



Regular Meeting – October 20, 2022 – 8:30 AM

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## ROLL CALL

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

**Staff Present:** Roderick Conley, AAS, RES, GCA – Chief Appraiser  
Lisa Lowrimore – Interim Deputy Chief Appraiser of Operations  
Corey Gillenwater – Deputy Chief Appraiser of Administration  
Roxann Prescott – Assistant to the Board of Assessors  
Abda Quillian – Legal Counsel (via teleconference/videoconference)  
Kevin Hicks – Assistant Deputy Chief Appraiser of Quality Control  
Julie Marine – Assistant Deputy Chief Appraiser of Residential

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

## PERSONNEL RECOGNITION

**A. Taxpayer Letters:** Samantha Hillstead  
Janesia Sanders

## CITIZENS ITEMS

None

## DIVISION MANAGER STAFF REPORTS

Kevin Hicks for Quality Control – Mobile Appraiser project is moving along as planned, finishing the Cost Tables, Non-Homesteaded Mobile Home Digest check is almost complete and assisting the Commercial Division with Income for TY2023.

Julie Marine for Residential – All new construction has been picked up for TY2023, 900 Permits have been completed, 90% of Appeals are complete and Field Reviews have begun.

Lisa Lowrimore for Personal Property/Commercial – Personal Property has completed Boat Revaluations and continues to work on adding New Buisnesses and Business Audits continue. Commercial is preparing for the rest of the BOE and Hearing Officer Appeals, 21% of Permits are complete and the Damage Assessment Team is preparing for a full-scale exercise on November 3<sup>rd</sup>.

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Corey Gillenwater for Support Services/GIS – Support Services has processed 8,594 Transfers and 996 Homestead Applications. GIS is working 78 Split/Combo packets. Clerical staff continues to support taxpayers over the phone. Staff attended Homestead Audit Compliance Training in Orange County, Florida, October 14, 2022. Procedurally we are coming up with ideas and establishing contact with organizations that we will be working with in this position. The training was very informative and the takeaway was we have many of the cornerstones already in place to be successful.

## APPROVAL OF MINUTES

Mr. Gunter made a motion to approve the following:

Minutes of the October 6, 2022 Regular Meeting. – *Agenda Item: VI*

Ms. Hegstrom 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. Notices of Assessment (NOAs)– Submitted for Approval of Recommendation
  - A. Personal Property 30-Day NOAs – *Agenda Item: VIII-1A*
  - B. Personal Property 45-Day NOAs – *Agenda Item: VIII-1B*
  - C. Support Services 45-Day NOAs – *Agenda Item: VIII-1C*
  - D. Non-Homesteaded Mobile Home 45-Day NOAs – *Agenda Item: VIII-1D*

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

Ms. Ellington made a motion to approve the following:

2. Appeal Waivers – Submitted for Approval of Recommendation
  - A. Residential – *Agenda Item: VIII-2A*
  - B. Commercial – *Agenda Item: VIII-2B*
  - C. Support Services – *Agenda Item: VIII-2C*

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

Ms. Taylor made a motion to approve the following:

3. Certifications to the Board of Equalization – Submitted for Approval of Recommendation
  - A. Residential – *Agenda Item: VIII-3A*
  - B. Personal Property – *Agenda Item: VIII-3B*

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

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Ms. Ellington made a motion to approve the following:

4. Certifications to Arbitration – Submitted for Approval of Recommendation

A. Residential – *Agenda Item: VIII-4A*

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

5. Notification Items

A. Support Services – Homestead Exemption/Ownership Corrections Listing – *Agenda Item: VIII-5A*

## REGULAR AGENDA

1. Chief Appraiser Items

Mr. Gunter made a motion to approve the following:

A. Policy – Stephens-Day Homestead Exemption – Submitted for Approval of Recommendation - *Agenda Item – IX1A*

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

Mr. Gunter made a motion to approve the following:

B. Policy – Bereavement Fund – Submitted for Approval of Recommendation – *Agenda Item: IX1B*

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

2. Board Member Items

A. Budget FY22/23 – *Agenda Item: IX-2A*

3. Chairman Items

A. Executive Session

Ms. Taylor made a motion to move in to Executive Session at 8:53 AM to discuss Personnel & Litigation items. Ms. Hegstrom seconded. The motion passed with a unanimous vote. Ms. Taylor made a motion to move out of Executive Session at 9:47 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

B. TY2022 BOE Decision Report – *Agenda Item: IX-3B*

4. Attorney Items

A. Final Orders

40003 18003	LSDNJ Investment Properties, LLC	TY2021
10836 02026	Savannah West Partners, LLC	TY2018
10836 02026	Savannah West Partners, LLC	TY2021
20015 34001	Savannah Hotel Associates, LLC	TY2020
20015 34001	Savannah Hotel Associates, LLC	TY2019
20015 34001	Savannah Hotel Associates, LLC	TY2019
20015 34001	Savannah Hotel Associates, LLC	TY2018
20015 34001	Savannah Hotel Associates, LLC	TY2017
20015 34001	Savannah Hotel Associates, LLC	TY2017



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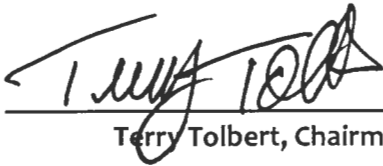
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**B. Dismissals**

20598 02002	Braddy, Cosnahan & Braddy, LLC	TY2021
51009 01118	Mosaic Two, LLC	TY2021
10301 03011	Frank & Teresa Knight, Jr.	TY2020
10836 02026	Savannah West Partners, LLC	TY2020
10836 02026	Savannah West Partners, LLC	TY2019

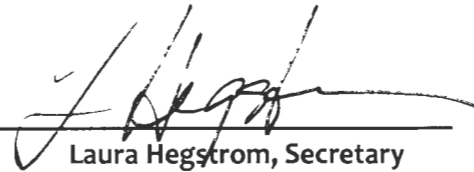
**ADJOURNMENT**

Ms. Taylor made a motion to adjourn the meeting at 9:49 AM.  
Ms. Hegstrom seconded. The motion passed with a unanimous vote.




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Terry Tolbert, Chairman




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Laura Hegstrom, Secretary