

Regular Meeting – April 26, 2018 – 8:30 AM

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

**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 I: Certification for Assessors:	Kevin Coon
Course IA: Assessment Fundamentals for Appraisers:	Kevin Coon
Appraiser I Exam:	Kevin Coon Lindsay McClain
Appraiser III Exam:	Firdaws Saif-al-Din Shaunte Hardy Heidi Harris

### B. Promotion:

Residential Supervisor:	Yourlinda Harris
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### C. New Employees (Temporary):

Deleah Blake  
Danita Cook

### D. Certificate Presentation:

Ophelia Allen

### E. Retirement Recognition:

Sheryl Swint

## CITIZENS ITEMS

None

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## DIVISION MANAGER STAFF REPORTS

Heldi Harris reported for GIS/Homestead - GIS has researched 56 Recombinations/Subdivisions when we can access the system. Support Services completed 52 Homestead applications and 7 Transfers completed for TY2019.

Lisa Lowrimore reported for Residential –Finishing the Change Finder project, starting Field Reviews for TY2019 and focusing on Tyler conversion.

Stacey Scott reported for Commercial/Personal Property – Commercial is finishing the Change Finder project, starting Field Reviews for TY2019 and focusing on Tyler conversion. Personal Property is researching accounts to add to TY2019.

Corey Gillenwater reported for Quality Control – Busy completing year end updates. This will be the last time we will update Property Record Cards. Property Record cards will be updated through Tyler next year. In the process of verifying data and implementing sketch modes. Status meeting with Tyler to go over some finalizations and Public Access sites should show soon. We are very close to our own interface.

## APPROVAL OF MINUTES

Mr. Gunter made a motion to approve the following:

Minutes of the April 5, 2018 Regular Meeting. – Agenda Item: V

Ms. Ellington 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. Homestead Exemption Listing – Agenda Item: VII-1A
  - B. Personal Property Exemption Listing – Agenda Item: VII-1B
  - C. Real Property Exemptions – Agenda Item: VII-1C

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

Ms. Ellington made a motion to approve the following:

2. Application for Specialized Assessments – Submitted for Approval of Recommendation
  - A. Rehabilitated Historic – Agenda Item: VII-2A
  - B. CUVA – Agenda Item: VII-2B

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

Mr. Boondry made a motion to approve the following:

3. Assessment Notices – Submitted for Approval of Recommendation
  - C. Personal Property 30-Day NOAs – Agenda Item: VII-3A
  - D. Personal Property 45-Day NOAs – Agenda Item: VII-3B
  - E. Support Services 45-Day NOAs – Agenda Item: VII-3C
  - F. Commercial 45-Day NOAs – Agenda Item: VII-3D

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

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Ms. Ellington made a motion to approve the following:

4. Property Corrections – Submitted for Approval of Recommendation
  - A. Error & Releases
    1. GIS E&R Listing – *Agenda Item: VII-4A1*

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

Mr. Boondry made a motion to approve the following:

5. 299-C Freeze Removal List – Submitted for Approval of Recommendation
  - A. Residential – *Agenda Item: VII-5A*

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

## REGULAR AGENDA

### 1. Chief Appraiser Items

- A. Final Digest Presentation – Staff provided statistical information comparing year to year trends for returns, property transfers, permits and value increases. Final review of digest numbers were presented for each taxing authority to display digest changes by amount and percentage.

Mr. Boondry made a motion to approve the following:

- B. TY2018 Digest Approval – Submitted for Approval of Recommendation
  1. Marshall & Swift (M&S) Cost Table Update
  2. Table of Conservation Use Land Values (CUVA) – *Agenda Item VIII-1B2*
  3. Table of Forest Land Protection Act Values (FLPA) – *Agenda Item VIII-1B3*
  4. Table of Owner Harvest Timber Values – *Agenda Item: VIII-1B4*
  5. FLPA Index
  6. CPI Index
  7. Motor Vehicle Values – *Agenda Item: VIII-1B7*
  8. Timber Values – *Agenda Item: VIII-1B8*
  9. Heavy Duty NOD Building – *Agenda Item: VIII-1B9*
  10. 2018 Homestead Exemption (as defined by OCGA 48-5-48(b) and 48-5-52(a)) – *Agenda Item: VIII-1B10*
  11. 2018 Social Security Maximum for Homestead Exemptions – *Agenda Item: VIII-1B11*
  12. Ratio Analysis – Before – *Agenda Item: VIII-1B12*
  13. Ratio analysis – After – *Agenda Item: VIII-1B13*
  14. Notices of Assessment (NOA) – Taxable – *Agenda Item: VIII-1B14*
  15. Notices of Assessment (NOA) – Exempt – *Agenda Item: VIII-1B15*

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

Mr. Boondry made a motion to approve the following:

- C. TY2018 Digest Submission to Tax Commissioner's Office – Submitted for Approval of Recommendation – *Agenda Item VIII-1C*

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

### 2. Board Member Items

- A. Budget FY 17/18

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3. Chairman Items

A. Executive Session

Mr. Boondry made a motion to move in to Executive Session at 9:28 AM to discuss Personnel & Litigation items. Ms. Ellington seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to move out of Executive Session at 10:09 AM. Ms. Ellington seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

B. BOE Decisions TY2017 – Agenda Item: VIII-3B

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

Mr. Boondry made a motion to approve the following:

4. Certifications to Superior Court – Submitted for Approval

A. Taxpayer – Agenda Item: VIII-4A

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

Mr. Boondry made a motion to approve the following:

5. Attorney Items

A. Proposed Consent Judgments

2-0560-01-017	HD Acquisition Company LLC	TY2017
2-0560-01-001	HD Acquisition Company LLC	TY2017
2-0590-04-009	Abercorn Hotel Investment LP	TY2017
5-1009-01-007	Shan Pooler Land Investment LLC	TY2017
5-1009-01-047	Shan Pooler Land Investment LLC	TY2017

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

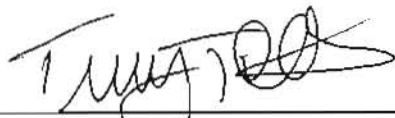
Mr. Boondry made a motion to table the following:

B. Personal Property Subpoena Listing - Agenda Item VIII-5B

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

ADJOURNMENT

Ms. Ellington made a motion to adjourn the meeting at 10:11 AM.  
Ms. Hegstrom seconded. The motion passed with a unanimous vote.

  
Terry Tolbert, Chairman

  
James Gunter, Secretary