

**COUNTY OF HENRICO, VIRGINIA
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION
REGULAR MEETING
November 15, 2023**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on November 15, 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
Mr. Robert Marshall, Secretary
Ms. Marian Martin

Absent: Mr. Joe Marchetti, Jr.

Also Present: Ms. Sheila Minor, Finance Director
Mr. Matt Chaffin, Deputy Director of Finance
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. 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 1, 2023. The minutes were approved as presented.

Mr. Hughes informed the Board that today will conclude the 2023 BOE hearings. The residential appraisers should be finished with reassessments next week. The commercial appraisers have completed their cost neighborhoods and will finish the income neighborhoods in the next week or two. He also informed the Board that Nancy Berryman was promoted to the vacant Management Assistant position. The office is advertising her former front-counter customer service position.

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

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

The next meeting is scheduled for Wednesday, January 24, 2024.

There being no further business, the meeting was adjourned.

A handwritten signature in blue ink, appearing to read 'Robert Marshall', with a long horizontal flourish extending to the right.

Robert Marshall, Secretary