



## National Association of Residential Property Managers

### Bylaws of Greater Portland Chapter of

### The National Association of Residential Property Managers

#### ARTICLE I: **Name, Purposes, Powers and Definitions**

##### Section A: **Name**

The name of this organization shall be The Greater Portland Chapter of the National Association of Residential Property Managers, Inc., hereafter referred to as the Chapter.

##### Section B: **Purpose**

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Greater Portland geographical area.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote the exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Portland tri-county area.

##### Section C: **Powers**

The Chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Oregon.

1. The Chapter shall be subject to all rules, regulation, ethics, standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D:

This Chapter's geographical definition shall be: The Portland tri-county area.

**ARTICLE II: Membership**

Individual Membership that consists of Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership.

**Section A: Professional Member**

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals do not hold an active real estate license but must follow his/her specific state regulatory licensing law regarding performing the duties of a property manager.

**Section B: Associate Member**

An Associate Member shall be an individual actively engaged in the management of residential property as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding performing the duties of a property manager. An Associate Member cannot hold the RMP® and / or MPM® designation, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals do not hold an active real estate license but must follow his/her specific state regulatory licensing law regarding performing the duties of a property manager, whether or not they hold an active real estate license.

**Section C: Support Staff**

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a

capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

**Section D: Affiliate Member**

An Affiliate Member shall be an individual or business entity, which provides products, services, or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; however, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairperson or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall not recognize all NARPM® National Affiliate Member as Affiliate Members of this Chapter.

**Section E: Honorary Member**

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors to the National Association Board of Directors, have rendered or continue to render distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

**Section F: Life Member**

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members.

Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the Board of Director must be approved in order to hold this membership type”.

**Section G: Company Membership**

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

**Section H: Application by Professional, Associate, Support Staff**

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committee upon which the member serves, if any.

**ARTICLE III: Suspension, Termination, Transferring, and Reinstatement of Membership.**

**Section A: Suspension of Membership**

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national

association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

#### Section B: **Termination of Membership**

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and national association.

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Greater Portland Chapter and the national association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
  - b. Affiliate Member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues with 75 days of due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the national association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the national association to the Chapter Executive Committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or the non-payment of national annual dues.

#### Section C: **Transferring in a Company membership:**

The use of Company membership will enable the transfer of memberships to

other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

**Section D: Reinstatement of Membership**

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

**ARTICLE IV: Executive Committee/ Board of Directors**

**Section A: Responsibilities**

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

**Section B: The Executive Committee**

All chapter executive committee members should faithfully attend all Chapter

Executive Committee meetings, the Executive Committee, hereinafter know as the committee, shall be composed of five (5) officers as follows:

1. President: The President shall:
  - a. Be the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s)
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the national association.
  - g. Serve a term of one year commencing with the beginning of the new year.
  - h. Must be a Professional Member of the Chapter
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers the President will be reimbursed for expenses by Portland NARPM as outlined in Chapter Procedures.
2. President-Elect: The President-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during the calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter
  - h. Notify all chapter members of upcoming meetings.
  - i. Coordinate speakers and lectures that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission.
  - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend the President-Elect will be reimbursed for expenses by

Portland NARPM as outlined in Chapter Procedures.

3. Secretary: The Secretary shall:
  - a. Maintain current chapter membership record to coincide with the national association's membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - d. Serve a term of one year commencing with the beginning of the calendar year.
  - e. Must be a Professional Member of the Chapter
  
4. Treasurer: The Treasurer shall:
  - a. Be a signatory for all funds withdrawn from the chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for committee upon request.
  - e. File all federal, state, and local reports as needed.
  - f. Prepare an end-of-year fiscal year report for the nation association.
  - g. File tax and other financial reports with the appropriate government agencies
  - h. Undertake responsibility for other such activities as deemed appropriate by the committee.
  - i. Serve a one-year term commencing with the beginning of the calendar year.
  - j. Must be a Professional Member of the Chapter
  
5. Past President- Past President shall
  - a. Shall serve as Chairman of the Nominating Committee
  - b. Undertake responsibilities as assigned by the President.
  - c. Serve a term of one year commencing with the beginning of the calendar year.

**ARTICLE V: Eligibility, Nominations, Elections, Terms of Office, and Vacancies**



Section A: **Eligibility**

To be eligible to serve as a Chapter Officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: **Notification of Members**

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the calendar year. Nomination shall be done in two ways:

1. Write-in: Any member who writes in the name of the nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five (5%) of the professional Chapter members.
2. In Person: Any member who is present during the electoral process can be nominated.

Section C: **Elections**

Elections shall be conducted in the last regularly scheduled chapter meeting, or electronically if approved by the Chapter Executive Committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing President shall conduct the election. The outgoing president can delegate the electoral process to the President-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee: The immediate Past President shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Greater Portland Chapter Executive Committee and presented to the membership for final vote.

3. Uncontested Offices: The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nomination for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.

Section D: **Term of Office**

An Officer's term of office shall commence with the beginning of the beginning of the chapter's calendar year and conclude at the end of the same.

Section E: **Vacancy**

An office shall be declared vacant when an Officer:

1. Resigns that office through written notification to the president of the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.

Section F: **Filling a Vacated Office**

In the event that the position of the President is vacated, the President-elect shall automatically fill that position and shall continue to serve as both President and President-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election.
2. Procedure: By an individual nominated and approved by the executive committee.

Section G: **Company Membership:**

Company Membership is offered to the responsible individual of the company. In order to hold Company membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staffs and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

ARTICLE VI: **Meetings, Location and Majority Rules**

Section A: **Meetings**

The Executive Committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter Executive Committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the President, the Secretary shall notify all member of the Executive Committee of the date, time and place by regular letter or email mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the Executive Committee at the regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meeting: If approved by the Chapter Executive Committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: **Location**

All meetings of the Chapter shall be held within the geographic definition of the chapter. All meetings of the Executive Committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the Executive Committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: **Quorum**

1. A majority of the Executive Committee Officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the members eligible to vote at a regularly scheduled meeting. A Chapter event can be held without a quorum, but no business can be conducted.

Section D: **Simple Majority Vote**

All actions and decisions of the Executive Committee shall be made official by simple majority vote of the members present at any regular or special meetings of the committee, unless otherwise precluded by law.

ARTICLE VII: **Committees: Appointment, Responsibilities, Creation and Dissolution**

Section A: **Appointment**

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairperson and members of all sub-committees shall be appointed by the President with the advice and consent of the Executive Committee.

Section B: **Responsibilities**

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the President with the advice and consent of the Executive Committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the Executive Committee.

Section C: **Creation and Dissolution**

The President, with the advice and consent of the Executive Committee, shall have the authority to create and dissolve sub-committees according to the needs of the Chapter.

ARTICLE VIII: **Code of Ethics & Standards of Professionalism:**

**Acknowledgement and Enforcement:**

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will; result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: **Chapter Charter**

A Chapter Charter is granted by the National Association of Residential Property Managers, only upon the acknowledgment that the Chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal actions(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s), or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws and the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section D: **Enforcement**

It is the duty of the President of the Chapter to report all violations to the national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: **Financial Considerations: Calendar Year, Chapter Dues, Special Assessments, Budget, Non-Binding**

Section A: **Calendar Year**

The chapter's financial year shall be a calendar year.

Section B: **Chapter Dues**

The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter due within **sixty**

**days (60)** days after the first day of the year shall result in automatic termination of Chapter membership unless there are extenuating circumstances.

3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the Board of Directors during the budgeting process.
4. Affiliate Dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The Chapter will charge dues to National Affiliate members.
5. Company Membership Dues: Requires payment by the company of all fees that are due and payable to NARPM® for members in the company. The responsible individual for the company shall be liable for any amounts that are unpaid under the Company Membership.
6. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: **Special Assessments**

Special Assessments may be established by the Executive Committee and imposed upon its Chapter members and /or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the Chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: **Budget**

The Treasurer, in conjunction with the Executive Committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Greater Portland Chapter's Executive Committee or Board of Directors.

Section E: **Non-Binding**

The Chapter shall not have any authority to financially obligate or bind the national association for any reason.

**ARTICLE X: Proposals and Procedures for Amending: Proposal, Procedure for Amending, Approval**

**Section A: Proposals**

Amendments to these bylaws may be proposed by any Chapter member or Board of Directors of the national association at any time through a letter addressed to the Executive Committee and presented or mailed to the Secretary. Any proposal shall be studied by the entire Executive Committee or an Officer of the Executive Committee or by a sub-committee created and/or assigned for that purpose as appointed by the President.

**Section B: Procedure for Amending**

The entity assigned for the purpose of reviewing proposed bylaw revision shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

**Section C: Approval**

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the Board of Directors of the nation association prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at National's office.

**ARTICLE XI: Miscellaneous: Invalidity, Waiver, Hold Harmless and Indemnify, State Laws, Dissolution**

**Section A: Invalidity**

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability, or effect of the remainder of these bylaws.

**Section B: Waiver**

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

**Section C: Hold Harmless and Indemnify**

The Chapter shall hold harmless and indemnify members of the Executive



Committee, Officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairperson, and committee members who are acting within the scope of their responsibilities, duties, or these bylaws.

Section D: **State Laws**

These bylaws may be amended to conform and comply with the laws, statutes, rules, and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Oregon state law, Chapter shall notify the national association of said amendments, but no further action will be required.

Section E. **Sexual Harassment**

The National Association of Residential Property Managers™ (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section F: **Dissolution**

Should the membership vote by majority to dissolve the operation of the Greater Portland Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

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**Mary Ann Gray**

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**From:** 990 Online Tech Support <Support@Form990.org>  
**Sent:** Tuesday, March 15, 2022 4:08 PM  
**To:** Mary Ann Gray  
**Subject:** Form 8868 E-filing Receipt - IRS Status: Accepted

Organization: GREATER PORTLAND CHPT OF THE NATL ASSOC OF RESIDENTIAL PROPERTY MGRS  
EIN: 93-1096974  
Return Type: Form 8868  
Return Year: 2021  
Submission ID: 8600762022074ad37957  
Return Timestamp: 3/15/2022 6:36:58 PM  
Accepted Date: 3/15/2022

Thank you for using the 990 Online system for preparing and electronically filing your Form 8868 return. This email contains some important identifying information about the return we transmitted. You may want to keep this email in case you need to contact the IRS regarding your return.

The return described above was transmitted to the IRS. The IRS has ACCEPTED the return. Congratulations.

Since your return was for an extension request, acceptance of this electronically filed Form 8868 return indicates that the IRS has approved the six month extension. We hope you will use our systems to file your return as well.

Please visit [https://url.emailprotection.link/?bpc96iJtsyORxzdpx2Nb0adLTf-G4ORPna5hc6T9WXeQ7eTQ\\_h4vWBcufMwHWcbW-KdhQbopzFXYdcp\\_z56z1A~~](https://url.emailprotection.link/?bpc96iJtsyORxzdpx2Nb0adLTf-G4ORPna5hc6T9WXeQ7eTQ_h4vWBcufMwHWcbW-KdhQbopzFXYdcp_z56z1A~~) to stay informed of enhancements to our e-filing systems.

Once again, thank you for using the 990 Online system.

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e-file.form990.org technical support  
Phone: 888-666-1773 (toll free)  
email: Support@Form990.org

# Application for Automatic Extension of Time To File an Exempt Organization Return

(Rev. January 2022)

Department of the Treasury  
Internal Revenue Service

► **File a separate application for each return.**  
► **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

<b>Type or print</b>  File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. <b>GREATER PORTLAND CHPT OF THE NATL ASSOC OF RESIDENTIAL PROPERTY</b>	Taxpayer identification number (TIN) <b>93-1096974</b>
	Number, street, and room or suite no. If a P.O. box, see instructions. <b>1800 SW 1st Ave Ste 640</b>	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>Portland, OR 97201</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) . . . . . 

0	1
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Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

- The books are in the care of ► Westside Secretarial Service, 2705 E Burnside St Ste 212, Portland, OR 97214
- Telephone No. ► 503-292-8881 Fax No. ► 503-292-8237
- If the organization does not have an office or place of business in the United States, check this box . . . . .
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_ . If this is for the whole group, check this box . . . . .  If it is for part of the group, check this box . . . . .  and attach a list with the names and TINs of all members the extension is for.

- I request an automatic 6-month extension of time until 11/15, 20 22, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
  - calendar year 20 21 or
  - tax year beginning \_\_\_\_\_, 20 \_\_\_\_\_, and ending \_\_\_\_\_, 20 \_\_\_\_\_.
- If the tax year entered in line 1 is for less than 12 months, check reason:  Initial return  Final return  
 Change in accounting period

<b>3a</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

3

**Mary Ann Gray**

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**From:** 990 Online Tech Support <Support@Form990.org>  
**Sent:** Tuesday, March 15, 2022 4:08 PM  
**To:** Mary Ann Gray  
**Subject:** Form 8868 E-filing Receipt - IRS Status: Accepted

Organization: GREATER PORTLAND CHPT OF THE NATL ASSOC OF RESIDENTIAL PROPERTY MGRS  
EIN: 93-1096974  
Return Type: Form 8868  
Return Year: 2021  
Submission ID: 8600762022074ad37957  
Return Timestamp: 3/15/2022 6:36:58 PM  
Accepted Date: 3/15/2022

Thank you for using the 990 Online system for preparing and electronically filing your Form 8868 return. This email contains some important identifying information about the return we transmitted. You may want to keep this email in case you need to contact the IRS regarding your return.

The return described above was transmitted to the IRS. The IRS has ACCEPTED the return. Congratulations.

Since your return was for an extension request, acceptance of this electronically filed Form 8868 return indicates that the IRS has approved the six month extension. We hope you will use our systems to file your return as well.

Please visit [https://url.emailprotection.link/?bpc96iJtsyORxrdxp2Nb0adLTf-G4ORPna5hc6T9WXeQ7eTQ\\_h4vWBcufMwHWcbW-KdhQbopzFXydcp\\_z56z1A~~](https://url.emailprotection.link/?bpc96iJtsyORxrdxp2Nb0adLTf-G4ORPna5hc6T9WXeQ7eTQ_h4vWBcufMwHWcbW-KdhQbopzFXydcp_z56z1A~~) to stay informed of enhancements to our e-filing systems.

Once again, thank you for using the 990 Online system.

-----  
e-file.form990.org technical support  
Phone: 888-666-1773 (toll free)  
email: Support@Form990.org

# NARPM - Greater Portland Chapter

Budget vs. Actuals: FY\_2021 - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Affiliate Membership Dues	12,075.00	12,000.00	75.00	100.63 %
First Time Member Dues	745.00		745.00	
Interest income	2.69		2.69	
<b>Membership Dues</b>				
Company Membership Group of 4	1,150.00	1,500.00	-350.00	76.67 %
Professional	11,211.00	10,000.00	1,211.00	112.11 %
Support Staff	320.00	500.00	-180.00	64.00 %
<b>Total Membership Dues</b>	<b>12,681.00</b>	<b>12,000.00</b>	<b>681.00</b>	<b>105.68 %</b>
Raffle Income	390.00		390.00	
Reimbursement from National		1,000.00	-1,000.00	
Vendor Spotlights	1,000.00	1,500.00	-500.00	66.67 %
<b>Total Income</b>	<b>\$26,893.69</b>	<b>\$26,500.00</b>	<b>\$393.69</b>	<b>101.49 %</b>
<b>GROSS PROFIT</b>	<b>\$26,893.69</b>	<b>\$26,500.00</b>	<b>\$393.69</b>	<b>101.49 %</b>
<b>Expenses</b>				
Advertising Expenses	4,639.37		4,639.37	
Bank Service Charge	277.07	300.00	-22.93	92.36 %
<b>Business Expenses</b>				
Business Registration Fees	50.00	200.00	-150.00	25.00 %
<b>Total Business Expenses</b>	<b>50.00</b>	<b>200.00</b>	<b>-150.00</b>	<b>25.00 %</b>
<b>Contract Services</b>				
Accounting Fees	5,467.70	4,800.00	667.70	113.91 %
<b>Total Contract Services</b>	<b>5,467.70</b>	<b>4,800.00</b>	<b>667.70</b>	<b>113.91 %</b>
<b>Convention Reimb / Costs</b>				
Convention Reimb / Costs	1,895.00		1,895.00	
Hotel Costs	977.00	1,500.00	-523.00	65.13 %
Parking Costs	60.00		60.00	
Registration Costs	1,085.00		1,085.00	
Travel Costs	747.65	4,000.00	-3,252.35	18.69 %
<b>Total Convention Reimb / Costs</b>	<b>4,764.65</b>	<b>5,500.00</b>	<b>-735.35</b>	<b>86.63 %</b>
<b>Dues</b>				
Dues		315.00	-315.00	
Insurance	972.00	900.00	72.00	108.00 %
Meals	251.71		251.71	
Rent - Monthly Meeting	2,946.70	7,600.00	-4,653.30	38.77 %
Speaker Fees	1,126.10	4,000.00	-2,873.90	28.15 %
Supplies	25.00	100.00	-75.00	25.00 %
Taxes - Filing Fees	50.00	50.00	0.00	100.00 %
Website	26.99		26.99	
<b>Total Expenses</b>	<b>\$20,597.29</b>	<b>\$23,765.00</b>	<b>\$ -3,167.71</b>	<b>86.67 %</b>
<b>NET OPERATING INCOME</b>	<b>\$6,296.40</b>	<b>\$2,735.00</b>	<b>\$3,561.40</b>	<b>230.22 %</b>
<b>NET INCOME</b>	<b>\$6,296.40</b>	<b>\$2,735.00</b>	<b>\$3,561.40</b>	<b>230.22 %</b>

# NARPM - Greater Portland Chapter

## Balance Sheet

As of December 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of West 3348	0.00
Checking - US Bank	0.00
First Citizen Bank 4271	0.00
Summit Checking 25604	52,333.29
<b>Total Bank Accounts</b>	<b>\$52,333.29</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$52,333.29</b>
<b>TOTAL ASSETS</b>	
<b>\$52,333.29</b>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Oregon Department of Revenue Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	6,426.13
Retained Earnings	39,610.76
Net Income	6,296.40
<b>Total Equity</b>	<b>\$52,333.29</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$52,333.29</b>

## PM - Greater Portland Chapter 2022 Budget

Proposed  
Jan - Dec 2022

<b>Income</b>	
Affiliate Membership Dues	12,000.00
First Time Member Dues	1,350.00
Interest income	2.00
Meeting Fees	200.00
<b>Membership Dues</b>	
Company Membership Group of 4	1,150.00
Professional	9,000.00
Support Staff	380.00
<b>Total Membership Dues</b>	<b>\$ 10,530.00</b>
Reimbursement from National	1,000.00
Special Events	500.00
<b>Vendor Sponsors</b>	
Vendor	2,400.00
National spotlights	1,000.00
<b>Total Income</b>	<b>\$ 28,982.00</b>
<b>Gross Profit</b>	<b>\$ 28,982.00</b>
<b>Expenses</b>	
Advertising Expenses	1,500.00
Bank Service Charge	225.00
<b>Business Expenses</b>	
Business Registration Fees	150.00
<b>Total Business Expenses</b>	<b>\$ 150.00</b>
<b>Contract Services</b>	
Accounting Fees	7,400.00
<b>Total Contract Services</b>	<b>\$ 7,400.00</b>
<b>Convention Reimb / Costs</b>	
Hotel costs	
Registration Costs	
Parking costs	
Travel Costs	
<b>Total Convention Reimb / Costs</b>	<b>\$ 5,000.00</b>
Dues	325.00
Insurance	1,000.00
Meals/Bd/committee expenses	2,000.00
Rent - Monthly Meeting	16,000.00
Referral Fees	350.00
Speaker Fees	2,500.00
Supplies	250.00
Tech Fees	650.00
Taxes - Filing Fees	50.00
<b>Total Expenses</b>	<b>\$ 36,750.00</b>



National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

**February 19, 2021 - Greater Portland Chapter Zoom Meeting**

**Mission Statement**

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

**Vision**

NARPM® will be the recognized leader in the residential property management industry.

**AGENDA**

- 11:35 - 11:45 **Welcome**
- 11:45– 11:55 AM **NARPM Standard of Professionalism: 1-2 The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.**  
**Positive Focus/NARPM Moment: Jason Evans - Trio Property Management**  
**Announcements/New Members and New Vendors**  
**Networking/Break out rooms**
- 12:00 - 12:50 PM **Speaker: Peter Bale - "Don't Be That Person" - This class identifies the most common mistakes that get property managers in trouble with OREA**  
**Mini Spotlight: Kaitlin Torney - ClearResult**
- 1:30 PM **Adjourn**



**Virtual Happy Hour - Thursday, March 25, 2021 4:00 pm**  
**Announcements: Next Chapter Meeting - Friday, March 19, 2021**  
**Next Board Meeting – Wednesday, March 17th at 2:00 pm - 3:30 pm**

**\*\* Please email [jjay.jensen@mainlander](mailto:jjay.jensen@mainlander) with any feedback, speaker suggestions, etc. \*\*\***

**NARPM® Antitrust Statement:**  
It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.





National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

**March 19, 2021 - Greater Portland Chapter Zoom Meeting**

### **Mission Statement**

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

### **Vision**

NARPM® will be the recognized leader in the residential property management industry.

## **AGENDA**

11:30 - 11:35

**Welcome**

11:35– 12:00 PM

**NARPM Standard of Professionalism: 1-3 The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking. - Brock Billings - DwellRight Property Management**

**Positive Focus/NARPM Moment: Cyndi Strandberg - Evergreen Property Management**

**Announcements/New Members and New Vendors**

**Spotlight: Melissa Mininni - YARDI**



**Networking/Break out rooms**

12:10 - 1:00 PM

**Speaker: Brian Birdy - "The "MUST" Haves for Property Managers in 2021" -**

**In this class we will discuss some of the top things that Property Managers need to HAVE to ensure they are keeping up with the changing times in the industry, are able to grow, and can be seen as the right choice for both Owners and Tenants**

**Legislative Update: Charlie Kovas**

**Virtual Happy Hour - Thursday, April 22, 2021 4:00 pm**

**Announcements: Next Chapter Meeting - Friday, April 16, 2021**

**Next Board Meeting – Tuesday, April 13th at 2:00 pm - 3:30 pm**

**Adjourn**

**\*\* Please email [jjay.jensen@mainlander](mailto:jjay.jensen@mainlander) with any feedback, speaker suggestions, etc. \*\*\***

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National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

**April 16, 2021 - Greater Portland Chapter Zoom Meeting**

#### **Mission Statement**

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#### **Vision**

NARPM® will be the recognized leader in the residential property management industry.

### **AGENDA**

- 11:30 - 11:35      **Welcome**
- 11:35– 12:00 PM      **NARPM Standard of Professionalism: 1-4: The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM® Antitrust Policy and any related procedures.**
- Positive Focus/NARPM Moment: Coty Thurman - Living Room Realty**
- Announcements/New Members and New Vendors**
- Networking/Break out rooms**
- 12:00 - 1:00 PM      **Speaker: AJ Shepard - "Syndication - What is it?" -**
- Legislative Update: Charlie Kovas**
- Broker/Owner - Starts Monday! April 19-21**
- Virtual Happy Hour - Thursday, April 22, 2021 4:00 pm**
- Announcements: Next Chapter Meeting - Friday, May 21, 2021**
- Next Board Meeting – Tuesday, May 18th at 2:00 pm - 3:30 pm**
- Adjourn**

**\*\* Please email [jjay.jensen@mainlander](mailto:jjay.jensen@mainlander) with any feedback, speaker suggestions, etc. \*\***

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National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

**May 21, 2021 - Greater Portland Chapter Zoom Meeting**

**Mission Statement**

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**Vision**

NARPM® will be the recognized leader in the residential property management industry.

**AGENDA**

11:30 - 11:35

**Welcome**

11:35– 12:00 PM

**NARPM Standard of Professionalism: 1-5: The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.**

**Positive Focus/NARPM Moment: Kristi Martin - STOP Restoration**

**Announcements/New Members and New Vendors**

**Networking/Break out rooms**

12:00 - 1:00 PM

**Speaker: Charlie Kovas - Legislative Update**

**Announcements: Next Chapter Meeting - Friday, June 18, 2021**

**Next Board Meeting – Tuesday, June 15th at 2:00 pm - 3:30 pm**

**Adjourn**

**\*\* Please email [jjay.jensen@mainlander](mailto:jjay.jensen@mainlander) with any feedback, speaker suggestions, etc. \*\*\***

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National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

**July 16, 2021 - Greater Portland Chapter Zoom Meeting**

**Mission Statement:** NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

**Vision:** NARPM® will be the recognized leader in the residential property management industry.

**AGENDA**

11:30 - 11:35

**Welcome**

11:35– 11:45 PM

**NARPM Standard of Professionalism: 1-6:** The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action. <https://www.narpm.org>

**Announcements/New Members and New Vendor**

**Spotlight - Noah Kramer, Latchel, <https://latchel.com>**



**Networking/Breakout rooms:** What was your “focus project” this past week and what did you learn while working on it?

11:45 - 12:35 PM

**Speaker: Jonathan Clay, MultiFamily NW <https://www.multifamilynw.org>**

Communication Specialist with Multifamily NW - Jonathan manages the dissemination of rapidly changing housing policy and industry regulations across multiple communication platforms and to a wide variety of audiences. In his position, he interacts with a diverse group of stakeholders including elected officials, housing providers, the general public, and housing advocates. He also manages and supervises several volunteer committees that produce amazing educational events large and small.



**MULTIFAMILY NW**  
The Association Promoting Quality Rental Housing

**Announcements:** Next Chapter Meeting - August 20th, 2021  
**IN PERSON** at The Old Spaghetti Factory, 715 S Bancroft Street,  
Portland, OR 97239

**Next Board Meeting:** August 17, 2021, @ 2pm



National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

**August 20, 2021 - Greater Portland Chapter Zoom Meeting**

**Mission Statement**

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

**Vision**

NARPM® will be the recognized leader in the residential property management industry.

**AGENDA**

11:30 - 11:35

**Welcome**

11:35– 11:45 PM

**NARPM Standard of Professionalism: 1-8:** The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.

**Announcements/New Members and New Vendors**

**Spotlight - Pam Richards - STOP Restoration**



11:45 - 12:35 PM

**Speaker: Melissa Sharone - 5 keys to creating, growing and maintaining a successful business. These 5 keys are easy tools that can be a game changer for your business as long as you're disciplined enough to execute them.**

**Legislative Update: Charlie Kovas**

**Networking/Break out rooms**

**Announcements: Next Chapter Meeting - Friday, September 17, 2021  
Next Board Meeting – Tuesday, September 14th at 2:00 pm - 3:30 pm**

**Adjourn**

**\*\* Please email [jjay.jensen@mainlander](mailto:jjay.jensen@mainlander) with any feedback, speaker suggestions, etc. \*\*\***

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National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

**September 17, 2021 - Greater Portland Chapter Meeting**

**Mission Statement**

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

**Vision**

NARPM® will be the recognized leader in the residential property management industry.

**AGENDA**

11:30 - 11:45 **Sign-in and Networking for Visitors, Members and Affiliates**

11:45– 11:55 **Welcome to and Introduction of Visitors, New Members and New Vendors:**

**NARPM Standard of Professionalism: 1-9:** The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.

12:00 - 12:15 **Spotlight - Pam Richards - STOP Restoration**



12:15 - 1:00 PM

**Speaker: Rhianna Campbell** - *There is no straight road to success. With all the twists and turns, we can often feel like we don't have all the tools we need to get the job done. But too many tools only leads to over complication. And in my experience in building a successful business, complicated rarely gets done. The best results are achieved with consistent habits over a period of time.*

**Networking**

**Announcements: Next Chapter Meeting - Friday, October 15, 2021**  
**Next Board Meeting – Tuesday, October 12th at 2:00 pm - 3:30 pm**

**Adjourn**

**\*\* Please email [jjay.jensen@mainlander](mailto:jjay.jensen@mainlander) with any feedback, speaker suggestions, etc. \*\*\***

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National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

**October 15, 2021 - Greater Portland Chapter Meeting**

**Mission Statement**

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

**Vision**

NARPM® will be the recognized leader in the residential property management industry.

**AGENDA**

11:30 - 11:45

**Sign-in and Networking for Visitors, Members and Affiliates**

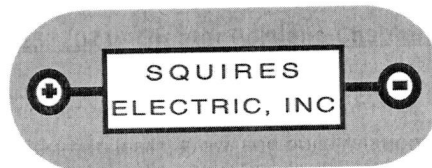
11:45 - 11:55

**Welcome to and Introduction of Visitors, New Members and New Vendors:**

**NARPM Standard of Professionalism: 1-10:** The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

12:00 - 12:15

**Spotlight - Trina Latshaw - Squires Electric**



12:15 - 1:00 PM

**Speaker: Insurance Panel - Pam Richards, with STOP Restoration, Molly Baez, with Lee Cannon Agency - American Family Insurance, and Mike Allen, with Crawford and Company, will discuss things to know about coverages, liability, tenant insurance, claims, best practices, general processes, and evolving industry trends.**

**Networking**

**Announcements: Next Chapter Meeting - Friday, November 19, 2021  
Next Board Meeting – Tuesday, November 16th at 2:00 pm - 3:30 pm**

**Happy hour! Thursday Oct 21, 2021 - Whiskey Barrel Lounge  
12960 SE 162nd Ave #100, Happy Valley, OR 97086**

**Adjourn**

**\*\* Please email [jjay.jensen@mainlander](mailto:jjay.jensen@mainlander) with any feedback, speaker suggestions, etc. \*\*\***

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National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

Chapter Board Meeting Agenda  
3/17/2021, Wednesday, 2:00 PM  
Conference Call

1. Welcome & Roll Call
2. Positive Focus - All
3. Consent Agenda
  - a. Approval of minutes from the last meeting
4. Treasurer's Report
  - a. Review of 2021 Income Statement, Balance Sheet, Aging Receivables
5. Action/Planning/Discussion Items
  - a. Roundtables/Discussion Groups - Planning?
  - b. Chapter Meetings agenda
  - c. Legislative Report: Charlie
  - d. Membership and Growth
  - e. Report from Katie McNelley, Ambassador
6. Updates from Committees and assignment of Committee Chairs
  - i. Education – Schedule of Speakers for 2021
  - ii. Membership – MultiFamily NW idea
  - iii. Affiliate –
  - iv. Legislative –
  - v. Special Events –
7. The date for Next Board Meeting – What Works for Everyone? - Location: Conference Call
8. Adjourn



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**Vision**

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## NARPM - Greater Portland Chapter Board Meeting Minutes

Tuesday, May 18th, 2021 @ 2:00 pm

Conference/Zoom Call

1. **Welcome and Roll Call:** JJay Jensen, Cyndi Strandberg, Katie McNeeley, Todd Schectman, Chris Hermanski, Mary Ann Gray, Brock Billings, Lynne Whitney, Pam Richards (Quorum met)
2. **Positive Focus and Introductions**
3. **Consent Agenda/Minutes:** Approval of March meeting minutes: Chris motions / Cyndi second / all in favor
4. **Treasurer's Report/Financial (Todd):**
  - Affiliate dues up 12% in March (Income up 12% as a result of Affiliate Dues)
  - Expenses on-track (20% of budget)
  - 85% of budget met from total membership dues
  - \$20,750 (78.3% of income)
  - Net Income: \$15,924.45
  - Approval of Treasure's Report: Cyndi motions / Chris seconds / all in favor)
5. **Action/Planning/Discussion:**
  - Reviewed Affiliate Aging Report
  - Changes in Chapter Bylaws in process
  - Charlie Kovas will present at the member meeting
    - Breakout primer groups for 10 minutes
  - Briefly discuss banking changes – committee review and recommendations
  - Happy House / House Happy presenting in June?
6. **Committee Report/Updates:**
  - **Membership Committee (Lynne): none at this time**
  - **Legislative Report (Charlie):**
  - **NARPM National Ambassador (Katie):**
    - Reminder regarding elections – need to establish slate of candidates for next year
7. **Special Events / Keys Dates:**
  - Membership meeting: May 28<sup>th</sup>, 2021. Focus planning on combined membership drive between Multifamily NW and Greater Portland NARPM. Communication planned for July, 2021
8. **Next Board Meeting:** Tuesday, June 15<sup>th</sup>, 2021
9. Adjourn

Submitted by Brock Billings, Secretary, Greater Portland Chapter of NARPM

## NARPM - Greater Portland Chapter Board Meeting Minutes

Tuesday, June 15th, 2021 @ 2:00 pm

Conference/Zoom Call

1. **Welcome and Roll Call:** JJay Jensen, Cyndi Strandberg, Katie McNeeley, Todd Schectman, Chris Hermanski, Mary Ann Gray, Brock Billings, Lynne Whitney, Pam Richards, Angela Devita (Quorum met)
2. **Positive Focus and Introductions**
3. **Consent Agenda/Minutes:** Approval of March meeting minutes: Cyndi motions / Pam second / all in favor
4. **Treasurer's Report/Financial (Todd):**
  - Income:
    - Affiliate dues: 85% of target
    - Professional dues: 88% of target
    - Vendor spotlight: 25% of target
  - Expenses:
    - Advertising – distribution of mugs to membership was not budgets, but approved by the board last year
    - All other expense categories are either in line or under budget
  - Overall Snapshot:
    - Income 79% of budget
    - Expenses 37% of budget
    - Net income for the year is \$12,167.05
  - Approval of Treasure's Report: (Brock motions / Cyndi second / all approved)
  - Transition of Chapter's banking to Summit Bank (Todd motions, Katie second, all approved)
5. **Action/Planning/Discussion:**
  - Bylaws updates soon
  - Matt Tringali w/ Home Vault will be June's presenter
  - Friday's meeting breakout rooms will follow the presentation – what do organization do to create a clear company culture
  - Discussion regarding transition to in-person meetings (facilitated by Cyndi):
    - Research continues for best in-person locations
    - Consideration hybrid meeting options to balance limited in-person meeting space – (1) posting meeting to a YouTube channel, (2) Continuation of Zoom, given proper facility bandwidth
  - Initial brainstorming on creating board member spotlight to reach/connect with new members
  - August in-person meeting – possible topics – Insurance
6. **Committee Report/Updates:**
  - **Membership Committee (Lynne):**
    - 2 spotlights filled in June

- David (?) – new local member
  - **Legislative Report (Charlie):** not present
  - **NARPM National Ambassador (Katie):**
    - Reminder regarding elections – need to establish slate of candidates for next year
7. Special Events / Keys Dates:
  8. **Next Board Meeting:** Tuesday, July 13<sup>th</sup>, 2021
  9. Adjourn

Submitted by Brock Billings, Secretary, Greater Portland Chapter of NARPM



National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

Chapter Board Meeting Agenda

8/17/2021, Tuesday, 2:00 PM

Conference Call

1. Welcome & Roll Call
2. Positive Focus - All
3. Consent Agenda
  - a. Approval of minutes from the last meeting
4. Treasurer's Report
  - a. Review of 2021 Income Statement, Balance Sheet, Aging Receivables
5. Action/Planning/Discussion Items
  - a. Chapter meeting this Friday
  - b. Meetings going forward, hybrid model
  - c. CE Credit requirements?
  - d. Updated By-Laws
  - e. 2022 Board
  - f. Chapter Meetings agenda
  - g. Legislative Report: Charlie
  - h. Membership and Growth
  - i. Report from Katie McNelley, Ambassador
6. Updates from Committees and assignment of Committee Chairs
  - i. Education – Schedule of Speakers for 2021
  - ii. Membership –
  - iii. Affiliate –
  - iv. Legislative –
  - v. Special Events –
7. The date for Next Board Meeting - Sept 14, 2021 - Location: Conference Call
8. Adjourn



**Mission Statement**

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

**Vision**

NARPM® will be the recognized leaders in residential property management industry.

**NARPM® Antitrust Statement:**

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

**Chapter Board Meeting Minutes**

**September 14, 2021, Tuesday, 2:00 PM via Conference Call**

**1. Welcome & Roll Call**

- |                 |                  |                |
|-----------------|------------------|----------------|
| a. JJay Jensen  | Mary Ann Gray    | Angela DeVita  |
| Chris Hermanski | Cyndi Strandberg | Lynne Whitney  |
| Charles Kovas   | Todd Schectman   | Jason Jamieson |

**2. Positive Focus**

- a. Each attendee shared a positive focus either personally or professionally. Good things are happening!

**3. Consent Agenda**

- a. Brock submitted meeting minutes via email from the August 17, 2020, Executive Board Meeting. Todd motioned to approve minutes, Charlie seconded, all voted to approve the minutes.

**4. Treasurer's Report**

- a. Todd reviewed the status of chapter accounts and gave a report. Todd shared that the transition to Summit Bank is almost complete, transition details were discussed. Todd motioned to approve the accounting report, Cyndi seconded, all voted to approve the treasurer's report.

**5. Action/Planning/Discussion Items**

- a. The September Chapter meeting is on for a virtual/in-person hybrid meeting format. The meeting will be held on September 17th at The Old Spaghetti Factory and streamed live via Zoom. Rhianna Campbell will speak on business success. The Board agreed to pay Rhianna Campbell a \$500 speaking fee. JJay will apply for a speaker grant.
- b. National Education class offering for 2022 needs to be scheduled. Katie is looking into class possibilities.

Month	Format/Speaker	Spotlight
September	Hybrid-Rhianna Campbell	Daniel Yahav
October	Hybrid- Panel	Trina @ Squires
November	Hybrid-COVID Cleaning Panel	OPEN

- c. A Legislative Report was given by Charlie Kovas. Charlie updated the Board on current legislative activities.
- d. The fall Happy Hour is scheduled for Thursday, October 21st from 4-6 at The Whiskey Barrel located at 12960 SE 162nd Ave., Happy Valley OR 97086 Phone: 503.855.4153.

**6. The date for Next Board Meeting: Oct 12 @ 2 pm.**

**7. Adjourn**

Respectfully submitted by Cyndi Strandberg, President-Elect, NARPM Greater Portland Chapter



National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

Chapter Board Meeting Agenda

11/16/2021, Tuesday, 2:00 PM

Conference Call

1. Welcome & Roll Call
2. Positive Focus - All
3. Consent Agenda
  - a. Approval of minutes from the last meeting
4. Treasurer's Report
  - a. Review of 2021 Income Statement, Balance Sheet, Aging Receivables
5. Action/Planning/Discussion Items
  - a. Strategic Planning Meeting - Dec 2, 2021
  - b. Chapter meeting this Friday - Hybrid
  - c. Holiday Party/Meeting
  - d. Holiday Charity Drive - Blanchet House/PDX Mission - Make decision
  - e. Education class for 2022
  - f. Legislative Report: Charlie
  - g. Report from Katie McNelley, Ambassador
6. Updates from Committees and assignment of Committee Chairs
  - i. Education – Schedule of Speakers for 2022
  - ii. Membership –
  - iii. Affiliate –
  - iv. Legislative –
  - v. Special Events –
7. The date for Next Meeting - Dec 2, 2021
8. Adjourn



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**Vision**

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## NARPM - Greater Portland Chapter Board Meeting Minutes

Tuesday, October 12th, 2021 @ 2:00 pm

Conference/Zoom Call

1. **Welcome and Roll Call: JJay Jensen, Chris Hermanski, Todd Schectman, Mary Ann Gray, Brock Billings, Lynne Whitney, Angela Devita, Cyndi Strandberg, Nicole Corwin, Jason Jamieson**  
(Quorum met)
2. **Positive Focus and Introductions**
3. **Consent Agenda/Minutes:** Approval of March meeting minutes: Motion – Angela; seconds - Lynne / all in favor
4. **Treasurer’s Report/Financial (Todd):**
  - Snapshot:
    - Affiliate dues income 93% of goal
    - Professional dues income 90% of goal
    - Vendor Spotlight income 67% of goal
  - Net income: \$11,062
  - Approval of Treasure’s Report: (Todd motions / Cyndi seconds / all approved)
5. **Action/Planning/Discussion:**
  - Upcoming Chapter Meeting – Insurance panel experts and discussion
  - Chapter sponsored education class in 2022: Cyndi to send out list of available NARPM classes / dates
  - Holiday Charity Drive – Blanchet House / PDX Mission: Clothing drive focus on socks, coats, and blankets (strong demand for men’s items). Additional discussion about incorporating toy collection.
  - Membership and Growth: Brief recap of Chapter’s participation in the MFNW’s Spectrum Event (generally went well; good participation)
  - Nations: Jennifer Stoops is now Greater Portland Chapter’s Regional VP
  - Planning: Strategic goal planning and budgeting set for Thursday 11/4/21 from 1 to 3:30 pm (since rescheduled to December).
6. **Committee Report/Updates:**
  - **Membership Committee (Angela):**
    - MFNW Spectrum recap
    - Discussion: Other/additional ways to work with Multifamily NW on shared membership growth
    - Holiday party – discussion / planning started
    - Board member intro videos
  - **Legislative Report (Charlie):** No update this meeting
  - **Education:**
    - October member meeting was an insurance panel
    - Ideas / discussions for upcoming meetings: Brad Larsen (probably postpone until 2022 when in-person participation is stronger), Amber/RHA, Leah Sykes
  - **NARPM National Ambassador (Katie):**

7. Special Events / Keys Dates:

- Happy Hour Social: 10/21/21 (4-6pm) at the Whiskey Barrel Lounge
- Next member meeting on Friday, 11/19/21

8. **Next Board Meeting:** Tuesday, November 16, 2021

Adjourn

Submitted by Brock Billings, Secretary, Greater Portland Chapter of NARPM



# NARPM - Greater Portland Chapter

## Balance Sheet

As of October 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of West 3348	54,099.58
Checking - US Bank	0.00
First Citizen Bank 4271	0.00
Summit Checking 25604	1,381.40
<b>Total Bank Accounts</b>	<b>\$55,480.98</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$55,480.98</b>
<b>TOTAL ASSETS</b>	<b>\$55,480.98</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	6,426.13
Retained Earnings	39,610.76
Net Income	9,444.09
<b>Total Equity</b>	<b>\$55,480.98</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$55,480.98</b>

# NARPM - Greater Portland Chapter

Budget vs. Actuals: FY\_2021 - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Affiliate Membership Dues	11,175.00	12,000.00	-825.00	93.13 %
First Time Member Dues	745.00		745.00	
Interest income	0.23		0.23	
<b>Membership Dues</b>				
Company Membership Group of 4	1,150.00	1,500.00	-350.00	76.67 %
Professional	9,030.00	10,000.00	-970.00	90.30 %
Support Staff	320.00	500.00	-180.00	64.00 %
<b>Total Membership Dues</b>	<b>10,500.00</b>	<b>12,000.00</b>	<b>-1,500.00</b>	<b>87.50 %</b>
Reimbursement from National		1,000.00	-1,000.00	
Vendor Spotlights	1,000.00	1,500.00	-500.00	66.67 %
<b>Total Income</b>	<b>\$23,420.23</b>	<b>\$26,500.00</b>	<b>\$ -3,079.77</b>	<b>88.38 %</b>
<b>GROSS PROFIT</b>	<b>\$23,420.23</b>	<b>\$26,500.00</b>	<b>\$ -3,079.77</b>	<b>88.38 %</b>
<b>Expenses</b>				
Advertising Expenses	4,639.37		4,639.37	
Bank Service Charge	159.37	300.00	-140.63	53.12 %
<b>Business Expenses</b>				
Business Registration Fees		200.00	-200.00	
<b>Total Business Expenses</b>		<b>200.00</b>	<b>-200.00</b>	
<b>Contract Services</b>				
Accounting Fees	5,067.70	4,800.00	267.70	105.58 %
<b>Total Contract Services</b>	<b>5,067.70</b>	<b>4,800.00</b>	<b>267.70</b>	<b>105.58 %</b>
<b>Convention Reimb / Costs</b>				
Hotel Costs		1,500.00	-1,500.00	
Registration Costs	1,085.00		1,085.00	
Travel Costs	396.79	4,000.00	-3,603.21	9.92 %
<b>Total Convention Reimb / Costs</b>	<b>1,481.79</b>	<b>5,500.00</b>	<b>-4,018.21</b>	<b>26.94 %</b>
Dues		315.00	-315.00	
Insurance	972.00	900.00	72.00	108.00 %
Meals	251.71		251.71	
Rent - Monthly Meeting	838.29	7,600.00	-6,761.71	11.03 %
Speaker Fees	995.00	4,000.00	-3,005.00	24.88 %
Supplies	25.00	100.00	-75.00	25.00 %
Taxes - Filing Fees	50.00	50.00	0.00	100.00 %
<b>Total Expenses</b>	<b>\$14,480.23</b>	<b>\$23,765.00</b>	<b>\$ -9,284.77</b>	<b>60.93 %</b>
<b>NET OPERATING INCOME</b>	<b>\$8,940.00</b>	<b>\$2,735.00</b>	<b>\$6,205.00</b>	<b>326.87 %</b>
<b>NET INCOME</b>	<b>\$8,940.00</b>	<b>\$2,735.00</b>	<b>\$6,205.00</b>	<b>326.87 %</b>

# NARPM - Greater Portland Chapter

## A/R Aging Summary

As of November 16, 2021

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Boss Exteriors					300.00	\$300.00
Gail Scott					210.00	\$210.00
Jill Maricich					210.00	\$210.00
Jim McNeeley					210.00	\$210.00
Matt-Williams					300.00	\$300.00
Seann Bates					210.00	\$210.00
Sleep Sound Property Mgmt					575.00	\$575.00
Snug Services					300.00	\$300.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,315.00</b>	<b>\$2,315.00</b>



National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R

Chapter Board Meeting Agenda

12/14/2021, Tuesday, 2:00 PM

Conference Call

1. Welcome & Roll Call
2. Positive Focus - All
3. Consent Agenda
  - a. Approval of minutes from the last meeting
4. Treasurer's Report
  - a. Review of 2021 Income Statement, Balance Sheet, Aging Receivables
5. Action/Planning/Discussion Items
  - a. Strategic Planning Meeting - Review
  - b. Holiday Party/Meeting - Finals items needed?
  - c. Education class for 2022
  - d. Legislative Report: Charlie
  - e. Report from Katie McNelley, Ambassador
6. Updates from Committees and assignment of Committee Chairs
  - i. Education – Schedule of Speakers for 2022
  - ii. Membership –
  - iii. Affiliate –
  - iv. Legislative –
  - v. Special Events –
7. The date for Next Meeting - Jan 18, 2022
8. Adjourn



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**Vision**

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## NARPM - Greater Portland Chapter Board Meeting Minutes

Tuesday, November 16th, 2021 @ 2:00 pm

### Conference/Zoom Call

1. **Welcome and Roll Call:** JJay Jensen, Todd Schectman, Mary Ann Gray, Brock Billings, Lynne Whitney, Cyndi Strandberg, Nicole Corwin, Pam Richards, Charlie Kovas (Quorum met)
2. **Positive Focus and Introductions**
3. **Consent Agenda/Minutes:** Approval of **October** meeting minutes: Motion –Charlie; seconds – Pam and Lynne / all in favor
4. **Treasurer’s Report/Financial (Todd):**
  - Snapshot (little change from last meeting)
    - Affiliate dues income 93% of goal
    - Professional dues income 90% of goal
    - Vendor Spotlight income 68% of goal
  - Gross Income: \$23,423
  - Expenses: \$14,480 (60% of budget)
  - Net income: \$8,940
  - Equity: \$55,480
  - Final transactional moves underway to Summit Bank
  - Approval of Treasure’s Report: (Todd motions / Brock seconds / all approved)
5. **Action/Planning/Discussion:**
  - Announcement/Reminder: Strategic Planning Meeting set for December 2<sup>nd</sup>, 11 am to 3 pm
  - Upcoming chapter meeting will continue in hybrid format
  - Holiday Party/Meeting: Location is the Hilton Garden Inn, off Meadows Drive in Lake Oswego (former meeting venue).
  - National Education Class – selection of chapter-sponsored classes in 2022
  - Legislative Report: Extension of Eviction Moratorium Safe Harbor period could be extended beyond February 2022 possible (likely?).
  - National Ambassador Report (Katie):
    - NARPM Leadership Training offered. 2 sessions in the next two weeks.
    - Broker-owner is scheduled for March in San Antonio, TX
    - Regional conference: WA State hosting regional conference in Boise
6. **Committee Report/Updates:**
  - **Membership Committee (Angela):**
  - **Affiliate Committee (Lynne):** affiliate engagement continues to be a challenge
  - **Legislative Report (Charlie):**
  - **Education:**
    - 2022 educational programming anticipated for the upcoming strategic planning meeting
  - **NARPM National Ambassador (Katie):**
7. Special Events / Keys Dates:

- No regular member meeting in December; this will be a holiday gathering / social event
8. **Next Board Meeting:** Tuesday, December 14<sup>th</sup>, 2022 (normal schedule)

Adjourn

Submitted by Brock Billings, Secretary, Greater Portland Chapter of NARPM

# NARPM - Greater Portland Chapter

## Balance Sheet

As of November 30, 2021

	TOTAL
12.14.21 NARPM Board Packet	
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of West 3348	1,099.58
Checking - US Bank	0.00
First Citizen Bank 4271	0.00
Summit Checking 25604	51,851.16
<b>Total Bank Accounts</b>	<b>\$52,950.74</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$52,950.74</b>
<b>TOTAL ASSETS</b>	<b>\$52,950.74</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	6,426.13
Retained Earnings	39,610.76
Net Income	6,913.85
<b>Total Equity</b>	<b>\$52,950.74</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$52,950.74</b>

# NARPM - Greater Portland Chapter

Budget vs. Actuals: FY\_2021 - FY21 P&L

January - December 2021

12.14.21 NARPM Board Packet

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
			% OF BUDGET
Income			
Affiliate Membership Dues	11,175.00	12,000.00	-825.00
First Time Member Dues	745.00		745.00
Interest income	1.43		1.43
Membership Dues			
Company Membership Group of 4	1,150.00	1,500.00	-350.00
Professional	9,030.00	10,000.00	-970.00
Support Staff	320.00	500.00	-180.00
<b>Total Membership Dues</b>	<b>10,500.00</b>	<b>12,000.00</b>	<b>-1,500.00</b>
Reimbursement from National	1,000.00	1,000.00	-1,000.00
Vendor Spotlights	1,000.00	1,500.00	-500.00
<b>Total Income</b>	<b>\$23,421.43</b>	<b>\$26,500.00</b>	<b>\$ -3,078.57</b>
GROSS PROFIT	<b>\$23,421.43</b>	<b>\$26,500.00</b>	<b>\$ -3,078.57</b>
Expenses			
Advertising Expenses	4,639.37		4,639.37
Bank Service Charge	184.37	300.00	-115.63
Business Expenses			
Business Registration Fees	200.00		-200.00
<b>Total Business Expenses</b>	<b>200.00</b>	<b>200.00</b>	<b>-200.00</b>
Contract Services			
Accounting Fees	5,067.70	4,800.00	267.70
<b>Total Contract Services</b>	<b>5,067.70</b>	<b>4,800.00</b>	<b>267.70</b>
Convention Reimb / Costs			
Hotel Costs	977.00	1,500.00	-523.00
Parking Costs	60.00		60.00
Registration Costs	1,085.00		1,085.00
Travel Costs	747.65	4,000.00	-3,252.35
<b>Total Convention Reimb / Costs</b>	<b>2,869.65</b>	<b>5,500.00</b>	<b>-2,630.35</b>
Dues			
Insurance	972.00	315.00	-315.00
Meals	251.71	900.00	72.00
Rent - Monthly Meeting	1,477.78	7,600.00	251.71
Speaker Fees	995.00	4,000.00	-6,122.22
Supplies	25.00	100.00	-3,005.00
Taxes - Filing Fees	50.00	50.00	-75.00
<b>Total Expenses</b>	<b>\$16,532.58</b>	<b>\$23,765.00</b>	<b>\$ -7,232.42</b>
<b>NET OPERATING INCOME</b>	<b>\$6,888.85</b>	<b>\$2,735.00</b>	<b>\$4,153.85</b>
<b>NET INCOME</b>	<b>\$6,888.85</b>	<b>\$2,735.00</b>	<b>\$4,153.85</b>

08 of 08



# NARPM - Greater Portland Chapter

## AVR Aging Summary

As of December 3, 2021

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
12.14.21 NARPM Board Packet						
Boss Exteriors					300.00	\$300.00
Gail Scott					210.00	\$210.00
Jill Maricich					210.00	\$210.00
Jim McNeeley					210.00	\$210.00
Matt-Williams					300.00	\$300.00
Seann Bates					210.00	\$210.00
Sleep Sound Property Mgmt					575.00	\$575.00
Snug Services					300.00	\$300.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,315.00</b>	<b>\$2,315.00</b>



National Association of Residential Property Managers

## The Greater Portland Chapter - Oregon

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Cyndi's Notes from Strategic Planning | "One Board, One Voice." -Melissa

**2022 Chapter Focus: Engagement | Communication | Education**

**2022 Chapter Goal: Rebuild for the New Normal**

### **My Goal as President:**

"To support the Board to run like a well-oiled machine and facilitate the creation of processes that lead to repeated excellence."

### **Things I need to understand to start leading the chapter:**

NARPM Membership Locally and Nationally

Board Member Job Descriptions

Vendor Sponsorship | Local and National

### **Things I need to run chapter meetings:**

**2022 Meeting Agenda Format** (Greeters | NARPM Moment | Board Introductions | Calendar Highlights | In Case You Didn't Know | Vendor Spotlight)

**Informational Slide Presentation** on repeat to run pre-meeting while folks are coming in. (Slide ideas-Vendor Spotlight | Upcoming Events | Charities | Join the Board | Designations | How to Join NARPM National | QR Codes | Sell Add Time??)

### **Speakers**

Local Speakers will receive a \$50 gift card and a card signed by the GP Board.

National Speakers will receive their speaker fee; be hosted by a GP Board member (picked up at the airport, etc.); and be treated to dinner with President level board members.

Board Host is responsible to book the speaker, notify MaryAnn regarding payment of any required speaker fee, reach out to the speaker a month in advance to loop them in on the meeting agenda and the tech set-up, get the speaker bio to prepare an introduction, greet speaker at the meeting and get them anything they need (lunch, drink, seating etc.), introduce the speaker in the meeting, send them a thank you card and appropriate gift.

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[www.portland.narpm.org](http://www.portland.narpm.org) | e: [greater-portland-narpm-members@googlegroups.com](mailto:greater-portland-narpm-members@googlegroups.com) | c: Coming soon!

Monthly Chapter Meetings | 3rd Friday of the Month | 11:30 - 1:00

The Old Spaghetti Factory, 715 S Bancroft St, Portland, OR 97239



National Association of Residential Property Managers

**The Greater Portland Chapter - Oregon**

**Working Speaker List - that means it's still a work in progress - we're nailing it down!**

Month	Topic	Speaker	Board Host
Jan	Pursuing Excellence	Terry Porter	Nicole
Feb	RHA & Legislative	Ron Garcia	Lynne
March	The Law	Leah Skyes	Pam
April	Ted Talks: Achieving Professional Success	Panel 1   AJ: Using VA's 2   ?? 3   ?? 4   ??	Nicole
May	Why and How to Hire A Business Coach	Mark Cunningham or Brad Larsen	Nicole
June	Self Preservation/Stress Management	Rhianna Campbell	Cyndi
July	SUMMER EVENT	-----	Pam
August	Traditional Month Off	-----	-----
Sept	Human Resources: Great Beginnings and Necessary Endings	?	?
Oct	Year-End Accounting and Tax Preparation	COBALT	Cyndi
Nov	Employee Reviews and Evaluations	Melissa	Katie
Dec	HOLIDAY PARTY	-----	Pam

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# #2

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, September 08, 2021 7:22:10 PM  
**Last Modified:** Wednesday, September 08, 2021 7:23:49 PM  
**Time Spent:** 00:01:39  
**IP Address:** 70.89.184.117

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Page 1: Positions with a \* are REQUIRED

## Q1

Chapter Name

Greater Portland Chapter

---

## Q2

Chapter President\*

Cyndi Strandberg

---

## Q3

President Elect\*

Nicole Corwin

---

## Q4

Past President\*

JJay Jensen

---

## Q5

Respondent skipped this question

Vice President (if applicable)

---

## Q6

Treasurer\*

Todd Schectman

---

**Q7**

Secretary\*

Brock Billings

---

**Q8**

Respondent skipped this question

Education Chair

---

**Q9**

Respondent skipped this question

Membership Chair

---

**Q10**

Respondent skipped this question

Legislative Chair

---

**Q11**

New Member Mentor\*

N/A

---

**Q12**

Respondent skipped this question

Other position not listed

---



## 2022 Board Elections

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Past President - JJay Jensen

- Approve
- Don't Approve
- Abstain

President - Cyndi Strandberg

- Approve
- Don't Approve
- Abstain

President Elect - Nicole Corwin

- Approve
- Don't Approve
- Abstain

Treasurer - Todd Schectman \*

- Approve
- Don't Approve
- Abstain

Your First and Last Name \*

Submit

[Report abuse](#)

Surveys by  **mailchimp**

## 2022 NARPM Board Elections

JJay Jensen <jjay.jensen@mainlander.com>

Mon 8/23/2021 11:16 AM

To: Katie McNeeley <katie@mcneeley.com>



National Association of Residential Property Managers

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G R E A T E R P O R T L A N D C H A P T E R

### 2022 Board Elections

Vote Here

[!\[\]\(47c8efd3db4ef6ff49ce5076e97f1597\_img.jpg\) Share](#)   [!\[\]\(7282b6bd27bf0505bbff3dec9e3fbdcc\_img.jpg\) Tweet](#)   [!\[\]\(ae2d78ef5bbcdba027709c1ddc54ad2f\_img.jpg\) Share](#)   [!\[\]\(cbd143244a12ece06178d065c0c08dda\_img.jpg\) Forward](#)

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## NARPM - 2021 Board Elections

JJay Jensen <jjay.jensen@mainlander.com>

Tue 9/22/2020 9:00 AM

To: Brock Billings <brock@dwelrightpm.com>

Click through below for your Portland Chapter Voting Ballot.

[View this email in your browser](#)



National Association of Residential Property Managers

G R E A T E R P O R T L A N D C H A P T E R



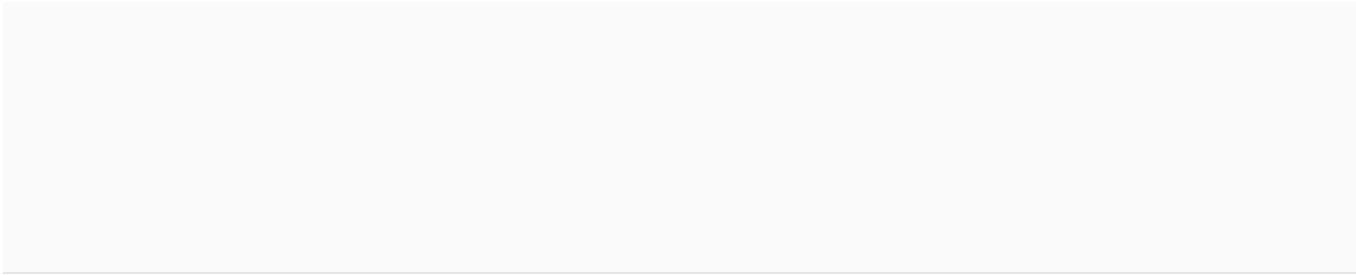
## It's time to vote for the Portland Chapter of NARPM 2021 Board of Directors

Please remember to only vote once and to complete your voting by Sunday  
September 27th

[Vote Here](#)

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