



National Association of Residential Property Managers

CHAPTER COMPLIANCE 2022 NOTES

C067 INLAND NORTHWEST COUNTIES

Awarded Chapter in Review/Conditional Compliance 2022 for the following reasons:

- Chapter was only able to hold three membership meetings in 2021 (missing 1).
- Missing final 2021 Profit & Loss Statement
- Missing name of New Member Mentor for 2022

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in condition compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.

**BYLAWS OF
THE INLAND NORTHWEST COUNTIES 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 Inland Northwest Counties chapter of the National Association of Residential Property Managers, Inc., hereinafter 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 State of Washington east of the Cascade Mountains from the Canadian border to the Oregon Border and to include the northern panhandle of the State of Idaho to the Montana border.
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 an exchange of ideas regarding residential property management.
5. To educate members on laws and regulation and promote legislative initiatives in the geographical area served by the Chapter.

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 Washington.

1. The chapter shall be subject to all rules, regulations, ethics, and 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 portion of the State of Washington east of the Cascade Mountains from the Canadian border to the Oregon Border and to include the northern panhandle of the State of Idaho to the Montana border.

ARTICLE II: Membership

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 licensure in 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 must comply with state licensing laws, but do not hold an active real estate license.

Section B: Associate Member

An Associate 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 licensure in 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 must comply with state licensing laws, but do not 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 and suspension of Affiliate Membership shall be identical to those specified for members, except the following:

1. 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 chairpersons or committee members. An affiliate member does not vote or hold elective office.
2. An Affiliate Member does not have to be a Vendor Affiliate member of the National Association.
3. Affiliate Membership does not either directly or indirectly imply and endorsement of the services or products provided by Affiliate Members.

The Chapter shall recognize all NARPM® National Affiliate Members 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 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 I: Application by Professional, Associate or Support Staff Members:

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-committees upon which the member serves, if any.

Section J: Sustaining Member

A Sustaining Member is an individual who is one of the founding members of the chapter. Requirements relating to acceptance into Sustaining Membership, suspension of Sustaining Membership and/or termination of Sustaining Membership shall be identical to those specified for other members except for the following:

1. A Sustaining Member shall be eligible to vote in person at any regular or special meeting of the chapter.
2. A vacancy in the Sustaining Membership shall not be replaced.
3. The Sustaining Members shall meet once a year to provide counsel and advice to the Board of Directors and sub-committee chairpersons regarding the future trends of the industry and to lend the membership strength in carrying out its charter.

ARTICLE III: Suspension, Termination and Resignation 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 the 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 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 within 75 days of the 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 Violation: 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 for non-payment of national annual dues.

Section C: 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 a 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: 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, the 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 known as the committee, shall be composed of six (6) officers as follows:

1. President: The president shall:
 - a. **Serve as** 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 calendar 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.
2. President-Elect **(this position can be a dual position filled by the President)?** 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 a 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. 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.

3. **Vice-President:** The vice-president shall act as the chapter's publications chairperson. In this capacity the vice-president shall:
 - a. Notify all chapter members of upcoming meetings
 - b. Serve a term of one year commencing with the beginning of the calendar year.
 - c. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.

4. **Secretary:** The secretary shall:
 - a. Maintain current chapter membership records 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. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.

5. **Treasurer:** The treasurer shall:
 - a. Be a signatory for all funds withdrawn from 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 the committee upon request.
 - e. Prepare an end-of-fiscal year report for the national association.
 - f. File tax and other financial reports with the appropriate government agencies.
 - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
 - h. Serve a term of one year commencing with the beginning of the calendar year.
 - i. Must be a Professional Member of the Chapter.

6. **Past President**
 - 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. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a 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 percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, 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 Inland Northwest Counties 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 nominations 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.
5. The Chapter shall/shall not (choose one) allow nominations from the floor of the chapter meeting. If electronic elections take place write-in Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of beginning of the chapters calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or 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 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 at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee. At the next election the remainder of the term for the office must be filled through the nomination process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, 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 members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a 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 Meetings: 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 member 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 meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons 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

Acknowledgment and Enforcement

~~As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.~~

~~Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.~~

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: Acknowledgement:

1. 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:

1. The Board of Directors shall be responsible for enforcement of the Code of

Section C: Chapter Charter

A Chapter Charter is granted 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 action(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 of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

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

ARTICLE IX: Financial Considerations

Section A: Calendar Year

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

Section B: Chapter Dues

A 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 dues within sixty (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. **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 Chapter 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

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director 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 revisions 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.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the national 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

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or affect 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, chairpersons 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, statues, 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 Washington or Idaho 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. The 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 operations of the Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Department of the Treasury
Internal Revenue Service

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

2021

Open to Public Inspection

A For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **INLAND NW COUNTIES NATIONAL****ASSOCIATION OF RESIDENTIAL PROPERT****PO Box 141263, Spokane****Valley, WA, US, 99214****D** Employee IdentificationNumber **90-1180700****E** Website:**F** Name of Principal Officer: **Tyler Vinson****PO Box 141263, Spokane****Valley, WA, US, 99214**

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 the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in 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 average times 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. You must file your Form 990-N (e-Postcard) electronically.



National Association of Residential Property Managers

 INLAND NORTHWEST COUNTIES CHAPTER

Inland Northwest NARPM® Chapter

2022 Budget

INCOME:	
Professional/Associate/Support Membership Fees	2,600
Affiliate Membership & Sponsorship Fees	500
Meeting Income (22 people x 9 meetings)	4,950
Continuing Education Income	2,200
Chapter Grants: RE Forum, Education	500
Other: 25% Education sponsorship from National, Reimbursements	3200
Other:	0
Total:	16,060

EXPENSES:	
Meeting Expenses (room, food, etc) (Food \$/person)	4,900
Marketing Expenses (newsletter, postage, etc)	150
Education Expenses (speaker, equipment, room, lunch)	500
Legal & Accounting (tax return, corporation fees)	660
Officer Travel (to national events)	325
Charitable Contribution (Raised from holiday party)	3,200
Other: Real Estate Forum	500
Permits and Licenses	10
Social Events	300
Other: (Credit Card Processing Charges – Square)	150
Total	10,545

Profit	\$5,515
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National Association of Residential Property Managers
INLAND NORTHWEST COUNTIES CHAPTER

Inland Northwest NARPM® Chapter Minutes

September 22nd, 2021

1. Welcome Members and Guests
2. Purpose & Overview

Mission

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

Vision

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

3. Introductions
4. President Bryan reviewed the Code of Ethics: **Article 2-1: Discrimination.**
5. Chapter update, and financial health (Dan)
6. Speaker – Daniel Klemme President of the Landlord Association of the Inland Northwest
7. Q & A
8. Introduction to board member candidates
 - President Elect –Shanna Cejka
 - Secretary – Kayla and Adam Cunningham
 - Treasurer – Dan Harrison, Kayla, Adam Cunningham
 - Education Chair – Maria Trunkenbolz
 - Governmental Affairs – Eric Bassett
 - Membership Chair – Rawley Harrison
9. Legislation update
10. Food Drive Committee-We will have 3 drop off points. NARPM will pay for another sign for event.
11. Announcements

Upcoming Meeting Speakers:

October – To come (recommendations?)

November – Kellie Tollifson Ethic class

December – Christmas gathering

Inland Northwest Chapter Leadership:

President: Bryan Gwynn 509-944-0979

Secretary: Jeannette Gordon
Treasurer: Dan Harrison
Pres-Elect: Tyler Vinson
Past President: Jeannette Gordon
Membership: Rawley Harrison
Education: Maria Trunkenbolz
Legislative: Eric Bessett
Hospitality/Meetings: Maria Trunkenbolz

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® 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.

STANDARDS OF PROFESSIONALISM

- **2-1** It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
October 27, 2021**

NARPM General Meeting called to order at 12:00pm by
President Bryan Gwynn

Excused:

Members: 18

Affiliates: 0

Guests: 26

Speakers: 2

Met at Center Place, 2426 N Discovery Place, Spokane Valley, WA 99126

Welcome Members and Guests

Mission

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

Vision

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

Code of Ethics Article 2-2 Discrimination (see reverse side)

1. Speaker: Eric Steven with Steven Law Office
 - Eric gave extensive information on:
 - The Bridge Proclamation 21-09.2
 - Spokane Model Standing Order
 - Rent Recovery Process/Forms
 - RCW 59.18.650
 - Non Payment Process as of 11/1/2021
 - E2SSB 5160
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 - Provided members with 154 pages of info, forms, etc.
2. Elections for 2022 were held. Winners are:
 - Pres-Elect: Shanna Cejka
 - Secretary: Adam Cunninham
 - Treasurer: Kayla Wilson
3. Dezda Finn was announced as the winner of the Legislative Conference drawing. A check for \$125 will be given to her.

Respectfully Submitted,

Jeannette Gordon

Secretary

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STANDARDS OF PROFESSIONALISM

- **2-2** The Property Manager shall not deny service to any person due to sex, race, religion, color, national origin, handicap, family status, or sexual orientation or identity.



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
November 17, 2021**

NARPM General Meeting called to order at 12:00pm by President Bryan Gwynn

Excused:

Members: 19

Affiliates: 0

Guests:

Speakers: 1

Met at Center Place, 2426 N Discovery Place, Spokane Valley, WA 99126

Welcome Members and Guests

Mission

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

Vision

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

Code of Ethics Article 2-2 Discrimination (see reverse side)

1. Speaker: Jim Henderson-WA State NARPM President and Lobbyist
 - You can serve a 14 day notice, DRC papers and repayment plan all at the same time.
 - Repayment plans are negotiable.
 - Possible bills for 2022: Increase the number of days for rent increase from 60 to 120 days.
 - HB1515 Deposit alternatives such as Lease Lock and Rhino. Please contact Jim if you have any experiences with deposit alternative companies.
 - Criminal records bill probable.
 - NARPM again joining other LL associations in 2022 for the Rental Housing Coalition. Jeannette Gordon is our local committee member.
 - Jim will continue to have the Friday morning meetings with all WA State members with info and updates.

Respectfully Submitted,

Jeannette Gordon

Secretary

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Article 3: RESPONSIBILITY TO CLIENT The Property Manager shall serve the Client and act in the best interests of the Client.

STANDARDS OF PROFESSIONALISM 3 3-1 The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.



**Inland Northwest Chapter
National Association of Residential Property Managers
Board Meeting
March 18th, 2021**

NARPM Board Meeting called to order @ 11am by
President Bryan Gwynn from Urban Settlements

Present: Bryan Gwynn- President, Tyler Vinson – President Elect, Candace Leach – Secretary, Jeanette Gordon- Past President, Rawley Harrison – Membership, Maria Trunkenbolz – Meetings/Events

Bryan asked for Financial Health – Rawley indicated that Dan still out recovering from surgery. Should be in office starting next Monday and will get a report out to the Board.

Bryan introduced discussion on getting a PO Box for the chapter. Maria offered to open/collect in Veradale where she currently has a box. Jeanette motioned for opening PO Box, Maria seconded. Motion passed. Maria will coordinate.

Bryan introduced discussion on NARPM Fall class – We discussed Ethics with NARPM member teaching – Maria will touch base with Chrysztyna Rowek about availability for November class. For October we discussed pursuing an industry leader (growing business, social media fundamentals). Bryan will provide Candace a list of class ideas and she'll generate survey monkey for members to see what interest would be for classes and what members would be willing to pay for that education piece. We will also review BBB list of available free courses to see about filling September spot.

2021 Class Schedule to Date:

March 24th – DOL Auditor

Cathleen McDonald of the WA Dept of Licensing will present on best practices and pitfalls associated with Property Management audits in the state.

April 28th – Fair Housing Presentation – Marley Hochendoner, Executive Director – Northwest Fair Housing Alliance.

Marley Hochendoner joined Northwest Fair Housing Alliance (NWFHA), a private non-profit fair housing education and advocacy organization based in Spokane, Washington, as Executive Director in April 2005. She is licensed as an attorney in Idaho and Washington. Ms. Hochendoner served as a staff attorney at Idaho Legal Aid Services from 1998 to 2003, where her practice included assisting tenants with landlord/tenant and fair housing matters. She was an in-house staff attorney for the Nez Perce Tribe from 2003 to 2005. Since joining NWFHA, Ms. Hochendoner has conducted numerous trainings for landlords, property managers, realtors, tenants, and social service providers. She has overseen fair housing investigation, counseling, and advocacy services provided under multiple U.S. Department of Housing and Urban Development Fair Housing Initiative Program grants, and numerous city and private contracts.

May 26th- City of Spokane & State of WA – Legislative Update – Steve Corker, President Landlord Association of Inland Northwest.

(Reached out to Steve to get short bio – will send once I have in hand)

Member Benefit program – Bryan wants to make gains on this – subcommittee maybe? Asked for board to reach out directly.

New Business: Jeanette -Chapter Compliance done? Bryan, yes. Chapter Excellence – Bryan didn't think we had enough to apply. Jeanette thinks we might so she will review and advise.

Maria invited King County Chapter to DOL presentation & Jeanette invited Whitman County Landlord Association. Bryan asked that Rawley shoot our notice to SAR via mail chimp to draw additional interest to classes and presentations. Maria will invite additional chapters to the Fair Housing presentation as well. Rawley asked for assistance in the creation of the flyer. Candace put speaker info and bio's into minutes. If Dan is unable to assist Candace will help Rawley create a flyer.

Jeanette asked if Jim Henderson would be in upcoming meetings to provide legislative update? Bryan has invite out and anticipates attendance but won't know until closer to meeting time if Jim is able to attend.

Bryan closed meeting.

Met via Zoom Call

Respectfully submitted,
Candace Leach
Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
Board Meeting
May 18th, 2021**

NARPM Board Meeting called to order @ 9am by
President Bryan Gwynn from Urban Settlements

Present: Bryan Gwynn- President, Tyler Vinson – President Elect, Candace Leach – Secretary, Jeanette Gordon- Past President,
Maria Trunkenbolz – Events/Meetings

Bryan opened the meeting with Mission and Vision.

Bryan asked for Financial Health update – Dan not on but Bryan still has access to quickbooks. No money spent but nothing in yet either.

May 26th- City of Spokane & State of WA – Legislative Update – Steve Corker, President Landlord Association of Inland Northwest.

Steve is a former City Council Member that works within the community to bridge the gap between tenant and landlord needs. He currently serves as the President of the Landlord Association of Inland Northwest. This organization provides members with education about current City, State and Federal ordinances, laws and regulations that affect both large and private landlords alike.

June 25th – Arbor Crest Social 4-6pm – Get Vendors back on board and reincorporated. Tyler introduced possibly having a vendor sponsor. \$300.00 budget. Candace motions a \$300.00 for the budget. Tyler seconded. Motion approved. Maria will spearhead the reservation. Tyler will spearhead reaching out to vendors and creating a working database.

Bryan asked for update on PO Box. Maria asked to move to the Opportunity Post Office box. We approved. She will complete application and submit reimbursement. She will update Bryan with address.

Bryan re-introduced discussion on NARPM Fall class: Ethics with Kelli Tollifson. Maria will contact National to clear the three hour class – tentatively 11/18.

Bryan introduced the topic of the WA State Legislative Conference and sponsoring a member via a raffle to encourage members to pay dues. Maria motioned to sponsor one member via the raffle draw and Bryan seconded. Candace will create and email the invoice tomorrow once Maria has gotten her the PO Box info. We will set contest entry deadline of 5/28/21.

New Business - Member Benefit: What can we do to have an attorney provide legal info to our NARPM members – this led to discussion about joining an association (National will pay for it) Tyler recommended LandLord Association of the Inland NW. Tyler will speak to Steve Corker about cutting us a deal on joining and seeing if we can join as an affiliate or vendor. Tyler will update. Jeanette will collect other state associations to compare. Bryan motioned that if we can get membership up to \$300.00 to move forward with the membership. Maria seconded. Discussion: Jeanette believes we can get grant upwards of \$500.00 from national. Tyler will speak to LLA and relay back to the Board via email.

Bryan closed meeting.

Met via Zoom Call

Respectfully submitted,
Candace Leach

Secretary



**Inland Northwest NARPM® Chapter
Executive Board Minutes
September 22, 2021**

NARPM Board Meeting called to order at 11:05am by
President Bryan Gwynn

Present: Pres-Elect Tyler Vinson, Treasurer Dan Harrison, Secretary Jeannette Gordon, Maria Trunkenbolz

Excused:

Treasurers Report: \$6848.06 in account

1. Possible speakers for October:
 - Kayla from Extant on DRC rules
 - Rob Rowley-Attorney
 - Steven Schneider-Attorney
 - Eric Steven-Attorney

Maria will check with Eric about our Oct 27th meeting.

2. Ethic Class Nov 18th-in process
3. Holiday Party Dec. 15th
 - Luigi's-Closed
 - Legends-Tyler will check out details here
 - Illinois Ave Bar & Grill-available
 - Charity of Choice: Safety Net
4. Elections-Email nominations out to members tomorrow.
5. Bylaws changes required by national-MMSC
6. Leadership Trainings-Board needs to sign up to attend the virtual trainings. Bryan will email out invitations when he gets the next one.
7. Landlord Association-Still looking at pros and cons of joining with them.
8. Financials-Dan will draw for winner of the free state Legislation Conference admission.
9. Quickbooks-Leave as is with 2 person access. \$49.95/mo.
10. Compliance-Good
11. Benefits of Membership-Still need a brochure
12. Food Drive in October

Adjourn at 11:50am

Respectfully submitted,
Jeannette Gordon
Secretary



**Inland Northwest NARPM® Chapter
Executive Board Meeting
October 27, 2021**

NARPM Board Meeting called to order at 11:05am by
President Bryan Gwynn

Present: Pres-Elect Tyler Vinson, Treasurer Dan Harrison, Secretary Jeannette Gordon, Maria Trunkenbolz, Rawley Harrison, Eric Bessett

Excused:

1. Treasurers Report: 13 members have paid. Bryan will mention the need to pay dues at meeting.
2. Legislative Conference winner-Dezda Finn
3. November:
 - Ethics class cancelled because it is no longer required bi-yearly.
 - Will look into Zoom class options
 - In-Person classes are expensive

Possible November Speakers:

- Vendor Fair
 - NW Mediation/Fulcrum Institute
 - CPA/Financial Advisor
 - Judge
 - Round table discussion
 - Mayor Woodward
 - Steve Corker
 - City Manager-Johnny Perkins
 - Jim Henderson-Jeannette will contact at state meeting 10/28/21
4. Holiday Party
 - Tyler will get more info
 - Possible Dates: Dec. 15th
 5. Leadership Training-Bryan made sure we are getting the training emails.
 6. Chapter Excellence
 - Probably will not make it this year because we are not having a class
 7. Member Benefits
 - Jeannette made applications for affiliates and new members

Adjourn at 11:38am

Respectfully submitted,
Jeannette Gordon
Secretary



National Association of Residential Property Managers
INLAND NORTHWEST COUNTIES CHAPTER

Inland Northwest NARPM® BOD Agenda

August 24th, 2021 at 9am

1. Welcome BOD
2. Purpose & Overview

Mission

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

Vision

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

3. Introductions
4. Chapter update, and financial health (Dan Harrison)
5. Legislation conference winner?
6. Select a class for September, October,
7. Ethics class Nov 18th update on instructor and venue (Maria)
8. Meeting schedule (December Holiday party)
9. Election 2022
10. Bylaw update
11. Candace replacement
12. Leadership Training
13. Nation Convention and Chapter President Meet-up Oct 29
14. Rocky Maxwell Noninations
15. Partnership with LLA (Tyler)
16. Membership dues update
17. Chapter Compliance
18. Member Benefit program new idea's
19. New Business

Inland Northwest Chapter Leadership:
President: Bryan Gwynn 509-944-0979
Secretary: Open
Treasurer: Dan Harrison
Pres-Elect: Tyler Vinson
Past President: Jeannette Gordon
Membership: Rawley Harrison
Education: Maria Trunkenbolz

Legislative: Eric Bessett

Hospitality/Meetings: Maria Trunkenbolz

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**Inland Northwest NARPM® Chapter
Executive Board Meeting
November 15, 2021**

NARPM Board Meeting called to order at 10:00am by
President Bryan Gwynn

Present: Pres-Elect Tyler Vinson, Secretary Jeannette Gordon, Maria Trunkenbolz, Rawley Harrison

Excused: Eric Bessett, Dan Harrison

1. Holiday Party confirmed for 12/15/21 at True Legends. 6-8 pm. Plate dinners at \$35/person. We will have a \$20 white elephant exchange. Fundraiser will be had for Safety Net.
2. Maria will reach out to Melissa Sharone to see if she is able to do our Installation of Officers in January 2022.
3. Bryan has been sending out the emails about leadership training. Please attend as you can.

Adjourn at 10:28am

Respectfully submitted,
Jeannette Gordon
Secretary



**Inland Northwest Chapter
National Association of Residential Property Managers
General Membership Meeting
October 27, 2021**

NARPM General Meeting called to order at 12:00pm by
President Bryan Gwynn

Excused:

Members: 18

Affiliates: 0

Guests: 26

Speakers: 2

Met at Center Place, 2426 N Discovery Place, Spokane Valley, WA 99126

Welcome Members and Guests

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From: jeannette@pullman.com
Sent: Wednesday, September 15, 2021 11:52 AM
To: jeannette@pullman.com
Subject: NARPM Meeting
Attachments: BOD Sept 22nd 2021 Agenda.docx; Sept 2021 general meeting Agenda (002).docx

Good Morning Everyone!

We're back.....live and in-person meeting coming up on September 22nd! We'll be meeting at CenterPlace, 2426 N. Discovery Place, Spokane Valley at 11:45am-1pm.

Please RSVP ASAP so we can get a lunch count in at CenterPlace. Lunch is \$20/person.

We will have Daniel Klemme, President of the Landlord Association of the Inland Northwest as our speaker.

Also, we have a slate of nominees for our 2022 executive board. If you would like to run for one of the offices, or you would like your name removed as a candidate, please let a board member know. The nominees are:

President: Tyler Vinson(current pres-elect)

President Elect: Shanna Ceika, Ned Brandenburg

Secretary: Kayla Wilson, Adam Cunningham

Treasurer: Dan Harrison, Kayla Wilson, Adam Cunningham

We are looking for someone to chair a newly created Social Media Committee. If you are interested, please speak to one of the current board members.

Other appointed committee chairs:

Legislative/GA Committee: Eric Bessett

Education: Maria Trunkenbolz

Hospitality/Meetings: Maria Trunkenbolz

Membership: Rawley Harrison

There will be an executive board meeting at 11am on the same day at Centerplace. Everyone is invited to attend.

We look forward to seeing you all again in real life! Please remember to RSVP and feel free to invite anyone who you think might like to join!

Jeannette Gordon
Office Manager
Summit Realty
summit@pullman.com
www.summitrealty.com

Inland Northwest NARPM Past-President

<https://www.narpm.org/about/why-use-one/>