

**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. Letters from Taxpayers – Tally Peek
2. Presentation of Certificates – Vicki McCuen
Lynn Newland
Danielle Martin
Selena Staley
Tally Peek
3. Introduction of new staff member – Laura Womack

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

APPROVAL OF MINUTES

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

Minutes of the November 21, 2013 Regular Meeting

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

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Mr. Boondry 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. Real Property 45-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. Boondry made a motion to approve the following:

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

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

Mr. Boondry made a motion to approve the following:

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

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

Mr. Boondry made a motion to approve the following:

4. Timber – Submitted for Approval of Recommendation

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

Dr. Martin made a motion to approve the following:

5. Public Utilities Digest TY13 – Submitted for Approval

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

Mr. Gunter made a motion to approve the following:

6. 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:

7. Certifications to the BOE
 - A. Personal Property – Submitted for Approval
 - B. Motor Vehicle – Submitted for Approval

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

Dr. Martin made a motion to approve the following:

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

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

Mr. Gunter made a motion to approve the following:

9. Notification Letters
 - A. TY12
 - B. TY13

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

REGULAR AGENDA

1. Chief Appraiser Items

- Zero Based Budgeting – Mr. Conley needs to have it submitted by 12/20. Mr. Tolbert talked about making sure that the ‘legal language’ is correct. Mr. Conley will forward a copy to BOA members for input.
- Performance Plan Appraisal – Mr. Tolbert made the observation that this is similar to what we are using in our department
- Policy Statement – Real Property: Wetlands Determination – updated
Changes recommended at the last meeting have been made.
Mr. Boondry made a motion to accept the policy statement.
Mr. Gunter seconded. The motion passed with a unanimous vote.

2. Board Member Items

Budget FY14

3. Chairman Items

Executive Session

Board of Equalization Decisions TY13

Mr. Boondry made a motion to move **in to** Executive Session at 10:57 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 11:45 AM. Dr. Martin seconded. The motion passed with a unanimous vote.

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

Board of Assessors Appeals to Superior Court:

1-0084-05-019 BELL, ROBERT K. JR. TY2013

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

4. Attorney Items

Mr. Boondry made a motion to approve the following:

Proposed Consent Judgments

PATEL, ANIL R & KIRT R 1-1029-01-057

NATIONSTAR MORTGAGE LLC 4-0022-01-362

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

5. For Your Information Items

None

ADJOURNMENT

Dr. Martin made a motion to **adjourn** the meeting at 11:50 AM.
Mr. Boondry seconded. The motion passed with a unanimous vote.

Terry Tolbert, Chairman

James A. Gunter, Secretary