

## Policy 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 will not consider complaints addressing any matter that could be grounds for a challenge, protest, or correction motion before the Appraisal Review Board as set out in the Tax Code. The Board of Directors has no authority to overrule the Chief Appraiser or the Appraisal Review Board's decision on value, a correction or a protest. Correspondence should be mailed to:

**Chairman, Board of Directors  
Kimble Central Appraisal District  
501 Main Street  
Junction, Texas 76849**

At each regularly scheduled meeting, the Chief Appraiser shall report to the Board on the nature of complaints, if any, and the status of complaint resolutions. Board deliberations concerning complaints will comply with provisions of the Texas Open Meetings Act, Chapter 551, Government Code. Until final disposition of a complaint, the Board shall notify the parties at least quarterly on the status of a complaint unless notice would jeopardize an investigation.

## Access by Disabled Persons

District facilities allow access by disabled individuals. Handicapped parking spaces are available at the front entrance of the District office. Individuals who need additional assistance for entry or access should notify the Chief Appraiser at least two (2) business days before the meeting.

## 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 Chief Appraiser at least two (2) 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.

## Chief Appraiser and Property Appraisals

The Chief Appraiser is the Chief Administrative Officer of the appraisal district. The Chief Appraiser is selected and hired by the Board of Directors, and is directly accountable to the Board. All other personnel of the Appraisal District are employed by and accountable to the Chief Appraiser. The Chief Appraiser may delegate authority to District employees, as necessary.

The Chief Appraiser and his/her staff appraise all properties within the District. Property owners' concerns about property appraisals should be addressed to the Appraisal District staff. The Appraisal District's staff is available to answer your questions Monday through Friday from 8:00am to 12:00pm and 1:00pm to 5:00pm. Taxpayers can contact District staff by phone at 325-446-3717 and 325-446-2357 or by an e-mail sent to [kdick@kimblecad.org](mailto:kdick@kimblecad.org). Concerns that cannot be resolved at the staff level should be addressed by written protest to:

**Kimble Central Appraisal Review Board  
501 Main Street  
Junction, Texas 76849  
325-446-3717**

## Appraisal Review Board

The Appraisal Review Board (ARB) is, by law, responsible for hearing and resolving protests from property owners concerning the appraisal of their properties. The ARB Members are, by statute, not employees of the Appraisal District. They are citizen members of the community appointed by the Board of Directors to serve two year terms. The Appraisal Review Board's duties and property owners' right to protest the appraisal of their property are more thoroughly explained in the pamphlet entitled **Tax Payers' Rights, Remedies and Responsibilities** available at your Appraisal District office or on the Comptroller website ([www.window.state.tx.us](http://www.window.state.tx.us)).



## **Kimble Central Appraisal District Board of Directors General Policy & Information Brochure**

**Kimble Central Appraisal District  
501 Main Street  
Junction, Texas 76849  
325-446-3717  
[www.kimblecad.org](http://www.kimblecad.org)**

## Dear Property Owner:

The Kimble Central Appraisal District (KCAD) Board of Directors (BOD) wants you to be informed about your rights as a property owner.

We trust that you will contact us if we can be of any assistance.

District staff can answer questions and serve your needs on most matters that do not require Board attention. We are open to serve you Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

**Sincerely,  
Ed Savage  
Chairman BOD**

### **Board of Directors:**

Ed Savage - Chairman  
Keaton Blackburn –Co-Chair  
Hoyt Moss –Secretary  
Bob Chapman - Director  
Toby Robinson - Director

Kandy Dick - Chief Appraiser

### **Board Meetings**

At each regularly scheduled meeting, the Chairman of the Board will welcome the visitors and will allow up to five minutes for each visitor wishing to address the Board.

Meetings are scheduled on the second Tuesday of each month.

## General Information

The Kimble Central Appraisal District (KCAD) is, by law, responsible for appraising property for ad-valorem tax purposes for each taxing unit in its District. **KCAD does not set tax rates.** The Appraisal District also administers exemptions and special use appraisals.

## Board of Directors

A Board of five (5) directors governs the Kimble Central Appraisal District. The primary responsibilities of the Board generally include:

- Hiring the Chief Appraiser;
- Establishing an appraisal office;
- Adopting the District's annual operating budget;
- Contracting for necessary services;
- Making general policy regarding the operation of the District;
- Appointing Appraisal Review Board members;
- Appointing the Chairman and Secretary of the Appraisal Review Board;
- Ensuring the District follows policies and procedures required by law.

**The Board of Directors does not appraise property or make decisions affecting the appraisal records.**

## Public Access to the Board of Directors

It is the policy of the Board of Directors to provide the public with an opportunity to address the Board concerning the policies and procedures of the Appraisal District that are within the Board's jurisdiction. At each regularly scheduled meeting, the Chairman of the Board of Directors will welcome visitors and allow time for each visitor wishing to address the Board to do so.

## Texas Property Tax Calendar

January 1	Date taxable values and qualification for certain exemptions are determined.
January 31	Generally taxes due to local taxing units
April 15	Last day for property owners to file renditions or to request an extension.
May 1	Appraisal notices mailed.
June 1	Last day for property owners to file protest with the ARB (or 30 days after notice of appraised value is delivered, whichever is later)
July 25	Date the Chief Appraiser must certify the tax roll to each Taxing unit.
Sept 15	Last day for BOD to adopt a budget
October	Tax bills are usually mailed during this month.

**Kimble Central Appraisal District does not set tax rates.** Tax rates are set by taxing entities such as the county, cities, and school districts. . For information about the tax rates please call the entities listed below.

For information about your tax payments, please contact the Kimble Central Appraisal District at 325-446-3717

## Kimble County Taxing Entities

Junction ISD  
Harper ISD  
Mason ISD  
Kimble County  
City of Junction  
Kimble County Hospital District  
Hickory Underground Water Conservation District  
Kimble Groundwater Conservation District