

**COUNTY OF HENRICO, VIRGINIA
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION
REGULAR MEETING
June 7, 2023**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on June 7, 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
Mr. Joe Marchetti, Jr.

Also Present: Ms. Sheila Minor, Finance 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. Grace Zhang, Senior Appraiser
Mr. Mike Small, Senior Appraiser
Ms. Kelsey Robertson, Appraiser II
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 May 17, 2023. The minutes were approved as presented.

Mr. Marchetti arrived at 8:31 a.m.

Mr. Patterson informed the Board that Mr. Hughes is out today. The two vacant commercial appraiser positions have been filled. He introduced Senior Commercial Appraiser, Grace Zhang, who has her master's degree from VCU. She previously served as a trainee appraiser for commercial properties in New York and formerly worked in the Chesterfield County Assessor's office. The other appraiser position was filled by Brooke Mills, a trainee appraiser from Spotsylvania, who is currently attending a qualifying education course with a few of the other appraisers this week. He also informed the Board that the office has completed 9 out of the 102 commercial appeals filed and 113 out of the 455 residential appeals filed.

The Board heard case 400 for Dung T. Nguyen, presented by Dung T. Nguyen, who stated the assessment was not at market value. Mr. Small presented the case for the County. Ms. Martin moved to accept the County's recommendation. Mr. Marshall seconded the motion. The vote of the Board was as follows:

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

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

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

The next meeting is scheduled for Wednesday, June 21, 2023.

There being no further business, the meeting was adjourned.



Robert Marshall, Secretary