



# Chatham County Board of Assessors

Regular Meeting – December 5, 2019 – 8:30 AM

Page 1

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

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

Mr. Gunter made a motion to accept the agenda as presented. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

## PERSONNEL RECOGNITION

- A. Taxpayer Letter: Shamel Williams
- B. Certificate Presentation: Carol Osborne

## CITIZENS ITEMS

None

## DIVISION MANAGER STAFF REPORTS

Stacey Scott reported for PP and Commercial. Commercial Field Reviews are 7% complete, Motor Vehicle appeals are 97% complete, Splits are 97% complete and Permits are 43% complete.

Julie Marine reported for Residential. Certifications to BOE are 100% complete, Splits are 84% complete, New Construction Permits are 72% complete, Permits are 29% complete, Square Footage Corrections are 64% complete and 1,300 Field Reviews are complete.

Corey Gillenwater reported for Quality Control. Working on finalizing the Mobile Home Digest TY2020 and checking with vendor to verify file compatibility for Personal Property Postcards to be printed.

Maryellen Burner reported for Support Services/GIS. Support Services has completed 1,459 Homestead applications and 8,662 Transfers. GIS has completed 18% of the Deeded Land Project. Church audits are 42% complete.

## APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the November 21, 2019 Regular Meeting. – Agenda Item: V

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

Regular Meeting – December 5, 2019 – 8:30 AM

Page 2

## OLD ITEMS

None

## CONSENT AGENDA – NEW ITEMS

Mr. Gunter 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. Personal Property Exemption Listing – Agenda Item: VII-1B
  - C. Pollution Control Equipment Exemptions Listing – Agenda Item: VII-1C

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

Ms. Hegstrom made a motion to approve the following:

2. Application for Specialized Exemptions – Submitted for Approval of Recommendation
  - A. Support Services E-Code Exemptions Listing – Agenda Item: VII-2A

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

Ms. Ellington 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
  - D. Support Services Ownership Change 45-Day NOAs – Agenda Item: VII-3D

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

Ms. Ellington made a motion to approve the following:

4. Appeal Waivers – Submitted for Approval of Recommendation
  - A. Motor Vehicles – Agenda Item: VII-4A

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

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

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

Mr. Gunter 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. Motor Vehicle – Agenda Item: VII-6C
  - D. Support Services – Agenda Item: VII-6D

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



Regular Meeting – December 5, 2019 – 8:30 AM

Page 3

## REGULAR AGENDA

### 1. Chief Appraiser Items

Ms. Hegstrom made a motion to approve the following:

- A. Unlisted PIN Request – Confidential Item

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

Ms. Hegstrom made a motion to approve the following:

- B. Board of Assessors 2020 Meeting Dates – Agenda Item: VIII-1B

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

### 2. Board Member Items

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

### 3. Chairman Items

- A. Executive Session

Ms. Ellington made a motion to move in to Executive Session at 8:39 AM to discuss Personnel & Litigation items.

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

Ms. Hegstrom made a motion to move out of Executive Session at 9:37 AM. Ms. Ellington seconded. The motion passed with a unanimous vote.

- B. BOE Decisions TY2019 – Agenda Item: VIII-3B

Mr. Gunter made a motion to approve the following:

### 4. Certifications to Superior Court – Submitted for Approval

- A. BOA – Agenda Item: VIII-4A

20864A01013

GDC Regal III LLC

TY2019

40025 01003

Maria Solomon

TY2019

81019 01010B

Collins, Andrew Martin & Geneva

TY2019

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

### 5. Attorney Items

- A. Trail Docket – Confidential Item

## ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 9:40 AM.

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

Terry Tolbert, Chairman

Laura Hegstrom, Secretary