



Harris Central Appraisal District

13013 Northwest Freeway
Houston TX 77040
Telephone: (713) 812-5800

P.O. Box 920975
Houston TX 77292-0975
Information Center: (713) 957-7800



Board of Directors

Jim Robinson
Chairman
Martina Lemond Dixon
Secretary
Ericka McCutcheon
Assistant Secretary
Kathy Blueford-Daniels
Director
Melissa Noriega
Director
Annette Ramirez
Director
Tax Assessor-Collector
Kyle Scott
Director
Mike Sullivan
Director
Roland Altinger
Chief Appraiser
Jason Cunningham
Deputy Chief Appraiser
Clarette Walker
Deputy Chief Appraiser
Adam Bogard
Deputy Chief Appraiser
Teresa Terry
Taxpayer Liaison Officer
Wendy Caesar
Deputy TLO

August 25, 2025

Dear Applicant:

Harris County citizens interested in ensuring fairness in property taxation are being sought to serve on the appraisal review board (ARB) of the Harris Central Appraisal District. Members of the ARB sit in a single-member panel or panels of three to hear evidence in protest hearings from both HCAD and property owners and to render evidence-based decisions.

Attached is an application for appointment to the ARB for the Harris Central Appraisal District. This application is for a term beginning in January 2026.

It is important to understand that while hearings are held year-round, typically this is a full-time commitment during the peak hearing season from mid-May through October. In 2026, you must be available for mandatory training and meetings in the early months (January – April). The peak season will require availability each weekday and some Saturdays through October to accommodate property owners protesting their property values. Although you may not be scheduled for hearings every day, ARB members must be available to serve when called. Vacations and other employment commitments are not considered valid reasons to be absent. Most property owners choose in-person hearings, conducted at the HCAD Building at 13013 Northwest Freeway – Houston. Others prefer that their hearings occur remotely from their homes or offices. Therefore, you will be required to serve in person at HCAD, and, in addition, you will be expected to be prepared and capable of conducting virtual hearings on your personal computer by electronic means such as WebEx or Zoom.

If selected, you will be appointed to serve a term as a regular member of the ARB. ARB members are not employees of the appraisal district and are not eligible for employee benefits by virtue of their review board service. Please use the following link to access the electronic application.


[ARB Application](#)

Applications from third parties will not be accepted. Appointment is contingent upon a satisfactory background investigation. If you are selected for an interview, you will be contacted via email to schedule an appointment.

If you are confident that you can meet this demanding schedule, possess the qualifications noted on the attached page, and believe you can reach decisions based solely on the evidence before you in each hearing, please submit the completed application form.

Your interest in this important civic duty is appreciated. Please apply promptly, applications will be received and accepted until positions are filled. If we can provide other information regarding ARB service requirements, please call 713-957-5265.

Sincerely,


Jim Robinson, Chairman
HCAD Board of Directors

ARB Membership Qualifications

- 1) You must be at least 18 years old, must currently reside in Harris County, and must have resided in Harris County for at least the last two years.
- 2) You cannot be a current or former employee, officer, or member of the board of directors of the Harris Central Appraisal District.
- 3) You cannot be a current member of the governing body or an officer or a full or part-time employee of a taxing unit (a local government that levies property taxes) in this state. Taxing units include the counties, school districts, cities, community and junior college districts that levy property taxes, and special districts that levy property taxes.
- 4) You cannot be a former officer or member of the governing body of a taxing unit served by the Harris Central Appraisal District until the fourth anniversary of the date you stopped being a member or officer.
- 5) You cannot have served all or part of three previous terms as an ARB member.
- 6) You cannot be a current employee of the Texas Comptroller of Public Accounts.
- 7) You cannot have appeared before the Harris County Appraisal Review Board for compensation during the two years preceding the date of your appointment.
- 8) Neither you nor your spouse may currently be a party to a contract with this appraisal district or a taxing unit served by the Harris Central Appraisal District.
- 9) No business in which you have a substantial interest (defined as ownership by you and/or your spouse of at least 10% of the voting stock or shares of the business entity or service by you or your spouse as a partner, limited partner, or officer of the business entity) may currently be a party to a contract with the Harris Central Appraisal District or a taxing unit served by the Harris Central Appraisal District.
- 10) You are ineligible if you own property on which delinquent taxes have been owed to any taxing unit in this state for more than 60 days after the date you knew or should have known the taxes were delinquent, unless the taxes are being paid under an installment agreement under Sec. 33.02, Tax Code, or the taxes are deferred or abated under Sec. 33.06 or 33.065, Tax Code.
- 11) You cannot be related within the second degree, by consanguinity or affinity, to (1) a person who does business as a paid property tax consultant in Harris County; or (2) a person who performs appraisals for use in property tax proceedings in Harris County. You cannot be related within the third degree by consanguinity or the second degree by affinity to a member of the appraisal review board, an officer or member of the board of directors of the Harris Central Appraisal District. Relatives within the second degree include your spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, step child, step parent, father-in-law, mother-in-law, and the brother or sister of your spouse. Relatives by consanguinity within the third degree also include great-grand parents, great-grandchildren, the brother or sister of either of your parents, and nieces and nephews.
- 12) Applicants must commit to serving on panels in the HCAD Building as well as serving on virtual (remote) panels by computer.
- 13) You must be of good moral character.

