

**COUNTY OF HENRICO, VIRGINIA
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION
REGULAR MEETING
September 6, 2023**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on September 6, 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

Absent: Ms. Marian Martin
Mr. Joe Marchetti, Jr.

Also Present: Ms. Sheila Minor, Finance Director
Mr. Matt Chaffin, Deputy Director of Finance
Mr. Andrew Newby, County Attorney
Ms. Sarah Maynard, Deputy County Attorney
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. Michelle Pletz, Residential Appraiser II
Mr. Brian Steele, Corresponding Secretary
Ms. Gia Short-Smith, Recording Secretary

Mr. Marshall arrived at 8:32 a.m.

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 August 16, 2023. The minutes were approved as presented.

Mr. Hughes informed the Board that after working in our office for over 34 years, Vicky Childress has retired, and her supervisory position will be posted soon. This position is responsible for overseeing the front counter, will and deed property transfers and research, customer service, and the maintenance of assessment data. He also informed the Board that tax relief checks will go out on September 18th. The 2024 reassessment is progressing and 34 out of the 235 assessment neighborhoods have been reassessed. He included that the office has completed 52 out of the 102 commercial appeals filed and 429 out of the 455 residential appeals filed.

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

Yes: Harris, Schwartz, Marshall
No: None

Ms. Carter-Tubbs presented the Board with a question on whether or not they will hear remote cases. Mr. Schwartz motioned to allow hearing remote WebEx cases on a case-by-case basis. Mr. Marshall seconded the motion. The vote of the Board was as follows:

Yes: Harris, Schwartz, Marshall
No: None

The Board heard a taxpayer presentation for Randall G. Welch, presented by Randall G. Welch, who stated the assessment was not at market value. Ms. Minor presented the case for the County. Mr. Newby gave legal advice to the Board on what they are legally allowed to do in response to the presentation. Mr. Schwartz moved to accept the County's recommendation. Ms. Harris seconded the motion. The vote of the Board was as follows:

Yes: Harris, Schwartz, Marshall
No: None

The Board heard case 506 for Michael P. Bickford, presented by Michael P. Bickford, who stated the assessment was not at market value. Ms. Pletz presented the case for the County. Mr. Marshall moved to accept the County's recommendation. Mr. Schwartz seconded the motion. The vote of the Board was as follows:

Yes: Harris, Schwartz, Marshall
No: None

The next meeting is scheduled for Wednesday, September 20, 2023.

There being no further business, the meeting was adjourned.



Robert Marshall, Secretary