

Regular Meeting – November 16, 2017 – 8:30 AM

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Members Present: Terry Tolbert – Chairman
James A. Gunter – Secretary
Laura Hegstrom – Member
Betty Ellington – Member

Members Absent: Tommy Boondry – Vice Chairman

Others Present: Roderick Conley – Chief Appraiser
Robbin Bowen – Deputy Chief Appraiser
Roxann Prescott – Recording Secretary
Abda Quillian – Legal Counsel

The meeting was called to order by Chairman, Mr. Terry Tolbert.

PERSONNEL RECOGNITION

A. Staff Training:

Course II: Income Approach to Value:	Andrea Butler
Course IV: Valuation of Rural Land:	Daniel Jackson Eddie Porter
Course V: Cost Approach to Value:	Wade Roberts
Course VI: Management Development:	Antoinelle Chisholm Jill Studer

B. Certificate Presentation:

Tally Peek
Victoria Schaffer

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Heidi Harris reported for GIS/Homestead – 1,192 Homestead applications and 8,305 Transfers for Support Services. 495 PINs have been corrected and 148 Parcels Subdivided/Recombination for GIS.

Lisa Lowrimore reported for Residential – 403 appeals left in BOE. 79 of 83 Splits are complete and Field Reviews are 32% complete for 2018. 562 New Construction were picked up.

Stacey Scott reported for Commercial/Personal Property – MV and PP Appeals are 92% complete. 316 Commercial appeals left to BOE. Field Inspections are 50 % complete and permits are 36% complete for 2018. Sales Reviews are 15% complete.

Corey Gillenwater reported for Quality Control – Will soon test PP and Building Sketches. Best Exemptions and review of Stephens-Day (BRD) Business Requirements Document.

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APPROVAL OF MINUTES

Mr. Gunter made a motion to approve the following:

Minutes of the November 2, 2017 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. Application for Exemptions – Submitted for Approval of Recommendation
 - A. Freeport Exemption Listing

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

Mr. Gunter made a motion to approve the following:

2. Assessment Notices – Submitted for Approval of Recommendation
 - A. Personal Property 30-Day NOAs CY
 - B. Personal Property 45-Day NOAs PY
 - C. Personal Property 45-Day NOAs CY
 - D. Support Services 45-Day NOAs PY
 - E. Support Services 45-Day NOAs CY
 - F. GIS 45-Day NOAs PY

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

Ms. Ellington made a motion to approve the following:

3. Appeal Waivers – Submitted for Approval of Recommendation
 - A. Certification
 1. Residential
 2. Commercial
 3. Motor Vehicle
 - B. Approval
 1. Residential
 2. Commercial
 3. Motor Vehicle

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

Mr. Gunter made a motion to approve the following:

4. Property Corrections – Submitted for Approval of Recommendation
 - A. Notification Letters
 1. Commercial Notification Listing
 - B. Error & Releases
 1. Homestead E&R Listing
 2. Non-Homestead Mobile Homes E&R Listing PY
 3. Non-Homestead Mobile Homes E&R Listing CY

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

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Ms. Ellington made a motion to approve the following:

5. Certifications to the Board of Equalization – Submitted for Approval of Recommendation
 - A. Personal Property

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

REGULAR AGENDA

1. Chief Appraiser Items

Ms. Ellington made a motion to approve the following:

- A. Board of Assessors 2018 Meeting Dates – Submitted for Approval of Recommendation

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

- B. United Way Campaign Presentation – The United Way Committee Raised \$5,983.85 which is 108.8% of their goal. The Bake Sale/Silent Auction raised \$1,065.00. A Kickball Tournament fundraiser was held. The BOA team was undefeated for the whole series and won the Tournament.

- C. Tyler Conversion Update – Ongoing Reformatting of PINs. BOA formally sent out a collaborative memo with the Tax Commissioners Office to notify those parties who may be affected.

2. Board Member Items

- A. Budget FY 17/18

3. Chairman Items

- A. Executive Session

Mr. Gunter made a motion to move in to Executive Session at 8:56 AM to discuss Personnel & Litigation items. Ms. Ellington seconded. The motion passed with a unanimous vote.

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

- B. BOE Decisions TY2017

Ms. Gunter made a motion to approve the following:

Board of Assessors Appeals to Superior Court:

2-0102 -07-001	Miltiades William A	TY2017
1-0109 -01-072	Wilmington Plantation LLC	TY2017
1-0995 -01-022	Burgess Clifford Craig & Penny	TY2017
2-0015 -27-008	Gnall Adam & Joan	TY2017
2-0015 -45-015	Mount Jones LLC	TY 2017

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

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Mr. Gunter made a motion to approve the following:

4. Certifications to Superior Court – Submitted for Approval

A. Taxpayer

1-0300 -05-004A	Ronald Clark	TY2017
1-0300 -05-005	Charles East Jr	TY2017
2-0135 -04-016	George & Nona Jenkins	TY2017
2-0032 -60-004	Abercorn Street Parking LLC	TY 2017
2-0003 -03-002	SCAD Real Estate Holdings LLC	TY2017

B. BOA

1-0109 -01-072	Wilmington Plantation LLC	TY2017
1-0995 -01-022	Clifford & Penny Burgess	TY2017
2-0102 -07-001	William A Miltiades	TY2017
2-0015 -27-008	Adam & Joan Gnall	TY2017
2-0015 -45-015	Mount Jones LLC	TY2017

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

Ms. Ellington made a motion to approve the following:

5. Attorney Items

Proposed Consent Judgments

2-0031 -37-021	Powers E Michael & Norma N	TY2013
5-0022 -01-002B	Dasher Management LLC	TY2015
5-0022 -01-002E	Dasher Management LLC	TY2015
1-0223 -01-018	Eades Jack R & Eleanor B	TY2016
5-1009 -01-009	Woodyard Holdings LLC	TY2016
5-1009 -01-029	Woodyard Holdings LLC	TY2016

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

ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 9:06 AM.

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



Terry Tolbert, Chairman



James Gunter, Secretary