

**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

Excused Absence: Laura Hegstrom – Non-voting Member

Others Present: Roderick Conley, Chief Appraiser
Robbin Bowen – Deputy Chief Appraiser
Abda Quillian – Legal Counsel
Stephanie Bridges – Recording Secretary
Andrew Cree – ICS
Jay Howard - Taxpayer

It was moved by Mr. Boondry and seconded by Mr. Gunter to put Mr. Howard first on the agenda. The motion passed with a unanimous vote.

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

Presentation from ICS
Low Income Housing Tax Credits

The motion passed with a unanimous vote.

Mr. Howard has property that was valued with the wrong square footage. He has spoken to our office a couple of times. He would like to get his property record corrected. Mr. Conley informed Mr. Howard that his value was adjusted with the correct square footage and that his Notification Letters were on today's agenda for board approval. Mr. Howard wanted to know if there was anything else he was required to do in regards to his property value or his tax bill. Ms. Quillian explained that in TY2011 Mr. Howard received his transaction value and that TY2012 and TY2013 would be corrected upon board approval, and paperwork would be processed and forwarded to the Tax Commissioner. Mr. Howard will receive Notification Letters by mail.

Andrew Cree from ICS presented a demonstration of software for our office to use in preparing comps for property values. This is to be used instead of qPublic. Discussion will be held during Chief Appraiser Items.

PERSONNEL RECOGNITION

1. Presentation of Certificates
 - Julie Marine
 - Victoria Schaffer
2. Letters from Taxpayers
 - Vicki McCuen
 - Lynn Newland
3. 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 Works

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

APPROVAL OF MINUTES

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

Minutes of the September 19, 2013 Regular Meeting

Mr. Gunter 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
 - F. Non-Homesteaded Mobile Homes – Submitted for Approval of Recommendation

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

Dr. Martin made a motion to approve the following:

2. Real and Personal Property Exemptions
 - A. Capital Improvements – Submitted for Approval of Recommendation
 - B. Rehabilitated Historic – Submitted for Approval of Recommendation (this was on a previous agenda, the dates have been amended)

Mr. Boondry 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 with the following exception:

Appeal Waiver for 1-1008F-01-134 was removed

- 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 Appeal Waiver for 1-1008F-01-134. Dr. Martin seconded. Mr. Tolbert recused himself from this vote. The motion passed.

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

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

Mr. Gunter made a motion to approve the following:

5. Notification Letter
 - A. TY12 – Submitted for Approval
 - B. TY13 – Submitted for Approval

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

REGULAR AGENDA

1. Chief Appraiser Items
Presentation by ICS

Discussion was held about the presentation. Everyone seems to be satisfied with the program. ICS will continue to fine tune it. It is recommended that our office use this product instead of qPublic.

Low Income Housing Tax Credits

There was some discussion how these credits and it was decided that we will **not** be revaluing them at this time.

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

Mr. Boondry made a motion to move **out of** Executive Session at 10:08 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.

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

BOE Decisions Appealed to Superior Court:

8-0011-02-011 D K Morgan Consolidated LLC TY2013

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 10:10 AM.

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

Terry Tolbert, Chairman

James A. Gunter, Secretary