

**BOARD OF ASSESSORS
CHATHAM COUNTY, GEORGIA**

Members Present: Terry Tolbert – Chairman
James A. Gunter – Secretary
Laura Hegstrom – Member
Tommy Boondry – Vice Chairman
Excused Absence: Dr. Kathryn Martin – Member
Others Present: Roderick Conley – Chief Appraiser
Robbin Bowen – Deputy Chief Appraiser
Abda Quillian – Legal Counsel
Stephanie Bridges – Recording Secretary

Mr. Gunter made a motion to approve the following changes to the agenda:
Addition of Motor Vehicle Notification Letter
Ms. Hegstrom seconded. The motion passed with a unanimous vote.

PERSONNEL RECOGNITION

1. Staff Training
 - Basic Accounting Workshop
 - Tommy Boondry
 - Robbin Bowen
 - Stephanie Bridges
 - Course V: Cost Approach to Value
 - Lorenzo Albino

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

Ms. Hegstrom made a motion to **approve** the following:
Minutes of the November 20, 2014 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. Residential Property 45-Day NOAs PY – Submitted for Approval of Recommendation
 - D. RP Support Services 45-Day NOAs PY – Submitted for Approval of Recommendation
 - E. Non-Homesteaded Mobile Homes CY – Submitted for Approval of Recommendation
 - F. Non-Homesteaded Mobile Homes PCY – Submitted for Approval of Recommendation
 - G. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation

Ms. Hegstrom 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. Rehabilitated Historic – Submitted for Approval of Recommendation
Preliminary Certification
2-0032-13-008 Charles & Debra Caldwell Approved 11/24/14 thru 11/24/16
 - C. Tax Exempt Properties – Submitted for Approval of Recommendation
Request for Tax Exemption
2-0043-09-005 No Limits Community Development Corp. Deny for TY14

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

Mr. Gunter 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

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

Ms. Hegstrom made a motion to approve the following:

4. Certifications to the Board of Equalization
 - A. Personal Property TY2013 – Submitted for Approval
 - B. Personal Property TY2014 – Submitted for Approval
 - C. Commercial Property – Submitted for Approval
 - D. Motor Vehicle – Submitted for Approval

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

Mr. Boondry made a motion to approve the following:

5. CUVA

A. Applications – Submitted for Approval of Recommendation
Continuation

1-1044-01-002 Gregory & Elizabeth Jacobs Approved

New Application

8-0004-03-014 Ottawa Real Estate Development Denied

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

Mr. Boondry made a motion to approve the following:

6. Notification Letter

A. TY2014 – Submitted for Approval

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

REGULAR AGENDA

1. Chief Appraiser Items

- CAMA Update – The tax commissioner has finalized their agreement with Tyler. We had several people come from DeKalb County to give our staff a demonstration of the software. Mostly positive feedback. We are compiling a list of questions to submit to Tyler.
- New Savannah Morning News reporter will be covering county government issues – Kelly Quimby
- Lexis Nexis – A tentative agreement with LexisNexis was presented to the BOA members. Discussion was had regarding the payment of 50% of the fee within 30 days. Board Attorney Ms. Quillian feels the payment schedule should be changed. She will meet with Mr. Conley to review this. There will be a tracking system in place to keep up with the changes made to Homestead/Stephens-Day Exemptions. Lexis Nexis will provide in-house training. Questions were asked and answered regarding cost, file maintenance and budget line items. Mr. Conley was given the go ahead by board members to meet with the county manager to discuss the services being offered by Lexis Nexis.
- Maintenance – Signage – there are issues with maintenance mounting are signage where we want it. Mr. Conley will be speaking with the maintenance director.
- Savannah Chatham Day – Jan 29, 2015.

Mr. Boondry made a motion to approve the following:

- Policy Statement: Procedures for Copier Cash – Revision
- Policy Statement: Probationary Period – New
- Policy Statement: Proper Use of Software Systems - New

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

2. Board Member Items

Budget FY14

3. Chairman Items

– Executive Session

Mr. Boondry made a motion to move **in to** Executive Session at 11:46 AM to discuss Personnel & Litigation items. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to move **out of** Executive Session at 12:08 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

1-1009-02-003	Southbridge Golf LLC	TY2014
2-0078-10-022	Morley Investment Group LLC	TY2014
2-0584-01-001	Jars at Turtle Creek LLC	TY2014
5-0017C-02-030	Coastal Southeast Development Group	TY2014

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

5. Attorney Items

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

2-0845-01-004	Savannah Crossings I & II LLC	TY2013
2-0845-01-007	Savannah Crossings I & II LLC	TY2013
2-0845-01-007A	Savannah Crossings I & II LLC	TY2013

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

6. For Your Information Items

None

ADJOURNMENT

Mr. Gunter made a motion to **adjourn** the meeting at 12:06 PM.
Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Terry Tolbert, Chairman

James A. Gunter, Secretary