



**National Association of Residential Property Managers**

**February 24, 2017 Portland Chapter Board Meeting Minutes**

**Call to Order 1:02 PM**

**Roll Call: Sean Kerr, Kristi Villani, Erlin Taylor, Denny Miller, Chris Hermanski, Lynne Whitney, Ron Garcia, Melanie Adrian, Katie McNeeley, Bette Durham**

**Oregon Legislative House Hearing on March, 2, 2017. Carpool or drive- Starts at 8:00 AM**

**Matt Williams met with Rep Keny-Guyer and 3 other representatives in Salem. Matt was unable to report on the meeting.**

**Mandate all NARPM Portland Chapter Members put new NARPM logo on all rental advertising**

**Motion made by Katie McNeeley to donate \$1000 to the two Housing Associations: \$800 to Multifamily NW, \$200 to RHA. Second to the motion by Erlin Taylor. Motion carried by all.**

**Kristi Villani suggested a silent auction for a quilt she has. Proceeds could be donated to the Housing Associations.**

**The Portland Chapter's website has been updated.**

**Membership Committee- Sean and Bette to follow up with new members and guests from the meetings. We need a new member mentor program to introduce and guide new members to the Chapter**

**We have a new meeting space at the Hilton Garden Inn- 14850 Kruse Oaks Dr, Lake Oswego, OR**

**There will be 4 different meal options. Affiliate dues were raised to \$200 and the Vendor Spotlight person pays \$200**

**Education Committee-We need speakers for September and October. October meeting conflicts with National Convention. May meeting the Hilton's big room is already booked. Meeting will be in the lobby. Have a speaker who won't bring in too large a crowd.**

**March- speaker is Jim Roman**

**April- speaker is Peter Bales**

**June – speaker Vicki**

**April 2017- Portland Chapter will be hosting a National NARPM Class- Essentials of Risk Management- we need at least 6-7 people registered.**

**August 2017- Portland Chapter will be hosting a National NARPM Class- Policy and Procedures- Followed by a Vendor Appreciation Party**

**Report on Happy Hour Get together- 15-18 people – mostly members. We need to plan for the next Happy Hour. Lois and Bette to test locations on the west side.**

**Affiliates: Affiliate Chairman will need to cross reference the Portland Membership with current list.**

Filename: e615-2e71-e754-ec9c.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Bette Durham  
Keywords:  
Comments:  
Creation Date: 3/3/2017 8:29:00 PM  
Change Number: 1  
Last Saved On: 3/3/2017 9:55:00 PM  
Last Saved By: Bette Durham  
Total Editing Time: 87 Minutes  
Last Printed On: 3/26/2018 7:35:00 PM  
As of Last Complete Printing  
Number of Pages: 2  
Number of Words: 355  
Number of Characters: 1,825



September 15<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

- 12:00 – 12:10 PM      **Sign-in and Networking for Members and Affiliates**
- 12:10– 12:15 PM      **Welcome to new Vendors and Members:**  
Vendor Introduction (name and company)
- 12:15 – 12:45 PM      **Chapter/Committee Reports**
- 12:35 – 12:45 PM      **Vendor Spotlight:**  
Scott Cannon w/Interstate Roofing – *Thank you, Scott!*
- 12:45 – 12:55 PM      **2018 Officer’s Slate & Vote**

**NARPM Code of Ethics:**

**9-5** The Property Manager shall cooperate with other property managers when it is in the best interest of the Client or Tenant to do so.

- 12:55 – 1:55 PM      **Panel of Property Managers:**  
“Operational Strategies – Three Experts Share Their Strategies & Answer Your Questions”  
Panel:                      Denny Miller, Chris Hermanski, & Ron Garcia  
Moderator:                Nicholas Cook
- 1:55 – 2:00 PM      **Questions, Announcements, Adjourn**
- 2:00- 2:30 PM      **Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**

\*\*\* Please email [katie@mcneeley.com](mailto:katie@mcneeley.com) 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. 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.

Filename: 160a-976a-732c-09e8.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 9/13/2017 4:05:00 PM  
Change Number: 3  
Last Saved On: 10/5/2017 12:38:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 17 Minutes  
Last Printed On: 3/26/2018 7:36:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 282  
Number of Characters: 1,646

## 9.15.17 NARPM Chapter Meeting Notes

Welcome back – September Meeting of the Greater Portland chapter of NARPM. As always, we'll start by reading NARPM's mission and vision statements:

- **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.
- Any new professional members/affiliate members?
- Any guests?
- Affiliate Intro – name and co

### Committee Reports

- Legislative – Portland City Council is holding a hearing at 2:30 PM on 9/27 re: Security Deposit Ordinance.
- Hospitality/Special Events
- Membership
  - Likely holding our own membership drive shortly. National is having a September Member Drive where you can earn a \$200.00 credit by participating in the New Member Recruitment Program. Need info?
  - Company Memberships now available – 4 = \$735, then \$100 per
- Affiliate
- Education:
  - Held Office Operations course here in August; next up in Feb – Advanced Owner Client Relations (being revamped) 2/22
- National:
  - Online registration is STILL available for the 2017 national convention in Orlando. Early Bird discount ends 9/18.
    - The hotel and overflow hotel are booked, but there is a third option next door.
    - Enhanced registration – videos of the workshop sessions for an extra \$50 (higher if you wait and get them there)
  - 2018 and 2019 Broker Owner Conference & Expo will be held at the Mirage (April 2018 and February 2019)
  - Always looking for committee volunteers

### Vendor Spotlight

- Scott Cannon with Interstate Roofing – thank you!

### 2018 Officer's Slate & Vote:

President: Denny Miller  
President Elect: AJ Shepard  
Secretary: JJay Jensen  
Treasurer: Johanna Miller

**NARPM Code of Ethics 9-5** The Property Manager shall cooperate with other property managers when it is in the best interest of the Client or Tenant to do so.

### Panel of Property Managers:

“Operational Strategies – Three Experts Share Their Strategies & Answer Your Questions”

Panel: Denny Miller, Chris Hermanski, & Ron Garcia  
Moderator: Nicholas Cook

Adjourned, but we'd love it if you stayed and mingled with our valued affiliates!

Filename: bc52-46ee-bcbb-906e.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 9/19/2017 6:51:00 PM  
Change Number: 2  
Last Saved On: 9/19/2017 6:51:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 0 Minutes  
Last Printed On: 3/26/2018 7:36:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 332  
Number of Characters: 1,847



**2018 Board Candidates:**

President: Denny Miller  
President Elect: AJ Shepard  
Secretary: JJay Jenson  
Treasurer: Johanna Miller



**2018 Board Candidates:**

President: Denny Miller  
President Elect: AJ Shepard  
Secretary: JJay Jenson  
Treasurer: Johanna Miller



Filename: adaa-e00f-c8a7-e077.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 9/14/2017 8:16:00 PM  
Change Number: 2  
Last Saved On: 9/14/2017 8:16:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 0 Minutes  
Last Printed On: 3/26/2018 7:36:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 32  
Number of Characters: 216

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

21

Open to Pu

**A** For the 2017 Calendar year, or tax year beginning 2017-01-01 and ending 2017-12-31

**B** Check if available

- Terminated for Business  
 Gross receipts are normally \$50,000 or less

**C** Name of Organization: NATIONAL ASSOCIATION OF  
RESIDENTIAL PROPERTY MANAGERS

**D** Employee In  
Number 93-10

2705 E Burnside St,  
Portland, OR, US, 97214

**E** Website:

Portland.Narpm.org

**F** Name of Principal Officer: Denny Miller

PO Box 871600, Vancouver,  
WA, US, 98687

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless it has a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may be needed for the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated time to complete this form is 15 minutes.

**Note:** This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. Please file your Form 990-N (e-Postcard) electronically.



National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

Chapter Meeting Agenda  
National Association of Residential Property Managers  
January 20, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

- 12:00 – 12:15 PM **Sign-in and Networking for Members and Affiliates**
- 12:15 – 12:30 PM **Welcome to new Vendors and Members**
- Introduction of New Board**
- Member Recognition**  
Recognizing our members who have recently earned designations and our long term members
- Vendor Spotlight:**  
Trina Latshaw with Squires Electric – Thank you, Trina, for providing lunch!
- 12:30 – 1:30 PM **Speaker Presentation:**  
Jamie Whitehouse, Training & Development Specialist w/ Oregon’s Office of State Fire Marshal  
Topic: Fire & Life Safety Education – Smoke & CO Alarms Law
- 1:30 – 2:00 PM **Chapter/Committee Reports, Old Business, New Business, Adjourn**  
NARPM Code of Ethics:  
5-1: The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- 2:00- 2:30 PM **Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**



**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.

Filename: 2e09-92d7-5c11-6d78.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 1/19/2017 3:18:00 PM  
Change Number: 2  
Last Saved On: 1/20/2017 8:12:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 1,295 Minutes  
Last Printed On: 3/26/2018 7:36:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 291  
Number of Characters: 1,718



National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

Chapter Meeting Agenda  
National Association of Residential Property Managers  
February 17<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

12:00 – 12:15 PM

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

12:15 – 12:30 PM

**Welcome to new Vendors and Members**

Vendor Introduction (name and company)

**Vendor Spotlight:**

Bette Benson with Rubbish Works – *Thank you, Bette, for providing lunch!*

**NARPM Code of Ethics:**

**1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.

**9-5:** The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

12:30 – 1:30 PM

**Speaker Presentation:**

Andy Hahs – Attorney with Bittner & Hahs

Topic: City of Portland Relocation Ordinance

1:30 – 2:00 PM

**Chapter/Committee Reports, Old Business, New Business, Adjourn**

**Survey Results – What Legislative Position Would You Like to See NARPM TAKE?**

2:00- 2:30 PM

**Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**



**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.

Filename: 63bf-6deb-1648-ca94.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 2/16/2017 7:05:00 PM  
Change Number: 4  
Last Saved On: 2/22/2017 8:22:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 6 Minutes  
Last Printed On: 3/26/2018 7:36:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 294  
Number of Characters: 1,709



September 15<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

- 12:00 – 12:10 PM      **Sign-in and Networking for Members and Affiliates**
- 12:10– 12:15 PM      **Welcome to new Vendors and Members:**  
Vendor Introduction (name and company)
- 12:15 – 12:45 PM      **Chapter/Committee Reports**
- 12:35 – 12:45 PM      **Vendor Spotlight:**  
Scott Cannon w/Interstate Roofing – *Thank you, Scott!*
- 12:45 – 12:55 PM      **2018 Officer’s Slate & Vote**

**NARPM Code of Ethics:**

**9-5** The Property Manager shall cooperate with other property managers when it is in the best interest of the Client or Tenant to do so.

- 12:55 – 1:55 PM      **Panel of Property Managers:**  
“Operational Strategies – Three Experts Share Their Strategies & Answer Your Questions”  
Panel:                      Denny Miller, Chris Hermanski, & Ron Garcia  
Moderator:                Nicholas Cook
- 1:55 – 2:00 PM      **Questions, Announcements, Adjourn**
- 2:00- 2:30 PM      **Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**

\*\*\* Please email [katie@mcneeley.com](mailto:katie@mcneeley.com) 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. 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.

Filename: a313-fefc-fe29-898b.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 9/13/2017 4:05:00 PM  
Change Number: 3  
Last Saved On: 10/5/2017 12:38:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 17 Minutes  
Last Printed On: 3/26/2018 7:36:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 282  
Number of Characters: 1,646



# NARPM Meeting

Bette Durham Mainlander Property Management <bette@mainlander.com@mail79.atl11.rsgsv.net>  
on behalf of Bette Durham Mainlander Property Management <bette@mainlander.com>

Fri 12/8/2017 9:19 AM

To:Katie McNeeley <KatieM@mcneeley.com>;

## HAPPY HOLIDAYS!

Reminder if you have not RSVP'd to this invitation

### MAY YOUR DAYS BE MERRY AND BRIGHT!

*YOU ARE INVITED TO THE GREATER PORTLAND NARPM CHAPTER'S HOLIDAY GATHERING. THIS LUNCHEON IS PROVIDED TO ALL OF OUR WONDERFUL MEMBERS AND AFFILIATES. IT IS THE TIME OF YEAR FOR US TO GATHER AND SHARE THOUGHTS AND GOOD WISHES.*

*CHAPTER BUSINESS- Holiday Luncheon. WE LOOK FORWARD TO SEEING ALL MEMBERS AT THIS LUNCHEON.*

*DATE: DECEMBER 15, 2017*

*TIME- 12:00 NOON*

*PLACE- **HILTON GARDEN INN**, 14850 KRUSE OAKS DR, LAKE OSWEGO, OR*

**PLEASE RSVP TO [bette@mainlander.com](mailto:bette@mainlander.com)**

**THIS IS A CATERED EVENT SO IT IS IMPORTANT FOR US TO KNOW HOW MANY MEMBERS AND AFFILIATES WILL BE ATTENDING  
THANK YOU**



[View email in your browser](#) | [Unsubscribe](#) | [Update your profile](#) | [Forward to a friend](#)

Copyright (C) 2017 Mainlander Property Management All rights reserved.  
You are receiving this email because you are asked to be invited to NARPM Portland Chapter Meetings

Mainlander Property Management  
3927 Lake Grove Ave  
Lake Oswego, OR 97035

[Add us to your address book](#)





May 19<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

12:00 – 12:10 PM

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

12:10– 12:15 PM

**Welcome to new Vendors and Members:**

Vendor Introduction (name and company)

**NARPM Code of Ethics**

**11-1** The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.

12:15 – 12:45 PM

**Chapter/Committee Reports:**

- Legislative Update
- Special Events Update
- Membership Update
- Affiliate Update
- Education Update - <https://www.narpm.org/education/course-schedule>
- National Update

12:35 – 12:45 PM

**Vendor Spotlight:**

May Warrick with ACRAnet – *Thank you, May!*

12:45 – 1:45 PM

**Speaker Presentation:**

Erlin Taylor, A & G Rental Management

“The What, Why, and How of NARPM Designations”

1:45 – 2:00 PM

**Questions, Announcements, Adjourn**

2:00- 2:30 PM

**Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**

Email [katie@mcneeley.com](mailto:katie@mcneeley.com) 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. 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.

Filename: 9a9d-6dbc-8321-7795.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 5/17/2017 3:08:00 PM  
Change Number: 3  
Last Saved On: 5/19/2017 1:18:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 1,122 Minutes  
Last Printed On: 3/26/2018 7:37:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 281  
Number of Characters: 1,692



June 16<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

12:00 – 12:10 PM **Sign-in and Networking for Members and Affiliates**

12:10– 12:15 PM **Welcome to new Vendors and Members:**  
Vendor Introduction (name and company)

12:15 – 12:45 PM **Chapter/Committee Reports:**

- Legislative Update
- Special Events Update
- Membership Update
- Affiliate Update
- Education Update - <https://www.narpm.org/education/course-schedule>
- National Update

**NARPM Code of Ethics**

**11-1** The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.

12:35 – 12:45 PM **Vendor Spotlight:** .  
Brennan Taylor with BT Construction & Maintenance Services – *Thank you, Brennan!*

12:45 – 1:45 PM **Speaker Presentation:**  
Vickie Gaskill, Bell Anderson & Associates, LLC, AMO, CRMC  
Your 2010 National President of NARPM  
“Supreme Teams: Helping Your Company Succeed”

1:45 – 2:00 PM **Questions, Announcements, Adjourn**

2:00- 2:30 PM **Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**

**\*\*\* Please email [katie@mcneeley.com](mailto:katie@mcneeley.com) 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. 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.

Filename: 77b5-f50b-305b-29b1.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 6/15/2017 3:37:00 PM  
Change Number: 3  
Last Saved On: 6/16/2017 1:37:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 1,131 Minutes  
Last Printed On: 3/26/2018 7:37:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 294  
Number of Characters: 1,789



October 27<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

12:00 – 12:10 PM      **Sign-in and Networking for Members and Affiliates**

12:10– 12:15 PM      **Welcome to new Vendors and Members:**  
Vendor Introduction (name and company)

12:15 – 12:45 PM      **Chapter/Committee Reports**

12:35 – 12:45 PM      **2017 Convention Recap**

12:45 – 12:55 PM      **Vendor Spotlight:**  
Alicia Lindsay w/noappfee.com – *Thank you, Alicia!*

**NARPM Code of Ethics: 6-1** The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client’s rental and funds in accordance with the terms of the applicable management agreement.

12:55 – 1:55 PM      **Speaker: Adam Kendall Abplanalp, CPA, Founder & CEO of The Cobalt Group, Inc.**  
“The Business of Property Management: Accounting, Taxes, and Fraud”  
Join us to hear Adam Abplanalp -- a local CPA and cyber security expert (and property manager!) -- talk about the dos and don'ts of running your own business. From preparing for tax season, to how to structure your accounting department, to defending your business from online attacks, Adam will present valuable takeaways that can make your business stronger and more successful.

1:55 – 2:00 PM      **Questions, Announcements, Adjourn**

2:00- 2:30 PM      **Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**

**\*\*\* Please email [katie@mcneeley.com](mailto:katie@mcneeley.com) 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. 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.

Filename: 3601-3a13-e9c9-2e89.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 10/25/2017 4:41:00 PM  
Change Number: 3  
Last Saved On: 11/2/2017 4:05:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 965 Minutes  
Last Printed On: 3/26/2018 7:37:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 350  
Number of Characters: 2,016





National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

Chapter Meeting Agenda  
National Association of Residential Property Managers  
February 17<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

12:00 – 12:15 PM

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

12:15 – 12:30 PM

**Welcome to new Vendors and Members**

Vendor Introduction (name and company)

**Vendor Spotlight:**

Karen Johnson with Apollo Plumbing – *Thank you, Karen!*

**NARPM Code of Ethics:**

**11-1** The Property Manager shall strive to improve the property management profession and NARPM by sharing with others his or her lessons of experience for the benefit of all.

12:30 – 1:30 PM

**Speaker Presentation:**

Jim Roman, Business Development Consultant

“How to Build a Business That Can **SURVIVE** and **THRIVE**”

1:30 – 2:00 PM

**Chapter/Committee Reports, Old Business, New Business, Adjourn**

- Legislative Update
- Special Events Update
- Membership Update
- Education Update
- National Update

2:00- 2:30 PM

**Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**



**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.

Filename: 6615-c659-1a81-fbe3.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 3/15/2017 3:40:00 PM  
Change Number: 2  
Last Saved On: 3/15/2017 3:40:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 0 Minutes  
Last Printed On: 3/26/2018 7:37:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 275  
Number of Characters: 1,635



April 19<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

- 12:00 – 12:10 PM      **Sign-in and Networking for Members and Affiliates**
- 12:10– 12:15 PM      **Welcome to new Vendors and Members:**  
Vendor Introduction (name and company)
- NARPM Code of Ethics** (1-1, 1-2, 1-3, 6-1)
- 12:15 – 12:45 PM      **Chapter/Committee Reports:**
- Legislative Update
  - Special Events Update
  - Membership Update
  - Affiliate Update
  - Education Update
  - National Update
- 12:35 – 12:45 PM      **Vendor Spotlight:**  
Lynne Whitney w/Real Estate Roofing and Real Estate Mold Solutions – *Thank you, Lynne!*
- 12:45 – 1:45 PM      **Speaker Presentation:**  
Peter Bale SCREI, Retired OREA Investigator/Auditor  
“CTAs & Other Real Estate Agency Compliance Problems”
- 1:45 – 2:00 PM      **Questions, Announcements, Adjourn**
- 2:00- 2:30 PM      **Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**

Email [katie@mcneeley.com](mailto:katie@mcneeley.com) 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. 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.

Filename: 1374-7dc6-e4f7-9954.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 4/19/2017 2:50:00 PM  
Change Number: 4  
Last Saved On: 4/20/2017 2:19:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 1,311 Minutes  
Last Printed On: 3/26/2018 7:37:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 259  
Number of Characters: 1,576



July 20<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

12:00 – 12:10 PM      **Sign-in and Networking for Members and Affiliates**

12:10– 12:15 PM      **Welcome to new Vendors and Members:**  
Vendor Introduction (name and company)

12:15 – 12:45 PM      **Chapter/Committee Reports**

**NARPM Code of Ethics:**

**11-2** The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

12:35 – 12:45 PM      **Vendor Spotlight: .**  
Dale Hosley, Clear Water Construction Services – *Thank you, Dale!*

12:45 – 1:45 PM      **Speaker Presentation/Discussion:**  
Ron Garcia, The Garcia Group  
President, RHA Oregon  
“2017 Oregon Legislative Update”

1:45 – 2:00 PM      **Questions, Announcements, Adjourn**

2:00- 2:30 PM      **Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**

**\*\*\* Please email [katie@mcneeley.com](mailto:katie@mcneeley.com) 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. 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.

Filename: 9822-cad3-2e3c-7b44.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 7/20/2017 7:37:00 PM  
Change Number: 4  
Last Saved On: 7/20/2017 8:16:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 39 Minutes  
Last Printed On: 3/26/2018 7:37:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 263  
Number of Characters: 1,572



November 17<sup>th</sup>, 2017 Luncheon  
Greater Portland Chapter Meeting Agenda

**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.

12:00 – 12:10 PM      **Sign-in and Networking for Members and Affiliates**

12:10– 12:15 PM      **Welcome to new Vendors and Members:**  
Vendor Introduction (name and company)

12:15 – 12:45 PM      **Chapter/Committee Reports**

12:45 – 12:55 PM      **Vendor Spotlight:**  
Jake Ramirez with Water Bear Restoration – *Thank you, Jake!*  
<http://waterbearinc.com/>

**NARPM Code of Ethics: 7-2** The Property Manager shall not perform and shall not represent that he or she can or will perform services outside of his or her area of expertise, particularly services that require a separate license or qualification – such as law, accounting, financial planning, construction, and/or contracting – unless the Property Manager independently possesses such license or qualification.

12:55 – 1:55 PM      **Speaker: Charles Kovas with Warren Allen LLP, Attorneys at Law**  
“2018 Legal Hot Buttons – Including Deposit Refund Legislation”  
<http://warrenallen.com/attorneys/charles-a-kovas/>

1:55 – 2:00 PM      **Questions, Announcements, Adjourn**

2:00- 2:30 PM      **Meet w/Vendors – Stay to mingle with our valued affiliates to find out how they can help you!**

\*\*\* Please email [katie@mcneeley.com](mailto:katie@mcneeley.com) 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. 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.

Filename: 9324-e868-5004-4b70.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Katie McNeeley  
Keywords:  
Comments:  
Creation Date: 11/16/2017 2:58:00 PM  
Change Number: 3  
Last Saved On: 11/16/2017 5:00:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 3 Minutes  
Last Printed On: 3/26/2018 7:38:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 301  
Number of Characters: 1,848





National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

## 2017 Executive Board

President:	Katie McNeeley, RMPC®
Past President:	Erlin Taylor, RMP®, MPMC®
President Elect:	Denny Miller, MPMC®, RMP®
Secretary:	Bette Durham, CRMC®
Treasurer:	Tiffany Laviolette

**NARPM - Portland Chapter**  
**Profit & Loss Budget Overview**  
January through December 2018

---

	<u>Jan - Dec 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Affiliate Membership Dues	7,200.00
CE Credit Payment	500.00
First Time Member Dues	1,500.00
Meeting Fees	1,100.00
<b>Membership Dues</b>	
Company Membership Additional	250.00
Company Membership Group of 4	2,750.00
Professional	11,000.00
Support Staff	1,050.00
<b>Total Membership Dues</b>	<u>15,050.00</u>
Reimbursement from National	3,000.00
Vendor Spotlights	2,500.00
<b>Total Income</b>	<u>30,850.00</u>
<b>Gross Profit</b>	30,850.00
<b>Expense</b>	
Advertising Expenses	500.00
Bank Service Charge	1,000.00
Board Meeting Meals	1,000.00
<b>Business Expenses</b>	
Business Registration Fees	100.00
Business Expenses - Other	0.00
<b>Total Business Expenses</b>	<u>100.00</u>
<b>Contract Services</b>	
Accounting Fees	3,600.00
<b>Total Contract Services</b>	<u>3,600.00</u>
Contributions	1,000.00
Convention Reimb / Costs	6,000.00
<b>Meals</b>	1,000.00
Quickbooks Fee	0.00
Rent - Monthly Meeting	13,500.00
Speaker Fees	1,500.00
Supplies	500.00
Website	400.00
<b>Total Expense</b>	<u>30,100.00</u>
<b>Net Ordinary Income</b>	<u>750.00</u>
<b>Net Income</b>	<u><u>750.00</u></u>



**National Association of Residential Property Managers**

**January 16, 2017 Portland Chapter Board Meeting Minutes**

Meeting called to order: 12:13 PM

Roll Call: Erlin, Katie, Denny, Tiffany, Matt, Lois, Melanie, Lynne, Nick, Bette, Ron

New organization and packets for each of the Committees provided by National

**Membership Committee-** Sean Kerr, Bette Durham, Lynne Whitney- Affiliate Members

National has set a goal for a 17% increase in membership for the Portland Chapter for 2017

Does National Charge \$120 for support Staff?

Ideas for adding members- Award for top recruiter for new members- \$ off regional or National Conference

**Legislative Committee-** Nick Cook, Matt Williams- Does the Portland Chapter Board want to voice their own thoughts and publish articles concerning the possible changes in Tenant's rights? We do want to be independent from Multifamily NW? There was a strong voice for doing so. The Board is interested in going to Salem for the Legislative testimony for new Bills concerning Landlords and Tenants. The group would be interest in attending.

**Education Committee-** Katie McNeeley- National has a big push for Education. There will be more classes and more advanced classes available. Big push for Designations. January discount \$50 on RMP and MPM classes.

**Affiliate** – Lynn Whitney – Vendor recognition. What are our plans for future meeting concerning vendors supplying lunch at monthly meeting? Do we need and want a new meeting space

**Future Goals and Planning**

1. Goals to continue the momentum
2. Incentive to have committees grow
3. Invite membership to Board meetings
4. Better speakers
5. Get people involved

There were not votes any discussion items at this meeting – Meeting adjourned at 1:42 PM

Filename: 0a0a-351b-eeff-d570.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Bette Durham  
Keywords:  
Comments:  
Creation Date: 1/27/2017 9:48:00 PM  
Change Number: 3  
Last Saved On: 2/23/2017 8:58:00 PM  
Last Saved By: Bette Durham  
Total Editing Time: 1 Minute  
Last Printed On: 3/26/2018 7:38:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 271  
Number of Characters: 1,451



National Association of Residential Property Managers

August 7, 2017 Portland Chapter Board Meeting Minutes

Call to Order: 12:00 PM

Roll Call: Chris Hermanski, Nicholas Cook, Katie McNeeley, Sean Kerr, Kristi Villani, Lynne Whitney, Bette Durham, AJ Shepard, Denny Miller

National NARPM Class- Portland Chapter is Hosting for August 17<sup>th</sup>. Dave Holt is teaching: Policy and Procedures- 3 hour continuing education class

Happy Hour- We need to schedule for September or October. Best for September since National Convention is in October

Membership- There is a National Membership Drive with incentives for members who sign up new members \$50 off membership. Members should consider reaching out to other Property Management Companies who are not current members and invite them to a meeting.

Spectrum- Multifamily NW- September 21, 2017- All Day Conference with classes

We need a new Portland Chapter Officer Slate for September Meeting Election of Officers

Denny Miller will be stepping up as President. Bette Durham will not be running for Secretary this year.

It is very important that all Officers are able to attend monthly meeting and all Board Meeting.

Nicholas Cook suggested it might be good to get some medial training class for members the possible interaction with the press.

Katie McNeeley made a motion to increase the cost of the Continuing Education Classes for non-members at our monthly Chapter meetings. Motion was seconded by Denny Miller- Motion carried

1. First meeting Free
2. Second meeting \$20

October Chapter Meeting has been moved to Oct 27<sup>th</sup>. National Conference is October 18, 2017

Filename: eb5e-84c4-4a21-9d60.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Bette Durham  
Keywords:  
Comments:  
Creation Date: 9/18/2017 7:21:00 PM  
Change Number: 1  
Last Saved On: 9/18/2017 8:22:00 PM  
Last Saved By: Bette Durham  
Total Editing Time: 61 Minutes  
Last Printed On: 3/26/2018 7:38:00 PM  
As of Last Complete Printing  
Number of Pages: 1  
Number of Words: 253  
Number of Characters: 1,357



National Association of Residential Property Managers

Board of Directors Meeting 12/13/17

Call Meeting to order: 2:31 PM

Roll Call: Denny Miller, Johanna Miller, Lynne Whitney, Erlin Taylor, AJ Shepard, JJay Jensen, Bette Durham, Matt Williams

Industry Discussion: Broker/Owner enrollment is open now

Strategic Planning – Members to include – Sean Kerr, Denny Miller, Chris Hermanski, Ron Garcia, Katie McNeeley.

Treasurer Report: Discussion on 2017 Income, Balance Sheet: Denny Miller noted the need to improve income. New Dues: \$200 for Professional Members. Affiliates- \$300 Vendor Spotlight \$250

Monthly Meeting Venues: Discussion on choices. AJ Shepard to continue to work on new places with luncheon provided. Discussion: Should there be additional charges for lunch from members and affiliates at each meeting. Should dues be raised to include luncheon?

Discussion about charge for CE Certificates for non-members: \$25-\$35 is current amount. We need a better system for collecting for CE Certificates for non-members.

Membership- Improvements needed in auditing membership. Several Professional Members and Affiliates owe dues and other funds for 2017.

Motion made by Matt Williams to form an Audit Membership Committee. The Committee is to be comprised of Katie McNeeley, Bette Durham and Lynne Whitney. Motion seconded by Erlin Taylor.

Discussion: Westside Secretarial taking on more duties

1. Invoicing dues
2. Sending invitations to meetings
3. Collecting fees from affiliates and non-members at meetings- Vendor Spotlight and CE hour.

Updates from Committees: New member needed to chair and become members of the committees. We need more volunteers and to grow membership for up and coming leaders

Needed: Legislative, Education- Chairs and members

Goals for new members:

Provide quality speakers

Add value to the meetings

Grow membership

Meeting Adjourned 4:30 PM



Filename: db77-4e6c-9536-c6ec.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Bette Durham  
Keywords:  
Comments:  
Creation Date: 2/1/2018 3:22:00 PM  
Change Number: 3  
Last Saved On: 2/23/2018 7:18:00 PM  
Last Saved By: Katie McNeeley  
Total Editing Time: 0 Minutes  
Last Printed On: 3/26/2018 7:38:00 PM  
As of Last Complete Printing  
Number of Pages: 2  
Number of Words: 276  
Number of Characters: 1,599