

Minutes

March 22, 2018
98 Alexandria Pike, Suite 35
Warrenton, VA 20186

Welcome and Introductions:

Board of Equalization (BOE):

Ida Light
Dawn Arruda
Jennifer Hoysa
Tom LaHaye
Lee Sherbeyn

Reassessment Staff:

Patty McSweeney
Waheed Sheriff
Gunther Morse

Determination of Quorum:

Call to Order: Tom LaHaye called the meeting to order at 9:13 a.m.

Review of Agenda:

Review for potential adoption of Minutes of Prior Meeting:

Lee Sherbeyn moved to approve the minutes of the March 15, 2018 Board Meeting as amended to correct the spelling of Tom LaHaye's name. Ida Light seconded and the motion carried.

Steps to Appeal – Patty McSweeney provided a copy of the Steps to Appeal. The Board reviewed and made grammatical corrections. Dawn Arruda moved to approve as amended. Lee Sherbeyn seconded and the motion carried. The amended Steps to Appeal will be attached to the official copy of the minutes.

Action Items/Reports of Officers, Members or Staff:

Review for potential adoption of proposed 2018 BOE Administrative Procedures – A copy of the proposed 2018 BOE Administrative Procedures was provided to all board members. The Board reviewed and made corrections. Jennifer Hoysa moved to approve the 2018 BOE Administrative Procedures as amended except for section 9 (Hearing Results) which was deferred to the April 26, 2018 BOE Administrative Meeting. Dawn Arruda seconded and the motion carried. A copy of the amended Administrative Procedures will be attached to the official copy of the minutes.

Administrative Forms: Copies of the 2018 BOE Application for Appeal and Supporting Data form and the Letter of Appellant form were provided to all members. Lee Sherbeyn moved to approve the 2018 BOE Application for Appeal and Supporting Data form as amended. Ida Light seconded and the motion carried. Dawn Arruda moved to approve the Letter to Appellant as amended. Ida Light seconded and the motion carried. A copy of the amended forms will be attached to the official copy of the minutes.

Old/Unfinished Business (including deferred decisions) – None

New Business – Patty McSweeney reminded BOE members to come in and setup their computers in the office so that they would have access to email and other information needed.

Next Meeting - The next Administrative Meeting will be Thursday, April 26, 2018 beginning at 9:00 a.m. The meeting notice will be posted.

At the next meeting the following will be on the agenda: GIS Training by Dan Stell, Property records of Reassessment staff review, Using Keystone, who will be the timer for hearings, and seating for the hearings.

Adjourned – Lee Sherbeyn moved to adjourn at 11:49 a.m. Ida Light seconded and the motion carried.

Submitted by,

Jennifer R. Hoysa
2018 BOE Secretary