

# *Certificate of Compliance*

This certifies that

## *Inland Northwest Counties Chapter of NARPM*

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

*August 30, 2007*

*Rose G. Thomas*

*2006 President*



National Association of Residential Property Managers

*Gail S. Phillips*

*Executive Director*



### Chapter Certificate of Compliance

DUE: December 1, 2006

PURPOSE: NARPM must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. The undersigned officers of the NARPM Inland NW Counties chapter certify that the Chapter has completed this Certificate of Compliance and have submitted the required documents as noted on this certificate.

|     |   | Completed       |
|-----|---|-----------------|
| 1.  | A list of the 2007 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2006. <i>Please submit list.</i>  | <i>Attached</i> |
| 2.  | Were there any changes in your chapter bylaws this year? Submit current chapter bylaws, with any changes made during the calendar year highlighted. <i>Please submit bylaws.</i><br><i>NO changes</i>   | <i>Attached</i> |
| 3.  | The chapter board of directors has had at least four meetings in 2006, one per quarter, and has maintained corporate minutes and other records as required by state law and the chapter bylaws. <i>We meet every other month</i>  | <i>Attached</i> |
| 4.  | The Chapter is incorporated and a copy of the current articles of incorporation is on file in the national office. If your chapter has amended the articles of incorporation during the year, please submit the amendments. <i>NO changes</i>   | <i>OK</i>       |
| 5.  | An annual financial statement for calendar year has been submitted with this certificate.<br><i>yes</i>   | <i>Attached</i> |
| 6.  | A copy of the chapter's 2005 federal tax return or a letter stating that the chapter was not required to file a return has been submitted with this certificate. A copy of the tax return or the letter must be sent to the national office within 30 days of the chapter submitting the same to the IRS. (A chapter is not required to file a federal return with the IRS if the gross revenue is less than \$25,000.)<br><i>N/A</i> | <i>N/A</i>      |
| 7.  | The Chapter has developed and plans to implement a twelve-month business plan for January 1 - December 31 that includes a proposed annual budget and calendar of events for 2006. Business plan, budget, and calendar of events are attached and sent to national office with this certificate. The business plan could be a strategic plan.<br><i>NO</i>   | <i>No</i>       |
| 8.  | The Chapter president-elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. If other arrangement, please explain: <i>Pres has attended 3</i>  |                 |
| 9.  | The chapter has produced and distributed effective communications (4 per year) to Chapter members 2006 <i>Please submit a copy of the newsletter or magazine with this certificate. Can be electronic or printed.</i> <i>No newsletter</i>  |                 |
| 10. | The chapter has sponsored/participated in effective educational programs (4 per year) for NARPM members affiliated with the chapter in 2006. <i>Please submit a copy of the brochure or flier with this certificate.</i> <i>Betty Fletcher June 27 2006</i>   |                 |
| 11. | What is the date your chapter officers assume their respective offices?   | <i>JAN-1</i>    |
| 12. | Submit the dates of your chapters fiscal year   | <i>JAN-DEC</i>  |

|     |   |   |
|-----|---|---|
| 13. | The chapter has maintained a minimum membership of 7 NARPM members.   | <input checked="" type="radio"/> Y / <input type="radio"/> N              |
| 14. | Is your chapter using the chapter leader site on www.NARPM.org?<br>If no, why not:  | <input checked="" type="radio"/> Y / <input type="radio"/> N              |
| 15. | Do you have a chapter website? What is the URL?<br><i>Harold Kallee offered to help us with this</i>                                    | <input checked="" type="radio"/> Y / <input type="radio"/> N              |
| 16. | Is your Chapter website kept up to date?<br>If yes, when was your last update?  | <input type="radio"/> Y / <input checked="" type="radio"/> N / <i>N/A</i> |
| 17. | Has your chapter ever filed for the \$500 membership grant?<br>If you would like more information on this grant check here _____        | <input checked="" type="radio"/> Y / <input type="radio"/> N              |
| 18. | Does your chapter have a bank account in the chapter's corporation name?<br>Name of Banking Institution: <i>x Washington Trust Bank</i> | <input checked="" type="radio"/> Y / <input type="radio"/> N              |
| 19. | Did your chapter file the State Corporation Commission Annual Report for this calendar year?  | <input checked="" type="radio"/> Y / <input type="radio"/> N              |

Other items:

21. How do you rate the health of your chapter (1 - 10, 10 being highest) 3

a. If answer is 7 or less, what barriers does your leadership face in getting the chapter going? *we have a small core group that attend all of the meetings. we invite all management companies but do not get the response we'd like.*

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) *Mentoring would be great - any help would be greatly appreciated*

c. If answer is 8 or above, are there any cool things your chapter is doing that other chapters might like to hear about?

x

Chapter Officers' Signatures Certifying Review and Approval of 2004-2005 Chapter Board:

*Paula Schady* 8/10/07  
 \_\_\_\_\_  
 2005 Chapter President/Date

*Paula Schady* 8/10/07  
 \_\_\_\_\_  
 2006 Chapter President/Date

\_\_\_\_\_  
 2006 NARPM Board of Director/Date