



# Chatham County Board of Assessors

Regular Meeting – November 17, 2022 – 8:30 AM

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## ROLL CALL

**Members Present:** Terry Tolbert – Chairman (via teleconference/videoconference)  
James A. Gunter – Vice Chairman  
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  
Julie Marine – Assistant Deputy Chief Appraiser of Residential  
Tally Peek – Assistant Deputy Chief Appraiser of Support Services/GIS  
Kevin Hicks – Assistant Deputy Chief Appraiser of Quality Control.

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

## PERSONNEL RECOGNITION

### A. Staff Training:

**Exempt Properties:**

**Roxann Prescott**

## CITIZENS ITEMS

None

## DIVISION MANAGER STAFF REPORTS

**Julie Marine for Residential** – The remaining Appeals to BOE will be certified today, Field Reviews continue for TY2023, 54% of Permits are complete and 40 Split Packets have been completed.

**Lisa Lowrimore for Personal Property/Commercial** – Commercial has certified all Appeals to the BOE, 44% of Permits are complete and working on Field Reviews for TY2023. Personal Property has completed 60% of boat revaluations, 40% of Audits are complete and finishing error checks on the Non-Homesteaded Mobile Home Digest.

**Kevin Hicks for Quality Control** – Support Staff continues to help with hardware and software issues, in the process of working with the print vendor, Mobile Appraiser is in full swing and there will be a follow up meeting today, the Income Model is progressing and finishing the Non-Homesteaded Mobile Home Digest.



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Tally Peek for Support Services/GIS – Support Services has processed 1240 Homestead Applications and 9,800 Transfers. GIS is working 100 Split/Combo packets. Clerical staff is supporting taxpayers over the phone and in person. Since the last meeting, the Homestead Audits clerk has reviewed 100 Death Certificates, Deactivated 20 exemptions and sent letters requesting more information. Year to Date the Homestead Audits clerk has reviewed 1,300 Death Certificates, Deactivated 200 exemptions and sent 20 letters for more information.

Jill Studer and Lisa Lowrimore headed the United Way Campaign this year. We have met the departmental goal with a day to spare. Tomorrow will be the last day of the Campaign and we will use that for any last minute fundraisers. Thank you ladies for a job well done.

## APPROVAL OF MINUTES

Ms. Ellington made a motion to approve the following:

Minutes of the November 3, 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. Applications for Exemptions/Specialized Assessments – Submitted for Approval of Recommendation
  - A. Support Services E-Code Listing– *Agenda Item: VIII-1A*
  - B. Rehabilitated Historic – *Agenda Item: VIII-1B*

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

Ms. Taylor made a motion to approve the following:

2. Notices of Assessment (NOAs)– Submitted for Approval of Recommendation
  - A. Personal Property 30-Day NOAs – *Agenda Item: VIII-2A*
  - B. Personal Property 45-Day NOAs – *Agenda Item: VIII-2B*
  - C. Non-Homesteaded Mobile Home 45-Day NOAs – *Agenda Item: VIII-2C*
  - D. Residential 45-Day NOAs – *Agenda Item: VIII-2D*
  - E. Support Services 45-Day NOAs – *Agenda Item: VIII-2E*

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

Ms. Taylor 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. Mobile Home – *Agenda Item: VIII-3D*

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



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Ms. Taylor made a motion to approve the following:

4. Property Corrections – Submitted for Approval of Recommendation

A. Notification Letters

1. Residential – Agenda Item: VIII-4A

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

Ms. Ellington made a motion to approve the following:

5. Certifications to the Board of Equalization – Submitted for Approval of Recommendation

A. Residential – Agenda item: VIII-5A

B. Commercial – Agenda Item: VIII-5B

C. Personal Property – Agenda Item: VIII-5C

D. Support Services – Agenda Item: VIII-5D

E. Non-Homesteaded Mobile Home – Agenda Item: VIII-5E

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

Ms. Taylor made a motion to approve the following:

6. Certifications to Hearing Officer – Submitted for Approval of Recommendation

A. Residential – Agenda Item: VIII-6A

B. Commercial – Agenda Item: VIII-6B

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

7. Notification Items

A. Support Services – Homestead Exemption/Ownership Corrections Listing - Agenda Item: VIII-7A

## REGULAR AGENDA

1. Chief Appraiser Items

Ms. Ellington made a motion to approve the following:

A. Public Utility Digest TY2022 (5 Year History) – Submitted for Approval of Recommendation –  
Agenda Item: IX-1A

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

Ms. Ellington made a motion to approve the following:

B. Board of Assessors 2023 Meeting Dates – Submitted for Approval of Recommendation –  
Agenda Item: IX-1B

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

C. DOAA Sales Ratio Study Arbitration Decision – Agenda Item: IX-1C

D. TY2022 Annual Report

2. Board Member Items

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



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### 3. Chairman Items

#### A. Executive Session

Ms. Taylor made a motion to move in to Executive Session at 8:54 AM to discuss Personnel & Litigation items. Ms. Ellington seconded. The motion passed with a unanimous vote. Ms. Hegstrom made a motion to move out of Executive Session at 9:19 AM. Ms. Ellington seconded. The motion passed with a unanimous vote.

#### B. TY2022 BOE Decision Report – Agenda Item: IX3B

Ms. Ellington made a motion to add and approve the following:

Accept the results of the DOAA Arbitration appeal as the assessment level for the Public Utility Digest.

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

Ms. Taylor made a motion to add and approve the following:

Policy - Stephens-Day Homestead Exemption – Submitted for Approval of Recommendation

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

Ms. Ellington made a motion to add and approve the following:

Appeal Waiver (Residential Arbitration) – Submitted for Approval of Recommendation

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

Ms. Taylor made a motion to approve the following:

Amend the December 1, 2022 meeting start time to 10:30 A.M.

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

Ms. Ellington made a motion to approve the following:

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

#### A. BOA – Agenda Item: IX-4A

10413 02013	Donald E. Dyches Sr., ET AL	TY2022
20063 24001	Neptune South Properties LLC	TY2022
40024 02001	Patrick T. Matthews	Ty2022

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

Ms. Ellington made a motion to approve the following:

### 5. Approval to Superior Court – Submitted for Approval of Recommendation

#### A. BOA – Agenda Item: IX-5A

10413 02013	Donald E. Dyches Sr., ET AL	TY2022
20063 24001	Neptune South Properties LLC	TY2022
40024 02001	Patrick T. Matthews	Ty2022

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

### 6. Attorney Items

#### A. Final Orders

20555 03002A	Prakesh Patel	TY2018
10202 05020	Mathew M. McCoy and Denise McCoy	TY2020
10259G07004	George Thomas Thompson, Jr.	TY2020



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## B. Dismissals

20631 02009	ALC-RLC Family LP	TY2021
20631 02010	ALC-RLC Family LP	TY2021
20631 02021	ALC-RLC Family LP	TY2021

## ADJOURNMENT

Ms. Taylor made a motion to adjourn the meeting at 9:23 AM.  
Ms. Hegstrom seconded. The motion passed with a unanimous vote.

  
Terry Tolbert, Chairman

  
Laura Hegstrom, Secretary