

**BOARD OF ASSESSORS  
CHATHAM COUNTY, GEORGIA**

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

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

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

Speaking Engagement  
MRA Training  
Nov/Dec Calendar

The motion passed with a unanimous vote.

**PERSONNEL RECOGNITION**

1. Letters from Taxpayers  
Julie Marine
2. Staff Training  
Appraisal Staff  
Andrea Butler – Exempt Properties Workshop  
Mark Thomas – Exempt Properties Workshop  
Patrick Williams – Exempt Properties Workshop  
Non-Appraisal Staff  
Nancy White – Exempt Properties Workshop

**CITIZENS ITEMS**

None

**DIVISION MANAGER STAFF REPORTS**

### **APPROVAL OF MINUTES**

Mr. Gunter made a motion to **approve** the following with the change of listing Laura Hegstrom as a non-voting member:

#### **Minutes of the September 5, 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. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation
  - E. Non-Homesteaded Mobile Homes – Submitted for Approval of Recommendation

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

Dr. Martin made a motion to approve the following:

2. Real and Personal Property Exemptions
  - A. Personal Property – Submitted for Approval of Recommendation

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

3. Certification and Approval of Appeal Waivers to the BOE

Mr. Gunter made a motion to approve the following:

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

Dr. Martin seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

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

Dr. Martin 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
  - A. Taxpayer – Submitted for Approval

Dr. Martin seconded. The motion passed with a unanimous vote.

## **REGULAR AGENDA**

### 1. Chief Appraiser Items

Mr. Boondry made a motion to approve the following:

- Change of Value Notification Letter

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

Mr. Boondry made a motion to table the following, so that Abda Quillian will have time to talk to Stacey Scott:

- Mobile Home Revaluation Letter

Dr. Martin seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

- Policy Statement: III-9 Real Property – Transfers, Splits and Combinations

Dr. Martin seconded. The motion passed with a unanimous vote.

- Speaking Engagement – our office has been asked to speak at a meeting being held by the Savannah Elite Real Estate Investors Alliance on 10/28/13
- MRA Training – Multiple Regression Analysis – Roderick Conley will be attending this training on 11/12 to determine if this is something we can utilize in Chatham County
- Nov/Dec Calendar – meetings for November will remain as scheduled, meetings for December 5 and December 19, will be consolidated into one meeting held on December 12.

2. Board Member Items  
Budget FY14

3. Chairman Items

Executive Session

Mr. Boondry made a motion to move **in to** Executive Session at 9:10 AM to discuss Personnel & Litigation items. Dr. Martin seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to move **out of** Executive Session at 9:40 AM. Dr. Martin seconded. The motion passed with a unanimous vote.

4. Attorney Items  
None

5. For Your Information Items  
None

### **ADJOURNMENT**

Dr. Martin made a motion to **adjourn** the meeting at 9:45 AM.  
Mr. Boondry seconded. The motion passed with a unanimous vote.

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**Terry Tolbert, Chairman**

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**James A. Gunter, Secretary**