

**BOARD OF ASSESSORS
CHATHAM COUNTY, GEORGIA**

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

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

PERSONNEL RECOGNITION

None

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

See Chief Appraiser items.

APPROVAL OF MINUTES

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

Minutes of the April 17, 2014 Regular Meeting

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Mr. Tolbert recused himself from voting due to a personal homestead exemption on the agenda.

Dr. Martin made a motion to approve the following:

1. Real and Personal Property Assessment Notices
 - A. Homestead Exemptions – Submitted for Approval
 - B. Tax Exempt Properties – Submitted for Approval of Recommendation

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

REGULAR AGENDA

1. Chief Appraiser Items

- Policy Statement: Real Property and Personal Property – Receipt of Appeals and Appeal Process – The policy statement has been approved by Board Attorney, Abda Quillian. Tommy Boondry made a motion to approve the policy statement as written. Dr. Martin seconded. The motion passed with a unanimous vote.
- Summary of Revaluation – All department heads presented final information on appeals, returns, and property values. Cost tables were adjusted which resulted in most of the changes to property values.
- MBA Luncheon – the Mortgage Bankers Association has requested that we speak at a luncheon to share information of the appeal process, deadlines and exemption issues. Luncheon is on June 3.
- Homestead Exemption Review follow-up – Mr. Conley spoke to the county managers and the county attorney about implementing an audit on homestead exemptions. They suggested getting the school board involved.
- BOA Work Session – we would like to have a work session during the next scheduled BOA meeting (May 15)

2. TY2014 Notice of Assessment of Property Value (NOAs)

- Files will be sent on Monday, May 5 to our vendor. NOAs will be mailed on May 9, 2014. Notice was revised, with approval of the DOR, to include information necessary for online filing of BOE appeals.
- Mr. Boondry made a motion to approve the mailing of the NOAs. Mr. Gunter seconded. The motion passed with a unanimous vote.

3. Board Member Items

- Board has received a retirement letter. Mr. Tolbert thanked Hal Copeland for his years of service to the Board of Assessors. He will be missed.
- Corey Gillenwater will be leaving the BOA office

4. Chairman Items

Executive Session

Mr. Boondry made a motion to move **in to** Executive Session at 9:01 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 9:14 AM. Dr. Martin seconded. The motion passed with a unanimous vote.

Dr. Martin asked Mr. Conley what triggers us to the fact that there are property changes that need to be looked into that will affect the digest value. Mr. Conley explained that permits, splits/combinations are our first piece of information. After that appraisers do site visits to keep up with what is happening with the property and adjust our records accordingly.

5. Attorney Items
None

6. For Your Information Items
None

ADJOURNMENT

Ms. Hegstrom made a motion to **adjourn** the meeting at 9:16 AM.
Mr. Gunter seconded. The motion passed with a unanimous vote.

Terry Tolbert, Chairman

James A. Gunter, Secretary