



Regular Meeting – July 11, 2024 –8:30 AM

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## ROLL CALL

**Members Present:** Terry Tolbert – Chairman  
James A. Gunter – Vice Chairman (via videoconference/teleconference)  
Laura Hegstrom - Secretary  
Betty Ellington – Member  
Gena Taylor – Member (via videoconference/teleconference)

**Staff Present:** Corey Gillenwater – Interim Chief Appraiser  
Lisa Lowrimore – Deputy Chief Appraiser of Operations  
Roxann Prescott – Assistant to the Board of Assessors  
Abda Quillian – Legal Counsel (via videoconference/teleconference)  
Carol Osborne – Homestead/Transfers Supervisor  
Tobe Northcutt – Assistant Deputy Chief Appraiser of Commercial/Personal Property  
Julie Marine – Assistant Deputy Chief Appraiser of Residential  
Kevin Hicks – Assistant Deputy Chief Appraiser of Quality Control.  
Gabrielle Rowse - Appeals Coordinator

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

## PERSONNEL RECOGNITION

### A. Staff Training:

#### Course III: Valuation of Personal Property:

Arthur Cummings  
Candace Williams  
Linda Ambroz  
Melody Gill

#### Course IVB: Valuation of Rural Land:

Eddie Porter  
Fawndreta Perry  
Firdaws Saif-al-Din  
Leanne Riner  
Lindsay McClain  
Ophelia Allen

### B. Years of Service:

#### 5 Years:

Candace Williams

#### 10 Years:

Paul Kemp

#### 25 Years:

Vanessa Mitchell



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## C. Promotions:

Assistant Deputy Chief Appraiser of Commercial/Personal Property: Tobe Northcutt

Clerical Assistant IV – Homestead/Transfer Clerk: Yolanda Steward

## D. Taxpayer Letters:

Gabrielle Rowse  
Yolanda Steward  
Eddie Porter

## E. Certificate Presentation:

Gabrielle Rowse  
Wendy Stepherson

## CITIZENS ITEMS

None

## DIVISION MANAGER STAFF REPORTS

Carol Osborne for Support Services/GIS – Support Services has processed 398 Homestead Applications and 3,194 Transfers. GIS is reviewing recorded Platts and creating Split/Combo packets. Clerical staff continue to help taxpayers in person and over the phone.

Julie Marine for Residential – Reviewing Appeals and performing site inspections as needed. Preparation continues on Appeal presentations. 3,966 Appeals were received this year. Field Reviews will begin soon for TY2025.

Tobe Northcutt for Commercial/Industrial and Personal Property – Personal Property continues to answer taxpayer questions and review Appeals. 232 Personal Property Appeals were received this year. Commercial continues to answer taxpayer questions and review appeals. 1,061 Commercial Appeals were received this year.

Kevin Hicks for Quality Control – Supporting staff as issues arise, wrapped up Smart File, Mobile Appraiser is running smoothly with approximately 3,000 parcels uploaded and the Digest is nearing completion for submission to the Department of Revenue.

Gabrielle Rowse – Appeals Coordinator – A total of 5,270 Appeals were received this year for an increase of 487 from the previous year. Forty-two percent were filed online. There were 335 Hearing Officer Appeals and 36 Arbitration Appeals of which 11 of those have been changed to Board of Equalization.

## APPROVAL OF MINUTES

Ms. Ellington made a motion to approve the following:

A. Minutes of the June 6, 2024 Regular Meeting. – Agenda Item: VI-A

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



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## OLD ITEMS

None

## CONSENT AGENDA – NEW ITEMS

Ms. Hegstrom made a motion to approve the following:

1. Applications for Exemptions/Specialized Assessments – Submitted for Approval of Recommendation
  - A. Real Property - Agenda Item: VIII-1A
  - B. Freeport – Agenda Item: VIII-1B

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

Ms. Ellington made a motion to approve the following:

2. Notices of Assessment (NOAs)– Submitted for Approval of Recommendation
  - A. Personal Property 45-Day NOAs – Agenda Item: VIII-2A
  - B. Support Services 45-Day NOAs – Agenda Item: VIII-2B

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. Residential – Agenda Item: VIII-3A
  - B. Commercial – Agenda Item: VIII-3B
  - C. Personal Property – Agenda Item: VIII-3C
  - D. Non-Homesteaded Mobile Home – Agenda Item: VIII-3D

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

Ms. Ellington made a motion to approve the following:

4. Property Corrections – Submitted for Approval of Recommendation
  - A. Notification Letters
    1. Residential – Agenda Item: VIII-4A1

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

Ms. Ellington made a motion to approve the following:

5. Certifications to Board of Equalization – Submitted for Approval of Recommendation
  - A. Motor Vehicle - Agenda Item: VIII-5A
  - B. Non-Homesteaded Mobile Home - Agenda Item: VIII-5B

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

Ms. Hegstrom made a motion to approve the following:

6. Timber – Submitted for Approval of Recommendation
  - A. Qualified Timber – Agenda Item: VIII-6A

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

Ms. Ellington made a motion to approve the following:

7. Request for Appeal Direct to Superior Court – Submitted for Approval of Recommendation
  - A. Residential – Agenda Item: VIII-7A

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



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Ms. Ellington made a motion to approve the following:

8. Deactivated Parcel Listing – Submitted for Approval of Recommendation

A. Support Services – Agenda Item: VIII-8A

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

9. Notification Items

A. Support Services – Homestead Exemption/Ownership Corrections Listing - Agenda Item: VIII-9A

## REGULAR AGENDA

1. Chief Appraiser Items

Ms. Ellington made a motion to approve the following:

A. TY2024-25 Budget Recommendation (County Manager) – Submitted for Approval of Recommendation – Agenda Item: IX-1A

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

B. Tyler Digital Imagery – The County Commissioner's approved our contract at the last meeting. Tyler Digital Imagery will replace staff having to go out and take property photos and upload them. Tyler will ride Chatham County every 2 years. Our contract currently is for 6 years.

2. Board Member Items

A. Budget FY24/25 – Agenda Item: IX-2A

3. Chairman Items

A. Executive Session

Mr. Gunter made a motion to move in to Executive Session at 8:54 AM to discuss Personnel & Litigation items. Ms. Hegstrom seconded. The motion passed with a unanimous vote. Ms. Ellington made a motion to move out of Executive Session at 9:03 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Ms. Hegstrom made a motion to approve the following:

4. Approval to Superior Court – Submitted for Approval of Recommendation

A. Taxpayer – Agenda Item: IX-4A

20004 42011

Congress Lane Associates, Inc.

TY2023

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

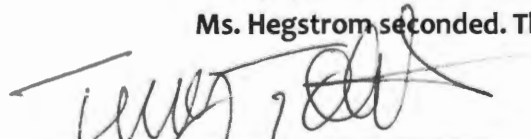
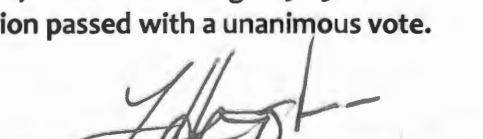
5. Attorney Items

None

## ADJOURNMENT

Mr. Gunter made a motion to adjourn the meeting at 9:03 AM.

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

  
Terry Tolbert, Chairman  
Laura Hegstrom, Secretary