



GWINNETT COUNTY  
DEPARTMENT OF FINANCIAL SERVICES  
BOARD OF ASSESSORS' OFFICE

75 Langley Drive | Lawrenceville, GA 30046-6935  
(O) 770.822.7200 | (F) 770.822.7204  
[www.gwinnettcounty.com](http://www.gwinnettcounty.com) | [www.gwinnett-assessor.com](http://www.gwinnett-assessor.com)

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GWINNETT COUNTY  
BOARD OF ASSESSORS  
July 5, 2023

The regularly scheduled meeting of the Gwinnett County Board of Assessors took place Wednesday, July 5, 2023, at 9:00 am. Those in attendance were Norman Ellis, Chairman; Sharyl White, Vice-Chairwoman; Johnny Blan, Assessor; Burt Manning, Assessor; Mark Cooper, Assessor; Nathan Wood, County Attorney, Stewart Oliver, Chief Appraiser and Ginger Roderick, Recording Secretary.

Chairman Ellis called the meeting to order and asked for approval of the agenda. Mr. Cooper made the motion to approve the agenda. Vice-Chairwoman White seconded and so carried unanimously.

The Board reviewed the minutes of the June 21, 2023, regular meeting. Chairman Ellis asked if there were any corrections or additions to be made. Vice-Chairwoman White made the motion to approve the minutes. Mr. Cooper seconded, and so carried unanimously.

Next under Old Business was Legal Opinion. Mr. Wood shared with the Board that going forward there should be steps in place to add second party names from deed (ex: husband/wife) to the annual notice of assessments.

Next under Old Business was Value Update. Mr. Oliver informed the Board regarding the current state of 2022 digest year appeals. As of now, 0.48% of the gross digest (not including public utility values) remains in dispute. There are 14,699 of the 14,832 total appeals that are now closed. 2023 – There are 1,743 of the 21,047 total appeals that are now closed. This is 3.83% of the digest (not including public utility values).

Next under New Business was Review of Personal Property, Value Changes, Exhibit A. Mr. Manning made the motion to approve Exhibit A. Mr. Cooper seconded, and so carried unanimously.

Next under New Business was the Review of Motor Vehicle TAVT, Changes, Exhibit B. Mr. Cooper made the motion to approve Exhibit B. Vice-Chairwoman White seconded, and so carried unanimously.

Next under New Business was Review of Motor Vehicle, Late Appeals, Exhibit C. Mr. Manning made the motion to approve staff recommendations, Exhibit C. Mr. Cooper seconded, and so carried unanimously.

Next under New Business was Review of CUVA Exemption, Release, Exhibit D. Mr. Manning made the motion to approve staff recommendations, Exhibit D. Vice-Chairwoman White seconded, and so carried unanimously.

Next under New Business was Review of Real and Personal Property Annual Notices of Assessment, 2022, 2023, Exhibit E. Mr. Manning made the motion to approve Exhibit E. Mr. Cooper seconded, and so carried unanimously.

Next under New Business was Review of 2023 Amended Notices, Exhibit F. Vice-Chairwoman White made the motion to approve Exhibit F. Mr. Blan seconded, and so carried unanimously.

Next under New Business was Review of Real Property Parcels Forwarded to the Hearing Officer, Exhibit G. Mr. Manning made the motion to approve Exhibit G. Vice-Chairwoman White seconded, and so carried unanimously.

Next under New Business was Review of Real and Personal Property Forwarded to the Board of Equalization, Exhibit H. Mr. Manning made the motion to approve Exhibit H. Mr. Cooper seconded, and so carried unanimously.

Next under New Business was Review of Denials Forwarded to the Board of Equalization, Exhibit I. Mr. Cooper made the motion to approve Exhibit I. Mr. Blan seconded, and so carried unanimously.

Next under New Business was Review of Real and Personal Property Changes, Exhibit J. Mr. Manning made the motion to approve Exhibit J. Mr. Cooper seconded, and so carried unanimously.

Next under New Business was Review of Accepted Settlement Hearing Resolutions, 2022, Exhibit K. Mr. Manning made the motion to approve Exhibit K. Mr. Cooper seconded, and so carried unanimously.

Next under New Business was Review of Homestead Exemptions, Audit Findings, Exhibit L. Mr. Cooper made the motion to approve Exhibit L. Vice-Chairwoman White seconded, and so carried unanimously.

Next under New Business was Review of Tax Digest Adjustments, Exhibit M. Mr. Manning made the motion to approve Exhibit M. Mr. Blan seconded, and so carried unanimously.

Next under New Business was Review of Tax Appel Log, Exhibit N. There is no action needed for Exhibit N.

Under Other Business, Chairman Ellis asked if there were any Administrative and Policy updates. Mr. Oliver informed the Board that there are four vacant appraiser positions. Interviews are ongoing, though we have now chosen another qualified candidate to fill one of these vacancies. We have received applications from multiple qualified individuals. There has been a delay in working through the positions for Personal Property and Commercial while finishing up the Personal Property notices and resolving as many Commercial appeals from 2022 and 2023 as possible. Budget requests have been made for appraisers, a program analyst, and an administrative support associate. The operational audit recently received by the BOC ranked our need for additional administrative and appraiser positions and should help support these requests. Property Deed Transfer Solution and Taxpayer Interactive Website Portal for Tax Assessor was approved by the Governance committees and moving forward for capital budget discussions. CAMA Consulting with Guidehouse: Current state process mapping continues. Nearing completion but behind the timeline by 3 weeks. Cloud hosting of Existing CAMA – No change in status. There were 1,300 appeals with incomplete filing, they were contacted and of those 110 cases were confirmed their intent to file.

Chairman Ellis asked if there was any other business to be discussed. There being none, Mr. Cooper made the motion to adjourn. Vice-Chairwoman White seconded and so carried unanimously.