



Regular Meeting – September 19, 2019 – 8:30 AM

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- Members Present:** James A. Gunter – Vice Chairman
Laura Hegstrom – Secretary
Betty Ellington – Member
- Members Absent:** Terry Tolbert - Chairman
- Others Present:** Roderick Conley – Chief Appraiser
Robbin Bowen – Deputy Chief Appraiser
Stephanie Bridges – Recording Secretary
Abda Quillian – Legal Counsel

The meeting was called to order by Vice-Chairman, Mr. Gunter.

PERSONNEL RECOGNITION

A. Presentation of Certificates of Appointment of BOA Members

B. Staff Training:

- Exempt Properties Workshop Petrina Washington
- Georgia Assessment Administration: Roxann Prescott
Vicki McCuen
- Course IVB: Valuation of Rural Land Tally Peek

C. New Employee:

- Homestead/Transfer Clerk Yolanda Taylor

D. Promotion:

- Support Services Supervisor Stephanie Bridges

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Stacey Scott reported for Commercial/Personal Property – Commercial Field Reviews are 6% complete, Commercial Appeals are 62% complete, Personal Property Appeals are 36% complete, Mobile Home Appeals are 97% complete, Splits are 56% complete and Permits are 19% complete.

Lisa Lowrimore reported for Residential –Splits are 58% complete, 239 Permits are complete, New Construction is being picked up and Appeals are 53% complete.

Maryellen Burner reported for GIS/Homestead – Support Services working on verification of E Codes, 854 Homestead applications complete and 4,839 Transfers complete.

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Corey Gillenwater reported for Quality Control – Tyler is currently in Maintenance mode with approximately 20 issues for correction. Last day to file an Appeal for Undeliverable NOAs was yesterday.

Robbin Bowen – Team Building Workshop presented by Mr. Stan Brown, City Manager of Oakwood, held on September 14th. The workshop provided insight on how to become an effective team, building trust, improving communication and increasing and improving motivation in the office. The workshop was very informative and all had a great time. Thank you Mr. Brown for your time.

APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the August 15, 2019 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. Freeport Exemption Listing – Agenda Item: VII-1A

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. Real Property – Agenda Item: VII-2A

B. Rehabilitated Historic – Agenda Item: VII-2B

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

Ms. Hegstrom made a motion to approve the following:

3. Assessment Notices – Submitted for Approval of Recommendation

A. Personal Property 30-Day NOAs – Agenda Item: VII-3A

B. Personal Property 45-Day NOAs – Agenda Item: VII-3B

C. Support Services 45-Day NOAs – Agenda Item: VII-3C

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

Ms. Hegstrom made a motion to approve the following:

4. Appeal Waivers – Submitted for Approval of Recommendation

A. Residential – Agenda Item VII-4A

B. Commercial – Agenda Item VII-4B

C. Motor Vehicles – Agenda Item VII-4C

D. Non-Homesteaded Mobile Homes – Agenda Item: VII-4D

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

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Ms. Ellington made a motion to approve the following:

5. Property Corrections – Submitted for Approval of Recommendation
 - A. Notification Letter
 1. Residential Notification Letter Listing – Agenda Item: VII-5A1
 - B. Error & Releases
 1. Personal Property Ownership Corrections Listing – Agenda Item: VII-5B1

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

Ms. Ellington made a motion to approve the following:

6. Certifications to the Board of Equalization – Submitted for Approval of Recommendation
 - A. Residential – Agenda Item: VII-6A
 - B. Commercial – Agenda Item: VII-6B
 - C. Personal Property – Agenda Item: VII-6C
 - D. Motor Vehicle – Agenda Item: VII-6D

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

Ms. Ellington made a motion to approve the following:

7. Timber – Submitted for Approval of Recommendation
 - A. Timber Values – Agenda Item: VII-7A

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

REGULAR AGENDA

1. Chief Appraiser Items

Ms. Ellington made a motion to approve on the Advice of Legal Counsel the Real Property Unlisted PIN Request only. Request for Personal Property Unlisted PIN was denied on Advice of Legal Counsel.

- A. Unlisted PIN Request – Submitted for Approval of Recommendation – Confidential Item

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

Ms. Ellington made a motion to approve the following:

- B. Policy – Taxpayer's Brochure (Removal) – Submitted for Approval – Agenda Item: VIII-1B
- C. Policy – Conservation Use Valuation Assessment (CUVA) – Submitted for Approval – Agenda Item: VIII-1C
- D. Policy – Georgia Forest Land Protection Act (FLPA) – Submitted for Approval – Agenda Item: VIII-1D

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

- E. Annual Report Presentation – Presented Residential, Commercial and Personal Property growth in Chatham County over the past year. Highlighted the total years of experience for the appraisal staff, administrative assistants and clerical assistants with the ultimate goal of superior customer service. Board Members, County Commissioners, Department Heads and other cities within the county will receive a copy of the Annual Report once it has been printed. Thank you Ms. Shamel Williams for all of your hard work and many hours of dedication on the Annual Report.

2. Board Member Items

- A. Budget FY 19/20 – Agenda Item: VIII-2A



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3. Chairman Items

A. Executive Session

Ms. Hegstrom made a motion to move in to Executive Session at 9:02 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 9:28 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

4. Attorney Items

Ms. Hegstrom made a motion to approve the following:

A. Proposed Consent Judgments – Submitted for Approval of Recommendation

20535 03030	Buckhorn Enterprises	TY2015
20535 03030	Buckhorn Enterprises	TY2017
70906 01028	Exley Thomas L Sr & Thomas L Jr	TY2017
70906 01029	Exley Thomas L Sr & Thomas L Jr	TY2017

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

B. Final Orders

20044 17012	Forsyth West, LLC	TY2017
20755 02024	CRD Abercorn Associates, LLC	TY2017
11034 01032	204 Hospitality, LLC	TY2018
20782 01008	Forest Hills of Savannah, LLC	TY2018
20782 05002	Townwood Apartments, LLC	TY2018


C. Dismissals

20089 15017	Swordfish Properties, LLC	TY2017
20792 01004D	HWY 17S Properties, Inc.	TY2017
20004 10023	Fifteen East River Street, LLC	TY2018
20016 22014	Shree Ganesh, Inc.	TY2018
20133 03002A	Gary W Moses	TY2018
20145 10012	Gary W Moses	TY2018


ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 9:33 AM.

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



James A. Gunter, Vice-Chairman



Laura Hegstrom, Secretary