

**COUNTY OF HENRICO, VIRGINIA  
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION  
REGULAR MEETING  
August 16, 2023**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on August 16, 2023, at 8:30 a.m., in the Board Room of the Administration Building, Parham Road.

Present:           Mr. John Schwartz, Vice Chairman  
                  Mr. Robert Marshall, Secretary  
                  Ms. Marian Martin

Absent:            Ms. Norma Harris, Chairman  
                  Mr. Joe Marchetti, Jr.

Also Present:     Mr. David Patterson, Real Estate Section Manager  
                  Ms. Lynda Carter-Tubbs, Commercial Appraiser Supervisor  
                  Ms. Barbara Custis, Residential Appraiser Supervisor  
                  Mr. Brian Steele, Corresponding Secretary  
                  Ms. Gia Short-Smith, Recording Secretary

Mr. Marshall arrived at 8:38 a.m.

The Vice 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 August 2, 2023. The minutes were approved as presented.

Mr. Patterson informed the Board that Mr. Hughes was out today. He also informed the Board that the office has completed 41 out of the 102 commercial appeals filed and 394 out of the 455 residential appeals filed. He included that this week, some of the appraisers were attending qualified educational trainings and the office management team will be attending the Finance Division Managers and Supervisors Retreat on Friday, August 18<sup>th</sup>, held at the Fairfield Library.

Ms. Martin moved to approve the forty-five 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:   Schwartz, Marshall, Martin  
No:   None

The next meeting is scheduled for Wednesday, September 6, 2023.

There being no further business, the meeting was adjourned.

A handwritten signature in black ink, appearing to read 'R. Marshall', with a large, stylized initial 'R'.

Robert Marshall, Secretary