

# THE LAW FIRM OF RICHARD F. GREEN, PLLC

2998 Holden Beach Road, SW  
Holden Beach, North Carolina 28462

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**Richard F. Green**

**Katherine M. Madon**

July 31, 2019

Town Clerk Heather Finnell  
Mayor J. Alan Holden, Mayor  
Commissioner Mike Sullivan  
Commissioner Pat Kwiatkowski  
Commissioner Joe Butler  
Commissioner John Fletcher  
Commissioner Peter Freer

Ms. Finnell, Mayor Holden and Holden Beach Commissioners:

Please see the information below in response to the request for proposals for legal services to the town of Holden Beach. We appreciate your consideration and look forward to hearing from you.

1. Statement of Qualifications and resources of the firm/individual, including governmental experience to include description of areas of expertise or relevant experience that may benefit the Town:

The Law Office of Richard F. Green has been in existence and served the Brunswick County community, specifically Holden Beach, since 2004. The firm consists of two attorneys, Katherine M. Madon and Richard F. Green. Combined, they have over 46 years experience. We employ two paralegals and a receptionist that have over 42 years combined experience. Our primary practice is real estate transactional work, but we are a general practice firm with experience in civil litigation, special proceedings, criminal law and estates. The longstanding real estate practice ranges from basic buying and selling to boundary disputes, condemnation, partition actions, foreclosures and more. We have appeared on behalf of our clients before the Town of Holden Beach and other municipalities, including both district and superior courts. Our general practice affords us the privilege to work closely with our various town officials, members of the Brunswick County Sherriff's Office, Register of Deeds, Department of Social Services, Brunswick County Commissioners, Brunswick County Board of Education, District Attorney's Office, District and Superior Court Judges and other Brunswick County officials in diverse capacities. Due to our small size we are a hands-on firm and are grateful for our ability to be available for the citizens of Holden Beach and Brunswick County.

Mr. Green has previously served as the attorney for the Town of Holden Beach, and currently serves as the attorney for the Brunswick County School Board since 2011. Mr. Green's comprehensive knowledge of governmental procedure and experience in a board setting is unmatched in Brunswick County. Ms. Madon joined the firm in 2014 and assists with School Board Matters while enjoying a real estate and general practice. She also serves as counsel for the Brunswick County Treatment Courts. Prior to joining the firm she served as the Brunswick County Superior Court Coordinator where she worked closely with Judges throughout the State.

2. Statement of Interest in providing service to the Town:

Everyone in our office is a resident of Brunswick County, and Mr. Green has been a resident of Holden Beach since 1992. We take pride in the area that we live and work in and have a vital interest in insuring the smooth and orderly operation of Town matters. We have first hand knowledge of the challenges facing our community and know how essential it is to protect the legal interests of the Town of Holden Beach. We have represented a range of Holden Beach citizens throughout our practice from indigent criminal defendants to multi-state corporations.

3. Indication of ability to provide timely and efficient service to the Town, including a specification of how many hours per week could be devoted solely to Town business:

With two attorneys and a local office we can devote up to twenty (20) per hours week devoted solely to town business. Our office is open Monday through Friday and is fully staffed from 9:00AM-5:00PM. Other than court appearances and board of education meetings, both attorneys are present in the office and available.

4. Suggested contractual terms to include hourly rates:

We would seek billing of two hundred and fifty dollars (\$250.00) per hour to be invoiced on or about the first of each month.

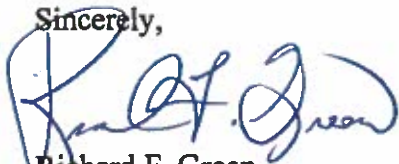
Ms. Madon will be the primary contact and will attend the regular and special meetings. Mr. Green will attend any regular or special meeting when Ms. Madon is unavailable.

5. Other factors or information thought to be important to the Town in considering this proposal:

Our local presence along with our vast practice areas allows us to efficiently perform the diverse roles that are required of a town attorney.

Again, we thank you for considering this proposal.

Sincerely,



Richard F. Green



Katherine M. Madon

# Katherine M. Madon

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The Law Office of Richard F. Green  
2998 Holden Beach Rd. SW  
Holden Beach NC 28462  
910.842.1857  
kmadon@atmc.net

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## Practical Experience:

### **Richard F. Green Attorney at Law PLLC. Holden Beach, North Carolina (2014-Present)**

#### *Associate Attorney*

Enjoys general practice ranging from real estate transactional work to criminal defense. Represents both plaintiffs and defendants regarding varied civil disputes. Serves as the defense attorney for the Brunswick County Treatment Courts.

### **Brunswick County Superior Court. Bolivia, North Carolina (2012-2014)**

#### *Brunswick County Trial Court Coordinator*

Administered the mediation settlement conference program for all civil superior court matters. Assisted in the drafting and submittal of numerous federal grants. Scheduled all superior court matters including trial calendars, judge assignments, and grand jury presentations.

### **Virginia Supreme Court. Abington, Virginia (2011)**

#### *Legal Clerk to The Honorable Elizabeth McClanahan*

Researched issues and prepared briefs for en banc and merit panel hearings centered upon all areas of the law ranging from criminal work to administrative law appeals.

## Education:

### **Appalachian School of Law. Grundy Virginia (2009-2012)**

J.D. 2012

Natural Resource Law Journal 2010-2012, *Managing Editor* 2011-2012; Energy and Mineral Law Society 2009-2012, *President* 2011-2012; P.A.C.E. Moot Court Team 2010-2012; Research Assistant 2010-2012; Appellate Advocacy Teaching Assistant 2011-2012; Peer Tutor 2011-2012.

### **University of Kentucky. Lexington, Kentucky (2004-2008)**

2009 Bachelor of Arts in Political Science and Communications

## Activities:

### **Professional Associations:**

North Carolina Bar Association; Brunswick County Bar Association; 13<sup>th</sup> Judicial Bar Association; Coastal Women Attorneys; Young Lawyers Association

### **Charitable Activities:**

North Carolina Lawyers for Literacy Campaign; Brunswick County Bar Association Scholarship Committee; North Carolina Pro-Bono Attorney; Southport Junior Women's Club