

**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 –Member

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

**PERSONNEL RECOGNITION**

1. Staff Training  
    Appraisal Staff  
        Daniel Jackson – Course V  
        Eddie Porter – Course V  
        Kevin Long – Course V  
        Andy Yonce – Course V  
        Amie Bogle – Course V  
        Jill Studer – Course V

**CITIZENS ITEMS**

None

**DIVISION MANAGER STAFF REPORTS**

**APPROVAL OF MINUTES**

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

**Minutes of the October 3, 2013 Regular Meeting**

Dr. Martin 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

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

Mr. Gunter made a motion to approve the following:

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

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

Dr. Martin made a motion to approve the following:

3. Conservation Use Valuation Assessment – Submitted for Approval of recommendation

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

Mr. Gunter made a motion to approve the following:

4. 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.

Dr. Martin made a motion to approve the following:

5. 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. Boondry made a motion to approve the following:

6. Notification Letter
  - A. TY13 – Submitted for Approval

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

Mr. Boondry made a motion to approve the following:

7. Certifications to Superior Court
  - A. Taxpayer – Submitted for Approval
  - B. BOA – Submitted for Approval

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

### REGULAR AGENDA

1. Chief Appraiser Items

Board of Equalization updates

- Chart in agenda package shows status of all BOE appeals as of 10/9/2013
- Mr. Conley received an email from Dan Massey (Superior Court) requesting our recordings from a BOE hearing. A meeting was held prior to BOE hearings, at which Mr. Massey was informed that we would not be recording BOE hearings. His office does have several of our recorders to use if they choose to.

2. Board Member Items

Budget FY14

3. Chairman Items

Executive Session

Mr. Boondry made a motion to move **in to** Executive Session at 8:45 AM to discuss Personnel & Litigation items. Dr. Martin seconded. The motion passed with a unanimous vote.

Dr. Martin made a motion to move **out of** Executive Session at 9:22 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.

Board of Equalization Decisions TY13

4. Attorney Items

None

5. For Your Information Items

None

**ADJOURNMENT**

Dr. Martin made a motion to **adjourn** the meeting at 9:24 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**