

**COUNTY OF HENRICO, VIRGINIA
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION
REGULAR MEETING
May 3, 2023**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on May 3, 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: Mr. Matt Chaffin, Deputy Director of Finance
Mr. Jason Hughes, Real Estate Assessment Director
Mr. David Patterson, Real Estate Section Manager
Ms. Lynda Carter-Tubbs, Commercial Appraiser Supervisor
Ms. Megan Ambrose, Business Supervisor
Mr. Justin Byerly, Management Technician
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 April 19, 2023. The minutes were approved as presented.

Mr. Hughes introduced Justin Byerly, who was hired to fill the vacant deed reading position. Justin spent several years in the mortgage industry. The office is having interviews this week for two commercial appraiser positions to fill vacancies created by retirements. Mr. Hughes followed up on a previous request from the Board regarding the requirements when presenting non-contested cases, which are identifying the owner, the property, whether the assessment is being increased, decreased, or remaining the same, and the final value.

Mr. Schwartz moved to approve the twenty-two 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 Board agreed to cancel the meeting for Wednesday, July 5, 2023.

The next meeting is scheduled for Wednesday, May 17, 2023.

There being no further business, the meeting was adjourned.

A handwritten signature in blue ink, appearing to read 'Robert Marshall', with a stylized, flowing script.

Robert Marshall, Secretary