

**BOARD OF ASSESSORS
CHATHAM COUNTY, GEORGIA**

Members Present: Tommy Boondry – Vice Chairman
James A. Gunter – Secretary
Laura Hegstrom – Member
Members Absent: Terry Tolbert – Chairman
Others Present: Roderick Conley – Chief Appraiser
Robbin Bowen – Deputy Chief Appraiser
Stephanie Bridges – Recording Secretary

PERSONNEL RECOGNITION

1. Staff Training: Exempt Properties Workshop
Yourlinda Harris

CITIZEN ITEMS

None

DIVISION MANAGER STAFF REPORTS

*Corey Gillenwater reported for Quality Control/IT – We have increased our department training. Are working on the Sales Ratio Audit Analysis. We are working on information for the new website concerning HB202, Methodology and Homestead Exemptions. We are also testing to see if we can put the TY2016 NOAs online.

*Stacey Scott reported for Commercial and Personal Property – We have received 326 MV appeals, this is an increase in 20 over last year. Commercial field inspections are 89% done. Sales reviews are 22% complete, and permits are 41% complete.

*Lisa Lowrimore reported for Residential Division – Sales reviews for TY16 have been started and are 41% complete. Field reviews are 34% complete. Permit are 51% complete.

*Angela Watkins reported for Support Services – For Tax Year 2016 –Transfers are up 3% over last year. Homestead exemptions are up %5 over last year.

APPROVAL OF MINUTES

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

Minutes of the November 5, 2015 Regular Meeting.

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

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Ms. Hegstrom 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 30-Day NOAs CY – Submitted for Approval of Recommendation
 - C. Personal Property 45-Day NOAs PY – Submitted for Approval of Recommendation
 - D. Personal Property 45-Day NOAs CY – Submitted for Approval of Recommendation
 - E. Commercial Property 45-Day NOAs CY – Submitted for Approval of Recommendation
 - F. Non-Homesteaded MH 45-Day NOAs CY – Submitted for Approval of Recommendation
 - G. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation

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

Ms. Hegstrom questioned the employment increase for the Capital Improvement Exemption Request for Imperial Savannah. Stacey Scott explained that the rules refer to a 'significant' increase, but have no numerical guidelines.

Ms. Hegstrom made a motion to approve the following:

2. Real and Personal Property Exemptions
 - A. Capital Improvements – Submitted for Approval of Recommendation
 - B. Personal Property – Submitted for Approval of Recommendation
 - C. Support Service E&R Listing – Submitted for Approval of Recommendation

Mr. Gunter 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 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.

Mr. Hegstrom made a motion to approve the following:

4. Certifications to the Board of Equalization
 - A. Motor Vehicle – Submitted for Approval

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

Mr. Gunter made a motion to approve the following:

5. Notification Letters – Submitted for Approval of Recommendation

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

Mr. Gunter made a motion to approve the following:

6. Public Utilities Digest TY15 – Submitted for Approval

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

Mr. Gunter made a motion to approve the following:

7. Mobile Home Digest – Submitted for Approval

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

REGULAR AGENDA

1. Chief Appraiser Items

- Unlisted PIN requests – we have received a request from the District Attorneys Office for three of their staff that we feel should be approved. Ms. Hegstrom made a motion to approve this request. Mr. Gunter seconded. The motion passed with a unanimous vote. We also received a request on behalf of a local psychiatrist. Mr. Gunter made a motion to table the request from the psychiatrist to the next BOA meeting so we can get input from legal counsel. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

- Policy Statements – Recommended for Removal

- Office Administration
- Real Property – Taxpayer Representatives
- Real Property – Changing Real Property Values established by Appeal in Prior Years
- Real Property – Value Rounding and Change of Value Notice
- Real Property Tax Return
- Obtaining Building Permits and Certificates of Occupancy
- School Tax Disability Homestead Exemption
- Hearing Officer
- Personal Property Returns
- Contact from Board of Assessor Consultants with Property Owners and Others
- Property Owner's Mailing Address

AD's have reviewed the above policies. It has been found that they are either outdated or redundant. Some of them are covered under state laws.

Ms. Hegstrom made a motion to approve the removal of above policy statements. Mr. Gunter seconded. The motion passed with a unanimous vote.

2. Board Member Items

- Budget FY15

3. Chairman Items

- Executive Session

Mr. Gunter made a motion to move **into** Executive Session at 8:42 AM to discuss Personnel & Litigation items. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Ms. Hegstrom made a motion to move **out of** Executive Session at 9:03 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.

- BOE Decisions TY2015

Ms. Hegstrom made a motion to **approve** the following:

Board of Assessors Appeals to Superior Court:

1-0060-03-004A	H K Enterprises Inc.	TY2015
1-0991-08-008	Stop N Stor II LLC	TY2015
2-0004-14-006	Nordic Contractors LLC	TY2015
2-0004-36-006	Lee Mary Parker Revocable Trust	TY2015
2-0005-14-004	Southern Motors of Savannah Inc.	TY2015
2-0041-15-024	Trinh The	TY2015
2-0054-11-011	Wallin Inc.	TY2015
2-0555-03-002A	Prakesh Patel	TY2015
2-0590-03-010	White Bluff Plaza LLC	TY2015
2-0831-02-005	DAI Parkway Plaza LLC	TY2015
2-1016-01-030	West Chatbam Holdings LLC	TY2015
2-1016-01-031	West Chatham Holdings LLC	TY2015
2-1016-02-030	West Chatham Holdings LLC	TY2015
5-0017A-01-076	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-077	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-078	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-079	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-080	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-081	Town Lake Park of Commerce LLC	TY2015
7-0978-05-011	Stop N Stor III LLC	TY2015

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

4. Certifications to Superior Court

Mr. Gunter made a motion to approve the following:

Proposed Consent Judgments

A. Taxpayer -- Submitted for Approval

1-0502-01-001	Waters Bluff MHP Inc.	TY2015
1-0503-01-015	Waters Bluff MHP Inc.	TY2015
1-0573-01-017	Waters Bluff MHP Inc.	TY2015
1-0574-01-007	Madge Edwards	TY2015
1-0574-02-002	J&M Edwards Family Properties	TY2015
1-0576-01-018	Waters Bluff MHP Inc.	TY2015

1-0576-01-019	Waters Bluff MHP Inc.	TY2015
1-1048-03-005	Russell L. Waters	TY2015
2-0004-33-002	Twenty-Nene Abercorn, LLC	TY2015
2-0015-34-703	Bailee T. Kronowitz	TY2015
2-0016-33-005	Oglethorpe Associates II LLP	TY2015
2-0016-33-006	Oglethorpe Associates III LLP	TY2015
2-0016-34-001	Oglethorpe Associates LLP	TY2015
2-0065-47-024	Hilton Head Property Group LLC	TY2015
2-0065-47-025	Hilton Head Property Group LLC	TY2015
2-0535-03-030	Buckham Enterprises Inc.	TY2015
2-0535-03-032	DED Enterprises LP	TY2015
2-0589-03-004A	8805 White Bluff Road LLC	TY2015
4-0005-05-005	Bailee T. Kronowitz Et Al*	TY2015
4-0009-08-008	Charles R. Beaudrot Jr.	TY2015
6-0015-03-001	George Radford Davis IV	TY2015
7-0906-04-037	Village at Rice Hope LLC	TY2015
B. BOA – Submitted	for Approval	
1-0060-03-004A	H K Enterprises Inc.	TY2015
1-0991-08-008	Stop N Stor II LLC	TY2015
2-0004-14-006	Nordic Contractors LLC	TY2015
2-0004-36-006	Lee Mary Parker Revocable Trust	TY2015
2-0005-14-004	Southern Motors of Savannah Inc.	TY2015
2-0041-15-024	Trinh The	TY2015
2-0054-11-011	Wallin Inc.	TY2015
2-0555-03-002A	Prakesh Patel	TY2015
2-0590-03-010	White Bluff Plaza LLC	TY2015
2-0831-02-005	DAI Parkway Plaza LLC	TY2015
2-1016-01-030	West Chatham Holdings LLC	TY2015
2-1016-01-031	West Chatham Holdings LLC	TY2015
2-1016-02-030	West Chatham Holdings LLC	TY2015
5-0017A-01-076	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-077	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-078	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-079	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-080	Town Lake Park of Commerce LLC	TY2015
5-0017A-01-081	Town Lake Park of Commerce LLC	TY2015
7-0978-05-011	Stop N Stor III LLC	TY2015

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

5. Attorney Items

Mr. Gunter made a motion to approve the following:

- Dismissals

5-0987-07-031	Hotel 2345	TY2014
4-0009-12-004	James Donovan Willard	TY2013
7-0906-04-064	BEP Rice Hope LLC	TY2013

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

Ms. Hegstrom made a motion to approve the following:

- Consent Judgments

5-0021-02-005	PV Shopping Center LLC	TY2004
1-1048-05-001	PK Water Systems, Inc.	TY2014
1-0450-02-001A	John Jurgenson & Sandra Carter	TY2013
1-0509-02-008	Edward H. & Ruth McVey	TY2013

Mr. Gunter 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 9:08 AM.

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



Tommy Boondry, Vice Chairman



James A. Gunter, Secretary