

BOARD OF ASSESSORS CHATHAM COUNTY, GEORGIA

Members Present: Terry Tolbert – Chairman
James A. Gunter – Secretary
Laura Hegstrom – Member
Dr. Kathryn Martin – Member

Excused Absence: Tommy Boondry – Vice Chairman

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

PERSONNEL RECOGNITION

1. Staff Training
GAAO – Course IA – Assessment Fundamentals for Appraisers
Dan Wiglesworth
Joey Bell
Marsha Lindorme
2. New Employee
Jonathan Eady – Appraiser I

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Division managers gave reports on status of appeals, transfers, homestead exemptions and new PINs. All commercial and residential appeals have been certified to the board of equalization. Sales reviews are ongoing. Permits are being worked.

APPROVAL OF MINUTES

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

Minutes of the November 6, 2014 Regular Meeting.

Ms. Hegstrom 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. Non-Homesteaded Mobile Homes PY – Submitted for Approval of Recommendation
 - D. Non-Homesteaded Mobile Homes CY – Submitted for Approval of Recommendation
 - E. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation

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

Ms. Hegstrom made a motion to approve the following:

2. Real and Personal Property Exemptions
 - A. Personal Property – Submitted for Approval of Recommendation
 - B. Real Property – Exemption Corrections – Submitted for Approval of Recommendation

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

Ms. Hegstrom made a motion to approve the following:

3. 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

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

Mr. Gunter made a motion to approve the following:

4. Certifications to the Board of Equalization
 - 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:

5. Notification Letters
 - A. TY2014 Submitted for Approval

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

Dr. Martin made a motion to approve the following:

6. Public Utilities Digest TY14 – Submitted for Approval

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

REGULAR AGENDA

1. Chief Appraiser Items

- BOA 2015 Meeting Dates – Calendar is attached with proposed meeting dates for 2015. (calendar attached to end of these minutes)

Mr. Gunter made a motion to approve the following:

- Policy Statement: Flexible Work Scheduling – Revision

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

- Lexis Nexis/TMA – The result of the homestead review shows there are approximately 1500 properties that need to be investigated as to whether or not homestead exemption should be removed. Staff recommendation is to proceed with having Lexis Nexis continue with trying to clean up PINs in question. Plan is to go back three years in regards to collecting back taxes. Dr. Martin moved to proceed with contracting with LexisNexis to complete homestead review while making sure to keep the board members informed. Ms. Hegstrom seconded. The motion passed with a unanimous vote.
- CAMA – The new program the tax commissioner’s office wants to buy will have a CAMA module built in. This is on the agenda for tomorrows County Commissioners meeting. Mr. Conley will be in attendance at the meeting. The new system will aid in timely digest submission.
- BOE hearing scheduling – law states that the taxpayers and our office are supposed to receive 21 days’ notice of scheduled BOE hearings. There were some hearings added without notice. Mr. Conley is talking to Mr. Massey about communication between the BOE and the BOA.

2. Board Member Items

Budget FY14

3. Chairman Items

- Executive Session

Mr. Gunter made a motion to move **in to** Executive Session at 9:05 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 9:25 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.

- BOE Decisions TY14

4. Certifications to Superior Court

Mr. Gunter made a motion to approve the following:

A. Taxpayer – Submitted for Approval

1-0261-01-004	Lewis Broadcasting Corp.	TY2014
1-0261-01-013	Lewis Broadcasting Corp.	TY2014
1-1009C-07-072	BPR Southbridge LLC	TY2014
2-0032-43-008	Armstrong House Trust	TY2014
4-0009-12-004	James D. Willard	TY2014
4-0019-01-001	Green Growth 2, LLC	TY2014
5-0987-06-012	Ameridevelopers Pooler, LLC	TY2014
5-1011-01-027	Pooler One, LLC	TY2014
5-1011-01-028	Pooler One, LLC	TY2014
5-1011-01-029	Pooler One, LLC	TY2014
7-0906-04-057	Greenland Developers, Inc.	TY2014
7-0906-04-058	Greenland Developers, Inc.	TY2014
7-0906-04-059	Greenland Developers, Inc.	TY2014
7-0906-04-060	Greenland Developers, Inc.	TY2014
7-0906-04-061	Greenland Developers, Inc.	TY2014

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

5. Attorney Items

Mr. Gunter made a motion to approve the following proposed consent judgments:

112762	Comcast of Georgia/ South Carolina Inc.	TY2013
112763	Comcast of Georgia/ South Carolina Inc.	TY2013
112770	Comcast of Georgia/ South Carolina Inc.	TY2013
112771	Comcast of Georgia/ South Carolina Inc.	TY2013
112772	Comcast of Georgia/ South Carolina Inc.	TY2013
112773	Comcast of Georgia/ South Carolina Inc.	TY2013
112774	Comcast of Georgia/ South Carolina Inc.	TY2013
112775	Comcast of Georgia/ South Carolina Inc.	TY2013
141500	Comcast of Georgia/ South Carolina Inc.	TY2013
141501	Comcast of Georgia/ South Carolina Inc.	TY2013
148267	Comcast IP Phone II LLC	TY2013
152190	Comcast IP Phone II LLC	TY2013
152192	Comcast IP Phone II LLC	TY2013
152193	Comcast IP Phone II LLC	TY2013
152194	Comcast IP Phone II LLC	TY2013
152195	Comcast IP Phone II LLC	TY2013
152196	Comcast IP Phone II LLC	TY2013
152197	Comcast IP Phone II LLC	TY2013

152199 Comcast IP Phone II LLC
155624 Comcast IP Phone II LLC

TY2013
TY2013

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

6. For Your Information Items
None

ADJOURNMENT

Ms. Hegstrom made a motion to **adjourn** the meeting at 9:34 AM.
Dr. Martin seconded. The motion passed with a unanimous vote.

Terry Tolbert, Chairman

James A. Gunter, Secretary