

**COUNTY OF HENRICO, VIRGINIA
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION
ORGANIZATIONAL MEETING
January 24, 2024**

Minutes of an organizational meeting of the Board of Real Estate Review and Equalization held on January 24, 2024, at 8:30 a.m., in the conference room of Finance Administration in the Administration Building, Parham Road.

Present: Ms. Norma Harris, Chairman
Mr. John Schwartz, Vice Chairman
Mr. Robert Marshall, Secretary
Ms. Marian Martin
Mr. Joseph Marchetti, Jr.

Also Present: Ms. Sheila Minor, Finance Director
Mr. Jason Hughes, Real Estate Assessment Director
Mr. David Patterson, Real Estate Section Manager
Ms. Lynda Carter-Tubbs, Commercial Appraiser Supervisor
Ms. Barbara Custis, Residential Appraiser Supervisor
Ms. Megan Ambrose, Business Supervisor
Ms. Sara Maynard, Assistant County Attorney
Mr. Brian Steele, Corresponding Secretary
Ms. Gia Short-Smith, Recording Secretary

The Chairman, Ms. Norma Harris, called the meeting to order.

Ms. Harris asked if there were any changes to the minutes of the Board meeting on November 15, 2023. The minutes were approved as presented.

Mr. Hughes informed the Board that reassessment values are completed for 2024. There are currently 417 land use accounts and 874 disabled veteran accounts. The following commercial sectors had increases in assessments: self-storage with the largest increase (+14%), apartments (+0.02%), and hotels/motels (+12.9%). Corporate offices had the largest decrease (-1.3%). Residential values increased on average by 5.4% with a residential ratio of 96%. The Real Estate Assessment website has been revamped and appeal applications are now accessible there. The 2024 reassessment values will go live on February 1, 2024. Reassessment notices will tentatively be mailed out on February 5th, 2024, and will include effective tax increase verbiage. Mr. Hughes also informed the Board that the vacant front-counter customer service position was filled by Tim Jackson, who previously worked several years as a paralegal in the Richmond Circuit Court. The vacant deed reading position will close on January 29th.

The Board and County staff reviewed hearing attendance and presentation requirements and processes for the upcoming year.

The Board voted unanimously to cancel the March 20, 2024 meeting.

Ms. Harris asked for nominations for Chairman, Vice Chairman, and Secretary for 2024.

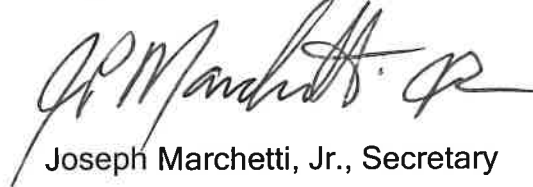
Mr. Marshall moved to nominate Mr. Schwartz for Chairman. Mr. Marchetti seconded the motion. The motion was unanimously approved.

Mr. Schwartz moved to nominate Mr. Marshall for Vice Chairman. Mr. Marchetti seconded the motion. The motion was unanimously approved.

Mr. Marshall moved to nominate Mr. Marchetti for Secretary. Mr. Schwartz seconded the motion. The motion was unanimously approved.

The next meeting is scheduled for Wednesday, April 3, 2024.

There being no further business, the meeting was adjourned.



Joseph Marchetti, Jr., Secretary