

**PUTNAM COUNTY BOARD OF TAX ASSESSORS  
PUTNAM COUNTY COURTHOUSE  
100 S JEFFERSON AVE STE 109  
EATONTON, GEORGIA 31024**

TENTATIVE AGENDA

Tuesday  
September 12, 2023

- 1) Meeting call to order: 3:00pm
- 2) Review/Approve Minutes from August 7, 2023 regular business meeting
- 3) Old Business:  
None
- 4) New Business:
  - a) Review Correspondence from taxpayers
  - b) Approve Conservation Use Breaches
  - c) Approve mailing of Intent to Breach Letters
  - d) Review Appeal Waiver & Release Request
  - e) Approve Mailing of 45-Day Notices of Assessment for Personal Property
  - f) Approve Mailing of 2<sup>nd</sup> Notices (“30-day”)
  - g) Approve Mailing of “No-Change” Notices
  - h) Forward Appeals to Clerk of Courts for BOE Scheduling
  - i) Acknowledge Receipt of Late/Invalid Appeals
  - j) Review DOAA 2022 Ratio Study
  - k) Approve 2023 Final Digest/forwarding to Tax Commissioner
- 5) Any additional business to come before the board not known at the time this agenda was prepared
- 6) Adjournment