

**COUNTY OF HENRICO, VIRGINIA  
BOARD OF REAL ESTATE REVIEW AND EQUALIZATION  
REGULAR MEETING  
October 1, 2025**

Minutes of a regular meeting of the Board of Real Estate Review and Equalization held on October 1, 2025, at 8:30 a.m., in the Board Room of the Administration Building, Parham Road.

Present: Mr. Robert Marshall, Chairman  
Mr. Joe Marchetti, Jr., Vice Chairman (attended remotely)  
Ms. Norma Harris, Secretary  
Ms. Marian Martin

Absent: Mr. John Jay Schwartz

Also Present: Mr. Matt Chafin, Deputy Director of Finance  
Mr. Jason Hughes, Real Estate Assessment Division Director  
Mr. David Patterson, Real Estate Assistant Division Director  
Ms. Lynda Carter-Tubbs, Commercial Appraiser Supervisor  
Ms. Barbara Custis, Residential Appraiser Supervisor  
Ms. Megan Ambrose, Business Supervisor  
Mr. Brian Steele, Corresponding Secretary  
Ms. Gia Short-Smith, Recording Secretary

The Chairman, Mr. Robert Marshall, called the meeting to order.

The Board voted unanimously to allow Mr. Marchetti to attend the meeting remotely.

Mr. Marshall asked if there were any changes to the minutes of the Board meeting on September 17, 2025. The minutes were approved as presented.

Mr. Hughes informed the Board that the assessment-to-sales ratio is around 92 percent. On January 1 it was 95 percent, meaning the market has increased on average 3 percent this year. The Federal Reserve will meet again in 3 weeks to decide on interest rates. He also shared that the office has completed 364 appeals and have 33 commercial appeals remaining.

Case 384 for REVA Kay Innsbrook LLC, cases 386 and 387 for Crown RIB LLC, and case 391 for VA Home for Boys in Rich were withdrawn by Wayne Tannenbaum with Pivotal Tax Solutions, LLC.

Ms. Martin moved to approve the 8 cases not contested by the property owners as presented by the County in the attached agenda. Ms. Harris seconded the motion. The vote of the Board was as follows:

Yes: Marshall, Marchetti, Harris, Martin  
No: None

The next meeting is scheduled for Wednesday, October 15, 2025.

There being no further business, the meeting was adjourned.

Norma Harris, Secretary

A handwritten signature in cursive script that reads "Norma Harris". The signature is written in black ink and is positioned directly below the typed name.