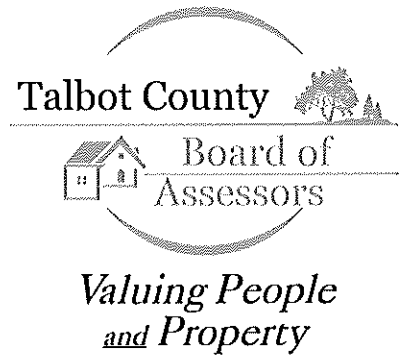


38 South Jefferson Ave.
PO BOX 337
Talbotton, GA 31827

MONTHLY MEETING
December 17, 2020
TAX OFFICE ANNEX
10:00 am
AGENDA

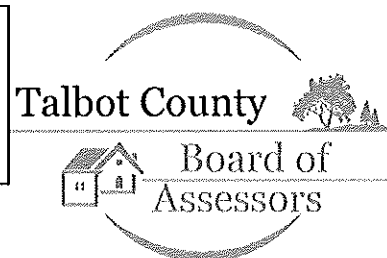


1. Call to Order
2. Approve Agenda, and any additions
3. Old Business
 - A. Approve Minutes
 1. November 5, 2020
 - B. Personal Property Audit
 1. Status Update
 2. Audit Reports
4. New Business
 - A. Appeals Update
 - B. Approval to mail personal property returns
 - C. Announcements
 - i. Next scheduled monthly meeting is tentatively January 5, 2020.
 - D. Adjournment

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38 South Jefferson Ave.
PO BOX 337
Talbotton, GA 31827

Daniel B Coffee, Chairman
Sandra N. Higginbotham, Member
Omer L. McCants, Member
Lauren A. Harbin, Secretary



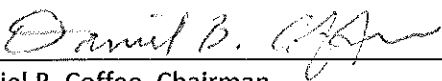
*Valuing People
and Property*

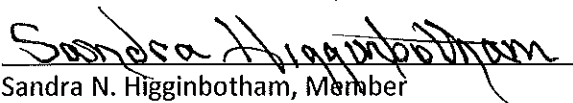
Board of Assessors
Meeting Minutes
December 17, 2020

1. The meeting was called to order by Chairman Coffee at 10:09 am at the office of the Talbot County Board of Tax Assessors via Zoom and live stream on YouTube. A quorum was present via teleconference including the following: Daniel B. Coffee, Sandra N. Higginbotham, Omer L. McCants, and Lauren A. Harbin, Secretary.
2. Chairman Coffee proposed that members matters be added to the agenda. A motion was made by Mr. McCants to approve the agenda with the modification of members matters being added. Vice-Chair Higginbotham seconded the motion. The motion passed.
3. Old Business
 - A. Mrs. Harbin presented the Board with the November minutes. She informed the Board that Vice-Chair Higginbotham had proposed a few minor changes to the minutes including the addition of "revisit the sales ratio study to line 3A", "add the amount of the limit for veterans homestead in 4c", and "delete the words 'was approved' at the end of 4b due to repetition" Mr. McCants made a motion to approve the minutes with the proposed changes. Vice-Chair Higginbotham seconded the motion. The motion passed 2-0-0.
 - B. Mrs. Harbin presented the Board with the audit status report as well as completed audits. The status report and audits conducted will be made a portion of these minutes. The Board reviewed each completed audit. Mr. McCants made a motion to approve the audits as presented. Vice-Chair Higginbotham seconded the motion. The motion passed 2-0-0.
4. New Business
 - A. Mrs. Harbin gave the Board a verbal update on the appeals. There are currently no pending appeals. Two of the appeals were waived prior to the BOE hearings. The appellants for parcel 005-013-01-B08 did not show for their hearing and the BOE found in favor of the BOA. For parcel 007-166-24 the BOE made a slight change in value to the R1 and the paperwork has been forwarded to the TC office to edit the bill.

- B. Mrs. Harbin requested approval to mail the personal property returns. Mr. McCants made the motion to approve the mailing of the returns. Vice-Chair Higginbotham seconded the motion. There was brief discussion on the download of the ABOS files. The motion passed 2-0-0.
- C. Mrs. Harbin presented the Board with the prebill mobile home digest consolidation sheets for 2020, as well as the 2018 and 2019 for comparison. Mr. McCants made a motion to approve the 2020 mobile home digest as presented. Vice-Chair Higginbotham seconded the motion. The motion passed 2-0.
- D. In members matters Chairman Coffee informed the Board that he completed the deed research class online and found it very informative. It was discussed that Vice-Chair Higginbotham and Mr. McCants also completed the Assessment Administration training course online. Mrs. Harbin updated the Board on the office changes due to COVID and the temporary relocation of the Tax Commissioners office.
- E. The next scheduled monthly meeting of the Board of Assessors will be January 5, 2021 at 10am.
- F. A motion was made by Mr. McCants to adjourn the meeting at 10:42 am. Vice-Chair Higginbotham seconded the motion. The motion carried 2-0-0

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman


Sandra N. Higginbotham, Member


Omer L. McCants, Member