

Regular Meeting – November 17, 2016 – 8:30 AM

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**Members Present:** Terry Tolbert – Chairman  
Tommy Boondry – Vice Chairman  
James A. Gunter – Secretary  
Betty W. Ellington – Member

**Members Absent:** Laura Hegstrom – Member

**Others Present:** Roderick Conley – Chief Appraiser  
Robbin Bowen – Deputy Chief Appraiser  
Abda Quillian – Legal Counsel  
Stephanie Bridges – Recording Secretary

## PERSONNEL RECOGNITION

### A. Staff Training:

Course I – Certification for Assessors:	Corey Hollinger Patrick Williams
IAAO Course 101: Fundamentals of RP Appraisal:	Robbin Bowen

### B. Introduction of New Employees:

Shaunte Hardy  
Lorie Parker  
Roxann Prescott

### C. Staff Promotion:

Corey Hollinger

## CITIZENS ITEMS

None

## DIVISION MANAGER STAFF REPORTS

Corey Gillenwater reported for Quality Control – Still working with Tyler on data conversion. We are going to ask for everything. Have contacted Xerox. Waiting on a complete list of requirements from Tyler.

Stacey Scott reported for Personal Property/Commercial – Personal Property is working on new businesses and getting postcards ready to mail out. MH digest will be ready for approval at the next BOA meeting. Commercial field inspections are 46% complete and commercial permits are being worked.

Lisa Lowrimore reported for Residential – Permits are 26% complete. Field reviews are 31% complete and sales reviews are being worked on.

Heidi Harris reported for Support Services/Mapping – YTD we have 1031 homestead exemptions and 8135 transfers. The mapping department is waiting on ITOS project to be completed.

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## APPROVAL OF MINUTES

Mr. Gunter made a motion to approve the following:

Minutes of the November 3, 2016 Regular Meeting.

Ms. Ellington seconded. The motion passed with a unanimous vote.

## OLD ITEMS

None

## CONSENT AGENDA – NEW ITEMS

Ms. Ellington made a motion to approve the following:

1. Assessment Notices – Submitted for Approval of Recommendation
  - A. Personal Property 30-Day NOAs CY
  - B. Personal Property 45-Day NOAs PY
  - C. Personal Property 45-Day NOAs CY

Mr. Boondry seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to approve the following:

2. Appeal Waivers – Submitted for Approval of Recommendation
  - A. Certification
    1. Residential
    2. Commercial
    3. Motor Vehicles
  - B. Approval
    1. Residential
    2. Commercial
    3. Motor Vehicles

Ms. Ellington seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

3. Property Corrections – Submitted for Approval of Recommendation
  - A. Notification Letters
    1. Residential Notification Listing

Ms. Ellington seconded. The motion passed with a unanimous vote.

Ms. Ellington made a motion to approve the following:

4. Certifications to the Board of Equalization – Submitted for Approval of Recommendation
  - A. Commercial
  - B. Personal Property TY2014
  - C. Personal Property TY2015
  - D. Motor Vehicles

Mr. Gunter seconded. The motion passed with a unanimous vote.

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Ms. Ellington made a motion to approve the following:

5. Application for Exemptions – Submitted for Approval of Recommendation
  - A. Freeport Exemption Listing
  - B. Capital Improvement Listing
  - C. Pollution Control Listing

Mr. Gunter seconded. The motion passed with a unanimous vote.

Ms. Ellington made a motion to approve the following:

6. Public Utility Digest TY2016 – Submitted for Approval

Mr. Gunter seconded. The motion passed with a unanimous vote.

## REGULAR AGENDA

### 1. Chief Appraiser Items

- A. United Way Presentation – Committee was present for recognition. Our office fundraising goal was \$5,500. The total our office raised \$6,520.
- B. GAAO Short Course Update – Short course was held in Macon this year. Increase in attendance by about 100 people. Location and accommodations were not up to what attendees are used to in Athens. More basic classes were offered so there were a lot of Appraisers I and II present. Course location for all DOR classes held in Savannah has been changed to the Georgia Tech campus. Mr. Conley has been asked to help on the Professional Development Committee.

### 2. Board Member Items

- A. Budget FY16

### 3. Chairman Items

#### A. Executive Session

Mr. Boondry made a motion to move in to Executive Session at 8:50 AM to discuss Personnel & Litigation items. Ms. Ellington seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to move out of Executive Session at 9:38 AM. Mr. Boondry seconded. The motion passed with a unanimous vote.

#### B. BOE Decisions TY16

Mr. Boondry made a motion to approve the following:

Board of Assessors Appeals to Superior Court:

2-0074-27-009

Simon, William & Emma

TY2016

Mr. Gunter seconded. The motion passed with a unanimous vote.

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4. Certifications to Superior Court – Submitted for Approval  
Mr. Boondry made a motion to approve the following:

A. Board

2-0074-27-009 Simon, William and Emma TY2016

B. Taxpayer

1-0078-01-028 Island Village II, LLC TY2016

1-100-02-003 Dyches Construction Co. et al TY2016

2-0016-14-004 Samuel Bernstein TY2016

Mr. Gunter seconded. The motion passed with a unanimous vote.

5. Attorney Items

Mr. Boondry made a motion to approve the following:


A. Proposed Consent Judgment


2-0495-05-010 Hunter, Pearl West TY2015

Ms. Ellington seconded. The motion passed with a unanimous vote.

## ADJOURNMENT

Ms. Ellington made a motion to adjourn the meeting at 9:41 AM.  
Mr. Gunter seconded. The motion passed with a unanimous vote.

  
Terry Tolbert, Chairman

  
James A. Gunter, Secretary