

## Schedule of Appraisal Activities for 2019

Date	Event
7/23/18	Publish public notice of public hearing for reappraisal plan adoption on 8/08/18
8/1/18 to 4/30/19	Accept applications for exemptions and special valuations for 2019
8/1/18 to 7/16/20	Review Exemption & Special Use Applications filed for 2019
8/1/18 to 7/20/19	Correspond with property owners regarding newly filed applications
8/1/18 to 3/29/19	Ownership changes posted to CAMA & GIS databases from CAD research
8/1/18 to 3/1/19	Perform scheduled improvement on-site inspections
8/1/18 to 4/5/19	Perform scheduled land inspections
8/1/18 to 1/25/19	Perform scheduled business personal property inspections
8/1/18 to 3/15/18	Collect and review sales information to calibrate appraisal model
8/8/18	Regular meeting of Board of Directors 7:00 pm at CAD office
8/8/18	Public Hearing for Reappraisal Plan consideration and adoption 7:00 pm CAD office
8/14/18	Publish notice soliciting bids for 2019-2020 depository
8/14/18	Publish Public Notice to accept applications for 2019-2020 ARB Office Vacancies
8/20/18 to 8/24/18	Staff Orientation for 2019 Reappraisal Activities
8/27/18	Deliver 4th quarter payment notices to taxing jurisdictions
9/3/18	Labor Day Holiday - Office closed
9/12/18	Regular meeting of Board of Directors 7:00 pm at CAD office
9/12/18	BOD receives and considers bids for 2019-2020 depository
9/12/18	BOD receives and considers contracts for appraisal services for min/util/ind property
9/12/18	BOD receives and considers engaging auditor to perform financial audit
9/12/18	BOD receives and considers engaging auditor to perform financial audit
10/1/18	4th quarter payment due from taxing jurisdictions
10/8/18	Columbus Day Holiday - Office Closed
10/10/18	Regular meeting of Board of Directors 7:00 pm at CAD office
10/10/18	Chief Appraiser presents 3rd Qtr Appraisal Roll Changes to ARB & BOD
10/10/18	Investment officer's report due for 3rd Qtr
10/10/18	Internal auditors reports due on appraisal operations 3rd Qtr
10/10/18	Unpaid 4th quarter payments from taxing jurisdictions accrue penalty
11/12/18	Veteran's Day Holiday - Office closed
11/14/18	Regular meeting of Board of Directors 7:00 pm at CAD office
11/14/18	BOD Appoints New ARB members for 2019-2020 term

Date	Event
11/14/18	BOD approves 3rd Qtr Appraisal Roll Changes as presented by Chief Appraiser
11/15/18	ARB 4th Quarterly Meeting
11/15/18	ARB approves 3rd Qtr Appraisal Roll Changes as presented by Chief Appraiser
11/21/18 to 11/23/18	Thanksgiving Holiday - office closed Wed @ noon, all day Thursday & Friday
11/26/18	Deliver 1st quarter payment notices to taxing jurisdictions
12/7/18	Mail BPP Rendition Forms
12/12/18	Regular meeting of Board of Directors 7:00 pm at CAD office
12/12/18	BOD conducts Chief Appraiser Performance Evaluation
12/24/18 to 12/26/18	Christmas Holiday - office closed
1/1/19	New Year's Holiday - office closed
1/2/19 to 4/30/19	1st quarter payment due from taxing jurisdictions
1/9/19	Regular meeting of Board of Directors 7:00 pm at CAD office
1/9/19	Chief Appraiser presents 4th Qtr Appraisal Roll Changes to ARB & BOD
1/9/19	BOD approves 4th Qtr Appraisal Roll Changes as presented by Chief Appraiser
1/9/19	Investment officer's report due for 4th Qtr
1/10/19	Unpaid 1st quarter payments from taxing jurisdictions accrue penalty
1/10/19	Internal auditors reports due on appraisal operations 4th Qtr
1/21/19	Martin Luther King Holiday - office closed
1/28/19 to 2/8/19	Inspect newly discovered business personal property parcels
2/1/19	Filing Deadline for PTC Chapter 25 Protests
2/1/19	Late Filing Deadline for 2016 Homestead Exemptions
2/1/19	Tax Delinquency Date
2/11/19 to 5/17/19	Review BPP Renditions
2/13/19	Regular meeting of Board of Directors 7:00 pm at CAD office
2/19/19	President's Day Holiday - office closed
2/22/19	End Scheduled Improvement Inspections
2/25/19	Deliver 2nd quarter payment notices to taxing jurisdictions
2/25/19	Begin New Improvement Inspections /Other Unscheduled Inspections
3/4/19 to 3/15/19	Internal Ratio Study and Appraisal Model Calibration
3/4/19 to 4/5/19	Review Vehicle Registration List
3/13/19	Regular meeting of Board of Directors 7:00 pm at CAD office
3/15/19	Last deed date read for ownership changes before notices
3/18/19 to 7/16/19	Ownership changes posted to CAMA and GIS databases from owner documents brought in by property owners/sellers
3/19/19	Ag Advisory Board Meeting
3/28/19	ARB 1st Quarterly Meeting
3/28/19	ARB approves 4th Qtr Appraisal Roll Changes as presented by Chief Appraiser
3/29/19	Data entry for appraisal records ends

Date	Event
3/29/19	Ownership change data entry ends
4/1/19	2nd quarter payment due from taxing jurisdictions
4/1/19 to 4/5/19	Error edits on appraisal file prior to printing appraisal notices
4/9/19	Print 25.19 Notices of Appraised Value for Real Property
4/10/19	Regular meeting of Board of Directors 7:00 pm at CAD office
4/10/19	Unpaid 2nd quarter payments from taxing jurisdictions accrue penalty
4/10/19	Chief Appraiser presents 1st Qtr Appraisal Roll Changes to ARB & BOD
4/10/19	BOD approves 1st Qtr Appraisal Roll Changes as presented by Chief Appraiser
4/10/19	Internal auditors reports due on appraisal operations 1st Qtr
4/10/19	Investment officer's report due for 1st Qtr
4/15/19	Rendition filing Deadline and deadline for requesting extension for filing late rendition
4/15/19	Update preliminary appraisal data on website - turn on electronic protest option on homestead properties
4/16/19 to 5/15/19	Late Rendition filing period
4/17/19	Mail 25.19 Notices of Appraised Value for Real Property
4/19/19	Good Friday Holiday - office closed
4/30/19	Last day to file exemption/open space applications without penalty
4/30/19	Publish public notice of protest procedures
4/30/19	Chief Appraiser delivers certified estimates to taxing jurisdictions
5/1/19 to 7/16/19	Accept Late Filed 1-d-1 Open Space & Timber Applications for 2019 -10% penalty applicable
5/1/19 to 7/16/19	Receive late applications for exemptions
5/8/19	Regular meeting of Board of Directors 7:00 pm at CAD office
5/8/19	2019 Budget Workshop during BOD meeting
5/15/19	Deadline for filing late renditions
5/17/19	Last day to file protests for 04/17/19 appraisal notices (REAL)
5/21/19	Edit BPP file for 25.19 Appraisal Notice preparation
5/24/19	Mail 25.19 Appraisal Notices on Min/Util/Indus/BPP property
5/24/19	Mail Penalty Assessment Notice to Unrendered BPP property owners
5/27/19	Memorial Day Holiday - office closed
5/28/19	Deliver 3rd quarter payment notices to taxing jurisdictions
5/30/19	ARB 2nd Quarterly Meeting
5/30/19	ARB accepts 2019 appraisal records from Chief Appraiser
5/30/19	ARB approves 1st Qtr Appraisal Roll Changes as presented by Chief Appraiser
6/4/19	Publish and post public notice of 06/19/19 hearing on 2020 budget
6/19/19	Regular meeting of Board of Directors 7:00 pm at CAD office
6/19/19	Public Hearing for consideration and adoption of 2020 operating budget
6/20/19	Notify taxing jurisdictions of budget adoption
6/24/19	Last day to file protests for 05/24/19 appraisal notices (MIN & BPP)

Date	Event
6/24/19	Last day to mail Notice Of Hearing and requested evidence for protests scheduled on 07/09/19
6/26/19	Last day to mail Notice Of Hearing and requested evidence for protests scheduled on 07/11/19
7/1/19	3rd quarter payment due from taxing jurisdictions
7/2/19	Last day to mail Notice Of Hearing and requested evidence for protests scheduled on 07/16/19
7/4/19	Independence Day - office closed
7/9/19	Scheduled ARB protest hearings starting at 1:30 pm
7/10/19	Regular meeting of Board of Directors 7:00 pm at CAD office
7/10/19	Unpaid 3rd quarter payments from taxing jurisdictions accrue penalty
7/10/19	Chief Appraiser presents 2nd Qtr Appraisal Roll Changes to ARB & BOD
7/10/19	BOD approves 2nd Qtr Appraisal Roll Changes as presented by Chief Appraiser
7/10/19	Investment officer's report due for 2nd Qtr
7/10/19	Internal auditors reports due on appraisal operations 2nd Qtr
7/11/19	Scheduled ARB protest hearings starting at 1:30 pm
7/16/19	ARB 3rd Quarterly Meeting
7/16/19	Scheduled ARB protest hearings starting at 1:30 pm (MIN-UTIL-IND)
7/16/19	ARB approves 2nd Qtr Appraisal Roll Changes as presented by Chief Appraiser
7/16/19	ARB Approves Appraisal Records
7/16/19	Final filing deadline for 1-d-1 Open Space Land & Timber Applications
7/17/19 to 7/19/19	Error edits to close appraisal file for certification
7/18/19	Scheduled ARB protest hearings starting at 1:30 pm
7/22/19	Create Certified History File for Real & Mineral Records
7/25/19	Chief Appraiser certifies appraisal records to taxing jurisdictions
7/25/19 to 7/31/19	Prepare and Archive CAD copies of certified appraisal rolls & lists
7/25/19 to 7/31/19	Process jurisdiction requests for certified appraisal rolls/records/data files
7/29/19	Update certified appraisal data on website