

Minutes

April 26, 2018
98 Alexandria Pike, Suite 35
Warrenton, VA 20186

Board of Equalization (BOE):

Ida Light
Dawn Arruda
Jennifer Hoysa
Tom LaHaye

Reassessment Staff:

Patty McSweeney
Tammy Richards
Gunther Morse
Dan Stell

Lee Sherbeyn

Determination of Quorum:

Call to Order: Tom LaHaye called the meeting to order at 9:11 a.m.

Review of Agenda:

Training: Dan Stell provide BOE members training using GIS.

BOE Hearing Form/Letters – Patty McSweeney reviewed the Hearing Form. She is going to add sections for legal reason and BOE reason. The letters for no changes, a change, a reduction, and the BOE Real Estate Assessment Order were reviewed by the Board and amended for wording. A copy of all documents will be attached to the official minutes. The Board concurred with the Hearing Form and the required letters with documentation.

Review for potential adoption of Minutes of Prior Meeting:

Ida Light moved to approve the minutes of the March 22, 2018 Board Meeting. Lee Sherbeyn seconded and the motion carried.

Action Items/Reports of Officer:

Review for potential adoption of proposed 2018 BOE Administrative Procedures – The Board decided not to make any changes to section 9 (Hearing Results).

Old/Unfinished Business (including deferred decisions) – The following items were deferred to the May 1, 2018 meeting: Review Reassessment Employee property records for training purposes, Demonstration of Keystone for Board members, designate who will time each hearing, and the seating arrangement for hearings.

New Business – Patty McSweeney provided all BOE members with a copy of the final 2018 Reassessment Manual.

Next Meeting - The next Administrative Meeting will be Tuesday, May 1, 2018 beginning at 9:00 a.m. The meeting notice will be posted.

Adjourned – Lee Sherbeyn moved to adjourn at 11:58 a.m. Ida Light seconded and the motion carried.

Submitted by,

Jennifer R. Hoysa
2018 BOE Secretary