

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Monday, October 2, 2017**

Chairperson Gregory Syphax called the 2nd public meeting for CY 2017 to order at 4:12 p.m. in Hearing Room 1 in the Commission's suite of offices located at 441 4th Street NW. The quorum consisted of Gregory Syphax, Richard Amato, May Chan, Cliftine Jones, John Neil Ollivierra, Frank Sanders, Stacie Scott Turner, and Trent Williams. Edwin Dugas, Wendy Gadson, Don Isaac, Alvin Jackson, Eric Jenkins, and James "Skip" Walker were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

Minutes from the November 30, 2016 and August 16, 2017, were reviewed. Frank Sanders made a motion for approval of the minutes; Neil Ollivierra and Stacie Scott Turner provided the second to the motion. The minutes were approved for both.

Mr. Syphax reported the following:

- 6 Commissioner's terms are expiring; James "Skip" Walker has not reapplied; Don Isaac intends to reapply.
- Meeting with OTR on August 25th was productive.
- Estimate that the Commission will receive between 4,000 and 4,500 appeals for TY18 hasn't changed.
- Vacant designation became so confusing that guidance from Bill Burk.
- Supplemental Assessments still cause problems; discrepancies arise when OTR doesn't inspect the properties and the Petitioner has documentation to show the % of completed construction. OTR indicated that the checklist is not in their regulations but upon further research Richard Amato found that it is their regulations.
- Concerned about late decisions – instructed Commissioners not to wait until the last minute to complete their decisions.

Ms. Fuller gave the Executive Director's report and stated the following:

- Discussed timely submission of timesheets
- Distributed copies of the FY 17 Annual Report

There were no members from the public present at the meeting. Stacie Scott Turner moved to adjourn the meeting. Cliftine Jones seconded the motion. The meeting was adjourned at 4:29 p.m.