



# PAULDING COUNTY BOARD OF TAX ASSESSORS

## Meeting Minutes January 16, 2019

### CALL TO ORDER:

The Paulding County Board of Tax Assessors held its regular meeting on Wednesday, January 16, 2019, at the Watson Government Complex, Room 3082, Dallas, Georgia.

Chairman Al Craton called the meeting to order at 9:00 a.m.

### INVOCATION:

Chief Appraiser James Stokes, Jr.

### PRESENT:

In attendance were Chairman Al Craton, Member Art Fulbright, Member Johnny McBurrows, Member Ben Amerson, Chief Appraiser James Stokes, Jr. and Board Secretary Deanna Morrison.

### MINUTES OF THE PREVIOUS MEETING:

Chairman Al Craton moved the minutes of January 9, 2019, be approved as presented, Member Art Fulbright second.  
Vote For: Craton, Fulbright, McBurrows and Amerson

### Chief Appraiser Stokes presented the following items for the Board's consideration:

### GENERAL CORRESPONDANCE TO THE BOARD:

#### State of Georgia Real Estate Appraisers Board

Chief Appraiser Stokes successfully completed 14 hours education for Site Valuation and Cost Approach and 7 hours education for National USPAP update course. Chief Appraiser Stokes has met the requirements for renewal of Georgia Real Estate Appraiser.

#### Request for Settlement Conference

A request for settlement conference was issued to Ms. Christina Curl per an appeal to superior court.

#### Notice of Appeal to Superior Court

Notice of appeal to superior court by Royal Cedarcrest, LLC, was filed with the Paulding County Clerk of Court, Civil Action File No: 19-CV-000051-P1

#### Single Family Residential Permit Comparison

Chief Appraiser Stokes presented to the board the Single Family Residential Permit Comparison for year 2018.

### NEW BUSINESS:

#### Adopt Office Policy – Administration- Purchasing Card

Chief Appraiser Stokes presented for consideration the Purchasing Card Program that will be utilized in the Assessor's Office as a tool to purchase non-restricted commodities directly from suppliers and will be used for legitimate business purposes only. Chief Appraiser Stokes presented Office Policy for consideration addressing the Purchasing Card Program. Chairman Al Craton made a motion to adopt policy as presented, Member Art Fulbright second.  
Vote For: Craton, Fulbright, McBurrows and Amerson

#### Adopt Office Policy – Administration- Retention Schedule

Chief Appraiser Stokes presented for consideration Office Policy addressing Retention Schedule. Policy CUV Records Retention Schedule and Policy Sales Verification Retention Schedule will be retired and combined with New Policy- Administration Retention Schedule. Member Ben Amerson made a motion to adopt policy as presented, Member Johnny McBurrows second.  
Vote For: Craton, Fulbright, McBurrows and Amerson

**NEW BUSINESS: CONTINUED**

**Inter-Government Agreement Between Board of Tax Assessors and Paulding County Clerk of Court.**

Chief Appraiser Stokes presented to the Board the Inter-Governmental Agreement between the Clerk of Superior Court and the Paulding County Board of Tax Assessors. In compliance with O.C.G.A. 48-5-298 the agreement shall be a term for one year and renewed automatically for successive one year terms unless and until sooner terminated as provided herein. Member Art Fulbright made a motion to accept agreement as presented, Member Ben Amerson second.  
 Vote For: Craton, Fulbright, McBurrows and Amerson

**NOTICE TO CEASE, DESIST OR REMEDIATE A CONSERVATION USE COVENANT:**

Grantor	Grantee(Or Split To)	Account	Split
Appleby, Joyce	Barnett, Kenneth	7108	Yes
Biddy, Miles	Roach, Tommy	76784	No
Braly, Uhlard	Braly, Uhlard & Myra	25848	No
Carruth, Barbara Ann	Story, Joshua Ryan	2579	Yes
Coombs, Joe Jr	Campbell, James William Jr. & Mandy	14389	Yes
Hardy Family Farms, Inc.	Quick, Ashley	5358	Yes
Jenkins, Gene & Susan	Jenkins, Gene & Susan	14991	Yes
Mykytyn, Joseph Estate Of	Mykytyn, Shirley	7037	No
Puckett, Deborah	Wortham, Puckett & Etal	15604	No
Smith, Brenda & Jimmy	Smith, Brenda & Jimmy Life Estate	4430	No
Stieglitz, Richard H	Stieglitz, Patricia Gail Odom	13275	Yes

Member Johnny McBurrows made a motion to send Notice to Cease, Desist or Remediate a Conservation Covenant to the above-referenced property owners, Member Ben Amerson second.

Vote For: Craton, Fulbright, McBurrows and Amerson

**REQUEST FOR INCOME INFORMATION FROM COMMERCIAL AND INDUSTRIAL PROPERTY OWNERS:**

Board members were presented with a listing of Commercial and Industrial accounts that are scheduled to receive a Request for Income Information letter. Member Ben Amerson made a motion to approve the list and mail the letter as presented, Member Art Fulbright second. (A digital copy of the list will be put with the minutes).

Vote For: Craton, Fulbright, McBurrows and Amerson

**RELEASE OF CONSERVATION COVENANT ~ APPROVED:**

Name	Account
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Shuler Family Trust 12677

Member Johnny McBurrows made a motion to approve the above-referenced covenant release, Member Ben Amerson second.

Vote For: Craton, Fulbright, McBurrows and Amerson

**MOTOR VEHICLE APPEAL:**

Owner	Vehicle Year – Make – Model	State Valuation	Returned Valuation	BOA Reviewed Valuation
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Conner, Christopher E 2008-Toyota-Prius 4S \$4,875 \$2,550 \$3,000

Member Johnny McBurrows made a motion to approve staff recommended value, Member Ben Amerson second.  
 Vote For: Craton, Fulbright, McBurrows and Amerson



**DIGEST CHANGE REQUESTS (E&R/NODs):**

REAL ESTATE - APPROVED Name	Account	Type	Year(s)
George, James R	36875	E&R/NOD	2019
Wells, Kevin L	36907	E&R/NOD	2019

PERSONAL PROPERTY - APPROVED Name	Account	Type	Year(s)
George, Ronnie	P39605	E&R/NOD	2018

Member Ben Amerson made a motion to approve staff recommendation on the above-referenced Digest Change Requests (E&R's & NOD's) as submitted, Member Art Fulbright second.  
Vote For: Craton, Fulbright, McBurrows and Amerson

**ADJOURNMENT:** Meeting of January 16, 2019 – Member Johnny McBurrows made a motion to adjourn,  
Member Art Fulbright second.  
Vote For: Craton, Fulbright, McBurrows and Amerson

<p> _____ Chairman, Alfred Craton</p> <p> _____ Member, Art Fulbright</p> <p> _____ Member, Ben Amerson</p> <p> _____ Secretary, Deanna Morrison</p>	<p>Not Present</p> <p>_____ Vice-Chairman, Doug Gober</p> <p> _____ Member, Johnny McBurrows</p> <p> _____ Chief Appraiser, James Stokes, Jr.</p>
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