

## Dear Property Owner:

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

The District's staff can answer questions and serve your needs on most matters that do not require Board attention. Our doors are open to the public Monday- Friday 9:00 am to 4:00 pm, but you can reach us by phone Monday- Friday 8:00am to 5:00 pm. If you need to make a payment after hours, we have a drop box located on the south side of our front door.

Sincerely,

Dale Spurgin, Board Chairman

Board of Directors:

Dale Spurgin, Chairman

Gerald Rodgers, Vice Chairman

Seaton Higginbotham, Secretary

Jim Astin, Member

Eugene Griffith, Member

Larry Lytle, Member

Kim McLemore, Chief Appraiser

Victoria Alaniz, Office Manager

## Texas Property Tax Calendar

**January 1:** Date that determines taxable value and homestead exemption status.

**January 31:** Last day to pay property taxes without penalty and interest.

**April 1:** Last day for property owners to file renditions or to request an extension.

**May 31:** Deadline for filing written protest to the Appraisal Review Board(ARB)or by the 30<sup>th</sup> 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.\*

### **\*JCAD DOES NOT SET TAX RATES**

Tax rates are set by the taxing entities such as the county, cities and school districts. For information about tax rates, please contact the taxing entities directly.

## Policies for Resolving Complaints

The Board will consider written complaints about the policies and procedures of the Appraisal District, Appraisal Review Board, the Board of Directors and any other matter within its jurisdiction. *The Board of Directors does not appraise property or make decisions affecting the value of property.*

Complaints should be mailed to the attention of any of the board members previously listed or the chief appraiser.



Board of Directors General Policy &  
Policies for Public Access

**Our goal is to provide equitable and accurate appraisals to all property owners in Jones County and to respond to their concerns and questions in a professional and courteous manner.**

**JONES COUNTY APPRAISAL  
DISTRICT**

**[www.jonescad.org](http://www.jonescad.org)**

**1137 East Court Plaza**

**Anson, Tx. 79501**

**(325) 823-2422**

**(325) 823-2424(fax)**

**Trust Property Information is  
available on our website.**

## **General Policy & Policies for Public Access**

### **General Information**

The Jones County Appraisal District (JCAD), by law, appraises taxable property for the benefit of the county, cities, and school districts that set tax rates and levy property taxes within District boundaries. The JCAD appraises more than 26,000 property parcels annually. The legislature has determined that an appraisal district's primary function is to appraise property for property tax purposes. The District also administers exemptions and special appraisals and determines the taxable situs of property. The Chief Administrative Officer of the Appraisal District is the Chief Appraiser.

The governing body of JCAD is the Appraisal District's Board of Directors. The law also authorizes an Appraisal Review Board (ARB) to be appointed, which hears property owners protests regarding values.

### **Board of Directors**

A board of directors governs the Appraisal District. Board members select and hire the Chief Appraiser, adopt the annual District budget, and ensure the District follows policies and procedures required by law. *The Board will not consider complaints addressing any matter that could be grounds for a challenge, protest, or correction motion before the ARB as set out in the Texas Property Tax Code.*

### **Board Meetings**

The Board of Directors meet on the 3<sup>rd</sup> Tuesday of each month at 8:30 am. Visitors are welcome to attend board meetings and will be allowed 5 minutes to address the board.

### **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 concerning the policies and procedures of the Appraisal District and on any other issues within the Board's jurisdiction. Generally, the Board's statutory duties and jurisdiction involve:

- Adopting the District's Annual Budget
- Contracting for necessary services
- Hiring the Chief Appraiser and assigning responsibilities to the position
- Making general policy regarding the operation of the District
- Appointing ARB members
- Adopting a biennial reappraisal plan

### **Interpreters**

Non-English speaking persons are encouraged to provide a personal interpreter. If a person cannot provide an interpreter, the District will attempt to arrange for interpreting assistance provided a written request is submitted to the Chief appraiser at least 3 business days in advance of the meeting.

### **Access by Disabled Persons**

District facilities allow access by disabled individuals. Handicapped parking spaces are available. Individuals who need additional assistance for entry or access should notify the District at least 3 business days in advance.

### **The Chief Appraiser/Property Appraisal**

The Chief Appraiser is the only employee of the Board and is selected, hired, and directly accountable to the Board. All other personnel of the District are employed by and accountable to the Chief Appraiser. JCAD contracts the Real Property Appraisal with Eagle Appraisal and the minerals/utilities are appraised by Pritchard & Abbott. All initial inquiries about property should be directed to the Appraisal District. Concerns that cannot be resolved should be addressed by written protest to the Appraisal Review Board.

### **Appraisal Review Board**

The ARB by law is responsible for hearing and resolving protests concerning property appraisals. The ARB members are not employees of the Appraisal District. They are property owners in the District and are selected by the Board of Directors to serve 2 year terms. Their duties and responsibilities and a property owners rights are more thoroughly explained in a pamphlet entitled Property Taxpayer Remedies available at the Appraisal District.