

**COUNTY OF HENRICO, VIRGINIA  
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION  
REGULAR MEETING  
October 4, 2023**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on October 4, 2023, at 8:30 a.m., in the Board Room of the Administration Building, Parham Road.

Present: Ms. Norma Harris, Chairman  
Mr. John Schwartz, Vice Chairman  
Ms. Marian Martin  
Mr. Joe Marchetti, Jr. (attended remotely)

Absent: Mr. Robert Marshall, Secretary

Also Present: Ms. Sheila Minor, Finance Director  
Mr. Jason Hughes, Real Estate 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  
Mr. Andrew Hodson, Senior Appraiser  
Mr. Brian Steele, Corresponding Secretary  
Ms. Gia Short-Smith, Recording Secretary

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

The Board voted unanimously to allow Mr. Marchetti to attend the meeting remotely.

Ms. Harris asked if there were any changes to the minutes of the Board meeting on September 20, 2023. The minutes were approved as presented.

Mr. Hughes informed the Board that the Real Estate Assessment Division has revamped and simplified their section of the County's website. He also informed the Board that the office has completed 67 out of the 102 commercial appeals filed and 449 out of the 455 residential appeals filed.

The Board heard case 106 for Victoria H. Roberts, presented by Victoria Roberts, who stated the assessment was not at market value. Mr. Hodson presented the case for the County. Mr. Schwartz moved to accept the County's recommendation. Ms. Martin seconded the motion. The vote of the Board was as follows:

Yes: Harris, Schwartz, Martin  
No: Marchetti

Ms. Martin moved to approve the nine cases not contested by the property owners as presented by the County in the attached agenda. Mr. Schwartz seconded the motion. The vote of the Board was as follows:

Yes: Harris, Schwartz, Martin, Marchetti  
No: None

The next meeting is scheduled for Wednesday, October 18, 2023.

There being no further business, the meeting was adjourned.

A handwritten signature in black ink, appearing to read 'Robert Marshall', with a large, stylized initial 'R' and a long horizontal flourish extending to the right.

Robert Marshall, Secretary