

**COUNTY OF HENRICO, VIRGINIA**  
**BOARD OF REAL ESTATE REVIEW AND EQUALIZATION**  
**REGULAR MEETING**  
**April 3, 2024**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on April 3, 2024, at 8:30 a.m., in the Board Room of the Administration Building, Parham Road.

Present:                Mr. John Schwartz, Chairman  
                             Mr. Joe Marchetti, Jr., Secretary  
                             Ms. Marian Martin

Absent:                 Mr. Robert Marshall, Vice Chairman  
                             Ms. Norma Harris

Also Present:         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, Mr. John Schwartz, called the meeting to order.

Mr. Schwartz asked if there were any changes to the minutes of the Board meeting on January 24, 2024. The minutes were approved as presented.

Mr. Hughes informed the Board that the vacant Management Technician position that is responsible for the front counter customer service and will reading, was filled by Tim Jackson. Tim formerly worked for several years in the Richmond Circuit Court Clerk's office and as a paralegal for both Parrish and Lebar LLP and Sigmund J. Collins, PLLC. The other vacant Management Technician position that is responsible for deed reading, was filled by Michele DuVal. Michele formerly spent many years analyzing title documents and related information for Prosperity Home Mortgage. He also informed the Board that the office received and filed 262 appeal applications, which is 295 fewer than last year. These appeals represent 0.2% of the 119,011 taxable parcels in the County. There are 120 commercial appeals filed, which is 18 more than last year. There are 142 residential appeals filed, which is significantly fewer than last year, and they make up the majority of the cases. He also ran a ratio study recently for residential properties, and the ratio was 92%, meaning the assessments are at 8% below market value.

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

Yes: Schwartz, Marchetti, Martin  
No: None

The next meeting is scheduled for Wednesday, April 17, 2024.

There being no further business, the meeting was adjourned.



Joe Marchetti, Jr., Secretary