

Certificate of Compliance

This certifies that the

Greater Portland Chapter

Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

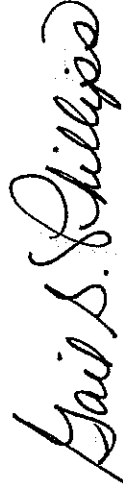
12/1/2009



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist
Due December 1, 2009

PURPOSE: NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® Greater Portland Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance)
5.	Chapter officers assume their respective offices: January 1 2010 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: US Bank
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input checked="" type="checkbox"/> Other reason Annual fee paid
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not:
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: <i>We have a NARPM supported website.</i>
22.	The chapter filed for the current year Chapter Grant: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Check here if you would like more information on grants: <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other items:

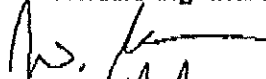
23. Rate the health of the chapter (1 - 10, 10 being highest) 8

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

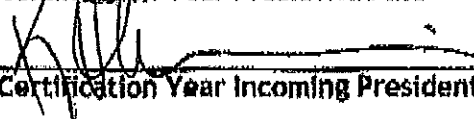
b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) Even though we score an 8, any help that national would like to send would be appreciated. Our chapter is growing and has interesting meetings. However we are always happy to grow. Our goal is to increase the number of members that attend regional and national conferences as well as go after certifications.

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? Our chapter hosted this year's regional conference. This experience was a learning experience for the board. Members of our chapter and vendors participated through planning, sponsoring and attending.

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

 10/1/09

Current Certification Year President/Date

 12-1-09

Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.

NARPM Greater Portland Chapter

Board Meeting: 11/12/09

Present:

Past President: Chris Hermanski

President: Sean Kerr

Vice President/ President Elect: Kristi Villani

Vendor Affairs Chair: Troy Rappolt

Treasure: Jane Rafferty

Website Chair: Tressa Rossi

Not Present:

Secretary: Cody Halsey

Affiliate Chair: Mary Grimes

Purpose of Meeting:

- Wrap up business with outgoing board, discuss nominating new board members
- Outlined plan for transfer.

Also discussed:

- Possible change of monthly meeting location to more centrally located venue.
- A review of chapter bylaws was made and it has been decided to update chapter bylaws.
- Jane Rafferty announced her plan to resign her post as treasure.
- Decision was made to survey members to determine if other venue would be an improvement in attendance.
- 2010 meetings were outlined and scheduled tentatively.

Mark your calendar
NARPM Chapter Meeting
Friday September 18, 2009
12pm - 1pm
Bring a sack lunch

This meeting will be a group discussion on WAR stories. We all have them, from the difficult client to the difficult tenant. Each of us has different stories, and what you have learned to NEVER be in that situation again.

Networking from 11:30-12:00
Fairfield Inn 6100 Meadows Rd. Lake Oswego, OR



Portland Chapter 2010 – Meeting Schedule

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

- January 15: Maintenance Class
- February 19: Oregon Real Estate Agency
- March 19: Websites – Vendor: Appfolio
- April 16: Networking / Share Forms & Ideas
- May 21: Bring Ideas for Getting Organized and Streamlined
- June 18: RMP Class (TBA)
- July 16: Vendor sponsored event – All staff & family BBQ at Blue Lake Park
- August 20: Dealing with Difficult People – guest speaker TBA
- September 17: Attorney Panel
- October 15: Evictions / Collections / Tenant Remediation
- November 19: Board Report & Elections for 2011 / Members Sharing & Venting
- December 17: Community Involvement & Holiday Party

Note: All meetings are TENTATIVE and not confirmed. All meetings are scheduled at the Fairfield Inn, Lake Oswego, OR

Portland NARPM 2009 Board Members:

Sean Kerr – President
Kristi Villani – Vice President
Jane Raffety – Treasure
Shea Conover – Secretary
Troy Rappolt – Membership
Mary Grimes – Affiliate Membership
Tressa Rossi – Web Site Coordinator
Chris Hermanski – Past President