

**COUNTY OF HENRICO, VIRGINIA
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION
REGULAR MEETING
September 7, 2022**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on September 7, 2022, at 8:30 a.m., in the Board Room of the Administration Building, Parham Road.

Present: Ms. Norma Harris, Vice Chairman
Mr. John Schwartz, Secretary
Mr. Robert Marshall

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

Also Present: Mr. Jason Hughes, Real Estate Assessment Director
Mr. David Patterson, Real Estate Section Manager
Ms. Lynda Carter-Tubbs, Commercial Appraiser Supervisor
Ms. Gia Short-Smith, Management Assistant
Ms. Barbara Custis, Corresponding Secretary
Ms. Megan Ambrose, Recording Secretary

The Vice 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 17, 2022. The minutes were approved as presented.

Mr. Hughes informed the Board that Gia Short-Smith accepted the Management Assistant position that handles the BOE processes and will soon take over as Recording Secretary. Her former deed reading position will be approved and posted within the next month. The Management Technician position closed yesterday and should be filled within the next few weeks. Reassessment is going smoothly, and 17,000 parcels have been reassessed.

Mr. Marshall moved to approve the eleven 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

The next meeting is scheduled for Wednesday, September 21, 2022.

There being no further business, the meeting was adjourned.



John Jay Schwartz, Secretary