Contract Authorization Ordinance 2026-26.36

**PRESENTED BY:** Public Works, Chris Huckaby

**DEPARTMENT:** Public Works

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**Background:** In accordance with Ordinance 2025-25.25 which limited the Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval; the attached Contract Authorization Ordinance requests for the Board to authorize the Town Manager to approve payments to Maven Roofing up to the amount of \$91,965.40 for the Public Works Department roof replacement project for the Public Works Building. Final Contract with signatures will be attached after approval of the contact award.

**Recommendation:** Attachments: Contract Authorization Ordinance 2026-26.36.  
Approve the Purchase Authorization Ordinance as recommended.

**Action Needed:** Yes

**Suggested Motion:** *"I, -----, make a motion to approve the Contract Authorization Ordinance 2026-26.36 as presented."*

**Funds:** 10

**Follow Up:** Town Manager

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

## Board of Alderman February 11, 2026

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**Issue:** Contract Award Ordinance CA2026-26.36 Maven Roofing Publics Works Roof

**Department:** Public Works

**Prepared by:** Chris Huckaby

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### Agenda Item Summary

Item: Public Works Department Roof Replacement  
Department: Public Works Department  
Presenter: Christopher D. Huckaby, Director of Public Works

#### Summary:

Staff requests Board approval for the replacement of the roof at the Public Works Department building.

When current staff arrived, the roof was already in a damaged condition and experiencing active leaks. Despite ongoing efforts by Public Works staff to mitigate water intrusion and address related issues, the problems have persisted and continue to impact the facility.

This project was previously recommended by the Public Works Department; however, the Board requested confirmation from a structural engineer prior to proceeding. A structural inspection conducted by Larion PLLC on December 1, 2025 confirmed that the building's foundation and structural supports are sound and suitable for renovation (report attached).

Funding for the project is proposed from the following sources:

Public Buildings Capital Outlay (10-500-74) current available funds \$159,247.00.

An updated quote was received from MRM Construction for a standing seam aluminum roof totaling \$118,825.00. Staff's recommendation is to award the project to Maven Roofing, whose bid totaled \$91,965.40, as the lowest responsive and responsible proposal (proposal attached).

Recommended Action:

Approve the Public Works Department roof replacement project and authorize award of the contract to Maven Roofing in the amount of \$91,965.40, with funding from the identified accounts.

Reference Documents:

- Larion PLLC Report
- Maven Roofing Estimate of work
- MRM Construction
- Hunt Riggs Roofing
- Mid-Atlantic Roofing





1 December 2025

Town of North Topsail Beach  
3315 Gray Street  
North Topsail Beach, NC 28460

Attn: Christopher Huckaby

**Subj: 3315 Gray Street, North Topsail Beach NC-Structural Evaluation Public Works Building**

Dear Mr. Huckaby,

Bobby Canady, PE, visited the North Topsail Beach, Public Works building at the above referenced address on November 26, 2025. The evaluation was requested to review the structural integrity of the building. The original three garage bay building was constructed in 1995 and the one garage bay addition was constructed in 2005 according to Onslow County GIS property records.

Findings:

- The building is a pre-engineered metal frames building with corrugated metal roof and siding.
- The building is a concrete slab on grade floor and footing.
- The building is used for vehicle/equipment repairs, material storage, equipment storage and a small administrative/bathroom area.
- There are no interior finishes in the bay areas of the building.
- The original three-bay building is a 40' wide x 60' long structure and the one-bay addition is 40' wide x 30' long.
- The original three-bay building is approximately 12' to the eaves of the building and the one-bay addition is approximately 16' to the eaves of the building.

Conclusion:

- The original structural steel columns, roof beams, wall girders and roof purlins have no structural concerns.
- There is evidence of deterioration to the fasteners securing the metal roof and wall panels.
- There are two locations along the back wall (window air conditioning unit and wall louver) where there is evidence of moisture intrusion and possible minor damage to the wall girder/s. These areas should be sealed, made watertight and the wall girders sanded/repaired/painted.



- There is evidence of moisture in the bathroom floor areas that appears to possibly be a plumbing leak and may be associated with a water heater that is not accessible.

Note:

- Pictures are attached for reference.

Please let me know if I can assist you further.

Thank you,

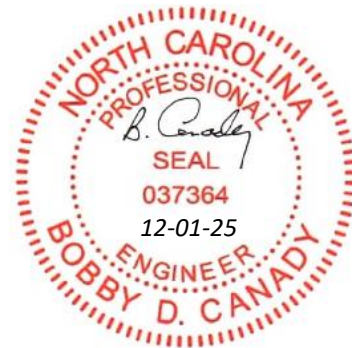
*Bobby Canady*

Bobby Canady, PE

252-229-2364

[bcanady@larion.net](mailto:bcanady@larion.net)

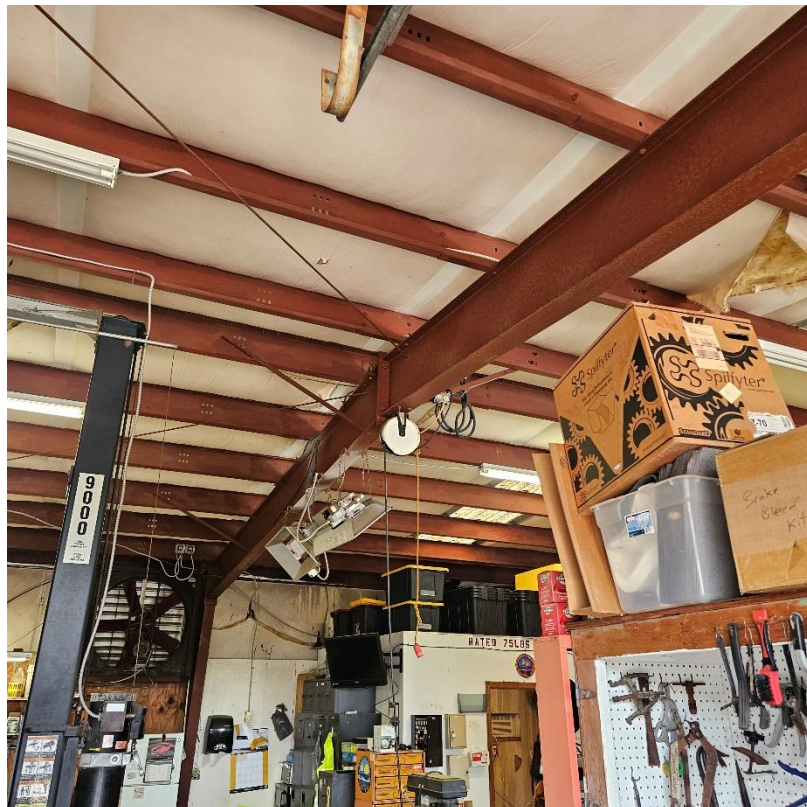
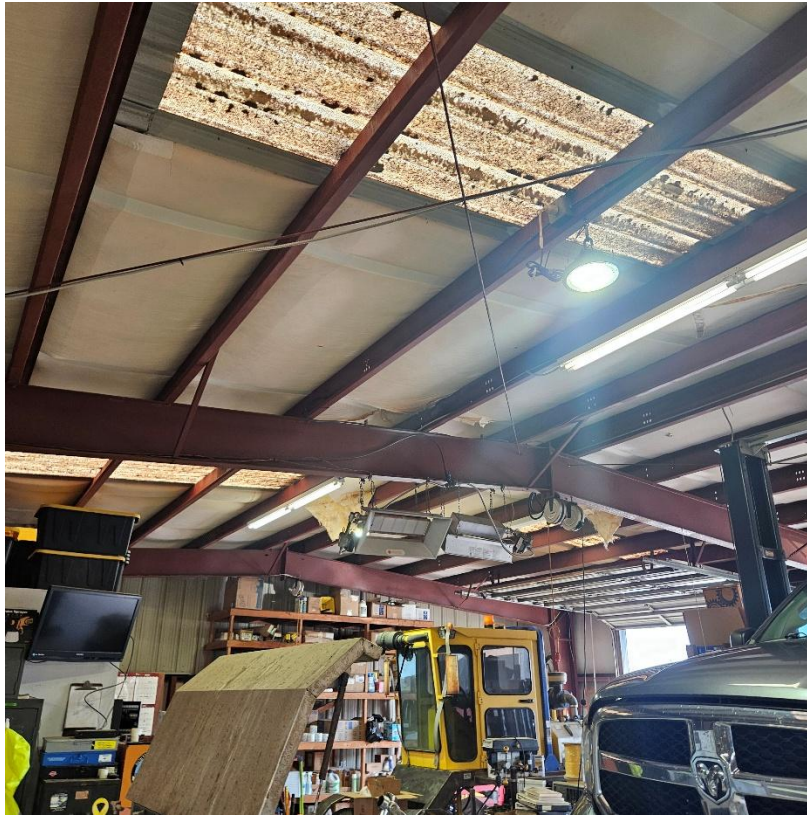
Larion PLLC – License P-1146



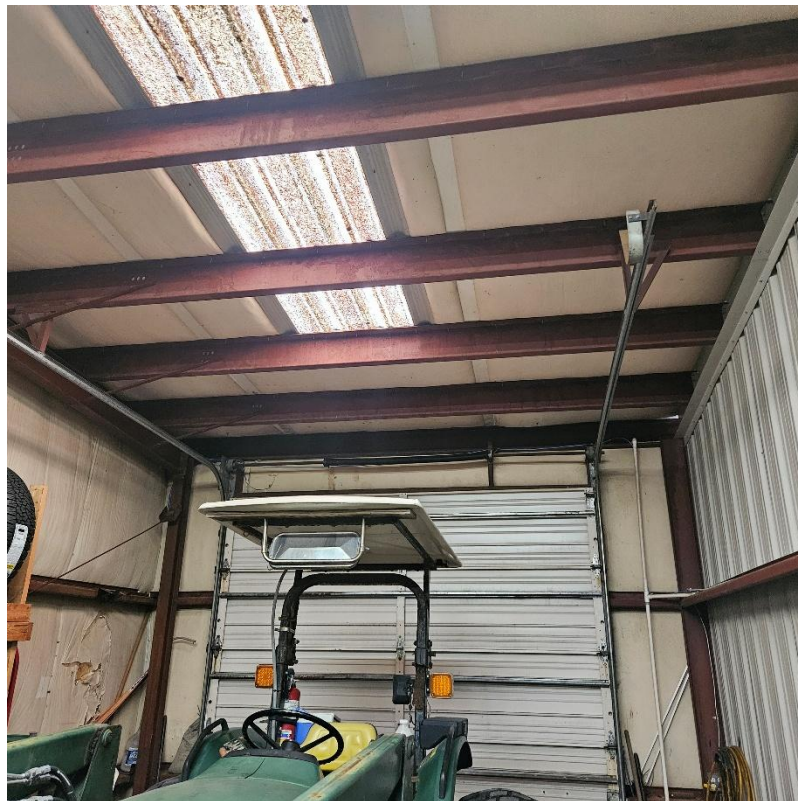
Photos

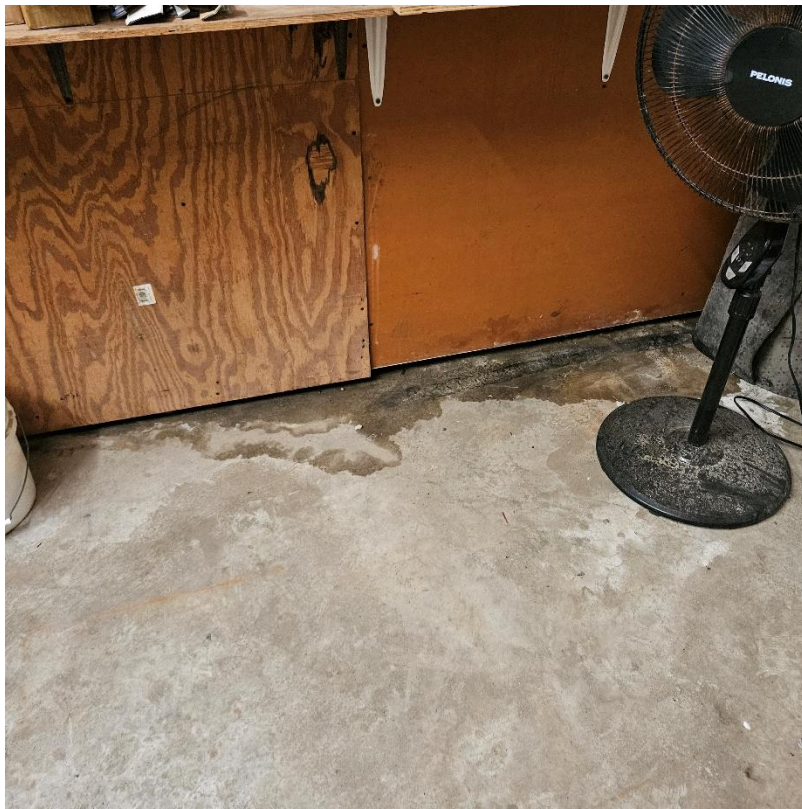




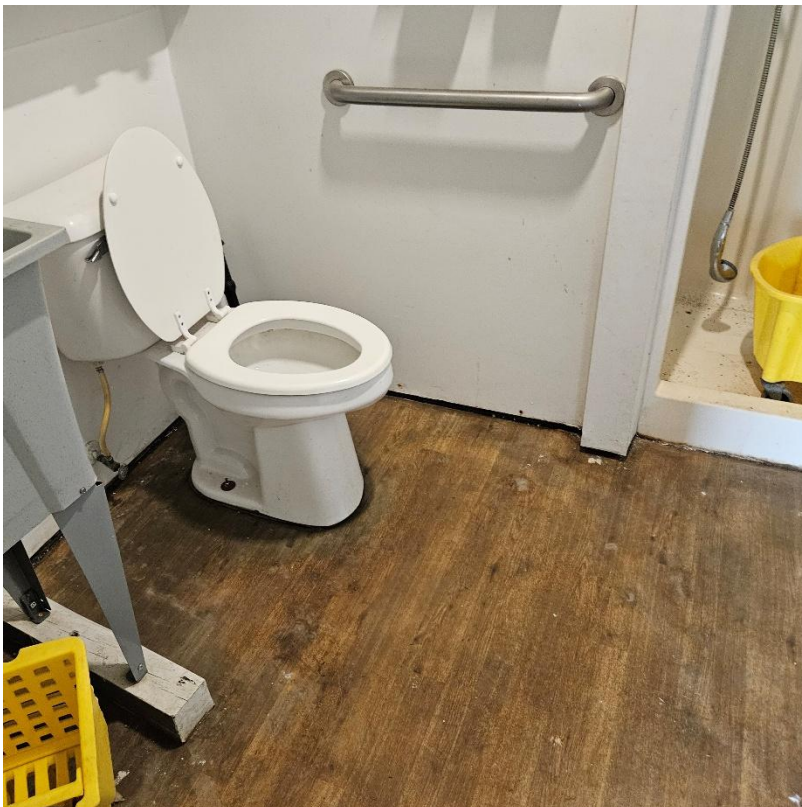
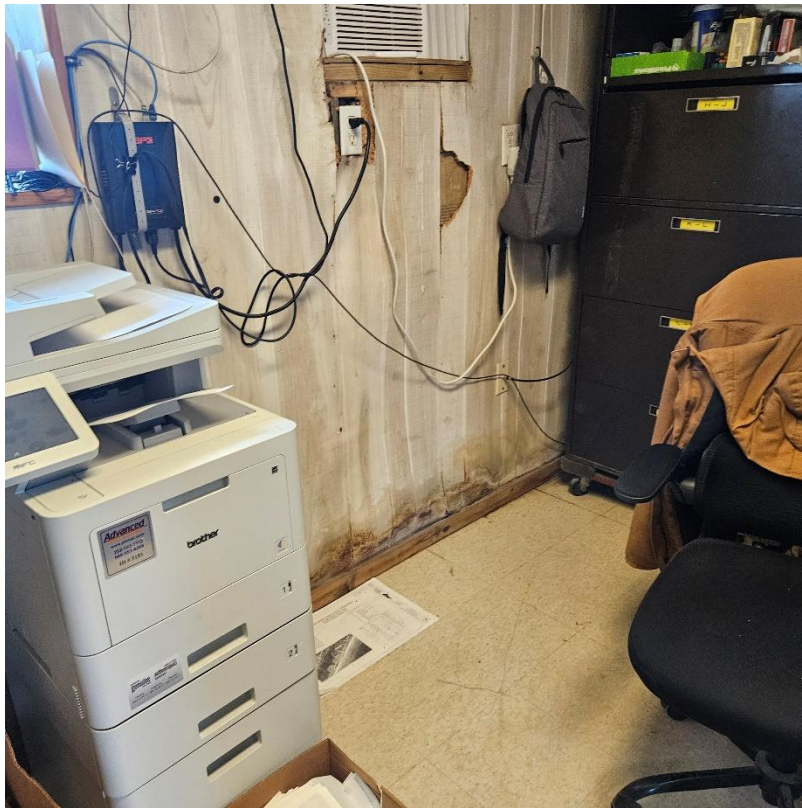












MULTI-CRITERIA BENCHMARKING							
PROCESS NAME:		PUBLIC WORKS ROOF		DATE UPDATED:		21-Oct-25	
RANK		8	6	6	7	9	0
UNIQUE ID	FEATURE	MRM CONSTRUCTION	HUNT RIGGS ROOFING	MID-ATLANTIC ROOFING & SHEET	HOUCK	MAVIN ROOF	COMPANY NAME
NTB25001	REMOVAL OF SKYLIGHTS	✓	✓	✓	✓	✓	bids for Mid-Atlantic and Hunt Riggs Roofing did not include itemized breakdowns or sales tax information
	REMOVAL OF FLASHING	✓	✓	✓	✓	✓	
	REMOVAL OF METAL ROOF	✓	✓	✓	✓	✓	
	REMOVAL OF GUTTERS	✗	✗	✗	✗	✗	
	REMOVAL OF FASCIA	✗	✗	✗	✗	✗	
	HAUL AWAY OF MATERIAL	✓	✓	✓	✓	✓	
	INSTALL METAL ROOF	✓	✓	✓	✓	✓	
	INSTALL FLASHING	✓	✓	✓	✓	✓	
	INSTALL SKYLIGHTS	✗	✗	✗	✗	✗	
	INSTALL GUTTERS	✗	✗	✗	✗	✗	
	INSTALL FASCIA	✗	✗	✗	✗	✗	
	INSTALL GUTTER STRAPS	✓	✗	✗	✗	✓	
	PATCH OR INSTALL NEW INSULATION	✓	✗	✗	✓	✗	
	10-year leak-free guarantee	✗	✗	✗	✗	✓	
	ALUMINUM STANDING SEAM	✗	✗	✗	✗	✓	

\*HOUCK has closed for business. Reaching out to Maven for additional estimate.

BID DOCUMENT(S)	*closed for business						
TOTAL PROJECT BASE BID	\$111,060.80					\$85,948.97	
SALES TAX	\$7,774.20					\$6016.43	
TOTAL BID, INCLUDING SALES TAX	\$118,825.00	\$38,717.42	\$14,335.00	\$0.00		\$91,965.40	\$0.00





Contract for Chris Huckaby  
3315 Gray Street



Prepared by Juan Uribe  
Monday, 10/20/2025





## ROOFING MADE EASY

SO YOU CAN FOCUS ON OTHER PRIORITIES

### Hear It From Our Customers

Sarah Y.



*My insurance company was giving me a hard time and were requiring certain repairs be made or they would drop my policy. I called Maven and they were super helpful, explaining things my insurance company didn't even explain. Fast forward to appointment day, they were very informative and showed me everything that was happening. They made the necessary repairs and even sprayed a wasp nest they found so that my kids would be safe! While I hope to never need a roofer again, when I do, I will be calling Maven!*

Roxie G.



*Everything was delivered on time and the crew finished the job as promised. Megan was back again today to check up on the project. She even hauled away a pallet the crew didn't take and moved our extra shingles! Wow. Every phone call was answered or returned and all our questions (even the dumb ones) were answered. We had one small area I wanted looked at on the finished job, but by the time I met her outside, she had already found it and photographed it. I have no doubt if there is an adjustment needed, it will be done. Oh, and the roof is beautiful!*

Steven B.



*The roof looks amazing, the work was clean and fast, and the attention to detail was outstanding. I would recommend Maven time and time again to anyone who is looking to have work done on their roof. Thank you, Maven, for taking away the stress that literally hung over our heads. We now have one less thing to worry about this hurricane season, and to know that you back up your work in the event of hurricane damage makes it that much better.*

MAVEN HAS COMMITTED TO DONATING 1% OF THE REVENUE FROM EVERY JOB TO [ONETRIBEONEMISSION.ORG](https://onetribeonemission.org)

# 5+

YEARS IN BUSINESS

# 400+

5-STARs & COUNTING

# 5K+

HAPPY CUSTOMERS

We only install what we'd be proud to have on our own homes



**F-WAVE™**  
REVIA® Synthetic Roofing Shingles



GOOGLE GUARANTEED

Peace of Mind with **MAVEN**

[www.mavenroofing.com](https://www.mavenroofing.com)

SUBTOTAL \$85,948.97  
+SALES TAX  
State Tax (4.75%): \$4082.58  
County Tax (2.25%): \$1933.85  
Total Tax: \$6016.43  
Total Cost: \$91965.40

Clips 032 STD PrestigeLok+

\$85,948.97

Introducing the Clips 032 STD PrestigeLok+, a top-tier aluminum standing seam roofing solution designed for coastal and corrosive environments. This high-performance system boasts a sleek PrestigeLok+ clip-fastened style, ensuring thermal movement and long-lasting durability. Crafted from 0.032 aluminum with a high-performance synthetic underlayment, it offers advanced protection against high-velocity winds and harsh weather conditions. Ideal for coastal homeowners seeking corrosion resistance and low-maintenance performance, the Clips 032 STD PrestigeLok+ combines premium aluminum trim and a standard paint finish for a stylish, reliable roof investment.

What is included?	Quantity	Total
Roofing Foundations		
Maven - Clips - 032 - STDPrestigeLok+ - Panel - SQ	43.55	\$36,364.69
Maven - Clip - 032 - STD PrestigeLok+ - Ridge - LF	92.21	\$1,987.13
Maven - Clips - 032 - STD PrestigeLok+ - Eaves	184.52	\$1,227.06
Maven - Clips - 032 - STD PrestigeLok+ - Rakes	138.64	\$1,527.81
Maven - Clips - 032 - STD PrestigeLok+ - Services - SQ	39.54	\$30,619.38
Flashings		
Maven - Clips - 032 - STD PrestigeLok+ - Endwall - LF	45.96	\$323.56
Fasteners		
Maven - Clips - 032 - STD PrestigeLok+ - Fasteners - SQ	43.55	\$1,912.72
Maven - Clips - 032 - STD PrestigeLok+ - Tapes - SQ	43.55	\$634.96
Maven - Clips - 032 - STD PrestigeLok+ - Sealants - SQ	43.55	\$317.04
Accessories		
Additional		
Maven - Pipe Boot - Repair - Dektite Round Black - 1/4"-5" - EA	1	\$107.69
Decking - 3/4" Plywood	135	\$6,381.45
Decking Labor	1	\$4,545.46
Maven understands and agreed to be paid upon completion of the project.	1	\$0.01
Upon acceptance of proposal, project will begin within 3-4 weeks, and will take ~1 week to complete.	1	\$0.01

## Terms & Conditions

**EXPLANATION OF TERMS & DEFINITIONS.** The work to be performed pursuant to this Agreement shall be collectively called the "work." Any insurance estimates Maven prepares in connection with the Work shall be collectively called the "Estimates." Customer's property where the Work shall be performed shall be called the "Property." Insurance proceeds & the Agreement Price for this project shall be defined as the full price for repairs allowed by Customer's insurance carrier, including all supplements, & before any deductions for deductibles or depreciation. All excess materials shall remain Maven's Property. Additional charges for use of credit cards will be charged at prevailing rate. Customer authorizes insurance proceed checks to be jointly in the name of Maven & Customer.

**CHANGES TO THE WORK (CHANGE ORDERS).** This Agreement constitutes the entire agreement between the parties. It may be changed only by written instrument signed by both parties. Any representation, statements, or other communications, not contained in this Agreement are agreed to be immaterial, not relied upon by either party, & shall not survive the execution of this Agreement.

**PRE-LIEN NOTICE TO OWNER.** General contractor PreLien notice to owner (A) any person or company supplying labor or materials for the improvement to your property may file a lien against your property if that person or company is not paid for the contributions. (b) Under law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for improvements & who gave you timely notice.

**LEGAL NOTICES.** Customer acknowledges reviewing incorporated legal notices: (if applicable) CUSTOMER'S THREE DAY RIGHT TO TERMINATE. CUSTOMER IS ADVISED THAT FEDERAL AND STATE LAW ALLOWS CUSTOMER TO TERMINATE THIS AGREEMENT FOR ANY REASON WITHIN THREE (3) DAYS AFTER SIGNING IT. CUSTOMER ACKNOWLEDGES THAT THEY HAVE RECEIVED SUCH NOTICE PURSUANT TO THIS SECTION AND PURSUANT TO THE RIGHT OF RECESSION ATTACHED HERETO.

**WARRANTIES.** Maven will provide the customer with a (2) year limited warranty covering material defects in workmanship. Any manufacturers warranties shall provide exclusive coverage for product defects, and Maven shall not be responsible for any product defects. This Agreement and Maven's warranty may not be assigned or transferable. If the Work includes roofing and sheet metal, it is understood and agreed that only Maven's standard roof warranty shall apply and that all terms and provisions therein shall prevail, unless otherwise specifically agreed to in writing prior to the commencement of the work All warranties are null & void if Maven is not paid in full in accordance with this Agreement. Maven specifically disclaims any and all warranties other than those in writing, including but not limited to expressed or implied warranties, and is not responsible for manufactures' warranties.

**CONCEALED CONDITIONS.** This agreement and the Price are based solely on the observations of Contractor at the time of entering into this Agreement. If additional concealed conditions are discovered once the Work has commenced, which condition is not Visible at the time of entering into this Agreement, Contractor will identify the unforeseen conditions, and the Customer and Contractor will execute a Change Order for any additional work (which must be approved by the insurance company). Customer agrees that if the insurance company does not agree to pay for unexpected or unanticipated extra costs, then Contractor may terminate this Agreement and Contractor shall be entitled to payment for all Work completed through the date of termination. Customer will be responsible for all additional costs and time for work due to concealed conditions. Such conditions may also extend the time fore completion of Contractors Work under this Agreement. If replacement of roof decking is required but not covered by Customer's Insurance policy or the Agreement Price it shall be replaced and Customer agrees to pay Maven above and beyond the Agreement Price at \$2.5 per square

foot repaired for decking and \$6.50 per linear foot repaired for plank decking.

**NOTIFICATIONS.** Maven will not be responsible for damage below the roof due to workmanship leaks if notification is not made in writing within 24hrs of first occurrence Maven will not pay for any repairs or remediation performed by the customer or any contractor not approved in advance

**SUBCONTRACTORS.** Maven reserves the right to use other contractors or subcontractors to perform the work Customer agrees not to directly hire any of Contractors Subcontractors.

**GENERAL HOLD HARMLESS.** Customer agrees that for itself and on behalf of its agents, representatives and assigns, to hold harmless, release and discharge Maven, its owners, agents, employees, officers, directors, representatives, assigns, members, affiliated organizations, insurers and others acting on its behalf, of and from all claims, demands, causes of action and legal liability, whether the same be known or unknown, anticipated or unanticipated, due to Maven's active or passive negligence. Customer further agrees that, except in the event of Maven's gross negligence and willful and wanton misconduct, Customer shall not bring any claims, demands, legal actions and causes of action, against Maven for any economic and noneconomic losses due to damage to Customer's property or for consequential damages. In any event, Customer agrees that its maximum recourse shall be, and Maven's maximum liability shall be limited to, the amount Maven billed to Customer. Maven shall not be responsible for latent defects in materials and accessories supplied. Maven shall not be responsible for rework required as a result of the acts or errors of others. Customer further expressly agrees that this Agreement, including, in particular, the foregoing release and waiver of liability, is intended to be as broad and inclusive as permitted by the laws of the state where Customer's Property is located, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. The scope of all disclaimers or exculpatory language in this Agreement is limited to negligent acts, and does not purport to release Maven from damages, if any, caused by its intentional, willful or wanton acts.

**CONSTRUCTION.** Customer understands that the installation of the offered products requires hammering on the property and as such, Maven is not responsible for movement of interior Sheetrock or Sheetrock nails, plaster, or any other inside material. Customer also agrees to remove/move items that might fall from the interior walls or be damaged. Maven will be held harmless for alleged or actual damages & claims as a result of mold, algae, fungus, driveway cracks, sidewalk cracks and interior drywall cracks or nail pops. Care will be taken in the movement of satellite dish, data dish, cable TV or telephone wiring, but Maven, does not guarantee proper alignment or operation after movement. Any damage to electrical wiring is also excluded. Maven shall not be liable for any loss of profits, business, goodwill, data interruption of business, nor for incidental or consequential merchantability or fitness of purpose. Maven will not be responsible for damage below the roof due to workmanship leaks if notification is not made in writing within 24hrs of first occurrence Maven will not pay for any repairs or remediation performed by you or any contractor not approved in advance by the president of Maven. Maven may order excess materials to complete the job & may not be charged above the Agreement Price.

**LIQUIDATION DAMAGES.** Contractor shall incur substantial time and resources toward the completion of the work authorized herein, which may or may not involve physical work at Customer's property. If Customer does not allow Maven to perform the Work or has a person or entity other than Maven perform the Work, Maven shall be entitled to liquidated damages equal to 20% of the total amount of the most recent Estimate, including all supplements, plus costs incurred by Maven in preparation of the Estimate, any supplements, and the Work. These liquidated damages are not a penalty, but are instead agreed to be payment to Maven for its time and efforts in preparing Estimates and meeting with Customer's insurance company and/or insurance adjuster(s). If materials must be reordered or restocked because of Customer's breach of this Agreement, in addition to any and all other damages to which Maven is entitled, Customer shall be liable for restocking fees equal to fifteen percent (15%) of the price of the applicable & be liable for & agrees to pay Maven for the entire cost of any materials that cannot be returned or restocked.



**PAYMENT UPON COMPLETION AND RETAINAGE RIGHTS.** Customer shall pay any outstanding amounts withheld from the Price in accordance with the Contract upon notice by Contractor that the work is complete. Should the Customer believe that the Work is not complete, Customer shall communicate and document Via email or text within 24hrs of receiving notice from Contractor that the work is complete. Customer shall retain no more than 5% of the Price & must provide Contractor with availability for inspection & walk-through within (3) days of notice of noncompliance.

**PUNCH LIST ITEMS.** Contractor shall communicate to Customer if Work is complete but for certain minor items that Contractor is addressing with the due diligence ("Punch List Items"). Contractor shall provide a list and expected completion date for any punch list items if such work shall require more than (7) days to complete. Upon contractors communication to Customer that work is complete except for identified punch list items, Customer shall pay Contractor all but 5% of the Price from Contractor Pending the completion of the identified punch list items. Remaining 5% owed shall be paid within 24hrs of notice that punch list items are complete.

**REMEDIES.** In the event the Customer defaults under this Agreement, any unpaid amounts outstanding for fifteen (15) days or more shall be subject to a late charge equal to the greater of fifteen dollars (\$15.00) or fifteen percent (15%) per month, or the maximum rate allowed under North Carolina law, whichever is higher. This late charge shall apply to all past-due balances, including any agreed-upon damages referenced herein. In the event that Contractor incurs costs or attorneys' fees to enforce this Agreements terms, such amounts will be in addition to any amounts owed by Customer to Contractor. Customer specifically agrees to pay for all collection costs, including employee time and expenses and all attorneys' fees and costs Maven incurs in with a collection of and/or protection of its interests in Customer's past-due account or performance of this Agreement.

**MISCELLANEOUS.** The signer of this contract certifies that they are the authorized legal signatory and personally guarantees to pay this contract and hereby agrees to pay any and all costs, including but not limited to attorneys fees and court costs and any fees associated with collection efforts related to amounts due under this agreement and to pay the maximum interest allowed by law on outstanding amounts 15 days past due. If any provision of this agreement should be held invalid or unenforceable, the validity and enforceability of remaining provisions of this agreement shall not be affected hereby. Customer agrees to allow Maven to post advertisement on the property from contract date to (15) days beyond project completion date. Maven retains the right to cancel this Agreement & return money to customer before commencing work. Payments due to Maven shall not be contingent upon city inspections and/or repair or punch list issues. Customer agrees to allow Maven to execute unencumbered marketing efforts and will agree not to defame Maven in any such manner.

## INSURANCE CONTRACT ADDITIONAL TERMS AND CONDITIONS

### DEDUCTIBLE LAWS DISCLOSURE

**CUSTOMER IS ADVISED THAT FEDERAL AND STATE LAW ALLOWS CUSTOMER TO TERMINATE THIS AGREEMENT FOR ANY REASON WITHIN THREE (3) DAYS AFTER SIGNING IT. CUSTOMER ACKNOWLEDGES THAT THEY HAVE RECEIVED SUCH NOTICE PURSUANT TO THIS SECTION AND PURSUANT TO THE RIGHT OF RESCISSION ATTACHED HERETO.**

State law requires a person insured under a property insurance policy to pay any deductible applicable to a claim made under the policy. It is a violation of state law for a seller of goods or services who reasonably expects to be paid wholly or partly from the proceeds of a property insurance claim to knowingly allow the insured person to fail to pay, or assist the insured person's failure to pay, the applicable insurance deductible.

Contractor & the Customer may both be in violation of State law if the Customer submits Contractor quotes to Insurance Carrier seeking full payment of a quoted amount, knowing that the actual cost to the Customer will be less than the Contractor's quotes. Pursuant to law, a person commits insurance fraud by filing (or aiding in the filing of) false or fraudulent statement or representation of any material fact or thing in the filing of a claim.

Contractor may not pay the insured any form of compensation (directly or indirectly) or give any allowance or discount against fees to be charged in an insurance claim. Contractor may offer discounts via upgrades to services ONLY.

INSURANCE PAYMENT SCHEDULE	
<b>First Payment (Due Upon Adjuster Approval)</b>	Deductible
<b>Second Payment (Due Before Work Commences)</b>	ACV-Less deductible
<b>Third Payment (Due within 14 Days of Completion)</b>	Depreciation
<b>Fourth Payment (Due within 14 Days of Completion)</b>	All Change Orders
<b>Fifth Payment (Due within 14 Days of Completion)</b>	All Unpaid Balances
<b>Removed Discounts Payment, if Late (Due Immediately)</b>	Discount Amount

Expiration Date

2025

License No.

84412

# North Carolina

## Licensing Board for General Contractors

This is to Certify That:

**Maven Advantage, Inc.**

Hampstead, NC

is duly registered and entitled to practice

## General Contracting

Limitation: Unlimited

Classification: Building

until

**December 31, 2025**

when this Certificate expires.

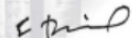
Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

**01/14/2025**

This certificate may not be altered.



  
Chairman

  
Secretary-Treasurer





STATE OF TENNESSEE  
 DEPARTMENT OF  
 COMMERCE AND INSURANCE  
 MAVEN ADVANTAGE INC



404430

ID NUMBER: 79581  
 LIC STATUS: ACTIVE  
 EXPIRATION DATE: August 31, 2025

BOARD FOR LICENSING CONTRACTORS  
 CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS  
 OF THE STATE OF TENNESSEE HAVE BEEN MET

MAVEN ADVANTAGE INC  
 618 S Main St  
 SPRINGFIELD, TN 37172





MAVEROO-01

DGAINES

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Harold W. Wells & Son, Inc. 1 N 3rd Street Wilmington, NC 28401	CONTACT NAME:		
	PHONE (A/C, No, Ext): (910) 762-8551	FAX (A/C, No): (910) 254-9404	
	E-MAIL ADDRESS: insurance@wellsins.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :	Builders Mutual Insurance Company	10844
INSURED  Maven Advantage Inc dba Maven Roofing Maven Designs, Inc. 25488 UW Hwy 17 Hampstead, NC 28443	INSURER B :	Builders Premier Insurance Company	13036
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP0102984 02	9/28/2025	9/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HIRED NONOWNED \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAP 0042166 02	9/28/2025	9/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PUB 000018102	9/28/2025	9/28/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WCP1093579 02	9/28/2025	9/28/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Town of North Topsail Beach  
2008 Loggerhead Ct  
N Topsail Beach, NC 28460

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Wells Insurance*

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**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

ANY PERSON OR ORGANIZATION THAT IS REQUIRED BY WRITTEN CONTRACT

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective 09/28/2025

Policy No. WCP 1093579

Endorsement No. 000

Insured MAVEN ADVANTAGE INC

Premium \$ 51,432.00

Insurance Company BUILDERS MUTUAL INSURANCE CO

Countersigned by \_\_\_\_\_



**North Topsail Beach > Public Works Bldg--New Standing Seam Metal Roof (3,867 sf)**

*December 17, 2025*

**Submitted by:**

MRM Construction LLC  
1099 Gum Branch Rd.  
Jacksonville, NC 28540  
Business: 888-505-0216  
Business: mrmconstruction.builders@gmail.com

**Submitted to:**

North Topsail Beach  
2008 Loggerhead CT  
North Topsail Beach, NC 28460

**Project Information:**

December 16, 2025  
Public Works Bldg--New Standing Seam Metal Roof (3,867 sf)

## General Project Contents

Category	Qty	Type	Description
1 PROJECT PREPARATION	1	Pieces	Building permit fee, project \$60,000 - \$70,000
4 GENERAL DEMOLITION	1	Pieces	Tear off skylights, old flashing where taller wall meets shorter wall, and metal roof. Gutters and Fascia Trim are not included.
4 GENERAL DEMOLITION	1	Pieces	Haul off all debris
12 ROOFING AND GUTTERS	1	Pieces	Provide and install standing seam 24 gauge metal roofing and re-flash where tall wall meets short wall going to second roof. Includes all materials and labor to complete the job.
20 EXTERIOR TRIM	1	Pieces	Replace all gutter straps on roof and replace rusted screws in gutters. Screws in the bottom side of fascia are not included.
27 INSULATION	1	Pieces	Patch insulation where skylights are removed

***Sub-Total is: \$111,060.80***

***Total Project Base Bid is \$111,060.80***  
***Sales Tax \$ 7,774.20***  
***Total Bid is \$118,825.00***



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**FW: Estimate #W195 from Mid-Atlantic Roofing & Sheet Metal LLC.**

---

**From** Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

**Date** Tue 7/15/2025 12:00 PM

**To** Christopher Huckaby <chuckaby@NORTHTOPSAILBEACHNC.GOV>

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**From:** Mid-Atlantic Roofing & Sheet Metal LLC. <mailer@waveapps.com>

**Sent:** Thursday, March 20, 2025 9:50 AM

**To:** Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

**Subject:** Estimate #W195 from Mid-Atlantic Roofing & Sheet Metal LLC.

**Warning: Unusual sender** <[mailer@waveapps.com](mailto:mailer@waveapps.com)>

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



## Estimate #W195

for 3315 Gray St.

issued on Mar 20, 2025

from **Mid-Atlantic Roofing & Sheet Metal LLC.**

Hi 3315 Gray St.,

Here's Estimate #W195 for the amount  
of \$14,335.00.

If you have any questions, feel free to  
reach out.

Thank you,

Mid-Atlantic Roofing & Sheet Metal LLC.

Grand Total: **\$14,335.00 USD**

Valid until: **Apr 19, 2025**

[View estimate](#)

Thanks for your business. If this estimate was sent in error,  
please contact [marooftingoffice@gmail.com](mailto:marooftingoffice@gmail.com)

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**FW: Estimate 1372 from Hunt Riggs Roofing**

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**From** Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

**Date** Tue 7/15/2025 12:00 PM

**To** Christopher Huckaby <chuckaby@NORTHTOPSAILBEACHNC.GOV>

---

**From:** Hunt Riggs Roofing Co. <no\_reply@intuit.com>

**Sent:** Monday, March 3, 2025 9:13 PM

**To:** Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

**Subject:** Estimate 1372 from Hunt Riggs Roofing

**External sender** <[no\\_reply@intuit.com](mailto:no_reply@intuit.com)>

Make sure you trust this sender before taking any actions.



**Your estimate is ready!**

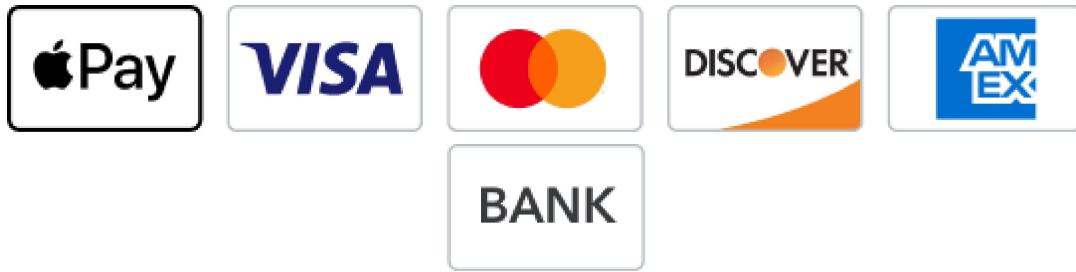
Total Estimate

**\$38,717.42**

or starting at /month with financing (36 mo)\*

[Review and accept](#)





Dear Customer,

Below are your estimate details. To move forward with this estimate, please review and select **Accept** and Hunt Riggs Roofing Co. will reach out with next steps.

There are various payment methods available for you, you also have the option to **pay this monthly**.

Have a great day!

## Estimate #7194

### Hunt Riggs Roofing Co.

• <b>STANDING SEAM METAL ROOF</b>	\$36,184.50
42 X \$850.00	

**Total** **\$38,717.42**  
or starting at /month with financing (36 mo)\*

**Hunt Riggs Roofing Co.**

[Admin@huntriggsroofing.com](mailto:Admin@huntriggsroofing.com)

\* Personal loans made through Upgrade feature Annual Percentage Rates (APRs) of 8.49%-35.99%. All personal loans have a 1.85% to 9.99% origination fee, which is deducted from the loan proceeds. Lowest rates require Autopay and paying off a portion of existing debt directly. Loans feature repayment terms of 24 to 84 months. For example, if you receive a \$10,000 loan with a 36-month term and a 17.59% APR (which includes a 13.94% yearly interest rate and a 5% one-time origination fee), you would receive \$9,500 in your account and would have a required monthly payment of \$341.48. Over the life of the loan, your payments would total \$12,293.46. The APR on your loan may be higher or lower and your loan offers may not have multiple term lengths available. Actual rate depends on credit score, credit usage history, loan term, and other factors. Late payments or subsequent charges and fees may increase the cost of your fixed rate loan. There is no fee or

penalty for repaying a loan early. \*Approval not guaranteed. Your loan terms will be determined based on your credit, income, and certain other information provided in your loan application. Not all applicants will qualify for the full amount.

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