



Regular Meeting – July 5, 2018 – 8:30 AM

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- Members Present: Art Gunter – Secretary  
Laura Hegstrom – Member  
Betty Ellington – Member
- Members Absent: Terry Tolbert – Chairman  
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 Secretary, Mr. Art Gunter.

### PERSONNEL RECOGNITION

#### A. Staff Training:

Advanced Specialized Assessments:

Carol Osborne  
Ophelia Allen  
Laura Hegstrom

#### B. Certificate Presentation:

Stephanie Bridges

### CITIZENS ITEMS

None

### DIVISION MANAGER STAFF REPORTS

Corey Gillenwater reported for Quality Control – We will begin the six week training period for the Tyler Conversion starting July 9, 2018.

Lisa Lowrimore reported for Residential – 2,950 Appeals were received and 284 have been closed. Field Reviews are 5% complete.

Heidi Harris reported for GIS/Homestead – Support Services completed 469 Homestead applications and completed 1,543 Transfers. GIS edited 221 PINs for 50 Subdivision/Recombinations.

Jay Boaen reported for Commercial/Personal Property – Commercial received 1,013 Appeals and 137 have been closed. Personal Property received 410 Appeals and 42 have been closed. Motor Vehicles received 142 Appeals and 104 have been closed. Mobile Homes received 123 Appeals and 87 have been closed.

Stephanie Bridges for Appeals – 4433 Appeals received to date. 58.7% of Appeals were submitted online. 13 Arbitration Appeals and 168 Hearing Officer Appeals have been received to date.

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## APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the June 21, 2018 Regular Meeting – Agenda Item: V

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

## OLD ITEMS

None

## CONSENT AGENDA – NEW ITEMS

Ms. Ellington made a motion to approve the following:

1. Application for Exemptions – Submitted for Approval of Recommendation
  - A. Freeport Exemption Listing – Agenda Item: VII-1A
  - B. Capital Improvements Listing – Agenda Item: VII-1B

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

Ms. Hegstrom made a motion to approve the following:

2. Assessment Notices – Submitted for Approval of Recommendation
  - A. Personal Property 30-Day NOAs – Agenda Item: VII-2A
  - B. Personal Property 45-Day NOAs – Agenda Item: VII-2B
  - C. Support Services 45-Day NOAs – Agenda Item: VII-2C

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

Ms. Hegstrom made a motion to approve the following:

3. Appeal Waivers – Submitted for Approval of Recommendation
  - A. Certification
    1. Residential – Agenda Item: VII-3A1
    2. Commercial – Agenda Item: VII-3A2
    3. Motor Vehicle – Agenda Item: VII-3A3
    4. Non-Homesteaded Mobile Homes – Agenda Item: VII-3A4
  - B. Approval
    1. Residential – Agenda Item: VII-3B1
    2. Commercial – Agenda Item: VII-3B2
    3. Motor Vehicle – Agenda Item: VII-3B3
    4. Non-Homesteaded Mobile Homes – Agenda Item: VII-3B4

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

Ms. Hegstrom made a motion to approve the following:

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

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 – Agenda Item: VII-5A
- B. Motor Vehicle – Agenda Item: VII-5B
- C. Non-Homesteaded Mobile Home – Agenda Item: VII-5C

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. 2018-19 Budget Recommendation (County Manager) – Submitted for Approval of Recommendation

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

- B. Property Change Finder Results – Our hardworking Appraisal staff picked up 1,364 changes that added \$11,266,747 to the tax rolls. We plan to share our findings with Pictometry.
- C. Legislative review and Recommendations – HB374 – Tax Assessment Change Procedures allows for Electronic Returns, Annual Notice of Assessments and how Hearing Officer Appeals are processed. Value thresholds of Hearing Officer Appeals has changed. Most changes will require staff training, making changes to our forms, making changes to NOA website and office correspondence and miscellaneous forms. Request for documentation for BOE hearings shall be no less than 10 days prior to hearing. BOA will meet with the Appeal Administrator regarding changes to processing Hearing Officer Appeals. Non-binding Arbitration Appeals shall notify the Appellant of the time and place of the hearing no less than 21 days prior to the hearing. Appeals to Superior Court may continue Settlement Conferences to a later date. Any filing fees to Superior Court must be paid within 20 days.

2. Board Member Items

- A. Budget FY 17/18

3. Chairman Items

- A. Executive Session

Ms. Hegstrom made a motion to move in to Executive Session at 8:50 AM to discuss Personnel & Litigation items.

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

Ms. Ellington made a motion to move out of Executive Session at 9:15 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Ms. Ellington made a motion to approve the following:

4. Attorney Items

- A. Proposed Consent Judgments

1-0916-01-001	Bassford Mark as Trustee*	TY2015
1-0916-01-001	Bassford Mark as Trustee*	TY2016
1-0916-01-001	Bassford Mark as Trustee*	TY2017
2-0985-04-040	Bassford Mark as Trustee*	TY2015
2-0985-04-040	Bassford Mark as Trustee*	TY2016
2-0985-04-040	Bassford Mark as Trustee*	TY2017



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2-0985-04-032	Bassford Mark as Trustee*	TY2015
2-0985-04-032	Bassford Mark as Trustee*	TY2017
7-0906-04-037	Village at Rice Hope LLC	TY2015
7-0906-04-037	Waypoint Savannah Owner LLC	TY2016
2-0739-01-014	PHRM Holdings LLC	TY2017
2-0062-10-003	Alfonso Anthony M	TY2017
8-0011-02-010	80 West Mini Storage Inc.	TY2017

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

## ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 9:18 AM.  
Ms. Ellington seconded. The motion passed with a unanimous vote.

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Terry Tolbert, Chairman



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James Gunter, Secretary