

PALO PINTO APPRAISAL DISTRICT
200 Church Ave / P.O. Box 250 * Palo Pinto, TX 76484
Phone 940-659-1281 * Fax 940-659-2618
palopintocad.org

PALO PINTO APPRAISAL DISTRICT

BOARD OF DIRECTORS RESPONSIBILITIES / COMPLAINT PROCEDURES

The Board of Directors of the Palo Pinto Appraisal District has the following primary responsibilities:

Hire the Chief Appraiser

Establish appraisal office

Set general policies on the operation of the appraisal district

Adopt the appraisal district's annual operating budget

Appoint appraisal review board members (ARB) and elect the Chairman of the ARB.

Provide advice and consent to the chief appraiser concerning the appointment of an agricultural advisory board.

Contract for necessary services and or appraisal services

Biennially approve a written plan for the periodic reappraisal of all property within the district's boundaries.

****** The board's authority over appraisals is limited. The board does not appraise property or review values on individual properties. The law assigns these tasks to the chief appraiser and the appraisal review board, respectively.***

The board has no authority to review exemptions, qualifications for special appraisal or taxability determinations.

COMPLAINTS

Written and signed complaints that include issues that are within the authority of the board are to be considered by the board or its designee.

The board will consider complaints about itself, the appraisal district, the appraisal review board or any of the following persons if the action which is the subject of the complaint was taken in such person's official capacity- a member of the board of directors, a member of the appraisal review board, the chief appraiser, any employee of the appraisal district, any private person or firm who, by contract, performs governmental function for the appraisal district. The complaint may not be for any of the grounds for protest before the appraisal review board set out in Section 41.03, 41.41, 41.411 or 25.25 of the Texas Property Tax Code.

All written complaints shall be addressed to the board of directors.

When the board receives a written complaint that it has authority to resolve, the board by law is required to notify the parties to the complaint of the complaint's status at least quarterly until the complaint is resolved. The office manager should give the potential complainants a complete listing of the board's responsibilities to show what issues are within the board's jurisdiction. If the complaint is on an issue that the board does not have jurisdiction to resolve, the complainant will be notified by certified mail from the board chairman or the attorney for the district.

No employee or official of the appraisal district or appraisal review board shall be disciplined in any manner by the board of directors in response to a complaint without being given an opportunity to be heard by the board at one of its meetings. The board will also allow the complaining party to be heard at this meeting.

Complaints should be addressed as follows and mailed to:

Chairman, Board of Directors
Palo Pinto Appraisal District
P.O. Box 250
Palo Pinto, TX 76484