

Regular Meeting – April 3, 2014  
Page 1

8:30 AM

## **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 - Member

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

### **PERSONNEL RECOGNITION**

Personnel Changes/Promotions  
Daniel Jackson – Appraiser III  
LeAnne Riner – Appraiser III

### **CITIZENS ITEMS** None

### **DIVISION MANAGER STAFF REPORTS**

Division managers gave reports on status of appeals, transfers, and returns.

### **APPROVAL OF MINUTES**

Dr. Martin made a motion to **approve** the following:  
**Minutes of the March 20, 2014 Regular Meeting**  
Mr. Boondry 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 45-Day NOAs PY – Submitted for Approval of Recommendation
  - B. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation
  - C. Non-Homesteaded Mobile Home Values – 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. Personal Property – Submitted for Approval of Recommendation
  - B. Rehabilitated Historic – Submitted for Approval of Recommendation
  - C. Tax Exempt – Submitted for Approval of Recommendation

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

## **REGULAR AGENDA**

### 1. Chief Appraiser Items

- Policy Statement: Personnel – Professional Designations – updated  
Mr. Boondry made a motion to approve the Policy Statement. Mr. Gunter seconded. The motion passed with a unanimous vote.
- Online Appeals – Mr. Conley recommends NOT going live with online appeals for this year. We are still waiting for some items from ICS and ACS. We will accept appeals by paper this year and then have staff member enter them online as if they were taxpayers in order to test the system.
- GAAO Seminar Update – items discussed were HB954 – Low Income Housing Tax Credits, Hearing Officer Appeals, Update on current commercial real estate market and an update on 2014 Legislative Issues
- BOE Meeting Update – meeting was held with Mr. Massey and the BOE Chairs. Main concern is how our office is notified of BOE schedules. Mr. Conley suggested sending our office an email with schedules attached. Wording needs to be changed, to remove “three year freeze” and replace with 299c. Wording will be looked at updated soon. This does NOT apply to personal property. New coordinator for BOE has been hired and will be trained by Ben Geidel on how to enter information into our system.

### 2. Board Member Items

None

### 3. Chairman Items

Executive Session

Board of Equalization Decisions TY13

Mr. Boondry made a motion to move **in to** Executive Session at 8:55 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 9:05 AM. Mr. Gunter 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 9:08 AM.  
Mr. Gunter seconded. The motion passed with a unanimous vote.

---

**Terry Tolbert, Chairman**

---

**James A. Gunter, Secretary**