

**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 – Legal Counsel
Stephanie Bridges – Recording Secretary

Meeting was called to order by Tommy Boondry.

PERSONNEL RECOGNITION

None

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Corey Gillenwater reported for Quality Control – The new Policy and Procedure manual for our department is ready. There were some issues with our new website, ICS has fixed it.

Stacey Scott reported for Personal Property and Commercial – For 2016 we have received 31 MV appeals and 14 MH appeals. Personal Property returns are 87% complete with what we have received so far.

Commercial sales reviews are 71% complete and permits are 94% complete.

Lisa Lowrimore reported for Residential division – We have received 17 returns. Sales reviews are 82% done, Permits 90% and Field Reviews 48% done.

Heidi Harris reported for Mapping – We have edited 1129 PINs 318 Splits/Combos have been entered and are 66% complete.

Umung Patel reported for Homestead/Transfers – transfers are up 311 over last year and homestead exemption applications are up 142 over last year.

APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the February 4, 2016 Regular Meeting.

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

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Mr. Gunter made a motion to approve the following with correction to 1-B of correct codes:

1. Real and Personal Property Assessment Notices
 - A. Personal Property 30-Day NOAs CY – Submitted for Approval of Recommendation
 - B. Personal Property 45-Day NOAs PY – Submitted for Approval of Recommendation
 - C. Personal Property 45-Day NOAs CY – Submitted for Approval of Recommendation
 - D. Non-Homesteaded Mobile Homes PY- Submitted for Approval of Recommendation
 - E. Non-Homesteaded Mobile Homes – CY – 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. Support Service E&Rs – Submitted for Approval of Recommendation
 - C. Rehabilitated Historic – Submitted for Approval of Recommendation
 - 2-0043-17-028 Heidt, James & Tracy Approval for 2/1/2016 through 2/1/2018
 - 2-0066-07-007 RSS Rentals LLC Approval for 1/1/2014 through 1/1/2022
 - D. Tax Exempt Properties – Submitted for Approval of Recommendation
 - 2-0137-03-023 Gateway Behavioral Health Svcs. Approval for TY2016
 - 2-0154-04-004 Rehabilitation Development Inc. Approval for TY2016

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

Mr. Boondry 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.Commercial – Submitted for Approval
 - B. Approval of Appeal Waivers to the BOE
 - 1.Commercial – Submitted for Approval

Ms. Hegstrom 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. Commercial – Submitted for Approval

Mr. Boondry 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. Boondry made a motion to approve the following:

- 6. 299c Removals -- Submitted for Approval of Recommendation

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

REGULAR AGENDA

1. Chief Appraiser Items

- Unlisted PIN request. It is a valid request. Ms. Hegstrom made a motion to approve the request. Mr. Boondry seconded. The motion passed with a unanimous vote.
- 2016 Proposed Legislation -- There are 10 bills being tracked. SB298 deals with a cap on how much a property assessment can be raised. HB982 contains an updated definition of an arms-length bona fide sale and FMV. Both definitions mention 'in appraisal neighborhood', but this is not defined.
- BOA Policy and Procedure manual. We will have a meeting with staff members to cover the new manual. On the advice of Board Attorney we will add a disclaimer about our manual being a supplemental set of guidelines to the Chatham County Code Book. Mr. Boondry made a motion to adopt the new manual. Mr. Gunter seconded. The motion passed with a unanimous vote.
- Taxpayers Meeting Space -- Mr. Conley invited board members to visit the new space before they leave today.
- Mr. Tolbert inquired about the Budget Process. First part has been submitted. We have gotten no feedback about new vehicles at this point.

2. Board Member Items

- Budget FY15

3. Chairman Items

- Executive Session

Mr. Boondry made a motion to move **in** to Executive Session at 9:00 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 9:25 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

- BOE Decisions TY15
- Hearing Officer Decisions TY2015

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

Board of Assessors Appeals to Superior Court:

2-0032-42-006	McAlister Historic Properties	TY2015	HO
2-0032-42-007	McAlister Historic Properties	TY2015	HO
2-0045-22-002	Viar, Howard B. et al	TY2015	HO
2-0595-08-006	Son Holdings LLC	TY2015	BOE
2-0595-08-008	Son Holdings LLC	TY2015	BOE

2-0595-09-002	Son Holdings LLC	TY2015	BOE
2-0595-09-003	Son Holdings LLC	TY2015	BOE

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

4. Certifications to Superior Court

Mr. Boondry made a motion to approve the following:

A. BOA – Submitted for Approval

2-0032-42-006	McAlister Historic Properties	TY2015
2-0032-42-007	McAlister Historic Properties	TY2015
2-0045-22-002	Viar, Howard B. et al	TY2015
2-0595-08-006	Son Holdings LLC	TY2015
2-0595-08-008	Son Holdings LLC	TY2015
2-0595-09-002	Son Holdings LLC	TY2015
2-0595-09-003	Son Holdings LLC	TY2015

B. Taxpayer – Submitted for Approval

2-0590-03-006	David Parrott	TY2015
---------------	---------------	--------

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

5. Attorney Items

Mr. Boondry made a motion to approve the following:

Proposed Consent Judgements

2-001622-010	Sbree Maha Laxmi Inc.	TY2015
2-0584-01-001	Jars at Turtle Creek LLC	TY0214
1-1009-02-003	Southbridge Golf LLC	TY2014
6-0889-01-004	AAA Cooper Transportation	TY2015
6-0889-01-005	AAA Cooper Transportation	TY2015
1-1007-01-007	Kendall South LLC	TY2015
1-1007-01-008	Kendall South LLC	TY2015
5-0017-01-038	Rebecca Cone Benton	TY2014
5-0017-01-038	Rebecca Cone Benton	TY2015

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 9:30 AM.

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

Terry Tolbert, Chairman

James A. Gunter, Secretary