

**Board of Equalization Meeting**  
2:00 pm - January 27, 2011

**Attendees:** Frankie Gray, Mitch Skelton, Tom Peebles, Ruth Roosenberg, Fran Uteg, Judson Bailey, Nan Harbison, Glenda Osborne, Connie Brown, John Caime and Ann Roedler.

- Read and discussed the revised "Procedure for the Conduct of the Board of Equalization, Hart County, Revision 1, dated January 27, 2011" document.
  - Fran Uteg made a motion to accept the revised "Procedure for the Conduct of the Board of Equalization, Hart County, Revision 1, dated January 27, 2011" document.
  - Mitch Skelton seconded the motion.
  - Approved unanimously by the board.
- Frankie presented the possibility of adding a second part-time BOE Secretary. Frankie has been given permission for this position to ease the back-log of 2009 property tax appeals that are ready to be picked up from the BOA.
- Discussed possibility of adding a second Board of Equalization.
- Frankie stated he will be going before the Grand Jury in February for the appointment of one more BOE member (that will give us a total of nine BOE members).
- John Caime agreed to suggest to the Board of Commissioners adding another alternate to the current BOE (will make total of ten BOE members-- including Marc Cawthorn).
- Judson Bailey suggested we add a second BOE secretary and the current BOE work more days per month to ease the back-log.
- Ruth mentioned we will need to have an Appraiser II or III or above for each BOE Hearing. John Caime has discussed this with Rebecca Duncan (BOA); she confirmed the BOA will be able to provide an appraiser even when we have two boards running on the same day.
- John Caime confirmed June 2011 is the deadline for the BOA but not for the BOE (however, the BOE will need to demonstrate timely completion of appeals).
- Discussed 'quality control' issues with the appeals coming to the BOE from the BOA. Some BOE members stated there are many factual errors coming to the BOE; errors that should have been corrected in the meeting the property owner had with the BOA earlier in the year.
- Frankie will talk with the BOA about sending us all the appeal files together when a property owner has appealed multiple properties.
- Frankie will investigate the M. Cawthorn situation and determine solution.
- Frankie stated we will be keeping the original certified mail receipts from the Decision Letters mailed to the property owners with a file copy of the appeal paperwork in a file cabinet in his office. The BOA will receive a copy of the certified mail receipts for their files.