



# SCAAO Newsletter

**\*South Carolina Association of Assessing Officials\***

## **2018 SCAAO Spring Conference**

**May 1 - May 6, 2018**

Beach Cove Resort  
4800 S. Ocean Blvd., N. Myrtle Beach, SC

### **Beach Cove Room Rates**

***\*Deadline to reserve rooms is March 30, 2018***

1 BR - \$97.00 per night (with taxes and fees-\$122.08)

2 BR - \$152.00 (with taxes and fees-\$183.68)

3 BR - \$193.00 (with taxes and fees-\$229.60)

Phone reservations: please call 800-331-6533, select option 2, then option 1 and refer to "SCAAO"

A first night's stay deposit is due at the time of making the reservations.

Online reservations: [www.beachcove.com](http://www.beachcove.com), select the reservation tab, select arrival & departure dates, enter group code "498150" and search.

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**South Carolina  
Association of  
Assessing Officials**

***Executive Board  
2018***

**President**

Kyle Johnson

**President-Elect**

Memmus Forrest

**Vice Presidents**

Piedmont– Jim Coleman

Midlands– Jimmy McGee

Low Country– Betty Etheridge

**Executive Secretary**

Doretta Elliott

**Secretary**

Aimee Boice

**Treasurer**

Adriane Shealy

Po Box 299

Little Mountain, SC 29075

**Immediate Past President**

Donna Lominack

**Board of Directors**

Cindy Burke - 2018

Wayne Welch - 2018

Jacky Hunter - 2018

Bob McLean - 2018

Jamie Floyd - 2019

Mary Arrowood - 2019

Donna Lominack - 2020

**IAAO Representative**

Randy Roberts

**Committee Chairmen**

**Education**

George Wise

Amelia Ruple

**Legislative Study**

Steve Hamilton

Mike Freeman

**Conference**

Adriane Shealy

**SMAC Representative-DOR**

Rob Mayer

**SMAC Representative-SCAAO**

Mike Freeman

**Parliamentarian**

Sara Wade

**Chaplain**

Clarence Caudill

**Newsletter Editor**

Ashley Miles

**Photographer**

Eric Rowell

## *From The President ~ Kyle Johnson*

Dear SCAAO Members:

It is with great honor and privilege to serve as the 53<sup>rd</sup> President of the SCAAO. I would like to thank each member for your support and the trust you have bestowed on the officers and myself for this year. As an organization, the SCAAO has thrived and grown since 1962 due to the involvement and hard work of our members. Our goal for this year as an organization is to increase involvement and grow our membership.

The Spring Conference in May at the Beach Cove Resort is only a few weeks away. The conference and education committees have been working diligently to prepare an educational and informative conference. I encourage everybody to take advantage of this gathering to meet new members and make them feel welcomed into our group, renew friendships, and network with our peers and vendors. A lot of information and knowledge can be shared during the breaks and our time together socializing.

Our conference swings into high gear Wednesday with Seminars and continuing education. Thursday's social agenda will include frogmore stew. Friday morning we will have guest speakers, roundtable discussion and business meeting. Friday night we will have the President's reception followed by our banquet. We will end the night with live entertainment and door prizes being drawn during the break.

Please remember to bring door prizes. Also, please stop by to visit the vendors' booths and thank them for their participation at our conference.

Thank you for your trust and confidence in allowing me to serve as your President. I look forward to seeing each and every one of you at the 2018 Spring Conference.

Sincerely,  
Kyle Johnson  
2018 SCAAO President

## Honorary Members Invitation Letter

Dear Honorary Members:

On behalf of the SCAAO Executive Board and as your 2018 President, I would like to extend a special invitation for you to join us at the 2018 Spring Educational Conference. Our conference will be held at Beach Cove Resort in North Myrtle Beach.

It is always a pleasure to have former members of our association in attendance, and especially those who have been identified by their colleagues as honorary members such as yourself. In accordance with the SCAAO constitution and at the pleasure of the Executive Board, your registration fee has been waived.

If you can join us, please complete the registration form below indicating your attendance to the events on Thursday and Friday evening. Our theme for the Friday banquet is "Black & White." It is important that we have this information so registration packets will include a name tag and meal tickets for each individual, and the committee can project a closer number of persons attending.

We look forward to seeing you and your guest in Myrtle Beach.

Sincerely,

Kyle Johnson  
SCAAO President

### Honorary Member Registration Form

Name: \_\_\_\_\_

Guest Name: \_\_\_\_\_

# attending Frogmore Supper on Thursday night (May 3, 2018): \_\_\_\_\_

# attending Banquet & Awards Presentation on Friday night (May 4, 2018): \_\_\_\_\_

Mail registration form to:

SCAAO c/o Adriane Shealy

PO Box 299

Little Mountain, SC 29075

Registration Deadline:

April 13, 2018

2018 SCAAO SPRING CONFERENCE AND EDUCATIONAL SEMINAR

May 1 - May 6, 2018

Beach Cove Resort

**CONFERENCE REGISTRATION FORM**

Name \_\_\_\_\_ Title \_\_\_\_\_

Jurisdiction \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Please indicate which activities you plan to attend.

**SCAAO SPRING CONFERENCE 5/1/18 – 5/6/18 (PRIOR TO APRIL 13TH)** \$125.00  
(fee includes cost for attendee to attend the Frogmore, Banquet & Awards Presentation, and Friday & Saturday Sessions)

**Guest Name(s)** \_\_\_\_\_ \$50.00  
(Guest fee includes cost for one guest to attend the Frogmore and Banquet & Awards Presentation but NOT another employee of your office) CHILDREN 10 & UNDER ARE FREE. CHILDREN 11 OR OLDER MUST PAY GUEST FEE IN THE AMOUNT OF \$50 AND PROVIDE NAME. Conference Registration fee for Honorary Members is waived.

**Number attending:** **Frogmore Stew (Thursday Night)** \_\_\_\_\_  
*Attire: Casual*  
**Banquet and Awards Presentation (Friday Night)** \_\_\_\_\_  
*Theme/Attire: Black & White; Business Casual to Semi-Formal*

**LATE SCAAO SPRING CONFERENCE 5/1/18- 5/6/18 (AFTER APRIL 13TH)** \$150.00  
(fee includes cost for attendee to attend the Frogmore, Banquet & Awards Presentation, and Friday & Saturday Sessions)

**Guest Name(s)** \_\_\_\_\_ \$75.00  
(Guest fee includes cost for one guest to attend the Frogmore and Banquet & Awards Presentation but NOT another employee of your office) CHILDREN 10 & UNDER ARE FREE. CHILDREN 11 OR OLDER MUST PAY GUEST FEE IN THE AMOUNT OF \$75 AND PROVIDE NAME. Conference Registration fee for Honorary Members is waived.

**Number attending:** **Frogmore Stew (Thursday Night)** \_\_\_\_\_  
*Attire: Casual*  
**Banquet and Awards Presentation (Friday Night)** \_\_\_\_\_  
*Theme/Attire: Black & White; Business Casual to Semi-Formal*

**Frogmore Stew only** If attending workshop/continuing education only and do not plan on attending Conference (Friday & Saturday sessions), you must have a ticket to attend the Frogmore. \$25.00

**TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_**

**NOTE:** To Enroll For The Workshop For The Auditors, Treasurers or Tax Collectors Or For The Continuing Educational Courses For The Assessors, You Must Complete The Appropriate Registration Form(s). You May Submit One Check To Cover Cost Of The Conference Registration And The Educational Workshops. Please Complete The Attached Registration Forms And Return Along With Your Payment To The Address Listed Below:

**Make checks payable to SCAAO and mail to:**  
SCAAO c/o Adriane Shealy, Post Office Box 299, Little Mountain, SC 29075

**2018 SCAAO EDUCATIONAL WORKSHOP**  
**AUDITOR'S, TREASURER'S AND TAX COLLECTOR'S**

COURSE REGISTRATION FORM - THURSDAY, MAY 3, 2018

Thursday, May 3, 2018

9:00am - 10:15am      *Workshop*

10:15am -10:30am      *Break*

10:15am – 12 Noon      *Workshop*

Auditor's, Treasurer's & Tax Collector's Workshop *(PRIOR TO APRIL 13<sup>TH</sup>)*      \$40.00

**LATE** Auditor's, Treasurer's & Tax Collector's Workshop *(AFTER APRIL 13<sup>TH</sup>)*      \$60.00

Frogmore Stew - Number Attending: \_\_\_\_\_      \$25.00

(You do not need to purchase Frogmore Stew tickets if you have registered for the conference - see page 4)

*Total Amount Enclosed:*      \$ \_\_\_\_\_

The SCAAO Spring Workshop for Auditor's, Treasurer's and Tax Collector's held Thursday morning cost \$40. To attend other Conference functions that begin on Thursday afternoon, you must register for the Conference (*see registration on page 4*). The conference fee includes Frogmore, Black & White Banquet/Awards and Friday & Saturday sessions. If you're attending the Thursday workshop only and do not plan to attend conference, the cost of Frogmore is \$25.00.

Honorary Members who attend the Education Workshop are required to pay the Workshop Registration Fee in the amount of \$40.00.

Name \_\_\_\_\_ Title \_\_\_\_\_

Jurisdiction \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Make checks payable to SCAAO and mail to:**

**SCAAO c/o Adriane Shealy**

**Post Office Box 299**

**Little Mountain, South Carolina 29075**



**2017 SCAAO President,  
Donna Lominack,  
passes the gavel to  
newly elected President,  
Kyle Johnson**



**CONGRATULATIONS  
to the 2017 Max Rush  
Award Recipient:  
*Debbie Adkins***



**CONGRATULATIONS  
to the 2017 President's  
Award Recipient:  
*Amelia Ruple***



*Not Pictured:  
CONGRATULATIONS to  
Norman Anderson as the 2017 Honorary  
Member Award Recipient*

## Information Page

Both the Registration Form and Enrollment Agreement **must be completed**. Please enter the total amount of money on **Page Two** of the Registration Form for **each** individual. Each person registering for a class must fill out a Registration Form and Enrollment Agreement. However, you can write one check to cover multiple completed Registration Forms – **please specify on check stub what courses the money is appropriated to.**

## **Quality, Condition & Effective Age Workshop CE-1705 (7 hours credit)**

### Course Location & Dates

Beach Cove Resort  
4800 South Ocean Boulevard  
North Myrtle Beach, South Carolina 29582

**The class will be offered 2 days:**

**Wednesday, May 2, 2018**

**Thursday, May 3, 2018**

*\*Limited to 50 attendees each day\**

**REGISTRATION DEADLINE FOR CLASS IS: Monday, April 13, 2018**

### **IMPORTANT INFORMATION:**

- Registration will be from 8:00am - 8:30am
- The class is from 8:30am - 4:30pm
- The cost of this course is \$100.00 and includes all materials

Please complete a registration form for each person attending the educational workshop and return it along with your check made payable to **SCAAO by April 13, 2018** to the address listed below. You may fax your registration and enrollment agreement and mail your payment later with your **original** registration form and enrollment agreement.

**Please make checks payable to SCAAO and send to:**

*SCAAO, c/o Adriane Shealy  
Post Office Box 299  
Little Mountain, South Carolina 29075*

South Carolina Association of Assessing Officials  
Appraisers Continuing Education Course - 7 Hours  
COURSE REGISTRATION FORM

Enrollment Agreement Page 3 must be signed and returned with this Registration Form

**\*\*\*APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY\*\*\***

Legal Name:	Title:
County:	<b>OFFICE ADDRESS:</b>
City:	State <span style="float: right;">Zip Code</span>
Email:	Telephone No:
SC Appraisal Lic/Cert #:	SSN:   xxx-xx-_____ (just last 4 #'s)

**Beach Cove Resort**  
4800 South Ocean Boulevard  
North Myrtle Beach, South Carolina 29582

**CHOOSE ONE DATE BELOW:**

Wednesday, May 2, 2018

**OR**

Thursday, May 3, 2018

*\*Limited to 50 attendees each day\**

**Quality, Condition & Effective Age Workshop   \$100.00**  
**CE-1705   (7 hours credit)**

*This is a 7-hour CE credit course on “Quality and Condition.” This workshop will review the characteristics that determine construction quality for residential properties by use of the Marshall & Swift Valuation Service. House images will be included in the presentation and will lead to extensive classroom participation. Actual construction costs will also be considered as a guide to determining quality. Images will also assist in the discussion on rating homes for condition in relationship to the definition and description for each condition rating. The determination of condition will lead directly into calculations for effective age. Effective age will be defined and demonstrated on how to extract it from the market. Several data sets will be provided for the students to calculate effective age and how to use for the development of a depreciation or percent good table. Topics discussed are: USPAP review, cost approach, quality, condition, physical deterioration using effective age, functional obsolescence, external obsolescence and depreciation and effective age extraction.*

Please make checks payable to SCAAO and send to:

SCAAO c/o Adriane Shealy  
Post Office Box 299  
Little Mountain, South Carolina 29075

*Total Amount:* \$ \_\_\_\_\_



South Carolina Association of Assessing Officials  
Appraisers Continuing Education Course - 7 Hours

CONTINUING EDUCATION COURSE ENROLLMENT AGREEMENT

**Quality, Condition & Effective Age Workshop**  
**CE-1705 (7 hours credit)**

SCAAO  
Post Office Box 299  
Little Mountain, South Carolina 29075

**\*\*\*APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY\*\*\***

Legal Name:	Title:
County:	<b>OFFICE ADDRESS:</b>
City:	State <span style="float:right">Zip Code</span>
Email:	Telephone No:
SC Appraisal Lic/Cert #:	SSN: xxx-xx-_____ (just last 4 #'s)

**Policies & Procedures:**

**Class Conduct:** The instructor has the right to have any disruptive student removed from the class. All pagers and/or cell phones are to be turned off during class hours.

**Cancellation:** We reserve the right to cancel the course if a minimum of ten (10 students do not register). If an emergency (i.e., act of God, weather emergency, illness of instructor) warrants the rescheduling of a course, you will be advised as soon as possible. If the course is cancelled, students will receive full refunds.

**Refunds:** Refunds will be paid only upon receipt of written notice postmarked or faxed at least one week before the course. No refunds will be paid for notices received six days or less prior to the course. NO EXCEPTIONS.

**Certificate:** Upon successful completion of the course, a Certificate-of-Completion will be mailed to the student. Rosters are kept for five years.

Our courses are offered to anyone regardless of race, color, religion, sex, national origin, familial status, or handicap. If you need special accommodations, please notify us immediately.

Cost of the course includes all material.

**MANDATORY ATTENDANCE:** *I understand that registering for the class requires me to attend the full course in order to receive Mandatory Continuing Education Credit. If for any reason, I enter late, leave early, take extended breaks, or am unable to attend the entire course, I will not receive credit. There will be no make-up for any sessions missed.*

*I have read, understand, and hereby consent to the above policies.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

South Carolina Department of Revenue  
Appraisers Mandatory DOR (7 hours) Continuing Education Course

**Information Page**

Both the Registration Form and Enrollment Agreement **must be completed**. Please enter the total amount of money on **Page Two** of the Registration Form for **each** individual. Each person registering for a class must fill out a Registration Form and Enrollment Agreement. However, you can write one check to cover multiple completed Registration Forms – **please specify on check stub what courses the money is appropriated to.**

**The Taxpayers Appeal Process**  
**127-CE-1662 (7 hours credit)**

**Course Location & Dates**

Beach Cove Resort  
4800 South Ocean Boulevard  
North Myrtle Beach, South Carolina 29582

**The class will be offered 2 days:**

**Wednesday, May 2, 2018**

**Thursday, May 3, 2018**

*\*Limited to 50 attendees each day\**

**REGISTRATION DEADLINE FOR CLASS IS: Monday, April 13, 2018**

**IMPORTANT INFORMATION:**

- Registration will be from 8:00am - 8:30am
- The class is from 8:30am - 4:30pm
- The cost of this course is \$100.00
- Lunch is on your own; 12:00pm - 1:00pm

Please complete a registration form for each person attending the educational workshop and return it along with your check made payable to **SCAAO by April 13, 2018** to the address listed below. You may fax your registration and enrollment agreement and mail your payment later with your **original** registration form and enrollment agreement. As you are aware, you are required by state law to attend seven (7) hours of continuing education provided by the Department of Revenue.

**Please make checks payable to SCAAO and send to:**

*SCAAO, c/o Adriane Shealy  
Post Office Box 299  
Little Mountain, South Carolina 29075*

South Carolina Department of Revenue  
Appraisers Mandatory DOR (7 hours) Continuing Education Course  
COURSE REGISTRATION FORM

Enrollment Agreement Page 3 must be signed and returned with this Registration Form

**\*\*\*APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY\*\*\***

Legal Name:	Title:
County:	<b>OFFICE ADDRESS:</b>
City:	State <span style="float: right;">Zip Code</span>
Email:	Telephone No:
SC Appraisal Lic/Cert #:	SSN:   xxx-xx-_____ (just last 4 #'s)

**Beach Cove Resort**  
4800 South Ocean Boulevard  
North Myrtle Beach, South Carolina 29582

**CHOOSE ONE DATE BELOW:**

Wednesday, May 2, 2018  
**OR**  
 Thursday, May 3, 2018  
*\*Limited to 50 attendees each day\**

**The Taxpayers Appeal Process - \$100.00**  
**127-CE-1662 (7 hours credit)**

*This is a 7-hour CE credit course on “The Taxpayers Appeal Process.” The taxpayer’s appeal of the assessor’s real property value will be covered, from the initial meeting through an appeal to the Administrative Law Court. Special attention will be paid to the appraisal of the individual property on which the appeal is made. The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> USPAP Standards will be discussed because they relate to the appraisal of an individual property. The minimum requirements for developing the needed approaches to value will also be discussed. Proper preparation, presentation and discussion of information for the Board of Assessment Appeals Hearing will also be an important topic. This segment will include a role playing exercise to replicate an actual hearing. Preparation for the Administrative Law Hearing will be the final segment.*

**Please make checks payable to SCAAO and send to:**

SCAAO c/o Adriane Shealy  
Post Office Box 299  
Little Mountain, South Carolina 29075

*Total Amount: \$ \_\_\_\_\_*

South Carolina Department of Revenue  
Appraisers Mandatory DOR (7 hours) Continuing Education Course

**CONTINUING EDUCATION COURSE ENROLLMENT AGREEMENT**

**The Taxpayers Appeal Process  
127-CE-1662 (7 hours credit)**

SCAAO  
Post Office Box 299  
Little Mountain, South Carolina 29075

**\*\*\*APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY\*\*\***

Legal Name:	Title:
County:	<b>OFFICE ADDRESS:</b>
City:	State <span style="float: right;">Zip Code</span>
Email:	Telephone No:
SC Appraisal Lic/Cert #:	SSN:    xxx-xx-_____ (just last 4 #'s)

**Policies & Procedures:**

**Class Conduct:** The instructor has the right to have any disruptive student removed from the class. All pagers and/or cell phones are to be turned off during class hours.

**Cancellation:** We reserve the right to cancel the course if a minimum of ten (10 students do not register). If an emergency (i.e., act of God, weather emergency, illness of instructor) warrants the rescheduling of a course, you will be advised as soon as possible. If the course is cancelled, students will receive full refunds.

**Refunds:** Refunds will be paid only upon receipt of written notice postmarked or faxed at least one week before the course. No refunds will be paid for notices received six days or less prior to the course. **NO EXCEPTIONS.**

**Certificate:** Upon successful completion of the course, a Certificate-of-Completion will be mailed to the student. Rosters are kept for five years.

Our courses are offered to anyone regardless of race, color, religion, sex, national origin, familial status, or handicap. If you need special accommodations, please notify us immediately.

Cost of the course includes all material.

**MANDATORY ATTENDANCE:** *I understand that registering for the class requires me to attend the full course in order to receive Mandatory Continuing Education Credit. If for any reason, I enter late, leave early, take extended breaks, or am unable to attend the entire course, I will not receive credit. There will be no make-up for any sessions missed. I have read, understand, and hereby consent to the above policies.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **FINAL CLASS**

## **2018 DOR REQUIRED CLASS**

### **Information Page**

Both the Registration Form and Enrollment Agreement **must be completed**. Please enter the total amount of money on **Page Two** of the Registration Form for **each** individual. Each person registering for a class must fill out a Registration Form and Enrollment Agreement. However, you can write one check to cover multiple completed Registration Forms – **please specify on check stub what courses the money is appropriated to.**

### **The Taxpayers Appeal Process**

#### **127-CE-1662 ( 7 hours credit)**

#### **Course Location & Dates**

**Seawell's**  
**1125 Rosewood Drive**  
**Columbia, SC 29201**

#### **The class will be offered on:**

**Thursday, May 17, 2018**

*\*Limited to 50 attendees\**

**REGISTRATION DEADLINE FOR CLASS IS: May 4, 2018**

#### **IMPORTANT INFORMATION:**

- Registration will be from 8:00am to 8:30am
- The class is from 8:30am-4:30pm
- The cost of this course is \$100.00 and includes all materials
- Lunch will be provided

Please complete a registration form for each person attending the educational workshop and return it along with your check made payable to **SCAAO by May 4, 2018** to the address listed below. You may fax your registration and enrollment agreement and mail your payment later with your **original** registration form and enrollment agreement.

As you are aware, you are required by state law to attend seven (7) hours of continuing education provided by the Department of Revenue.

**Please make checks payable to SCAAO and send to:**

*SCAAO, c/o Adriane Shealy  
Post Office Box 299  
Little Mountain, South Carolina 29075*

***Page 1 of 3 - The Taxpayers Appeal Process - Columbia; Final Class***

# FINAL DOR CLASS

Enrollment Agreement Page 3 must be signed and returned with this Registration Form

**\*\*\*APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY\*\*\***

Legal Name:	Title:
County:	<b>OFFICE ADDRESS:</b>
City:	State                      Zip Code
Email:	Telephone No:
SC Appraisal Lic/Cert #:	SSN:    xxx-xx-____ (just last 4 #'s)

**Seawell's**  
**1125 Rosewood Drive**  
**Columbia, SC 29201**

<p><b><u>CLASS DATE:</u></b> <b>Thursday, May 17, 2018 - Columbia, SC</b> <i>*Limited to 50 attendees*</i></p>
--

**The Taxpayers Appeal Process - \$100.00**  
**127-CE-1662 (7 hours credit)**

*This is a 7-hour CE credit course on "The Taxpayers Appeal Process." The taxpayer's appeal of the assessor's real property value will be covered, from the initial meeting through an appeal to the Administrative Law Court. Special attention will be paid to the appraisal of the individual property on which the appeal is made. The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> USPAP Standards will be discussed because they relate to the appraisal of an individual property. The minimum requirements for developing the needed approaches to value will also be discussed. Proper preparation, presentation and discussion of information for the Board of Assessment Appeals Hearing will also be an important topic. This segment will include a role playing exercise to replicate an actual hearing. Preparation for the Administrative Law Hearing will be the final segment.*

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SCAAO c/o Adriane Shealy  
Post Office Box 299  
Little Mountain, South Carolina 29075

*Total Amount: \$ \_\_\_\_\_*

***Page 2 of 3 - The Taxpayers Appeal Process - Columbia; Final Class***



South Carolina Department of Revenue  
Appraisers Mandatory DOR (7 hours) Continuing Education Course

**CONTINUING EDUCATION COURSE ENROLLMENT AGREEMENT**

**The Taxpayers Appeal Process**  
**127-CE-1662 (7 hours credit)**

SCAAO  
Post Office Box 299  
Little Mountain, South Carolina 29075

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Legal Name:	Title:	
County:	<b>OFFICE ADDRESS:</b>	
City:	State	Zip Code
Email:	Telephone No:	
SC Appraisal Lic/Cert #:	SSN:     xxx-xx-_____	(just last 4 #'s)

***Policies & Procedures:***

**Class Conduct:** The instructor has the right to have any disruptive student removed from the class. All pagers and/or cell phones are to be turned off during class hours.

**Cancellation:** We reserve the right to cancel the course if a minimum of ten (10 students do not register). If an emergency (i.e., act of God, weather emergency, illness of instructor) warrants the rescheduling of a course, you will be advised as soon as possible. If the course is cancelled, students will receive full refunds.

**Refunds:** Refunds will be paid only upon receipt of written notice postmarked or faxed at least one week before the course. No refunds will be paid for notices received six days or less prior to the course. **NO EXCEPTIONS.**

**Certificate:** Upon successful completion of the course, a Certificate-of-Completion will be mailed to the student. Rosters are kept for five years.

Our courses are offered to anyone regardless of race, color, religion, sex, national origin, familial status, or handicap. If you need special accommodations, please notify us immediately.

Cost of the course includes all material.

**MANDATORY ATTENDANCE:** *I understand that registering for the class requires me to attend the full course in order to receive Mandatory Continuing Education Credit. If for any reason, I enter late, leave early, take extended breaks, or am unable to attend the entire course, I will not receive credit. There will be no make-up for any sessions missed.  
I have read, understand, and hereby consent to the above policies.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*SCAAO is the Provider for This Course*  
South Carolina Association of Assessing Officials  
Continuing Education Courses

**Information Page**

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**NATIONAL USPAP UPDATE - CE-1700**  
**(7 hours credit)**

**\*USPAP MANUALS WILL BE PROVIDED FOR USE IN CLASS\***

**Course Location & Dates**

Beach Cove Resort  
4800 South Ocean Boulevard  
North Myrtle Beach, South Carolina 29582

**The class will be offered 3 days:**

Tuesday, May 1, 2018

Wednesday, May 2, 2018

Thursday, May 3, 2018

*\*Limited to 33 attendees per class\**

**REGISTRATION DEADLINE FOR CLASS IS: Friday, April 13, 2018**

**IMPORTANT INFORMATION:**

- Registration will be from 8:00am - 8:30am
- The class is from 8:30am - 4:30pm
- The cost of this course is \$125.00
- Lunch is on your own

Please complete a registration form for each person attending the educational workshop and return it along with your check made payable to **SCAAO by April 13, 2018** to the address listed below. You may fax your registration and enrollment agreement and mail your payment later with your **original** registration form and enrollment agreement.

**Please make checks payable to SCAAO and send to:**

*SCAAO, c/o Adriane Shealy  
Post Office Box 299  
Little Mountain, South Carolina 29075*

SCAAO is the Provider of this Course

South Carolina Association of Assessing Officials  
COURSE REGISTRATION FORM

Enrollment Agreement Page 3 must be signed and returned with this Registration Form

**\*\*\*APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY\*\*\***

Legal Name:	Title:
County:	<b>OFFICE ADDRESS:</b>
City:	State                                  Zip Code
Email:	Telephone No:
SC Appraisal Lic/Cert #:	SSN:    xxx-xx-_____ (just last 4 #'s)

**Beach Cove Resort**  
4800 South Ocean Boulevard  
North Myrtle Beach, South Carolina 29582

**CHOOSE ONE DATE BELOW:**

Tuesday, May 1, 2018  
**OR**  
 Wednesday, May 2, 2018  
**OR**  
 Thursday, May 3, 2018  
*\*Limited to 33 attendees per class\**

**National USPAP Update – CE-1700 - \$125.00**  
**(7 hours credit )**

This workshop is the National Seven-hour USPAP Update offered for continuing Education for Licensure and Certification through the Appraisal Foundation (No exam required).

**Due to the prohibition on sharing of USPAP Manuals, class size will be limited on a first come – first serve basis.**  
**\*USPAP MANUALS WILL BE PROVIDED FOR USE IN CLASS\***

Please make checks payable to SCAAO and send to:

SCAAO c/o Adriane Shealy  
Post Office Box 299  
Little Mountain, South Carolina 29075

*Total Amount: \$ \_\_\_\_\_*

CONTINUING EDUCATION COURSE ENROLLMENT AGREEMENT

**National USPAP Update – CE-1700**

SCAAO  
Post Office Box 299  
Little Mountain, South Carolina 29075

**\*\*\*APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY\*\*\***

Legal Name:	Title:
County:	<b>OFFICE ADDRESS:</b>
City:	State    Zip Code
Email:	Telephone No:
SC Appraisal Lic/Cert #:	SSN:     xxx-xx-_____ (just last 4 #'s)

**Policies & Procedures:**

**Class Conduct:** The instructor has the right to have any disruptive student removed from the class. All pagers and/or cell phones are to be turned off during class hours.

**Cancellation:** We reserve the right to cancel the course if a minimum of ten (10 students do not register). If an emergency (i.e., act of God, weather emergency, Illness of instructor) warrants the rescheduling of a course, you will be advised as soon as possible. If the course is cancelled, students will receive full refunds.

**Refunds:** Refunds will be paid only upon receipt of written notice postmarked or faxed at least one week before the course. No refunds will be paid for notices received six days or less prior to the course. NO EXCEPTIONS.

**Certificate:** Upon successful completion of the course, a Certificate-of-Completion will be mailed to the student. Rosters are kept for five years.

Our courses are offered to anyone regardless of race, color, religion, sex, national origin, familial status, or handicap. If you need special accommodations, please notify us immediately.

Cost of the course includes all material.

**MANDATORY ATTENDANCE:** *I understand that registering for the class requires me to attend the full course in order to receive Mandatory Continuing Education Credit. If for any reason, I enter late, leave early, take extended breaks, or am unable to attend the entire course, I will not receive credit. There will be no make-up for any sessions missed.*

*I have read, understand, and hereby consent to the above policies.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **IMPORTANT REMINDERS:**

\*Please remember to bring **door prizes** with you to the Spring Conference. We want to make certain that everyone who brings a door prize receives one. This takes 100% participation.

\*All nominations for the *Max G. Rush Award* are due by June 1, 2018. Please turn in nominations to Kyle Johnson, 2018 SCAAO President.



# 2017 Spring Conference Pictures





**SCATT Officers**

**President**

Jason Phillips  
Anderson County Treasurer

**President-Elect**

Brian Shult  
Georgetown County Auditor

**Vice President**

Jamie Estes  
Dillon County Treasurer

**Secretary**

Delorice Barrington  
Marlboro County Treasurer

**Treasurer**

Arlene Traxler  
Edgefield County Treasurer

**South Carolina Association of  
Auditors, Treasurers & Tax Collectors**

**Upcoming Events**

• **SCATT Spring Conference:  
April 11-13, 2018; Hilton Myrtle Beach Resort**

• **SCATT Fall Conference:  
November 14-16, 2018; Marina Inn, Myrtle Beach**

**CASC Officers**

**President**

Randy Roberts - Aiken County

**Vice President**

Rick Jantzen - York County

**Secretary/Treasurer**

Mary Arrowood—Newberry County

**Board Members**

*2016-2018*

Tommy Hill - Colleton County  
Susan Edwards - Georgetown County

*2017-2019*

Brad Cares - Lancaster County  
Rob Weave - Cherokee County

**Parliamentarian**

Debbie Atkins - Greenville County

**Legislative Chairman**

Mike Freeman - Anderson County

**Legislative Co-Chairperson**

Toy Glennon - Charleston County

**County Assessor's of South Carolina**

It has been busy lately and I hope everyone is doing well. I would like to mention some topics discussed in our CASC meetings. Since we are meeting on March 23 there will be more topics to discuss when we meet at the SCAAO Conference.

- Appraiser shortage in County Government and reaching out to colleges to offer internships.
- CASC members will meet Friday, May 4, 2018 immediately following the SCAAO meeting.
- Fall Conference will begin on Wednesday, October 24, 2018 at 10:30am. DOR will take this day to instruct the Assessors. Please attend this meeting.
- The DOR course will be offered October 25, 2018 to the Assessors.
- Move the SCAC Representative to Friday morning, October 26, 2018 at our Fall Conference to speak with the group

I hope to see everyone at the SCAAO conference at the Beach in May.

Sincerely,

James R. Roberts  
CASC President

# **TENTATIVE AGENDA - SCAA EDUCATIONAL CONFERENCE**

## **Tuesday, May 1, 2018**

7:30-8:30am Continental Breakfast - 2nd Floor Lobby

### **Continuing Education: USPAP**

8:00am-8:30am Registration - 2nd Floor Lobby

8:30am-10:00am Continuing Education

10:00am-10:15am Break

10:15am-12:00noon Continuing Education

12:00noon-1:00pm Lunch - On Your Own

1:00pm-2:30pm Continuing Education

2:30pm-2:45pm Break

2:45-4:30pm Continuing Education

## **Wednesday, May 2, 2018**

7:30-8:30am Continental Breakfast - 2nd Floor Lobby

### **Continuing Education for 3 courses:**

#### **USPAP, The Taxpayers Appeal Process, Quality, Condition & Effective Age Workshop**

8:00am-8:30am Registration - 2nd Floor Lobby

8:30am-10:00am Continuing Education

10:00am-10:15am Break

10:15am-12:00noon Continuing Education

12:00noon-1:00pm Lunch - On Your Own

1:00pm-2:30pm Continuing Education

2:30pm-2:45pm Break

2:45-4:30pm Continuing Education

## **Thursday, May 3, 2018**

7:30-8:30am Continental Breakfast - North Foyer

### **Continuing Education for 3 courses :**

#### **USPAP, The Taxpayers Appeal Process, Quality, Condition & Effective Age Workshop**

8:00am-8:30am Registration - 2nd Floor Lobby

8:30am-10:00am Continuing Education

10:00am-10:15am Break

10:15am-12:00noon Continuing Education

12:00noon-1:00pm Lunch - On Your Own

1:00pm-2:30pm Continuing Education

2:30pm-2:45pm Break

2:45-4:30pm Continuing Education

# **TENTATIVE AGENDA - SCAAO EDUCATIONAL CONFERENCE**

## **Thursday, May 3, 2018 (cont'd)**

8:00am-9:00am Continental Breakfast - South Foyer

### **Auditor's, Treasurer's & Tax Collector's Educational Workshop**

8:00am-9:00am Registration  
9:00am-12:00noon Workshop (*Topics TBA*)

### **Conference Information**

2:00pm-5:00pm Conference Registration - Salon E, F, G  
2:00pm-6:30pm Exhibits Open - Salon E, F, G  
5:00pm-6:30pm Exhibitors Reception - Salon E, F, G  
7:30pm-11:00pm Frogmore Stew - Entertainment provided by **Mr. Joe Durivage, DJ** - Salon A, B, C, D

## **Friday, May 4, 2018**

8:30am-9:30am Executive Board Meeting - Coral Room, 1st Floor  
8:30am-9:30am Continental Breakfast - Salon E, F, G  
9:00am-9:30am Conference Registration Continues  
9:45am Friday Workshop Begins - Salon A, B, C  
9:45am - 10:00am Welcome - Kyle Johnson SCAAO President  
10:00am-10:30am Legislative Update; Association of Counties  
10:30am-11:00am Presentation from Matthew Jones, ESRI  
11:00am-11:15am Break  
11:15am-1:30pm Round Table Discussion: Debbie Adkins, Moderator (Greenville County Assessor)  
*(This is an interactive round table discussion of topics pertaining to the offices of the Auditor, Assessor, Treasurer & Tax Collector)*  
1:30pm-2:00pm Assessor's Meeting  
1:30pm-3:00pm Lunch (on your own)  
3:00pm-5:00pm Assessor's Breakout Session—Salon A  
Auditors, Treasurers, & Tax Collectors Breakout Session—Salon B  
6:30pm-7:30pm President's Reception - Salon E, F, G  
7:30pm-9:00pm Banquet & Awards Presentation (Black & White Theme/Attire; Business casual to Semi-formal)  
Mr. Tim Boncoskey, IAAO President Elect; Speaker - Salon A, B, C, D  
9:00pm-12:00am Dance - Entertainment provided by **Second Nature** - Salon E, F, G

## **Saturday, May 5, 2018**

8:00am-9:00am Continental Breakfast - North Foyer  
9:00am-1:00pm SCAAO Spring Business Meeting; President Kyle Johnson Presiding

**Sunday, May 6, 2018** - Adjournment

# SCAAO NEWSLETTER

Ashley Miles, *Editor* - 864-617-0766

Eric Rowell, *Photographer*

PO Box 8002

Anderson, SC 29622

Phone: 864-617-0766

Fax: 864-260-4099

Email: amiles@andersoncountysc.org

## SCAAO MEMBERSHIP APPLICATION

JANUARY 1—DECEMBER 31, 20\_\_

Date\_\_\_\_\_ Renewal\_\_\_\_\_ New Application\_\_\_\_\_

Enclosed is a check payable to the SCAAO in the amount of \$\_\_\_\_\_ for dues  
as a Regular\_\_\_\_\_ or Associate \_\_\_\_\_ Member.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

<b>Annual Dues:</b>
<b>Regular     \$30.00</b>
<b>Associate   \$35.00</b>

Jurisdiction: County\_\_\_\_\_ State Agency \_\_\_\_\_ or Company\_\_\_\_\_

Phone Number\_\_\_\_\_ Fax Number\_\_\_\_\_

Appraiser License #\_\_\_\_\_ Years of Appraisal/ Assessment Field\_\_\_\_\_

Designations Held\_\_\_\_\_

\_\_\_\_\_ E-mail\_\_\_\_\_

Signature

**Mail to: SCAAO, c/o Adriane Shealy, Treasurer - 803-239-6912**

**PO Box 299, Little Mountain SC 29075**