

**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
Danny Powers – Tax Commissioner

Mr. Boondry made a motion to table the Valuation of Common Area policy statement under Chief Appraiser items. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

PERSONNEL RECOGNITION

1. Staff Training: Appeal Procedures – Stephanie Bridges
Specialized Assessments – Robbin Bowen
Exempt Properties – Carol Osborne
2. Tom Austin House Fundraiser – Stacey Scott introduced her committee. The office raised 62% more than last year and were able to buy 2 computer towers and 2 printers for the house as well as all the gifts on the lists. Cleaning and kitchen supplies were also bought for each unit. Danny Powers, Chatham County Tax Commissioner was presented with a thank you card and gift for participating in the Pie in the Face event. Special thanks to him and his department for their help in making the event a success.

CITIZEN ITEMS

None

DIVISION MANAGER STAFF REPORTS

- *Umung Patel reported for Support Services – For Tax Year 2016 –Transfers are up 417 over last year. Homestead exemptions are up 75 over last year.
- *Stacey Scott reported for Commercial and Personal Property – We have received 639 MV appeals and are 87% complete. Commercial field inspections are 94% done. Sales reviews are 48% complete, permits are 57% complete and splits are 23% complete.
- *Lisa Lowrimore reported for Residential Division – Sales reviews for TY16 have been started and are 46% complete. Field reviews are 40% complete. Permit are 64% complete, 605 of these are new homes. Splits are 19% complete.
- *Corey Gillenwater reported for Quality Control/IT – In the process of finalizing content for the new website. It will publish on Jan 1. Have also begun the Personal Property extracts for TY16 returns.

*Robbin Bowen mentioned that we have been invited to speak at a meeting for the Gulfstream Retirees Club about Homestead Exemptions and TAVT. Also, the Savannah Area Realtors Association is having a meeting on Jan. 20 and has asked us to be there to answer questions regarding homestead exemptions.

APPROVAL OF MINUTES

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

Minutes of the December 3, 2015 Regular Meeting.

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

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Mr. Gunter questioned the values for A030105 for TY2013. Stacey Scott explained that the code was incorrect. She will make the correction and the agenda page will be updated.

Mr. Gunter made a motion to approve the following, with the above correction:

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

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. Tax Exempt Property – Submitted for Approval of Recommendation
 - B. Support Services E&Rs – Submitted for Approval of Recommendation

Mr. Boondry 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

Mr. Boondry 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. Motor Vehicles – 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. Boondry seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

6. Timber – Submitted for Approval of Recommendation

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

Mr. Boondry made a motion to approve the following:

7. 299c Removals – Submitted for Approval of Recommendation

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

REGULAR AGENDA

1. Chief Appraiser Items

Ms. Hegstrom made a motion to approve the following:

- Calendar Year 2016 BOA Meeting Dates Approval

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

- Public Utility – CSX Transportation 2014 – this appeal was handled by the state. This is for information only.

- Mr. Conley reported that during the digest review it was suggested that we share more information with the BOA. One item in particular that was mentioned during the review was that the taxable and exempt digests should be approved separately.

Mr. Gunter questioned why the Policy Statements marked as revisions had no marked changes. It was explained that these were the combination of two previous policies.

Mr. Gunter made a motion to approve the following:

- Policy Statements: Appeals Process – Mobile Homes and Motor Vehicles
Changes and/or Corrections to Records of Staff
Exemption of In-Transit Inventory
Homestead Exemptions
Stephens-Day Exemption
Tax Map Maintenance
Taxpayer's Brochure
Wetlands Determination

Ms. Hegstrom 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 10:23 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 10:50 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:

2-0003-11-001	Byrd, Joseph & Associates Inc.	TY2015
2-0005-06-010	Randolph Street Development LLC	TY2015
2-0005-22-002	Randolph Street Development LLC	TY2015

Ms. Hegstrom 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

1-0264-01-020A	Mary Helen Bonaud	TY2015
1-0264-01-021	Mary Helen Bonaud	TY2015
1-0509-02-005	Alan & June Sapp L/T*	TY2015
1-0836-02-026	Savannah West Partners LLC	TY2015
2-0004-37-005	Dabit Rentals LLC	TY2015
2-0004-37-006	SJZ Investments Properties LLC	TY2015
2-0004-37-007	LSDNJ Investments Properties LLC	TY2015
2-0831-02-014	Pittman Real Estate Holdings of GA	TY2015
1-0916-01-001	Bassford, Mark as Trustee*	TY2015
2-0015-34-001	Savannah Hotel Associates LLC	TY2015
2-0985-04-032	Bassford, Mark as Trustee*	TY2015
2-0985-04-040	Bassford, Mark as Trustee*	TY2015
 - B. BOA – Submitted for Approval

2-0003-11-001	Byrd, Joseph & Associates Inc.	TY2015
2-0005-06-010	Randolph Street Development LLC	TY2015
2-0005-22-002	Randolph Street Development LLC	TY2015

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

5. Attorney Items

Ms. Hegstrom made a motion to approve the following:

- Proposed Consent Judgments
- 5-0023-01-001A FG Living Trust/PV Shopping Center TY2007
- 5-0023-01-001A FG Living Trust TY2011
- 5-0023-01-001 FG Living Trust TY2011
- 1-0573-01-017 Waters Bluff MHP Inc. TY2015
- 1-0502-01-001 Waters Bluff MHP Inc. TY2015

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

Ms. Hegstrom made a motion to approve the following:

- Dismissals
- 7-0976-02-023 Jules B. Paderewski, et al TY2011
- 7-0906-02-026 Jules B. Paderewski, et al TY2011
- 2-0042-10-010 Robin Brian TY2012

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


6. For Your Information Items

None


ADJOURNMENT

Mr. Boondry made a motion to **adjourn** the meeting at 10:55 AM.

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



Terry Tolbert, Chairman



James A. Gunter, Secretary