

Sayeda Bilqees Syed

Colleyville TX

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Experience:

- **Tarrant County Appraisal Review Board (TARB)**, Member (January 2019 – March 2021). Served as a full board member, conduct protest hearing between Tarrant Appraisal District (TAD) and property owners including residential, commercial and business personal property and Mineral accounts.
- **Flood Control Engineer**, Trinity Watershed Management, City of Dallas.
- **Executive Engineer**, Progressive Manufacturing Department, Hino Motors Limited, Pakistan.
- **Program Engineer**, Army vehicle project for United Nations.
- **Lecturer, Visiting Faculty Member**, Mechanical and Manufacturing Engineering Department, N.E.D. UET.

Education:

- **ME, Mechanical Engineering** (Specialization in Manufacturing Engineering); (2005) N.E.D. University of Engineering & Technology.
- **BE, Mechanical Engineering** (2002) N.E.D. University of Engineering & Technology.

Residence:

- Colleyville, TX 2013 ~ Present
- Fort Worth, TX 2009 ~ 2013
- Bedford, TX 2007 ~ 2009

Professional Association:

- Member, American Society of Mechanical Engineers (ASME), West Texas Division, since 2012.
- Member, Society of American Engineers (SAE) International, Since 2012.

Colleyville Community Volunteer Experience:

- Planning & Zoning Commission / Capital Improvement Advisory Committee (Sept 2019 ~ Present).
- Metroport Teen Court Advisory Board (Nov 2017 ~ Present).
- Architectural Review Commission (Feb 2018 ~ Nov 2020, Commission dissolved by Colleyville City Council)
- Zoning Board of Adjustment / Sign Board of Appeals (Oct 2018 ~ Oct 2019).

Personal Information:

Born in Pakistan, migrated to United States in 2007 and proudly became US Citizen in 2011. My husband of 18 years, New York native Dr. Adnan Syed, who is a Clinical Pharmacist, he moved to Texas in 2005. Our two children, 11 years old Son Senan Syed and 9 years old daughter Safa Syed are enrolled in Grapevine Colleyville ISD.

**ACKNOWLEDGMENT OF DUTIES OF MEMBER OF TARRANT APPRAISAL DISTRICT (TAD)
BOARD OF DIRECTORS (BOD)**

According to Texas Property Tax Code Section 6.0302, an individual may not be appointed to an appointive position on the board of directors and may not file an application for a place on the ballot for an elective position on the board of directors of an appraisal district unless the individual has signed and submitted this acknowledgement to the Chief Appraiser.

I hereby acknowledge that I have read and understand the duties of a member of the board of directors of an appraisal district. I understand that the statutory responsibilities include:

- (1) establishing the appraisal district office;
- (2) hiring a chief appraiser;
- (3) adopting the appraisal district's annual operating budget after filing notice and holding a public hearing;
- (4) adopting a new budget if voting taxing units disapprove of the initial budget;
- (5) determining whether to remove members of the appraisal review board if the board of directors of the appraisal district is the appointing authority and potential grounds for removal arise;
- (6) notifying voting taxing units of any vacancy in an appointive position on the board and electing a replacement from submitted nominees;
- (7) appointing a person to fill a vacancy in an elective position on the board;
- (8) electing a chairman and a secretary of the board at the first meeting each year;
- (9) holding board meetings at least quarterly;
- (10) developing and implementing policies regarding reasonable access to the board;
- (11) preparing information describing the board's functions and complaint procedures and making that information available to the public and to participating taxing units;
- (12) notifying parties to a complaint filed with the board of the status of the complaint, unless otherwise provided;
- (13) in populous counties, appointing a taxpayer liaison officer and deputy taxpayer liaison officers;
- (14) annually evaluating the performance of the taxpayer liaison officer and any deputy taxpayer liaison officers, including reviewing the timeliness of complaint resolution;
- (15) referring matters investigated by a taxpayer liaison officer relating to the appraisal review board's conduct to the local administrative district judge with a recommendation;

- (16) developing a biennial written plan for the periodic reappraisal of all property in the appraisal district, filing notice and holding a public hearing on the plan, approving the plan, and distributing copies of the plan to participating taxing units and the comptroller;
- (17) making agreements with newly formed taxing units on an estimated budget allocation for that taxing unit;
- (18) having an annual financial audit prepared by an independent certified public accountant, delivering a copy of the audit to each voting taxing unit, and making the audit available for inspection at the appraisal district office;
- (19) designating the appraisal district depository biennially;
- (20) receiving resolutions from voting taxing units disapproving of board actions;
- (21) adhering to Local Government Code requirements for purchasing and entering into contracts;
- (22) providing advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determining the number of members of that advisory board;
- (23) adhering to laws concerning the preservation, microfilming, destruction, or other disposition of records; and
- (24) adopting and implementing a policy for the temporary replacement of a member of an appraisal review board who violates ex-parte communication requirements.

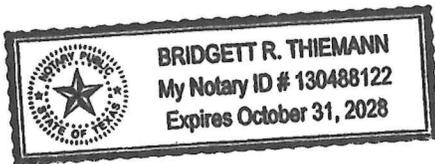
“Furthermore, I recognize that the board does not appraise property or review the value of individual properties. I acknowledge that tax rates and tax burdens are determined by applicable taxing jurisdictions, not the appraisal district board of directors.”

Bilqees

Board of Director Candidate/Nominee

Sayed Bilqees Syed

Printed Name of Board Candidate/Nominee



Bridgett Renee Thiemann

Notary Signature

Bridgett Renee Thiemann

Printed Name of Notary