

**BOARD OF ASSESSORS
CHATHAM COUNTY, GEORGIA**

Members Present: Terry Tolbert – Chairman
Tommy Boondry – Vice Chairman
James A. Gunter – Secretary
Laura Hegstrom – Member

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

Mr. Boondry made a motion to add the following to the agenda under personnel recognition:
County Longevity Recognition
Promotion
Unity Way Update

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

PERSONNEL RECOGNITION

1. Staff Training: Course VI: Management Development
Daniel Jackson
Eddie Porter
Leanne Riner
Victoria McCuen
Patrick Miller
2. County Longevity Recognition
5 Years – Daniel Jackson, Umung Patel
10 Years – Arthur Cummings, Yourlinda Harris, Albert Marcantonio, Danielle Martin, Terry Tolbert and Patrick Williams
20 Years – Vicki McCuen, Bonnie Thomas
3. Promotion – Umung Patel has been promoted to Supervisor of Homestead and Transfers
4. United Way Update – Our department raised a total of \$5416. Our department raised more than any other department outside of payroll deductions.

CITIZEN ITEMS

None

DIVISION MANAGER STAFF REPORTS

*Corey Gillenwater reported for Quality Control/IT – We have been working on the layout for the update policy handbook. We will be having a meeting with ICS regarding the new website.

*Lisa Lowrimore reported for Residential Division – Sales reviews for TY16 have been started and are 42% complete. Field reviews are 36% complete. Permit are 54% complete.

*Stacey Scott reported for Commercial and Personal Property – We have received 315 MV appeals, this is an increase of 54 over last year. They are 79% complete. Commercial field inspections are 90% done. Sales reviews are 22% complete, and permits are 48% complete.

*Umung Patel reported for Support Services – For Tax Year 2016 –Transfers are up 510 over last year. Homestead exemptions are up 50 over last year.

APPROVAL OF MINUTES

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

Minutes of the November 20, 2015 Regular Meeting.

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

OLD ITEMS

Unlisted PIN request – request was received from a psychiatrist who deals with a lot of criminal patients and their fitness to stand trial. Abda Quillian, board attorney, says we have the discretion on whether or not to approve this. She advised that we approve the request.

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

CONSENT AGENDA – NEW ITEMS

Mr. Gunter 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. Personal Property 45-Day NOAs CY – Submitted for Approval of Recommendation
 - C. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation

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

Mr. Gunter 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 Property – Submitted for Approval of Recommendation

Ms. Hegstrom 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 Appeal Waivers to the BOE

1. Residential – Submitted for Approval
2. Commercial – Submitted for Approval

Mr. Gunter 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. Residential – Submitted for Approval
 - B. Commercial – Submitted for Approval

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

Ms. Hegstrom made a motion to approve the following:

5. Notification Letters – Submitted for Approval of Recommendation

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

REGULAR AGENDA

1. Chief Appraiser Items

- HB202 Review and Recommendations – The document is our recommendations to the board on how will implement HB202.

Ms. Hegstrom made a motion to approve the following:

- Policy Statements – New
 - Authorized Communication – this is a memo that was converted to a policy
 - Confidential Information
 - Dress Code – this is a memo that was converted to a policy – Mr. Tolbert expressed concern over past issues with dress code policies. Mr. Conley explained that this new policy is broader than in the past.
- Policy Statements – Revised
 - Property Exempt from Taxation

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

2. Board Member Items

- Budget FY15

3. Chairman Items

- Executive Session

Mr. Boondry made a motion to move **into** Executive Session at 8:53 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 9:17 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.

– BOE Decisions TY2015

Mr. Boondry made a motion to approve the following:

Board of Assessors Appeals to Superior Court:

1-0438-03-009	Victory Baptist Church	TY2015
1-0438-03-010	Victory Baptist Church	TY2015
1-0746-02-004	Jack L and Nancy S. Forehand	TY2015
1-1028-01-072	Zeus Properties LLC	TY2015
1-1029-02-110	Balaji Hospitality LLC	TY2015
1-1029B-01-001D	Douglas Miller	TY2015
2-0003-11-007	Jaylaxmi Inc.	TY2015
2-0004-10-001A	Callen Trust	TY2015
2-0004-36-012	London Trust	TY2015
2-0004-36-013	London Trust	TY2015
2-0004-40-004	Peter A. & Arthur A. Lamas	TY2015
2-0004-44-001	Arthur Lamas	TY2015
2-0004-46-008	HLC Marshall House LLC	TY2015
2-0004-57-001	HLC Kehoe Properties LLC	TY2015
2-0005-04-009	501 East Bay Street LLC	TY2015
2-015-08-012A	Jennifer A. Salandi	TY2015
2-0046-03-011	Tenenbaum Inc.	TY2015
2-0158-04-025	Dyches Construction Co. Inc.	TY2015
2-0492-02-012	Jack L. and Nancy S. Forehand	TY2015
2-0984-01-033L	Encore SP Savannah & Sav. Airport Comm	TY2015
2-0984-01-054L	Dixon V Properties Inc.	TY2015
2-0984-01-059L	Jay Lalaji Inc. Airport Hotels	TY2015
2-0984-01-060L	Pooler Financing LLC	TY2015
2-0984-01-067L	Dixon VI Properties LLC	TY2015
4-0008-01-013	Bhig Tybee LLC & Linchris Tybee Resort	TY2015
5-0005-02-011	Chatham Land LLC	TY2015
5-0021-01-004	Kasandas Properties Pooler Inc.	TY2015
5-0988-04-014	Dean Forest Partners LP	TY2015
6-0924-05-006	EPRA	TY2015
6-0924-05-009	EPRA	TY2015

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

Mr. Boondry made a motion to approve the following:

4. Certifications to Superior Court

A. Taxpayer – Submitted for Approval

SS10860	Southern LNC Inc.	TY2015
1-0121-01-001	Southern Energy Co.	TY2015
1-1007-01-007	Kendall South LLC	TY2015
1-1007-01-008	Kendall South OLLC	TY2015

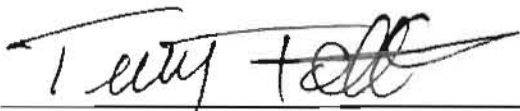
2-0004-14-006	Nordic Contractors LLC	TY2015
2-0026-02-002	James D. Moore	TY2015
2-0026-02-003	James D. Moore	TY2015
2-0026-02-007	James D. Moore	TY2015
2-0032-14-002	Gary M. & Joan L. Levy	TY2015
2-0560-01-016	A C / Sav LLC	TY2015
2-0694-01-017	Tonroe & Associates LLC	TY2015
4-0011-09-011	Estate of Charles Morel	TY2015
4-0011-09-012	Estate of Charles Morel	TY2015
4-0011-09-012A	Estate of Charles Morel	TY2015
B. BOA – Submitted for Approval		
1-0438-03-009	Victory Baptist Church	TY2015
1-0438-03-010	Victory Baptist Church	TY2015
1-0746-02-004	Jack L and Nancy S. Forehand	TY2015
1-1028-01-072	Zeus Properties LLC	TY2015
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Ms. Hegstrom seconded. The motion passed with a unanimous vote.

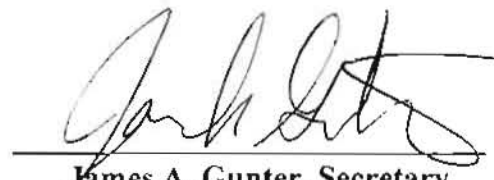
5. Attorney Items
None
6. For Your Information Items
None

ADJOURNMENT

Ms. Hegstrom made a motion to **adjourn** the meeting at 9:20 AM.
Mr. Gunter seconded. The motion passed with a unanimous vote.



Terry Tolbert, Chairman



James A. Gunter, Secretary