

# **Harris Central Appraisal District General Policy & Policies for Public Access**



**Harris Central Appraisal District**  
13013 Northwest Freeway  
P.O. Box 924208  
Houston, TX 77292-4208  
Telephone (713) 812-5800  
Information Center (713) 957-7800

## **Board of Directors:**

**Jim Robinson, Chairman**  
**Martina Lemond Dixon, Secretary**  
**Ericka McCrutchon, Assistant Secretary**  
**Mike Sullivan, Director**  
**Kathy Blueford-Daniels, Director**  
**Kyle Scott, Director**  
**Melissa Noriega, Director**  
**Annette Ramirez, Director, Tax Assessor-Collector**  
**Tracy Jones, Director**

**Adam Bogard, Chief Appraiser**  
**Teresa S. Terry, Taxpayer Liaison Officer**

Dear Property Owner:

We want you to be informed about the Harris Central Appraisal District and your rights as a property owner. This pamphlet contains information on the board of directors' policies and procedures for access to the board of directors, assistance for non-English speaking and disabled persons, and resolution of complaints to the board.

We trust that you will contact us or the taxpayer liaison officer if we can be of any assistance.

The district's Information & Assistance Division can answer questions and serve your needs on most matters that do not require board attention. Our Public Information Center has extensive research materials and a telephone bank staffed by trained information specialists. The information center and telephone information center are open to serve you 8 AM until 5 PM weekdays.

Sincerely,

A handwritten signature in black ink that reads "Jim Robinson".

Jim Robinson

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## General Information

The Harris Central Appraisal District appraises taxable property for the county, cities, school districts, and more than 480 special districts such as MUDs that levy property taxes within the district's boundaries. The district appraises more than 1.8 million property parcels annually. The district also administers exemptions and special appraisals, such as productivity valuation of qualified agricultural land, and determines the taxable situs of property. The chief executive officer of the appraisal district is the chief appraiser.

The governing body of the district is the appraisal district's board of directors. The appraisal district also has an appraisal review board, which hears property owner protests regarding values and other related matters, and a taxpayer liaison officer, who handles problems outside the jurisdiction of the appraisal review board. The board of directors acts as the appointing authority for ARB members and must make appointments to the appraisal review board by majority vote, with at least two members of the majority being elected members of the board of directors.

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## Board of Directors

Nine directors, three elected in countywide election, five appointed by a vote of eligible taxing units and the tax assessor/collector who serves as an ex officio, voting member governs the appraisal district. Board members select the chief appraiser, adopt the annual district budget, and ensure that the district follows policies and procedures set by law. The board does not appraise property or make decisions that affect the appraisal records. Members of the board may not discuss appraisal matters with the chief appraiser except in open meetings or other forums or in closed meetings held for the purpose of discussing pending litigation. Effective January 1, 2022, additional restrictions apply to members who are officers of the taxing units.

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## Public Access to the Board of Directors

It is the policy of the board of directors to provide the public with a reasonable opportunity to address the board on the subject of the policies and procedures of the appraisal district and on any issue under the board's jurisdiction. Generally, the board's statutory duties and jurisdiction concern:

- adopting the district's annual operating budget;
- developing biennially a written plan for the periodic reappraisal of all properties according to the requirements of Texas Property Code Section 25.18;
- contracting for necessary services;
- hiring the chief appraiser and assigning responsibilities to the position;
- making general policy regarding the operation of the appraisal district; and
- appointing the taxpayer liaison officer and any taxpayer liaison deputies.

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## Board Meetings

At each regularly scheduled meeting the chairman of the board of directors will announce that each person wishing to address the board on appraisal district policies, procedures, or issues may have time to speak allotted as follows:

- If the speaker's intended comment relates to an identifiable item on the agenda, three minutes;

- If the speaker's intended comment does not relate to an identifiable item on the agenda:
  1. Three minutes if the speaker has not appeared to make public comment in any of the four preceding meetings; or
  2. One minute if the speaker has appeared to make public comment in any of the four preceding meetings.

For the purposes of this section, a speaker representing a business entity is deemed to have appeared in a preceding meeting if any speaker representing that business entity has appeared in a preceding meeting. The chairman may expand the speaker's time as needed if the expansion will not affect the ability of the board to complete its business and adjourn the meeting at a reasonable time. The board may refuse to hear any person who attempts to speak on a subject unrelated to the policies and procedures of the appraisal district or the appraisal review board and unrelated to any other issue under the board's jurisdiction. [Sec. 6.04(d), Tax Code]

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## **Interpreters**

The district will provide an interpreter at a meeting if a person who does not speak English or communicates by sign language notifies the taxpayer liaison officer at least three (3) business days before the meeting. The person must indicate that he or she desires to address the board and is unable to provide an interpreter. [Sec. 6.04(e), Tax Code]

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## **Access by Disabled Persons**

The district offices have more than 30 parking places for the disabled. They are located on the main floor visitors' parking level of the parking garage behind the building. Additional oversized parking spaces are located between the building and the parking garage.

The boardroom is wheelchair accessible. A person who needs additional assistance for entry or access should notify the taxpayer liaison officer in writing at least three (3) business days before the meeting. [Sec. 6.04(e), Tax Code]

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## **Policies for Resolving Complaints**

The board will consider written complaints about the policies and procedures of the appraisal district, appraisal review board, and the board of directors and any other matter within the jurisdiction of the board of directors. The board will not consider complaints addressing any of the grounds for challenge and protest before the appraisal review board as set out in Sections 41.03 and 41.41, Tax Code. The board of directors has no authority to overrule the chief appraiser or appraisal review board's decision on a value, correction, or protest.

Correspondence to the board should be mailed to:

Board of Directors  
Harris Central Appraisal District  
13013 Northwest Freeway  
Houston Texas 77040  
713-957-7499

Electronic Communication: Visit [HCAD.org](http://HCAD.org) and complete the form found in the Taxpayer Liaison Portal.

Hearing impaired persons who have a TDD telephone machine may call 713-957-5660 and have a complaint delivered to the board.

At each regularly scheduled meeting, the taxpayer liaison officer reports to the board on the nature of complaints and the status of complaint resolution, and the status of all comments and suggestions regarding the hearing procedures, fairness, and efficiency of the appraisal review board.

Board deliberations concerning complaints will comply with provisions of the Texas Open Meetings Act, Chapter 551, Government Code.

At least quarterly and until final disposition of a complaint, the board notifies the parties to the complaint of its status unless notice would jeopardize an undercover investigation. [Sec. 6.04 (g), Tax Code]

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### **The Chief Appraiser and Property Appraisals**

The chief appraiser is the chief administrator of the appraisal office. Appointed by the board of directors, the chief appraiser serves at the pleasure of the board and is directly accountable to the board in the discharge of his or her duties and responsibilities. All other personnel of the appraisal office are employed by and accountable to the chief appraiser. The chief appraiser may delegate authority to his or her employees.

The chief appraiser and his staff appraise the properties in the appraisal district. If you have a concern about property appraisal, you should discuss it first with the appraisal district's staff. Complaints that cannot be resolved at the staff level should be addressed by written protest to the appraisal review board. The appraisal district maintains an Information Center on the third floor of the district offices. The telephone number for the Information Center is 713-957-7800.

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### **Appraisal Review Board**

The appraisal review board is responsible for hearing and resolving protests from property owners concerning appraisal of their properties. The appraisal district funds the board's operations and provides clerical support for their activities. The members of the appraisal review board are appointed by the board of directors by majority vote with it being required that two of the three board members elected in the countywide election must vote in favor of appointing any new ARB members. The appraisal review board is an independent citizen board. The appraisal review board's duties and a property owner's right to protest the appraisal of the owner's property are more thoroughly explained in the pamphlet entitled Property Taxpayer Remedies. This publication is available at the appraisal district's office and on the district's web site at [www.hcad.org](http://www.hcad.org).

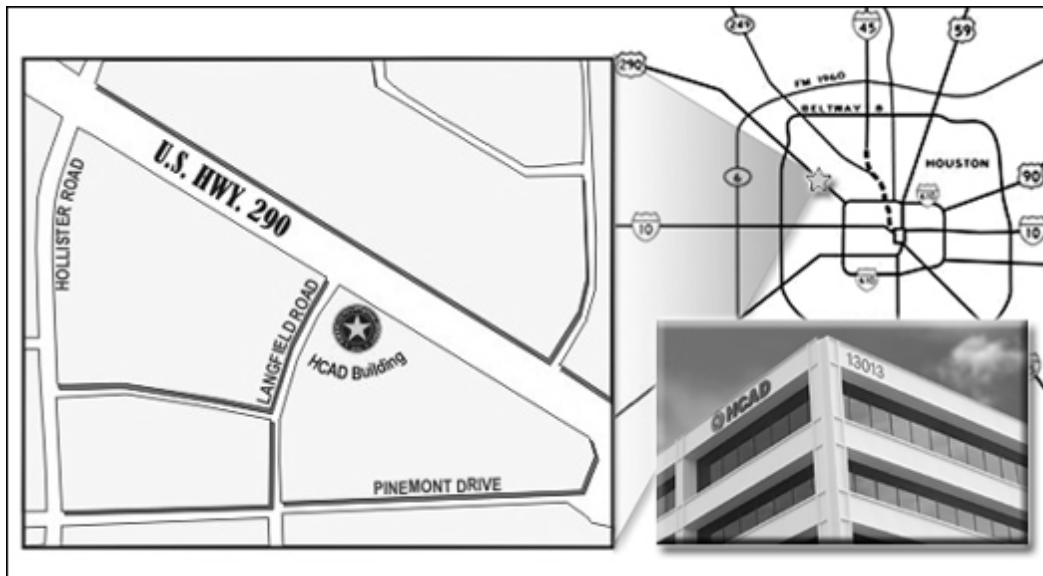
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### **Taxpayer Liaison Officer**

The taxpayer liaison officer administers certain public access functions required by the Tax Code and is responsible for resolving disputes that do not involve matters that may be protested under Section 41.41 of the Tax Code. [Sec 6.052 Tax Code]

### **Tax Calendar**

January 1:	Date that determines taxable value and homestead exemption status.
April 15:	Last day for property owners to file renditions or to request an extension.
May 15:	Deadline for filing written protests to the appraisal review board (or by the 30th day after a notice of appraised value is mailed to the property owner, whichever is later).
October:	Tax bills are usually mailed during this month.
January 31:	Last day to pay prior year property taxes without penalty and interest.



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