

**HAMILTON CENTRAL APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
November 21, 2025**

1. **CALL TO ORDER.**
Meeting was called to order at 9:20 a.m. by Jeff Serratt.
2. **OPENING PRAYER.**
Prayer was given by Jeff Serratt.
3. **ROLL CALL/CERTIFY QUORUM.**
Board members present were: Jeff Serratt, Lloyd Huggins and Vernon McCann. Board members absent were Gary Haggard and Todd Jordan. Staff Members present were: Chief Appraiser, Codi McCarn and Denise Wolfe. Quorum was certified by Jeff Serratt.
4. **PUBLIC COMMENTS.**
No one was in attendance.
5. **CONSENT AGENDA.**
After reviewing the October 17, 2025 minutes, paid bills and financials the motion was made by Lloyd Huggins to approve the minutes, paid bills and financials as presented. The motion was seconded by Vernon McCann and the motion carried 3 in favor and none opposed.
6. **CHIEF APPRAISER REPORTS.**
The collections reports were given by, Denise Wolfe. The appraisal and general reports were given by, Chief Appraiser, Codi McCarn.
7. **DISCUSSION AND POSSIBLE ACTION ON CHANGING THE DISTRICT NAME TO HAMILTON CENTRAL APPRAISAL DISTRICT FROM HAMILTON COUNTY APPRAISAL DISTRICT. THE REASONING IS TO AVOID ASSUMPTION THAT THE APPRAISAL DISTRICT IS PART OF THE COUNTY AND NOT A SEPARATE ENTITY.**
Motion was made by Lloyd Huggins to approve changing the districts names to Hamilton Central Appraisal District. The motion was seconded by Vernon McCann and the motion carried 3 in favor none opposed.
8. **DISCUSSION AND POSSIBLE ACTION ON DISTRICT HOLIDAYS FOR 2026.**
After discussion motion was made by Jeff Serratt to approve the Holiday schedule for 2026. Motion was seconded by Lloyd Huggins and the motion carried 3 in favor and none opposed.
9. **DISCUSSION AND POSSIBLE ACTION TO ADOPT THE 2026 GENERAL BOARD POLICY/2025 ANNUAL REPORT.**
After discussion motion was made by Lloyd Huggins to adopt the 2026 General Board Policy/2025 Annual Report. Motion was seconded by Vernon McCann and the motion carried 3 in favor and none opposed.
10. **DISCUSSION AND POSSIBLE ACTION TO ADOPT HCAD COMMUNICATION AND OUTREACH POLICY.**
After discussion motion was made by Lloyd Huggins to adopt HCAD Communication and Outreach Policy. Motion was seconded by Vernon McCann and the motion carried 3 in favor and none opposed.
11. **DISCUSSION AND POSSIBLE ACTION TO ADOPT HCAD OPEN RECORDS REQUEST PROCEDURE.**
After discussion motion was made by Vernon McCann to adopt the HCAD Open Records Request Procedure. Motion was seconded by Lloyd Huggins and the motion carried 3 in favor and none opposed.
12. **ADJOURNMENT.**
Motion was made at 9:50 a.m. by Jeff Serratt to adjourn. Motion was seconded by Lloyd Huggins and the motion carried unanimously.


Chairman

Vice-Chairman

December 19, 2025

Date