

**BOARD OF ASSESSORS  
CHATHAM COUNTY, GEORGIA**

Members Present: Terry Tolbert - Chairman/Chief Assessor  
Thomas Boondry - Vice-Chairman  
James A. Gunter – Secretary  
Laura Hegstrom – Non-voting Member

Members Absent  
Dr. Kathryn Martin – Member – Excused Absence

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

It was moved by Mr. Boondry and seconded by Mr. Gunter to add Presentation from ICS to the agenda under Chief Appraiser Items.

**PERSONNEL RECOGNITION**  
Staff Training

Lorenzo Albino – Course I	Wade Roberts – Course IA
Amie Bogle – Course I, Appr Exam I and II	Nathaniel Sanders – Course IV-B
Theresa Cook – Appraiser Exam II	Stacey Scott – Course IA
Hal Copeland – Course IA	Sheryl Swint – Course VI
Stacey Francis – Appraiser Exam III	Bonnie Thomas – Course IV-B
Danielle Geidel – Course IV-B	Ashleigh Vandine – Course V, Appr Exam II
Yourlinda Harris – Course IA	Andrea Wilson – Course IV-B
Kevin Hicks – Course VI	Horace Yonce – Course I and IA
Lisa Lowrimore – Course IA	Stephanie Bridges – Course I, IA
Vanessa Mitchell – Course V	Fawndreta Cain – Course I
Tobe Northcutt – Ga. Assessment Administration	Corey Gillenwater – Course IA
Tally Peek – Course IA	Alison Royal – Course V, Appr Exam II
Eddie Porter – Course I, IA, Appr Exam I	Angela Wilson – Course V, Appr Exam II
LeAnne Riner – Course IA	

**CITIZENS ITEMS**  
None

**DIVISION MANAGER STAFF REPORTS**

### **APPROVAL OF MINUTES**

Mr. Gunter made a motion to **approve** the following:

**Minutes of the August 15, 2013 Regular Meeting**

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

### **OLD ITEMS**

None

### **CONSENT AGENDA – NEW ITEMS**

Mr. Gunter made a motion to approve the following:

1. Real and Personal Property Assessment Notices
  - A. Personal Property 30-Day NOAs PY – Submitted for Approval of Recommendation
  - B. Personal Property 45-Day NOAs PY – Submitted for Approval of Recommendation
  - C. Residential 30-Day NOAs PY - Submitted for Approval of Recommendation
  - D. Residential 45-Day NOAs PY – Submitted for Approval of Recommendation
  - E. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation

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

Mr. Boondry made a motion to approve the following:

2. Real and Personal Property Exemptions
  - A. Personal Property – Submitted for Approval of Recommendation
  - B. Rehabilitated Historic – Submitted for Approval of Recommendation
  - C. Tax Exempt Properties – Submitted for Approval of Recommendation

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

Mr. Gunter made a motion to approve the following:

3. Certification and Approval of Appeal Waivers to the BOE
  - A. Certification of Appeal Waivers to the BOE
    1. Residential – Submitted for Approval
    2. Commercial – Submitted for Approval
  - B. Approval of Certified Appeal Waivers to the BOE
    1. Residential – Submitted for Approval
    2. Commercial – Submitted for Approval

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

Mr. Gunter made a motion to approve the following:

4. Certifications to the BOE
  - A. Personal Property – Submitted for Approval
  - B. Residential – Submitted for Approval
  - C. Commercial – Submitted for Approval
  - D. Motor Vehicles – Submitted for Approval

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

Mr. Gunter made a motion to approve the following:

5. Certifications to Superior Court – Arbitration
  - A. Commercial – Submitted for Approval

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

## **REGULAR AGENDA**

### 1. Chief Appraiser Items

- Follow up Board Training Request – Robbin Bowen
- Mobile Home Revaluation
  - \* A motion was made and seconded to allow staff to start work on the 287 mobile homes that have no certificate of permanent location or homestead. The motion passed with a unanimous vote.
  - \*A motion was made and seconded to table the 317 mobile homes that have **no** certificate of permanent location and have homestead exemption in order to give the board attorney time to investigate. The motion passed with a unanimous vote.

Mr. Boondry moved to accept the following changes to the policy statement:

- Policy Statements: II-6 Taxpayer Fact Sheet – to be removed  
III-9 Flexible Working Schedule – to be amended

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

- Presentation from ICS

### 2. Board Member Items

Budget FY14

### 3. Chairman Items

Executive Session

Mr. Boondry made a motion to move **in to** Executive Session at 9:15 AM to discuss Personnel & Litigation items. Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to move **out of** Executive Session at 9:45 AM. Mr. Boondry seconded. The motion passed with a unanimous vote.

4. Attorney Items

Mr. Boondry made a motion to approve the following proposed Consent Judgments:

<b>1-0011-02-011</b>	<b>Smith, Stacye</b>	<b>TY 2012</b>
<b>1-0335-01-001</b>	<b>Lewis, JC &amp; Nancy</b>	<b>TY2012</b>
<b>2-0016-34-001</b>	<b>Oglethorpe Associates</b>	<b>TY2010</b>
<b>2-0016-34-001</b>	<b>Oglethorpe Associates</b>	<b>TY2011</b>
<b>2-0044-11-018</b>	<b>Medeiros, Roland</b>	<b>TY2008</b>

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

Mr. Boondry made a motion to approve the following staff recommendations:  
Disability Exemptions

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

Mr. Boondry made a motion to approve the following:  
Personal Property Subpoenas

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

Mr. Boondry made a motion to approve the contract for a term of one year for Roderick Conley effective 9/5/2013. Mr. Gunter seconded. The motion passed with a unanimous vote.

5. For Your Information Items

None

**ADJOURNMENT**

Mr. Boondry made a motion to **adjourn** the meeting at 9:55 AM.

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

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**Terry Tolbert, Chairman**

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**James A. Gunter, Secretary**